

**MEMORANDUM OF AGREEMENT**  
**Compensatory Time for AFT Professional Staff and Librarians**

In compliance with the 2007-2011 Agreement, Letter of Agreement XVIII, 10, p.23 and to further promote amicable employer-employee relations and to provide expeditious implementation of such changes, a Memorandum of Agreement will be developed. In this spirit, Ramapo College and the American Federation of Teachers (AFT) Local 2274 agree to the following:

The Union and the College agree on this \_\_\_\_day of September 2009, to the following regarding Compensatory Time for AFT Professional Staff and Librarians:

It is the policy of the College to grant hour for hour compensatory time off only when employees are required to work on a regularly scheduled day off. For those with Monday through Friday schedules this means Saturday, Sunday or Holiday. Compensatory time will not be routinely granted for work done as an extension of the regular work day except under exceptional conditions which must be explained and approved by the immediate supervisor prior to the date(s) on which the time is to be worked.

Ramapo College of NJ ordinarily defines the work week as 35 hours distributed over no more than 5 days. From time to time AFT- NL professional staff and librarians may be requested to work beyond the 35 hours. In such an event the affected employee is entitled to compensatory time off.

Some units may have seasonal or peak period needs for extended work hours for NL employees. In such cases, the supervisor may grant approval for the duration of a season, peak period or project.

**Eligible Employee**

An AFT- NL professional staff member or librarian who is required to work beyond 35 hours shall be compensated through compensatory time off. Compensatory time shall be earned for hours worked beyond the normal work week, or on an employee's regular day off, if requested by the employee's supervisor in writing.

**Compensatory Time Off**

1. An AFT- NL professional staff member or librarian who works beyond 35 hours shall be compensated through compensatory time off.
2. When a AFT- NL professional staff member or librarian is assigned work on a holiday or regular day off, that employee shall be compensated at not less than ½ day or a minimum of three and one half (3½) hours earned as compensatory time and recorded as such through the regular recap reporting. Compensatory time earned is limited to one hundred (100) hours and such time must be used within a one year period.
3. In the event that an AFT- NL professional staff employee or librarian is transferred from one work unit to another, the compensatory time earned shall be transferred along with the affected employee.

3. In the event of an AFT- NL professional staff employee or librarian's planned separation and /or retirement from the College, all recorded compensatory time earned shall be used *prior* to the effective date of separation and/or retirement. There will be no cash payout of the compensatory time upon separation.

### **General Guidelines**

1. This agreement shall be distributed to all current AFT- NL professional staff employees and librarians within two weeks of ratification.
2. This agreement shall be distributed to all new AFT- NL professional staff members and librarians within 30 working days of the start of their employment.
3. Within 30 days of the effective date of this agreement, existing compensatory time records will be reviewed by employees and supervisors, and, upon agreement of accuracy, fall under the principles of this agreement.

### **Procedure for arranging for compensatory time off**

1. The immediate supervisor will inform the AFT- NL professional staff employee or librarian as soon as possible that the employee is expected to work beyond the regular work day, Compensatory time for the hours worked beyond the regular, 7-hour work day shall be used in the form of flexible time as soon as possible at a time agreed upon by the supervisor and the employee or recorded on the employee's timesheet.
2. The immediate supervisor will inform the AFT-NL professional staff employee or librarian, as soon as feasible prior to the need for work beyond the ordinary work week. Such compensatory time shall be recorded on the employee's time sheet and maintained in Human Resources.
3. The employee shall be required to schedule compensatory time off in keeping with the needs of the work unit or department.
4. The employee shall utilize recorded compensatory time within one calendar year of having earned such time.
5. The employee shall give his/her immediate supervisor reasonable notice, preferably in writing, when making requests to utilize compensatory time off.
6. Compensatory time shall be used in the same manner as vacation time. Prior approval from the supervisor is required and shall not be unreasonably denied. In the event that an immediate supervisor denies a request the affected employee may appeal to the next highest level of supervisor or division head.

### **Minimum Standard**

This Letter of Agreement establishes a minimum standard for the assignment of compensatory time off.

In WITNESS WHEREOF, the parties hereto have executed this Agreement this \_\_\_\_ day of September 2009.

**FOR RAMAPO COLLEGE OF NEW JERSEY:**

\_\_\_\_\_  
Peter P. Mercer, PhD  
President

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Dorothy Echols-Tobe  
Chief Planning Officer

**FOR COUNCIL OF NEW JERSEY STATE COLLEGE LOCALS, AFT, AFL-CIO,  
LOCAL 2274**

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Irene Kuchta  
President

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Edouard Eloi  
Vice President