



TOWN COUNCIL COMMUNICATION

DATE: May 21, 2024

FROM: Thad Chambers, Town Administrator

AGENDA ITEM: Discuss and consider a Resolution amending the Personnel and Administrative Regulations Manual (PARM), Chapter 3, "Wages and Salary Administration", Section 3.04 "Overtime (Excluding Police Patrol Personnel Exempt Personnel)", subsection E by reducing the maximum accrual of compensatory time to forty (40) hours.

SUMMARY:

The current policy allows administrative employees to bank a maximum of eighty (80) Compensatory Time Hours, thus creating a liability for the Town to carry. With the small number of administrative employees, it is difficult for employees to use their vacation time without having the burden to use compensatory time as well.

Staff propose reducing the maximum accrued compensatory time from eighty (80) hours to forty (40).

FISCAL INFORMATION:

RECOMMENDED MOTION OR ACTION:

Staff recommends approving the Resolution amending the Personnel and Administrative Regulations Manual (PARM), Chapter 3, "Wages and Salary Administration", Section 3.04 "Overtime (Excluding Police Patrol Personnel Exempt Personnel)", subsection E by reducing the maximum accrual of compensatory time to forty (40) hours.

ATTACHMENTS:

- PARM Chapter 3, Section 3.04(e) with tracked amendment.
- Resolution