

Human Resources

April 20, 2022

TO: CSEA Staff

FROM: Robin Farrell, Payroll Manager
Human Resources/Payroll Office

SUBJECT: Over 40 Comp Time II Pilot Program – 2022-2023 Program Year

Under the Over 40 Comp Time II Pilot Program (Over40 II), overtime-eligible state employees represented by CSEA, PEF, or DC-37 may opt to earn compensatory time at the time and one-half rate in lieu of overtime pay for hours worked in excess of 40 in a workweek and to cash out that time at a later date. The 2022-2023 program year will conclude on June 23, 2022 (Administration Payroll), or June 30, 2022 (Institution Payroll).

Eligible employees who want to enroll in the 2022-2023 program year (which will commence with the payroll period that includes July 1, 2022) must submit an enrollment form to the Payroll Office ***no later than close of business June 1, 2022.***

The determination of whether overtime is required remains a management prerogative, subject to the agency's operational and program needs. Over40 II does not create any new obligation to offer overtime to employees. <https://www.purchase.edu/live/files/4236-2022-203-over-40-comp-time-ii-pilot-program>

For a detailed description of the Pilot Program, click on the following link:

[Pilot Program Description](#)

If you have any questions, please contact Robin Farrell, Payroll Manager, at 914-251-6096 or via email at robin.farrell@purchase.edu, or Susan Ciliberti, Time and Attendance Coordinator at 914-251-6057 or via email at Susan.ciliberti@purchase.edu.

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Over40 Comp Time II Pilot Program Enrollment Form – 2022-2023 Program Year

Directions: To participate in the 2022-2023 Over40 Comp Time II (Over40 II) Pilot Program, please complete and submit this form to your payroll office no later than June 1, 2022. Note: This is a fillable form. You can choose to complete this form electronically, then print, sign and submit.

Name: _____

Agency: _____

Work Location: _____

Title: _____ Salary Grade: _____

Bargaining Unit (check one): CSEA Administrative Services Unit (ASU), CSEA Operational Services Unit (OSU)

I am an employee in an overtime-eligible position in salary grade 22 or below in one of the above-listed bargaining units. I understand that under the overtime rules, I am eligible to be compensated in cash at the time and one-half rate for time worked in excess of 40 hours per workweek. However, I have read the Over40 II description and wish to earn Over40 II credits at the time and one-half rate for hours worked in excess of 40 hours per workweek in lieu of overtime pay. (For firefighters in the Division of Military and Naval Affairs, hours in excess of 106 in a biweekly pay period will earn Over40 II credits.)

I understand that the maximum accumulation of Over40 II credits is 240 hours each program year, including any credits carried forward from Over40 I under the 2003-2007 State-CSEA agreements. Such credits carried forward will become subject to the provisions of Over40 II, including prohibition on use as a leave accrual. If I reach the 240-hour maximum of Over40 II credits during the program year, any additional hours of overtime will be paid at the time and one-half overtime rate and Over40 II credits will not be earned until my balance is reduced below the 240-hour maximum.

My election to earn Over40 II credits will remain in effect for 26 pay periods beginning June 23, 2022 (Administration Payroll), or June 30, 2022 (Institution Payroll).

Signature: _____

Submit this form to your agency personnel or payroll office no later than June 1, 2022