



COMPENSATORY TIME

I. PURPOSE

To allow employees to take time off for the compensatory time they have accumulated in lieu of over time when it cannot be off-set and to promote a positive attitude and an attractive work environment.

II. SCOPE

This policy applies to all non-exempt employees.

III. POLICY

Compensatory Leave is time off earned by an eligible employee in lieu of overtime pay. Determination of whether hours worked may be allocated as compensatory time, in lieu of overtime pay, shall be determined by the Department Head. See [Overtime: Non-exempt Employees #220](#)

IV. PROCEDURE

A. Rate Earned

It is earned at the rate of one and one-half hours for each hour of overtime.

B. Maximum Cap

The maximum compensatory time that may be accumulated is 80 hours for all non-fire employees and 120 for firefighters. Any time earned beyond the maximum hours must be paid as overtime. Employees will be paid for any unused compensatory time upon separation.

C. Approval

1. Employees should, whenever possible, request advance approval before taking up to one day of compensatory time.



2. The use of more than one day must be scheduled and approved by the supervisor in advance.

D. Pay-out

1. Pay-out at the time of separation from the City will be done on the average of the past three year's salary or the employee's current pay rate whichever is greater.
2. The City reserves the right to pay employees compensatory hours banked at the end of the fiscal year based on funds available, based upon the employee's current rate of pay.
3. Compensatory time will be reviewed at the time of a promotion. When being promoted to an exempt level position, the compensatory bank will be paid-out at the employee's rate of pay prior to the promotion.
4. An employee will be paid for all unused accrued compensatory time upon termination of employment.

E. Increments

Compensatory time can be taken in fifteen-minute increments unless otherwise designated by the Division due to alternative work hours or schedules. Deviations from the fifteen-minute increments should be reviewed by Human Resources and Payroll prior to implementation.