

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 16-09	Policy # 3.33
Applicability: <input checked="" type="checkbox"/> All DJJ Staff <input type="checkbox"/> Administration <input type="checkbox"/> Community Services <input type="checkbox"/> Secure Facilities	Related Standards & References: Rules of State Personnel Board 478-1-.16	
Chapter 3: PERSONNEL	Effective Date: 7/15/16 Scheduled Review Date: 7/15/17	
Subject: STATE COMPENSATORY TIME	Replaces: 1/15/12 Office of Human Resources	
Attachments: None.	APPROVED:  <hr/> Avery D. Niles, Commissioner	

I. POLICY:

Exempt employees will receive State compensatory time on a quarter-hour basis for time worked in excess of the normal work schedule. Designated non-exempt employees may receive State compensatory time on a limited basis.

II. DEFINITIONS:

Exempt Employee: An employee who is not covered by the overtime provisions of the Fair Labor Standards Act (FLSA).

Non-Exempt Employee: An employee who is covered by the overtime provisions of the Fair Labor Standards Act (FLSA).

State Compensatory Time: Time credit earned by exempt and non-exempt employees at a rate of quarter-hour for each uncompensated quarter-hour worked over the established work period of the employee's assigned job.

III. PROCEDURES:

- A. State compensatory time, on a quarter-hour basis, will be granted to an eligible exempt employee who is required to work longer than the normally assigned hours in a work period.
- B. Employees may accumulate a maximum of 240 hours of State compensatory time. Exempt employees shall be granted State compensatory time on a quarter-hour basis. All hours over the maximum shall be forfeited and are not eligible to be restored.

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- C. All State compensatory time must be utilized within one year of the date that it is earned.
- D. An employee who transfers to the Department of Juvenile Justice (DJJ) from employment with another State department in the Executive Branch may not transfer any accumulated State compensatory time to DJJ.
- E. In the event that an employee terminates employment all accumulated State compensatory time is lost and the employee is not entitled to be paid for such time.
- F. During a holiday week, an exempt employee who works more than the scheduled work hours for that week will earn State compensatory time for the extra hours worked. With the exception of employees who work a law-enforcement schedule, a non-exempt employee who works more than the number of hours required for the holiday week, will earn State compensatory time for any hours worked up to 40 hours. After 40 hours, the employee will earn FLSA compensatory time.
- G. Exempt employees are not entitled to earn FLSA compensatory time for hours worked beyond regularly scheduled hours.
- H. The use of State compensatory time will not be approved until all available deferred holiday time and Fair Labor Standards Act (FLSA) compensatory time has been exhausted.
- I. State compensatory time will only be awarded when documented on a signed and an approved weekly time sheet or via Kronos.
- J. State compensatory time will only be accrued starting from the effective date of this policy.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO