

	Policy: Comp-Time Policy	Effective Date: July 1, 2007
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	Policy Number: HR-50	Page 1 of 1
	<hr/> City Manager	<u>Human Resources</u> Responsible Party

POLICY

Employees must be classified as nonexempt and agree to accept compensatory time in lieu of payment for overtime. Compensatory time must be given at a rate of 1 1/2 hours for each hour of employment for which overtime is required. Employees must schedule compensatory time off in advance with the supervisor.

PROCEDURE

Employees may accrue no more than 80 hours of compensatory time, and it must be used within 90 days. After the employee has reached the maximum of 80 hours, all compensatory time above 80 hours must be taken during that pay period.

Any use of accrued compensatory time is required prior to the transfer of any employees to a different department account. Employees who move from non-exempt wage to an exempt wage must use any banked compensatory time. All hours banked must be paid at termination.

Department Heads with prior approval from the City Manager and the consent of the employee, may authorize non-exempt employees in positions requiring longer workweeks due to the seasonal nature of the job, to accumulate beyond the maximum 80 hours of compensatory time.