

Redesigned A&P Non-Exempt Classification and Compensatory Time Phase Out

Below is a comprehensive list of the changes that A&P Non-Exempt employees can expect effective 11/18/16:

	Prior to 11/18/16	Effective 11/18/16
Administrative Leave (for bereavement)	A&P Non-Exempt class did not exist and A&P as a whole had to use annual or sick leave	A&P Non-Exempt shall be eligible for 2 days bereavement leave
Annual Leave Accrual	6.77 hours Prorated on 80 hours per biweekly pay period.	6 hours Prorated on 80 hours per biweekly pay period.
Annual Leave Calendar Year Maximum	352 hours Excess hours rolled into sick leave balance	352 hours Excess hours roll into sick leave balance
Excess Hours Worked Above 40 per Workweek	No hours reported or paid for time worked above 40 hours in the workweek.	Will be paid for all hours worked above 40 in a work week at time and half.
Leave & Pay Exception Report	Only exceptions for leave usage are recorded on this document.	Leave usage and hours worked must be recorded on this document.
Personal Holiday	No personal holiday.	8 hours Prorated on 80 hours per biweekly pay period.
Overtime Pay	Exempt A&P employees are paid a maximum of 40 hours worked per workweek (no comp or pay for time totaling above 40 hours during the workweek).	A&P Non-exempt employees will be paid for all hours worked above 40 in a work week at time and half.
Sick Leave	4.00 hours Prorated on 80 hours per biweekly pay period.	4.00 hours Prorated on 80 hours per biweekly pay period.
Timesheet	A&P Exempt employees do not complete a Timesheet.	A&P Non-Exempt will be required to complete a timesheet.

Effective 11/18/2016, the university will no longer facilitate the accrual of compensatory leave time. Overtime Comp earned (OCE) and Special Comp earned (SCE) will cease to exist in the time reporting system. Instead, all Non-Exempt employees will be paid for all hours worked above 40 in a work week at time and half. Any hours not physically worked above 40 in a work week due to a holiday, personal holiday, or Administrative leave will be paid at straight time. Existing Overtime and/or Special Compensatory leave balances must be used or paid out.

Deadlines to Consider:

USPS Non-Exempt employees should utilize available Compensatory Time leave balances (Overtime or Special) prior to 06/30/2018. Prior to using annual leave for vacation, supervisors should require the use of compensatory time. The hours should be documented on the LAPER and the departmental payroll processor should record the leave usage in the payroll system.

USPS Non-Exempt employees may request a payout of the hours (as opposed to taking the time off). The Request for Compensatory Leave Payout Form should be completed in those instances. Once the form is completed with the appropriate signatures, the form should be sent to Human Resources Payroll Services for processing (this will occur from November 18, 2016 through June 30, 2018).

Should a balance of Compensatory Leave Hours exist in June 2018, HR Payroll Services will automatically process a payout to the employee.

If you feel that you are misclassified as an exempt employee, please contact the compensation section at 407-823-2771 or comp@ucf.edu to request a review of your position. If there are any questions regarding the information in this document, please contact HR Payroll Services at payroll@ucf.edu.

