

 PA TURNPIKE COMMISSION POLICY <i>This is a statement of official Pennsylvania Turnpike Policy</i>		NUMBER: 4.05 APPROVAL DATE: 12-02-2014 EFFECTIVE DATE: 12-02-2014 REVISED DATE: 04-04-2023
POLICY SUBJECT: Compensatory Time for Exempt Management Employees	RESPONSIBLE DEPARTMENT: Human Resources	

A. PURPOSE:

This Policy establishes guidelines and procedures whereby Exempt Management Employees may earn Compensatory Time for hours worked 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 Exempt Management Employees as defined in Section D below.

C. GENERAL POLICY:

Exempt Management Employees are eligible to receive one hour of Compensatory Time for each hour worked beyond 50 hours in a Payroll Week (or 100 hours in a pay period for employees participating in an AWS schedule).

An Exempt Management Employee may earn up to 60 hours of Compensatory Time per calendar year between January 1st and December 31st.

Whenever possible an Exempt Management 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 should not be used to create permanent flextime that allows an employee to alter the starting and/or end time of their workday.

D. DEFINITIONS:

Compensatory Time

Paid time off given to eligible Exempt Management Employees for working beyond a reasonable number of hours in a pay week/pay period that are not otherwise compensated at a straight overtime rate of pay.

Emergencies

Sudden occurrences/occasions that require an immediate response to ensure the safety of the Turnpike and its patrons, where a threat exists to public health, welfare, or safety, or when circumstances outside of the PTC's control create an urgent need in which a delay in response or action is not permitted.

Exempt Management Employees

Employees who are: (1) not covered under any Collective Bargaining Agreement or Memorandum of Understanding; (2) exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act; and (3) ineligible to receive straight-time overtime.

Payroll Week

The period of time used to calculate the wage of an employee that begins on Friday and ends the following Thursday. Calculated hours only include those that are coded within this period for those not on an AWS schedule.

Special Projects

Projects of significant importance to the PTC that require employees to work extended hours outside of their normal work schedule because of time and/or other constraints.

E. PROCEDURES:

The Department Head must obtain pre-approval from the Chief Executive Officer (CEO), the Chief Operating Officer (COO), or their designee, before submitting any requests to Human Resources (HR) for Compensatory Time. Compensatory Time should only be requested for work performed for Emergencies and Special Projects. The requests should be submitted in advance for Special Projects, or as soon as possible in the case of an Emergency.

Once pre-approved by the CEO or COO, the Department Head must submit all requests in writing to HR for processing. Upon approval, HR will add the Compensatory Time to the Exempt Management Employee's leave bank.

Compensatory Time may be taken in any increment and may be used in coordination with other types of leave. Exempt Management Employees should use code 1512 on their time sheet when taking Compensatory Time.

Exempt Management Employees must use their earned Compensatory Time prior to March 31st of the year following its accrual, or it will be forfeited. The PTC will not pay for unused Compensatory Time upon termination, resignation, or retirement.

This policy letter is intended to provide guidance and appropriate controls with respect to Compensatory Time for Exempt Management Employees. However, the PTC recognizes that specific, unforeseen, or unique circumstances may 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 CEO or COO.

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