

III. COMPENSATION		Reference Number	3.02
SUBJECT	Compensatory Time	Last Revised	Feb. 26, 2008 June 24, 2025

STATEMENT OF POLICY:

Compensatory time is time off earned by an eligible Employee in lieu of overtime pay and earned at the rate of one and one-half hours for each hour of overtime.

In accordance with the Fair Labor Standards Act (FLSA), all Regular Full and Part-Time Non-Exempt Employees, who are in a Department that has elected to allow the accrual of compensatory time, are eligible to accrue and use it in accordance with this policy.

Seasonal and Temporary Employees are not eligible to accrue compensatory time. These Employees will be paid for any compensatory time earned at the overtime rate in the paycheck for the pay period in which overtime occurs.

Exempt Employees are exempt from the overtime provisions and reporting requirements of the FLSA. Exempt Employees do not earn compensatory time. However, Exempt Employees are not subject to deductions in their pay for absences of less than one day. Supervisors of Exempt positions will determine occasional discretionary time off, based on the workload, for hours worked in excess of 40 hours per week.

Department Directors retain the authority to establish work schedules for Exempt Employees and to discipline those who do not conform to the schedules.

Compensatory time accrues for eligible Non-Exempt Employees at a rate of one and one-half hours for every hour worked in excess of the standard 40-hour workweek. The maximum accrual rate for Non-Exempt Employees is ~~40~~ 80 hours. A Non-Exempt Employee who has ~~40~~ 80 hours of compensatory time accrued will thereafter be paid overtime pay for any time worked in excess of forty hours in a workweek.

Each supervisor has the authority to allow the use of compensatory time in his/her respective division or Department.

Upon termination of employment or promotion to an Exempt level position, an Employee will be paid for accrued compensatory time at their last hourly rate.

Police Officers may accrue a maximum of 120 hours of compensatory time. Any time earned beyond the maximum hours must be paid as overtime.

Compensatory time cannot be used or granted prior to being earned.