



Administrative Policy
COMP-TIME
Personnel– A301

Effective Date:

July 2008

Revised Date:

COMP-TIME POLICY

Summary

Resolution 2404, July 2008 states that the “Town Manager or designee shall annually establish a policy delineating when employees will be paid time and a half overtime, when employees will receive compensatory time for overtime, and how many hours of compensatory time may be accumulated”. This resolution was adopted due to budgetary concerns in the 2008/2009 budget.

Paid Overtime Availability

1. Departments that have an expense line for overtime approved in their budget may use paid overtime as needed, per Department Head approval.
2. Overtime will be paid at time and a half as required by the Fair Labor Standards Act.
3. At the employee’s discretion, or for departments that run out of their overtime expense line, employees can accrue compensatory time.
4. Non-worked hours will not be used for computing overtime.

Compensatory Time

1. Departments that do not have an approved overtime expense line in their budget will allow employees to accumulate compensatory time.
2. Compensatory time will accrue at time and a half times the hours worked in excess of the employee’s defined work week.
3. Non-worked hours will not be used for computing compensatory time.
4. The maximum compensatory time that can be accrued will be 100 hours; 360 hours for certified public safety employees.

Exempt Employees

1. Exempt employees shall not accrue overtime or compensatory time.



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Employee Notification

1. Department Heads will notify all employees of the department whether the department budget allows for overtime, compensatory time or a combination of both.
2. In a department using both, the employee will notify the department head if they want overtime or compensatory time before the overtime is worked.
3. If the overtime funds have been expended, the department head will advise the employee that only compensatory time is available.
4. Employees may refuse to work overtime.
5. At no time will a non-exempt employee work overtime without being paid overtime or accruing compensatory time.