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MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: PERSONNEL HANDBOOK UPDATES
DATE: FEBRUARY 18TH, 2025

Below is a proposed update to the Personnel Policy Handbook, adding language regarding Compensatory Time, also known as comp time.

Comp time would be calculated at a rate of one-and-a-half (1.5x) for every hour of overtime worked. Adding this language allows employees to take time off from work without losing pay. Offering comp time as an option instead of overtime can be a valuable perk that helps attract and retain employees.

COMPENSATORY TIME

An employee may request that each hour of time eligible for overtime under this Article, in lieu of payment, be accumulated as compensatory time at the rate of 1½ hours for each eligible hour. Employees may earn up to 40 hours per calendar year of compensatory time. Any unused compensatory time will be paid at the end of each calendar year at the employee's current base pay rate.

Recommendation

Staff recommend approval of the addition of Compensatory Time within the Personnel Policy Handbook.