

Changes Effective July 1, 2015--State Compensatory Time Policy---- Sent 6/22/15

A message from Human Resources:

The State Compensatory Time policy, hyperlink near bottom of this email, must be applied to affected employees effective July 1, 2015.

- For FLSA covered (non-exempt) employees unused earned compensatory time must be paid out prior to transfer, promotion, demotion, and separation.
- For FLSA non-covered (exempt) employees unused earned Merit compensatory time is forfeited upon transfer, promotion, demotion, separation and in the case of death.
- FLSA non-covered (exempt) employees may be paid only for overtime if approved by the Director of Human Resource Management per Merit Rule 4.13.6. FLSA non-covered (exempt) employees may be compensated at the 1.5 times rate only per Merit Rule 4.13.8. Compensatory time earned in these instances shall be Merit Compensatory Time and shall be used within 180 calendar days of accrual or be forfeited.
- Union employees covered by AFSCME Local 2305 (DPC), AFSCME Local 3514 (Stockley) and AFSCME Local 516 (Governor Bacon) are exempt from the following sections of the policy because of existing contract language.
 - #9. For FLSA covered (non-exempt) employees unused earned compensatory tie must be paid out prior to transfer, promotion, demotion and separation.
 - #10. For FLSA non-covered (exempt) employees unused earned Merit compensatory time is forfeited upon transfer, promotion, demotion, separation and in the case of death."

<http://hrm.omb.delaware.gov/policies/documents/compensation-time.pdf>

Questions may be directed to your local Human Resources group.

HR Office	Phone
New Castle County	302-255-9070
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DHCI	302-223-1550
Stockley Center	302-933-3000