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**OVERTIME COMPENSATION AS COMPENSABLE  
TIME FOR NON-EXEMPT MASSC EMPLOYEES**

It is the Administrative procedure of the Southwestern Oregon Community College District that the following conditions of employment shall apply to non-exempt MASSC employees who are covered by the FLSA provisions:

Compensable Time for Approved Overtime Hours - For non-exempt employees hired after April 15, 1986 compensatory time may be accrued in lieu of cash overtime compensation if an agreement has been arrived at between the College and the employee.

Non-Exempt Employee Compensatory Time Accrual - Non-exempt employees may accrue 240 hours of compensatory time during a fiscal year. No more than 80 hours of compensatory time may be carried from one fiscal year to the next fiscal year.

Any non-exempt employee who has accrued more than 80 hours of compensatory time at the end of a fiscal year shall be paid in cash for the excess hours.

Any non-exempt employee who has accrued 240 hours of compensatory time shall be paid in cash for additional hours beyond 240 of approved overtime work.

Adopted by Board of Education:

Procedure # 3.050 March 21, 1988

Revised February 27, 1989

Changed to Administrative Procedure January 22, 1996

Reviewed/Revised December 4, 2013 (Formerly Admin Policy 6.3.004)