Enhancements to ecotime for Employees on CTO; Payout on June 20th

Programming changes to ecotime are nearing completion that will enable eligible employees to designate overtime hours worked on a particular day as Compensatory Time Off ("CTO") instead of overtime pay, up to a maximum of 40 hours of CTO in an employee’s CTO bank. These changes will go into effect on June 26, 2015. This will enable eligible employees to select CTO for overtime hours worked during the Pay Period Ending on July 4, 2015.

Eligible employees may bank up to 40 hours of CTO. When the bank reaches 40 hours, additional overtime hours worked are paid as overtime pay. Employees who currently have more than 40 hours of CTO in their bank will be paid out all hours over 40 on the Pay Period Ending on June 20, 2015. For example, if an employee has 50 hours in their bank they will be paid out for 10 hours.

As background, the Health System has updated policies to adopt best practices in the area of time and attendance. One area of focus was to pay most non-exempt employees overtime pay, in lieu of CTO, for overtime hours worked when eligible. This provides employees with overtime pay as immediate compensation for working overtime hours. Also, it mitigates the need for staff to cover for co-workers who are off of work on CTO.

But for select employee groups, CTO has been maintained. The select groups of employees are ones in which full-time employees (100%) appointments on either 9-hour or 12-hour shifts in units that operate 24/7, such as hospital units, Jail Psych., Central Plant, etc. CTO was maintained for incumbents to remain on full-time (100%) appointments.

For instruction regarding how to designate overtime hours worked as CTO in ecotime, please view the training video on the Learning Management System. The short video is titled, “Applying Compensatory Time in ecotime”, and the course code number is 08872.

Please contact your supervisor should you have additional questions about CTO.