



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

RESOLUTION NO. 19-02

RELATIVE TO APPROVING THE SCHEDULE ADJUSTMENT, OVERTIME, AND COMPENSATORY TIME OFF POLICY

WHEREAS, the Research Corporation of the University of Guam (RCUOG) was established by Public Law 32-114 as a public corporation; and

WHEREAS, Public Law 32-114 requires the RCUOG Board of Directors to establish an employment policy for the Research Corporation; and

WHEREAS, the Employee Handbook and Policy Manual, initially approved on October 30, 2014, provides the foundation for an effective work environment and is a primary resource for both employees and management to consult regarding work related functions; and

WHEREAS, a Schedule Adjustment, Overtime, and Compensatory Time Off Policy has been developed to guide actions regarding these topics as they relate to the workplace. The schedule adjustment, overtime, and compensatory time off policy will be included in the Employee Handbook and Policy Manual.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby adopts the Schedule Adjustment, Overtime, and Compensatory Time Off Policy, as attached.

Adopted this 18th Day of January 2019.

Dr. Thomas W. Krise, Chairperson

ATTESTED:

Dr. Cheryl Sanguenza, Secretary



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SCHEDULE ADJUSTMENT, OVERTIME, AND COMPENSATORY TIME OFF POLICY

The following guidelines provide a process for non-exempt RCUOG employees to adjust their schedules, submit over-time, or submit compensatory time-off requests to their supervisors.

Definitions

Exempt employees: executive, professional, administrative; includes principal investigators; primary duties include managing a department, subdivision, or major grant; primary duty requires knowledge of an advanced type in a field of science or learning.

Non-exempt employees: employees who earn less than \$455 per week; hourly based; employees who do not have supervisory duties, primarily perform clerical duties, or primarily perform manual duties.

Schedule Adjustment

- Schedule Adjustment is the preferred means for accommodating changes in work schedules to accommodate for evening or weekend work related activities.
- It is a process by which employees may request for an alternate work schedule for the 40-hour work week.
- Schedule adjustment forms will be kept for three years as part of the employee's time and effort/payroll records by the unit administrator through the unit's official timekeeper.
- No leave form is required for Schedule Adjustments - all hours are adjusted within the regular work week and are maintained within the unit.

Overtime (OT)

- In general, OT should not be allowed for federally funded employees. An available local funding source may be used for OT, but must be approved in advance by the appropriate unit administrator.
- Federally funded employees are eligible for CTO or a schedule adjustment in lieu of OT; if a schedule adjustment cannot be accommodated, employees should be encouraged to take compensatory time off (CTO).
- OT for eligible employees must be approved in advance by the employee's supervisor and unit administrator or PI.

Compensatory Time Off (CTO)

- In lieu of OT, CTO is offered for qualified hours worked over 40 in the work week (defined as Sunday to Saturday) and must be approved in advance in writing by the appropriate unit administrator.



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- All non-exempt employees shall be eligible for CTO, calculated at 1.5 hours for every qualified hour worked over the 40 hours in a work week and properly documented by the unit timekeeper.
- Employees are not authorized to work more than 14 hours in one day and 28 hours in a 48-hour two-day period.
- Earned CTO must be used within two pay periods from when earned.
- Unit administrators must manage, coordinate and document CTO, and the schedule adjustment process.

Travel

- Full-time employees earning less than \$455 per week may earn CTO when travel occurs outside the normal Monday through Friday work week. For example, if a person flies out on a Saturday, after working a 40-hour week, then that person can earn CTO for the hours spent flying from 8AM to 5PM on that Saturday, but not for the rest of the time spent flying. If an individual flies out on a weekday, then that person is paid eight hours for that day for hours normally worked and does not receive additional CTO. Maximum hours of CTO earned if flying out on a Saturday or Sunday is eight hours; maximum hours of CTO earned on the return flight to Guam on a Saturday or Sunday is eight hours.
- All other employees who earn more than \$455 per week are not eligible for CTO while traveling.

Working at home

- RCUOG does not have a "Work from Home" policy; staff are not allowed to work from home unless approved in advance by the unit administrator.