

Subject: COMPENSATORY TIME		Issued By: HUMAN RESOURCES	
		Approved By: Kathleen R. Hurtado President & CEO	
Policy #: 600.1	Issue Date: November 15, 2005	Revised Date: May 30, 2008	Effective Date: June 15, 2008

Reference: Revised and adapted from LAC + USC Healthcare Network Policy, USC’s Compensatory Time Off Policy dated 7-1-05 and located at: http://policies.usc.edu/policies/wage_hour/comptime070105.pdf, and original HRA Compensatory Time Policy dated 11-15-2005.

PURPOSE

To communicate HRA’s policy of strongly discouraging the use of compensatory time off in lieu of overtime pay.

BACKGROUND

1. **FEDERAL & STATE RESTRICTIONS:** Compensatory time off (also known as “comp time”) is subject to rigid limitations under federal and state law. Additional information regarding the Federal Fair Labor Standards Act can be found here: <http://www.dol.gov/elaws/flsa.htm>;
2. **SUPERVISORS PROHIBITED FROM REQUESTING COMP TIME FROM STAFF MEMBERS:** Supervisors are prohibited from requesting that a Staff Member take compensatory time off in lieu of overtime pay. Disciplinary action **cannot** be taken against a Staff Member who refuses to accept compensatory time off in lieu of overtime pay.

POLICY

1. **USE OF “COMP TIME” IS STRONGLY DISCOURAGED:** In accordance with USC’s existing Compensatory Time Off Policy dated 7-1-2005 and located at: http://policies.usc.edu/policies/wage_hour/comptime070105.pdf, HRA strongly discourages the practice of granting non-exempt Staff Members compensatory time off in lieu of overtime pay;
2. **HRA’S PRESIDENT & CEO MAY EXCLUSIVELY GRANT EXCEPTIONS:** Any exception to this policy must have prior approval – in writing – from HRA’s President & CEO and must not violate State and/or Federal laws;
3. **ONLY NON-EXEMPT STAFF MEMBERS EFFECTED:** Exempt Staff Members are not eligible for overtime pay nor are they eligible to receive compensatory time off. Therefore, only non-exempt Staff Members are affected by this policy.



HEALTH RESEARCH ASSOCIATION

1640 Marengo Street – 7th Floor
Los Angeles, CA 90033

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RESPONSIBILITY

All HRA Staff Members & Supervisors