

6.1 Compensatory Time

Compensatory time is granted at a rate of one and one half time the amount of time worked over and above the regular forty (40) hour work week. Compensatory time is offered in lieu of + pay, at the discretion of the employee and upon approval by the City Clerk.

Employees will schedule the use of compensatory time with the Department Director to meet the operational needs of the Department and the City. The employee should make every attempt to schedule compensatory time off as soon as possible after it is earned.

Compensatory time earned may not accumulate to more than a total of one hundred and twenty (120) hours. If an employee's accumulated compensatory leave exceeds the one hundred and twenty (120) hour maximum, he/she shall be paid for the compensatory time earned exceeding one hundred and twenty (120) hours at his/her regular rate of pay.

Compensatory time may be taken in increments of quarter hours.

If an employee is separated from service (dismissed, resigns, or retires, etc) without having used accumulated compensatory time, the employee will be paid for the compensatory time earned, not to exceed the one hundred and twenty (120) hour maximum, at his/her regular rate of pay at the time the separation occurs.

For record keeping purposes, use and accumulation of compensatory time shall be reported on time sheets.

16.5 Bereavement Leave

Additional days off will require an employee to use their annual leave, sick leave, compensatory time, or leave of absence without pay. Administrative leave may be granted at the discretion of employee's direct supervisor.