


<b>CHAPTER</b> Human Resources	<b>CHAPTER</b> 05	<b>SECTION</b> 001	<b>SUBJECT</b> 85
<b>SECTION</b> Personnel		<b>DESCRIPTION</b> Work Adjustment Time (Compensatory Time)	
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**APPLICATION:**

<input checked="" type="checkbox"/> CMH Staff	<input type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input type="checkbox"/> Independent Contractors	<input type="checkbox"/> Students	<input type="checkbox"/> Interns
<input type="checkbox"/> Volunteers	<input type="checkbox"/> Persons Served		

**POLICY:**

Lapeer County Community Mental Health (LCCMH) will comply with all applicable federal and state regulations, in regards to work adjustment time (WAT), also referred to as compensatory time.

**STANDARDS:**

- A. LCCMH employees are occasionally required to work more than forty hours in a work week.
- B. When the need for extra hours occurs, staff accumulate WAT.
- C. Requests to work beyond the forty hours work week must be approved in advance by the supervisor or Chief Executive Officer (CEO).
  - 1. Unscheduled emergency / crisis interventions are excluded from requiring prior authorization from the supervisor or CEO.
- D. The staff member may be asked to provide a written request to work beyond the normally-scheduled period.

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- E. Management/Supervisory Staff are not eligible for WAT and are encouraged, if needed, to flex their hours within the 80 hour pay period.

**PROCEDURES:**

A. Accumulation of WAT:

1. Exempt employees (professional and clinical staff) will accumulate WAT on a one hour for one-hour basis for hours worked over forty hours in any given work week and/or over eight hours in a work day.
2. Non-exempt employees (clerical / billing staff and paraprofessional staff) who are asked to work over eight hours per day and have worked over forty hours in the work week have the option to choose time and a half pay or to accumulate WAT at the rate of time and a half.
  - a. If the non-exempt employee has not worked over forty hours in the pay week, they will accumulate WAT at the rate of hour for hour.
  - b. Non-exempt staff are encouraged to take the earned time off within the same two-week pay period.
3. County-recognized holidays will be considered time worked; sick, vacation, personal and other leave time will not be considered time worked.
4. Accrual of WAT is calculated from an eight-hour base day.
  - a. If an employee works eight hours in the day, they neither accrue nor use WAT for that day.
  - b. If the employee works more than eight hours, they accrue WAT; if they work less than eight hours in the day, no WAT will be accrued.
  - c. WAT will only be accrued when an employee works more than eight hours in one day.
5. Accrual of WAT must be approved by the assigned supervisor.

B. Use of WAT:

1. Employees may use three and a half hours or less of WAT with verbal approval from their supervisor.

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2. Employees will complete LCCMH Form #02 and submit to their supervisor when using more than three and half hours of WAT time.
3. All accrued WAT for exempt employees must be used within sixty calendar days or it will be forfeited.
4. All accrued WAT for non-exempt employees will be paid in September of each year.
5. All work units, including WAT, are recorded in half-hour increments.

AM:lr

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This policy supersedes  
#10/05031 dated 10/28/2005.  
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