INDIANA
WORKFORCE
DEVELOPMENT
AND ITS WorkOne CENTERS

TO: Indiana's Workforce Investment System

FROM: Teresa L. Voors
Commissioner, Indiana Department of Workforce Development

THROUGH: Mary E. Johnson, Director of Human Resources

DATE: November 21, 2008

SUBJECT: DWD Policy 2008-13
Compensatory Time Charging for Indiana Department of Workforce Development's (DWD) Overtime Exempt Employees

Purpose
To explain the guidelines under which overtime exempt employees may charge compensatory time

NOTE: This policy is in concert with the Functional Supervision policy utilized in WorkOne offices following integration. This policy is effective for DWD exempt employees in both WorkOne and DWD administrative offices.

Rescission
DWD Policy 2003-16, issued October 10, 2003

Contents
State and Federal labor law defines employees who are eligible for overtime compensation based upon the duties and responsibilities of each position. Those positions eligible for overtime compensation are classified as "non-exempt." Positions of an administrative nature are generally considered "exempt" from overtime compensation.

Indiana Department of Workforce Development's (DWD) exempt employees are those whose positions carry "professional," "administrative," and "executive" responsibilities. In lieu of overtime compensation, these employees may be eligible for compensatory time.

To be eligible for compensatory time, an exempt employee must receive prior approval from his/her supervisor to work on a specified task for a specified number of hours. Generally, compensatory time should not accrue for projects that will take less than four hour segments of overtime work. Once an exempt employee is approved for compensatory leave, the supervisor must immediately notify DWD Payroll so that the employee can be set up in the DWD Comp Plan in PeopleSoft. This must occur before the employee claims any compensatory time.

An employee who is approved for compensatory time must enter the time into the PeopleSoft Time and Labor A-4. Compensatory time off must be used in quarter hour increments except as otherwise provided in the Family and Medical Leave Act.

Accumulated compensatory time off may not be used after an exempt employee has given notice of intent to terminate employment or transfer interagency. Upon termination or interagency transfer, the exempt employee receives no compensation for accumulated compensatory time.

Compensatory time earned and used by exempt employees must be in accordance with Indiana Code 4-15-1.8-7(b), State Personnel Department; 31 Indiana Administrative Code 1-9-2(d)(2), 31 IAC 2-11-2(d)(2); and, Indiana State Budget Agency Financial Management Circular 2004-2.

Questions regarding compensatory time requirements should be directed to DWD Human Resources, at 317.232.7475.

Review Date
December 31, 2010

Ownership
DWD Human Resources
Indiana Department of Workforce Development
10 North Senate Avenue
Indianapolis, IN 46204
Telephone: 317.232.7475

Effective Date
Immediately

Action
Employees and their supervisors must follow the instructions set forth in this policy regarding the approval of compensatory leave time for Indiana Department of Workforce Development exempt employees.