

## **Changes being made to Compensatory Time for Non-exempt (hourly) employees**

In an effort to ensure consistent, equitable and impartial rules that comply with Department of Labor regulations, Wichita State is implementing changes to compensatory time (“comp time”) for non-exempt employees. Employees are encouraged to review the changes outlined below and visit the HR web site for more detailed Frequently Asked Questions.

### **The following changes will be made:**

#### **July 2019**

- If an employee moves to an exempt position, their comp time balance will be paid out in full.
- If an employee transfers to another position or department within the University and their hourly base rate of pay remains the same or greater, the comp time balance will transfer with the employee to the new position/department. (As long as the position is eligible for comp time.)
- If an employee receives a decrease in their hourly base rate of pay, their comp time balance will be paid out at the pay rate prior to when the decrease is applied.

There is no change to the accrual of comp time or the comp time balance maximum at this point in time. This will allow employees to make appropriate plans for summer vacations, holiday shut down and other activities they may have been counting on these hours to cover. Employees are encouraged to manage their comp time hours and plan for the comp time balance maximum to be reduced from the current 120 hours to 60 hours in February 2020.

#### **February 2020**

- Comp time balances that were accrued more than one year ago will be paid out to the employee in February. In some cases, this will reduce the employee’s comp time balance below 60 hours.
- Comp time balances that exceed 60 hours, regardless of when earned, will be paid out to the employee in February. In addition, the maximum allowed comp time balance will be capped at 60 hours.

For more information and frequently asked questions, go to [www.wichita.edu/hr](http://www.wichita.edu/hr).