

All AFSCME Merit (except Security) employees,

The AFSCME collective bargaining agreement states that compensatory time balances may not be carried over into a new fiscal year. Any compensatory time accumulation due an employee at the end of a fiscal year must be paid out. The only exception is for AFSCME Clerical employees who may elect to carryover up to 40 hours by notifying Kim Andersen in writing by June 30, 2017. Individual exceptions to the provisions of the contract cannot be considered.

The compensatory time payout will be added to payroll checks issued July 31, 2017. The paid out balance will take into account compensatory time earned and used through June 30. Written or email requests by clerical employees to carryover up to 40 hours should be sent to mail code 0008, or email Kim Andersen at [kim.andersen@uni.edu](mailto:kim.andersen@uni.edu) by June 30, 2017.

Employees are encouraged to monitor compensatory time balances as reported on their e-Business Leave Balances and Usage Report. Any discrepancies should be reported to Kim Andersen at extension 3-6425 as soon as possible.

Compensatory time payout changes for fiscal year 2018 that result from the revision of policy 4.15 will be communicated once finalized.