

IANR Compensatory Time Policy

Per standard UNL policy, all hourly paid employees (including part-time employees) working more than 40 hours in one work week shall receive overtime compensation. This may be in the form of overtime pay or compensatory time, both granted at one and one-half hours for every hour worked above 40. Work done in excess of 40 hours per work week must have supervisor approval in advance regardless of the method of payment. All hourly employees must complete a Compensatory Time Agreement form.

Per UNL policy hourly paid positions may not accumulate more than 60 hours of compensatory time in lieu of overtime. Exceptions to the 60-hour limit are as follows:

- Hourly paid positions in the Research and Agriculture Job Family may accumulate up to 240 hours of compensatory time in lieu of overtime.
- Hourly paid positions in the 4-H Camp unit may accumulate up to 240 hours of compensatory time in lieu of overtime.

All IANR employees listed in the exceptions above will have their March balance paid down to 60 hours in April of each year.

On Call, Temporary and Student hourly paid positions are not eligible to accumulate compensatory time. All overtime must be paid.

Questions can be directed to the IANR Finance and Personnel office via e-mail at ianhr@unl.edu.

This policy was revised on: July 1, 2008 (RA Job Family); April 1, 2011 (4-H Camps); March 1, 2020 (payout changed)

The IANR Finance & Personnel Office has the responsibility to interpret these policies. Except for provisions specifying employee rights, Finance & Personnel may, when circumstances warrant, issue determinations that vary from these policies.