



Human Resources Policies and Procedures

Policy Title: Compensatory Time	Policy Number: 5.8
Effective: October 30, 2005	
Supersedes: 1988 Rules and Regulations #13, p9	
Approval: <i>Carl R. Johnson</i>	Page 1 of 2

1.0 Scope

- | | |
|--|--|
| <input checked="" type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Salaried |
| <input checked="" type="checkbox"/> Part-time | <input checked="" type="checkbox"/> Union |
| <input checked="" type="checkbox"/> Temporary/Contract | <input type="checkbox"/> Independent Contractors |

Employees who are covered under the provisions of a collective bargaining agreement will follow the standards as contained in their respective contracts if this policy conflicts with the language in the contract.

2.0 Purpose

To establish guidelines to comply with Federal and State laws regarding overtime and compensatory time off. The Fair Labor Standards Act provides an element of flexibility for state and local government employers regarding compensation for statutory overtime hours. The law authorizes a public agency to provide compensatory time (comp time) off in lieu of monetary compensation, at a rate of not less than 1.5 hours of compensatory time for each hour of overtime worked in excess of forty (40) hours in a workweek.

3.0 Policy

- 3.1** Non-exempt employees who are eligible for overtime, with the approval of their immediate supervisors, may accrue compensatory time off in lieu of payment for overtime. The compensatory time off shall accrue at the appropriate overtime rate. The immediate supervisor must approve use of compensatory time in advance.

DISCLAIMER

The information contained in this Human Resources Policies and Procedures Manual supersedes all previous Human Resources rules, policies and administrative regulations. The manual is not legally binding and does not create a contract of employment, either express or implied. The City retains the right to modify, suspend, interpret or cancel any provision at any time, at the City's complete and sole discretion without prior notice.

- 3.2 Exempt employees are not eligible for compensatory time off.

4.0 Responsibility

- 4.1 Human Resources Services and Payroll will monitor compliance with this policy. Each Service Area Administrator will implement this policy within his or her own area.
- 4.2 Whether to grant overtime pay or compensatory time off is at the discretion of the Service Area Administrator or designee with consideration given to budgetary resources.
- 4.3 The Service Area Administrator or designee is responsible for the administration of compensatory time off in lieu of overtime.
- 4.4 An agreement or understanding between employee and the Service Area Administrator or designee as to the method to be used in compensating overtime must be arrived at prior to the employee actually performing the work.
- 4.5 Employees are responsible for recording compensatory time used on his or her time sheet.

5.0 Definitions

- 5.1 **Compensatory time** is banked or granted time off, at the rate of 1.5 times the amount of overtime worked, in lieu of cash payment for overtime.

6.0 Procedures

- 6.1 All accumulated compensatory time in excess of 40 hours must be used by June 1 of each fiscal year or the balance will be paid out by June 30 of said fiscal year.
- 6.2 Compensatory time cannot be transferred from one employee to another.
- 6.3 Compensatory time may be used as a substitute for sick leave when regular sick leave is exhausted, with the approval of the Service Area Administrator or designee.
- 6.4 Accrued compensatory time shall be reimbursable upon termination or upon retirement from the City.
- 6.5 Payroll will maintain all official records of earned and used compensatory time. Only time entered officially on these records will be paid.

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