

# MLMC COMPENSATORY TIME GUIDELINES

The Master Labor Management Committee (MLMC), a product of the most recent University-UCPEA contract, is charged to discuss joint labor-management concerns and, when appropriate, forward its decisions on to the Chancellor and UCPEA Executive Board for approval. Given some recent issues related to compensatory time, the MLMC has prepared the following guidelines.

Article 18.2 of the UCPEA contract states the following:

Whenever an exempt employee is required to work extraordinary hours with the prior approval of a supervisor outside the bargaining unit, compensatory time shall be afforded. When compensatory time is afforded it shall be equivalent to the extraordinary hours worked.

In interpreting and applying the compensatory time Article, management and UCPEA staff should be mindful of all applicable contractual language relevant to this issue:

1. The contract generally defines what constitutes a professional and enumerates some of the rights to which a professional staff member at UConn is entitled. UCPEA employees have varying degrees of autonomy with respect to the ordering and accomplishment of their work. (Articles 2 and 4)
2. The contract provides the opportunity for flexible work schedules and acknowledges that "UCPEA employees' work schedules normally approximate 35 hours per week (historically 8:30 a.m. to 4:30 p.m.)." Management recognizes that UCPEA staff have an interest in protecting their personal time. (Article 16)
3. UCPEA represents a wide range of professional staff with different professional standards. The amount of hours needed by staff members to carry out their responsibilities may vary by season, department or profession. For employees who work required extraordinary hours, the contract provides compensatory time as stated in Article 18.
4. The contract identifies important principles in Articles 2 and 4 that must be balanced with the interests outlined in Articles 16 and 18. Accordingly, understanding the meaning of "extraordinary hours" and the application of its meaning within an appropriate context of what warrants compensatory time is critical.
5. In recognition of their professional status, UCPEA staff should be given as much discretion as possible in managing their own time and schedules. In recognition and support of the diversity of professions represented by UCPEA, it is incumbent upon management to be consistent in the implementation of compensatory time both within departments and across the University. On a department by department basis, managers and UCPEA staff should consider all options outlined in the contract.

Both supervisors and employees should be creative within the bounds of the contract in their approaches to getting the work of the University done. It is in the best interest of employees and supervisors to be as reasonable and creative as possible in responding to occasions when the work of the University extends into employees

personal time. Supervisors should be sensitive and sympathetic to how these situations impact individual employees. At the same time, employees should be as flexible as possible in terms of adjusting their schedules.

Options outlined in the contract such as compensatory time, flexible schedules, payouts for compensatory time accruals and working off site should be reviewed and discussed by supervisors and employees as ways to address occasions when the work of the University extends into employees personal time. All of these options can be used to ensure that the work of the University is completed, while respecting the UCPEA staffs personal time.

The following guidelines are offered:

1. Differentiate between situations when an employee is required to work extraordinary hours and when she or he chooses, but is not required to work;
2. When the employee is required to work extraordinary hours, she or he should be granted prior approval (either blanket or based on individual circumstances);
3. Identify situations that have arisen in the past that have required employees to work extraordinary hours and consider formalizing blanket approvals for such situations.

Compensatory time should be implemented within a consistent framework consistency is the operative word. Consistency should be the overall guide used in making decisions that affect the workplace.

*6/18/02 Submitted by Master Labor Management Committee*

7/15/02 Approved by Chancellor

7/25/02 Approved by UCPEA Executive Board