

**Non-Exempt (Hourly) Staff FAQ's**  
**Changes to WSU's Compensatory Time**

**Q: Why is WSU making changes to Compensatory Time?**

A: WSU is making changes to Compensatory Time to ensure we are administering in accordance with rules established by the Fair Labor Standards Act (FLSA).

**Q: What specifically does the FLSA regulate?**

A: The FLSA is a U.S. law that is intended to protect workers against certain unfair pay practices or work regulations. The FLSA determines items such as minimum wage, overtime pay eligibility (including usage of Compensatory Time), record keeping, and child labor laws.

**Q: What specifically does the FLSA say about Compensatory Time?**

A: FLSA specifies that Federal, State, and Local government employers may use Compensatory Time in lieu of paid overtime, in accordance with these rules:

- No more than 240 cumulative Compensatory Time hours
- Must be paid at the rate it is earned
- Must be paid if not used within one year of earning (rolling 12 months)
- Must be paid out if an employee in a non-exempt position moves to an exempt position
- Employers have to ensure administration of rules is fair and consistent

**Q: When will I start to see changes in Compensatory Time?**

A: WSU will begin to make changes to how and when Compensatory Time is paid out in July of 2019 and in March of 2020. These changes will focus on ensuring WSU is administering Compensatory Time appropriately.

**Q: Why is WSU making these changes in a phased approach?**

A: Based on feedback from employees and leaders, the University has chosen to manage this transition in a phased approach to ensure staff retain Compensatory Time to use for preplanned events such as summer time off and the 2019 holiday shutdown. In addition, the phased approach allows leaders time to consider how to manage future staff, budget, and scheduling needs since Compensatory Time balance maximums will be reduced in February of 2020.

**Q: What changes will take place in July 2019?**

A: Three changes take place in July 2019:

1. If an employee moves to an exempt position, their Compensatory Time balance will be paid out in full.
2. 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 Compensatory Time balance will transfer with the employee to the new position/department. (As long as the position is eligible for Compensatory Time.)
3. If an employee receives a decrease in their hourly base rate of pay, their Compensatory Time balance will be paid out at the pay rate prior to when the decrease is applied.

**Q: What changes will take place in February 2020?**

A: Three changes will take place in February 2020:

**REVISED** 1. Compensatory Time balances that were accrued more than one year ago will be reduced in February, and paid out on March 6<sup>th</sup>, 2020. In some cases, this will reduce the employee's Compensatory Time balance below 60 hours.

**REVISED** 2. Compensatory Time balances that exceed 60 hours, regardless of when earned, will be reduced in February, and paid out on March 6<sup>th</sup>, 2020. In addition, the maximum allowed Compensatory Time balance will be capped at 60 hours.

**NEW!!!** 3. After the payout in March, WSU will implement a process to pay out any Compensatory Time balances that have been accrued but not used within one year. The review and payout of Compensatory Time balances will occur each pay period.

**Q: Will there be other changes to Compensatory Time after February 2020?**

A: Any potential additional changes will be determined and communicated at a later date.

**Q: How should I manage my current Compensatory Time balance?**

A: Employees, in partnership and with approval from their supervisor, should manage their Compensatory Time balance and use any hours they do not want to have paid out to them in March 2020.

**Q: Is the Kansas Board of Regents or the State of Kansas mandating that WSU make this change?**

A: No, this change is the sole discretion of WSU.

**Q: Where can I find my Compensatory Time balance?**

A: Employees can find their Compensatory Time balances by logging into MyWSU and clicking on the Employee Dashboard link under the Faculty/Staff tab.

The screenshot shows the 'Employee Dashboard' for Shock, Wu. It displays 'Leave Balances as of 06/07/2019' with the following data:

Leave Type	Balance (hours)
Vacation Leave in hours	242.39
Sick Leave in hours	75.00
Discretionary Day in hours	8.00
Compensatory Time in hours	9.00

The 'Compensatory Time in hours' value of 9.00 is highlighted with a yellow box and an arrow. A link for 'Full Leave Balance Information' is visible at the bottom right.

**Q: How much vacation, sick and holiday leave do I accumulate annually?**

A: Full time benefit eligible employees accrue twenty-two (22) vacation days, twelve (12) sick days and eight (8) paid holidays on an annual basis. In addition, there may be other designated paid days off as declared by the governor of the State of Kansas.

**Q: Will this change impact student or temporary workers?**

A: No, student and temporary workers are not eligible to earn Compensatory Time.

**Q: If I have a question that is not covered in this FAQ document, who do I contact?**

A: Questions not covered in this FAQ document can be sent to [HR.ServiceCenter@wichita.edu](mailto:HR.ServiceCenter@wichita.edu).