

MEMORANDUM OF UNDERSTANDING

COMPENSATORY TIME RECORD, DISCHARGE AND PAYOUT

1. Compensatory time recorded within the online time reporting system and approved by a supervisor between January 1 and June 30 of any year must be discharged by December 31 of that same year. Compensatory time recorded within the online time reporting system and approved by a supervisor between July 1 and December 31 must be discharged by June 30 of the following year. Staff members with their supervisor's approval shall make every effort to dispense accumulated compensatory time within the six-month time frames above.
2. In exceptional circumstances in which a PSA member has been denied the opportunity to expend recorded compensatory time and a balance exists on June 30 or December 31, in accordance with the above, will upon approval by the Vice President for Administration and Finance (VPAF), receive payment for said compensatory time balance.
3. The above accumulation and discharge of compensatory time replaces existing language under ARTICLE 9.8 of the Agreement between PSA@RIC and the Council on Postsecondary Education, July, 2022 through June 30, 2025 and does not affect or replace any other terms and conditions under ARTICLE IX: HOURS OF WORK, ARTICLE XVI: SICK LEAVE BANK and ARTICLE XVII: LEAVES.
4. Any previous off-line agreements granting compensatory time payments outside of the online time reporting system are hereby invalidated.
5. The above modifications will go into effect on January 1, 2025 to coincide with the go-live of the new State of RI ERP system (Workday).


**Signed:**

For PSA@RIC

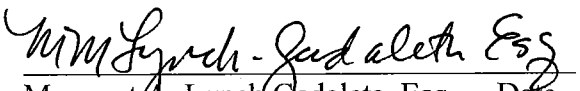
  
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Dennis Sousa  
President  
Local 3302, PSA@RIC

6/17/24  
Date

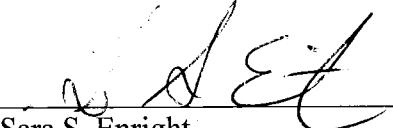
For the Council on Postsecondary Education & Rhode Island College:

  
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Maggie Sullivan  
Director of Human Resources

6/17/24  
Date

  
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Margaret A. Lynch-Gadaleta, Esq.  
General Council/AVP for Human Resources

6/17/24  
Date

  
\_\_\_\_\_  
Sara S. Enright  
Interim VP for Administration and Finance  
Rhode Island College

6/17/24  
Date