



COMPENSATORY TIME POLICY

It shall be the City's policy to accrue Compensatory Time (Comp Time) in lieu of payment for overtime hours worked by regular non-exempt employees to reduce the cost of overtime wages and to assist employee productivity and effectiveness without extra cost to the City. Comp Time is defined as time off granted to a regular non-exempt employee to offset hours worked by the employee over and above those required in the normal course of employment. Regular full-time employees are employees who normally are scheduled to work thirty-six (36) hours or more per week. The accrual of Comp Time for exempt employees is not allowed.

Violations of this policy may result in disciplinary action up to and including discharge. **This policy does not create any contractual rights.** Although the City intends that the policy will generally remain in effect, the City reserves the right to, at any time, amend, curtail or otherwise revise the policy including the temporary suspension of the policy at the sole discretion of the City Manager.

ACCRUAL

In lieu of overtime compensation, Comp Time will accrue at a rate of one and one-half hours for each hour of employment for which overtime compensation is otherwise required and where the employee has not accrued Comp Time in excess of the limit applicable to that employee. Accrual of Comp Time must be approved in advance by the employee's supervisor except in cases of emergency. Supervisors are expected to organize their projects and tasks appropriately to minimize Comp Time accruals for pre-approved projects or seasonal demands that are substantial in nature and must be done by the employee in question. Comp Time is not intended for ongoing daily work. The applicable limit is 240 hours of Comp Time for work in a public safety activity and 120 hours for any other work. An employee who reaches the applicable limit shall, for additional overtime hours of work, be paid overtime compensation. Time reports of the employee showing overtime hours accrued as Comp Time should be signed by both the employee and the supervisor as an agreement between the two that the employee will be taking Comp Time in lieu of overtime pay. Supervisors should attempt to schedule the utilization of Comp Time as it is accrued. Comp Time cannot be accrued to the point where it would be impossible to be utilized by the annual deadline specified below.

UTILIZATION

Comp Time accrued should be utilized (redeemed) at a time mutually agreeable to the employee and supervisor. This time will also be utilized with the least amount of disruption to productivity and effectiveness to minimize departmental hardship. Use of Comp Time must be approved in advance by the employee's supervisor except in cases of emergency. The use of Comp time must be permitted upon employee request to use it unless to do so would unduly disrupt the employer's

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operations. In the event a supervisor denies the use of Comp Time that would cause an undue disruption, the supervisor must generate written documentation to support the decision. In order to prevent the excessive accrual of Comp Time and to avoid the extra overtime cost to the city, a supervisor may compel an employee to utilize Comp Time at their discretion absent any preapproved time to use the Comp Time otherwise.

Comp Time will be utilized by March 31st of each year or paid out as overtime in the last pay date prior to April 1st. If an employee transfers to another division or department, and subsequently is paid overtime for accrued Comp Time, the division or department where the Comp Time was accrued will be charged for the Overtime paid. If an employee with accrued Comp Time is promoted to an exempt position, all accrued Comp Time will be paid out as overtime prior to the effective date of the promotion. All Comp Time earned by an employee must be used before the employee uses any accrued vacation leave or the City Floating Holiday is used. If an employee takes a medical leave of absence, accrued Comp Time shall be added to other appropriate leave time for additional time off and utilized prior to the utilization of any other accrued leave time. Upon employment separation, an employee shall be paid for unused Comp Time.

RECORDKEEPING

Each department will assume the responsibility for maintaining adequate overtime/compensatory records for its eligible employees which shall include a documented plan for the scheduled exhaustion of accrued Comp Time balances. In addition to internal records, Comp Time balances for employees must be maintained and documented on a spreadsheet submitted to the Director of Finance at the same time when hours are reported for the final pay period of each month. The spreadsheet submitted to Finance will include the following columns:

- Employee name
- Previous month's accrued Comp Time
- Current month's Comp Time earned
- Current month's Comp Time utilized
- Current month's ending accrued Comp Time
- Hours scheduled to be utilized within 30 days
- Hours scheduled to be utilized within 60 days
- Hours scheduled to be utilized within 90 days
- Hours scheduled to be utilized after 90 days
- Hours unscheduled for utilization

Other columns may be added as deemed necessary by the department or the Director of Finance.