



PA TURNPIKE COMMISSION POLICY

This is a statement of official Pennsylvania Turnpike Policy

NUMBER: 4.05

APPROVAL DATE: 12-02-2014

EFFECTIVE DATE: 12-02-2014

REVISED DATE:

POLICY SUBJECT:

Compensatory Time for Exempt Employees

RESPONSIBLE DEPARTMENT:

Human Resources

A. PURPOSE:

To establish guidelines and procedures whereby employees classified as “exempt” under the Fair Labor Standards Act may earn compensatory leave time as a result of work performed during “emergencies” or “special projects” that are time sensitive and essential to the operations of the Pennsylvania Turnpike Commission (PTC).

B. SCOPE:

This Policy applies to all PTC “management employees” who are classified as exempt and therefore not covered under the overtime provisions of the Fair Labor Standards Act.

C. GENERAL POLICY:

Employees are eligible to begin earning compensatory time after working fifty (50) hours in a payroll week for employees not on an AWS schedule or (100) hours in a pay period for employees working an AWS schedule. Compensatory time will be earned on an hour for hour basis. Any leave taken for vacation, sick, personal, holiday and/or any other form of paid or unpaid leave in a payroll week will not count towards the 50 hours or 100 hours in a pay period for employees on an AWS schedule. An employee may earn up to sixty (60) hours of compensatory time annually between July 1st and June 30th. Employees must use their earned compensatory leave prior to September 30th of the same year or it will be forfeited. Compensatory time may be taken in any increment and may be used in coordination with other types of leave.

The PTC will not pay for unused compensatory time upon termination, resignation, or retirement.

Whenever possible an employee’s schedule should be adjusted during the same pay period for “special projects” or “emergencies” to minimize or eliminate the necessity of compensatory time. Schedule modifications are not intended to and should not be used to create a permanent flextime.

D. DEFINITIONS:

“Emergencies” are any sudden occurrences or occasions requiring an immediate response to insure the safety of the turnpike and turnpike patrons where there exists a threat to public health, welfare or safety or circumstances outside the Commission’s control create an urgent need which does not permit a delay in response or action.

“Management Employees” are employees not covered under any collective bargaining agreement or memorandum of understanding.

“Payroll week” includes any shift that ends between 12:00 a.m. Friday and 11:59 p.m. the following Thursday.

“Special Projects” are projects of significant importance to the PTC that because of time or other constraints will require employees to work extended hours during the week and/or on week-ends.

E. PROCEDURES:

All compensatory time must be pre-approved by the CEO or the COO. Department heads should submit all requests in writing. The request should be in advance or as soon as practical when the request is as a result of an emergency. Approval for compensatory time should only be for “emergencies” and “special projects” and not used on an ongoing basis.

Once approved by the CEO or COO the request and approval should be submitted to human resources for processing.

Use of compensatory leave must be approved by the department head.

This policy letter is intended to provide guidance and appropriate controls with respect to compensatory time for exempt employees. However, the PTC recognizes that specific, unforeseen or unique circumstances may exist or occur that require exceptions be made with respect to strict application of, or adherence to, this policy. Such exceptions may be made at the discretion of the PTC’s CEO or COO.

This Policy Letter supersedes all previous Policy Letters on this subject.