**SECTION:** **PAY AND COMPENSATION**

**POLICY:** Compensatory Time **EFFECTIVE DATE:** insert date adopted

**STATEMENT OF PURPOSE:**

The purpose of this policy is to outline the guidelines for accruing, using, and managing compensatory time for employees who work more than their established work week or work period.

This policy applies to all positions within the organization where compensatory time is accrued for hours worked beyond 40 in a work week or designated work period.

**DEFINTIONS:**

1. Compensatory Time (Comp Time): Time off granted to an employee instead of overtime pay for hours worked beyond the standard workweek.
2. Eligible Employee: An employee who qualifies for compensatory time according to the Fair Labor Standards Act (FLSA) or organizational policy.
3. Overtime: Hours worked beyond the standard 40-hour workweek or designated work period
4. Accrual: The accumulation of compensatory time earned by an employee.

**APPLICABILITY:** This policy applies to eligible employees. "work period" means the period in a posted work schedule starting at the time the cycle begins and ending at the time the cycle begins to repeat itself. The cycle may span any number of days or weeks or a part of a day or week based on work and department assignment.

**PROCEDURES:**

1. Eligible employees will earn compensatory time at a rate of one and one-half hours for each hour of overtime worked.
2. Comp time shall be documented accurately and approved by the supervisor prior to accrual.
3. Employees must request the use of accrued comp time in advance. Approval for use of comp time follows the same procedures as use of vacation leave.
4. Approval is subject to staffing needs and supervisory discretion.
5. Supervisors must maintain accurate records of accrued and used compensatory time.
6. Comp time balances will be reviewed regularly to ensure compliance with policy.
7. Upon termination or at the end of the fiscal year, any unused comp time will be paid out according to established rates of pay.
8. Sworn Police and Fire employees must agree to payout of comp time at any time other than termination of employment, per local government code 142.