

City of Sedgwick
City Council Meeting
May 21, 2025

TO: Mayor and City Council

SUBJECT: Comp-time Policy

INITIATED BY: Administration

AGENDA: New Business

Background: City staff held internal discussions about the development of a comp-time policy to broaden the city's benefit offerings and address the possibility of overtime being banked for future use as leave instead of being paid out biweekly. At the time of the discussions, the Sedgwick Police Department was the only department that wanted to move forward with the implementation of the policy.

The current Personnel Policies & Guidelines manual does not allow an employee to accrue compensatory time, but does allow for the employee to flex time during a given pay period/ pay week as approved by the department director. If approved, sworn officers would be eligible to receive compensatory time for hours worked beyond 126 hours in a 21-day work period at a rate of 1.5 hours for every hour of overtime worked. Non-exempt support staff would be eligible to receive compensatory time for hours worked beyond 80 hours in a 14-day work period at a rate of 1.5 hours for every hour worked. Exempt staff would be eligible to receive compensatory time for hours worked beyond 80 hours in a 14-day work period at a rate of 1 for 1. The maximum a sworn officer could accrue is 84 hours, after which all hours worked beyond 126 hours in a 21-day period would be paid out as overtime. Non-exempt support staff would be allowed to bank a maximum of 80 hours; once the maximum is reached, overtime would be paid. Exempt staff may accrue a maximum of 80 hours, anything worked in addition of the 80 hours would remain at straight time.

The use of compensatory time would be required to be approved by the department head in accordance with the Personnel Policies and Guidelines for requesting paid leave. Upon separation from employment, all unused compensatory time would be paid out at the employee's current regular rate of pay. Additionally, employees may request a payout of accrued compensatory time at any time of year, subject to budgetary constraints and approval by the City Administrator.

Financial Considerations: If we were fully staffed and every employee within the department requested to have a payout of their maximum banked compensatory time, the city would be looking at a total of approximately \$12,000 being paid out. This amount is equal to the already allocated overtime budget that we carry in the department. A potential reduction in overtime costs could be seen with the implementation of this policy.

Recommendations/Actions: It is recommended that the city council approve the compensatory time policy for the Sedgwick Police Department as presented.

Attachments: Proposed Policy

City of Sedgwick Police Department Compensatory Time Policy

Purpose: The purpose of this compensatory time policy is to provide guidelines for earning and using compensatory (comp) time in accordance with the Fair Labor Standards Act (FLSA), Kansas Labor Laws, and the operational needs of the City of Sedgwick Police Department. This policy applies to all sworn and non-sworn personnel of the department.

1. Eligibility

- a. **Sworn Officers:** Eligible to receive compensatory time for hours worked beyond 126 hours in a 21-day work period at a rate of 1.5 hours for every hour of overtime worked.
- b. **Non-Exempt Support Staff:** Eligible to receive compensatory time for hours worked beyond 80 hours in a 14-day work period at a rate of 1.5 hours for every hour of overtime worked.
- c. **Exempt Staff:** Eligible to receive compensatory time for hours worked beyond 80 hours in a 14-day work period on an hour-for-hour basis.

2. Accrual of Compensatory Time

- a. **Sworn Officers:** May accrue a maximum of 84 hours of compensatory time a year. Once the maximum of 84 hours is reached, additional overtime will be paid at the standard overtime rate, as required by FLSA.
- b. **Non-Exempt Support Staff:** May accrue a maximum of 80 hours of compensatory time a year. Once the maximum of 80 hours is reached, additional overtime will be paid at the standard overtime rate, as required by FLSA.
- c. **Exempt Staff:** May accrue a maximum of 80 hours of compensatory time.

Any hours worked beyond this cap will not result in further compensatory time accrual unless exceptional circumstances are approved by the Chief of Police and the City Administrator.

3. Use of Compensatory Time

Compensatory time may be used in lieu of paid leave. Requests for comp-time must be submitted within reasonable notice and in accordance with Personnel Policies and Guidelines for requesting paid leave. Time off will be granted as long as it does not unduly disrupt department operations.

4. Payout of Compensatory Time

- a. Upon separation from employment, all unused compensatory time shall be paid out at the employee's regular rate of pay at the time of separation, as required by FLSA and Kansas State Law.
- b. Employees may request a payout of accrued compensatory time, subject to budgetary constraints and approval by the City Administrator. Requests must be made in writing and be received with submitted timecards for each pay period.

5. Recordkeeping

The Police Chief and the City Clerk are responsible for tracking compensatory time accrual and usage for all department personnel. Records must comply with FLSA and Kansas Labor Law requirements and will be available for employees review upon request.

6. Exceptions and Amendments

Exceptions to this policy may be granted in extraordinary circumstances, subject to approval by the Chief of Police and the City Administrator. This policy will be reviewed periodically to ensure compliance with federal and state labor laws and may be updated as necessary to reflect changes in labor standards or department operations.

Effective Date:

This policy will take effect of [Insert Effective Date], and all prior versions of compensatory time policies for the City of Sedgwick Police Department are hereby rescinded.

By signing below, you acknowledge that you have read, understood, and agree to comply with the City of Sedgwick Police Department Compensatory Time Policy.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____