

3.6(1): Compensatory Time

This policy applies to all non-exempt employees.

POLICIES AND PROCEDURES

It is the option of department directors to grant compensatory time off in lieu of the payment of overtime for hours worked beyond forty (40) hours per workweek. Only regular hours worked and scheduled holidays shall be used for the purpose of computing compensatory time. Such granting of compensatory time off shall be consistent with the provisions of the Fair Labor Standards Act.

It is the responsibility of department directors to notify employees in advance if hours worked in excess of forty (40) per week are to be paid in overtime or compensatory time off. Compensatory time earned and taken must be documented on monthly time entry. Compensatory time shall be granted at a rate of one-and-one-half (1-1/2) times the number of hours of overtime worked and shall be paid at their regular rate of pay.

All requests for compensatory time off must be requested in accordance with department procedures and are subject to prior approval from department directors. Compensatory time accrued in excess of forty (40) hours will be paid in December of each year.

Upon separation from the County (or upon transfer into a position exempt from overtime), accrued compensatory time shall be paid at employees' regular rates of pay as of their last working day. Employees who are demoted to a position with a lower rate of pay will have compensatory time paid out at the time of demotion.