

TO: Vice President, Deans, Directors, Department Heads
and PSA/NEA Members

FROM: Anne Marie Coleman, Assistant Vice President for
Human Resources *Anne Marie Coleman*

John Rooney, President, URI/PSA/NEA *John Rooney*

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**SUBJECT: PSA COMPENSATORY TIME AND NON-STANDARD WORK SCHEDULE
REPORTING AND DISCHARGE PROCEDURES**

DATE: December 11, 2023

The URI Board of Trustees and the PSA have entered a collective bargaining agreement for the period July 1, 2021 through June 30, 2024. Although the compensatory time accrual and discharge sections in Article VII remain virtually unchanged, questions have arisen concerning the current procedure.

Article VII of the collective bargaining agreement designates two types of work weeks – standard and non-standard. Currently all members of the bargaining unit have a non-standard work week which is defined as “five (5) consecutive working days normally Monday through Friday for a total of thirty-five (35) hours in any one week.” If an employee is working a non-standard work schedule in less than five (5) days per week, the hours reported on the timecard should reflect the actual hours worked per day. For instance, if an employee has been assigned to work their 35 hour work week over four (4) days the timecard should reflect that the employee worked four (4) days rather than five (5) and/or the actual hours worked should be reflected for each day. The “flexing” of non-standard work schedules must be approved in advance by the supervisor so that the payroll system accurately reflects this change.

Unless otherwise indicated, all current positions within the PSA bargaining unit are exempt from the Fair Labor Standards Act. Accordingly, compensatory time only applies to hours worked beyond a thirty-five (35) hours per week. Members of the bargaining unit accrue compensatory time at the rate of one (1) hour for each hour worked beyond thirty-five (35) hours in a work week. The collective bargaining agreement provides that all employees “shall expend earned

compensatory time according to the schedule which shall be prescribed by the appropriate supervisor, at the time the compensatory time is required."

Normally, compensatory time shall be expended, according to this schedule, within twenty working days of when it is earned. It should not be carried beyond thirty (30) days of when it is earned, unless the employee is denied the opportunity to use this compensatory time by the employee's supervisor. We expect that it would be a rare occasion when an employee would be denied an opportunity to expend compensatory time, but in the event that the employee is so denied, the employee should work out with the supervisor a reasonable schedule to expend the compensatory time. If that is not possible, the employee may refer the matter to the Assistant Vice President for Human Resources. The Assistant Vice President for Human Resources may order payment of the compensatory time accrued during the previous thirty (30) day period or that it be expended or a combination of both, e.g. the Assistant Vice President for Human Resources can authorize payment of half the accumulated compensatory time and provide a schedule for taking half or any other combination that is appropriate to the facts of the case and the work area within fifteen (15) days of the request.

All compensatory time accrual and discharge must be recorded on the electronic biweekly attendance reports submitted to payroll. If an employee fails to both include the additional hours worked on their time card and appeal to the Assistant Vice President for Human Resources during the appropriate period of time for an extension of discharge of payoff, said time is considered lost. It is important to both continue reporting compensatory time on biweekly attendance reports and to appeal for payment or use of time if it is beyond the thirty (30) day period.

The principle elements to remember are that compensatory time:

- 1) Must be approved in advance;
- 2) Use accrued time in thirty (30) days or lose it, if not appealed;
- 3) In order to document this time properly, it must be recorded on the biweekly timecard or it will not be recognized.

There are some departments (Admission, Dining, Memorial Union, Recreational Services and Athletics Therapists) that have special Memorandums of Agreement for the accumulation and discharge of compensatory time. Those Memorandums apply to specific classifications, and copies of those agreements are located on the Office of Human Resources website.

Hopefully, this clarifies some of the questions that the Union, the Payroll Office and the Office of Human Resource Administration have received concerning the accrual and discharge of compensatory time under the PSA Contract. If you have any questions concerning the above, please feel free to contact any of the three signatories to this letter at the numbers listed below:

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