

All AFSCME Merit Security employees and Security Clerical,

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. The Public Safety merit employees have been given special permission to extend the cutoff and payout dates.

The compensatory time payout will be added to regular payroll checks issued September 29, 2017. The paid out balance will take into account compensatory time earned and used through August 31, 2017. AFSCME Clerical employees may elect to carryover up to 40 hours by notifying Kim Andersen in writing by August 31, 2017. Individual exceptions to the provisions of the contract cannot be considered.

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.