

RESOLUTION 35

COMPENSATORY TIME FOR OVER TIME PURPOSES

Definition of Compensatory time is defined: as time off for hours worked in excess of a regular workweek (40 hours in a seven (7) consecutive day work period). Compensation time is often referred to as comp-time.


Comp-time Policy:


Any paid leave shall be treated as hours not worked, although paid, (i.e. holidays, vacation, personal days or comp-time). Examples are: If an employee works 33 hours in a regular workweek but has holiday leave, personal days, vacation time, or comp-time claimed in the same workweek, putting employee in to overtime hours; employee will be paid straight time and comp-time shall not be given. Comp-time must be used first before vacation or personal days can be used.

- Payment for over time may be given as time-off or paid as payroll at the rate of 1x1.5 hours.
- Any comp-time accrued should be used within the same pay period in which it is earned, however; it must be used within (60) DAYS from the date earned. Any time off will be subtracted from comp-time first, with the intent that comp-time can not be accrued to serve as vacation or personal days.
- Example of overtime compensation: Each hour worked over a regular workweek will be figured as follows. $1 \times 1.5 = 1.5$ hours off. Hourly paid personnel will accrue overtime at 40 hours each workweek, salary paid employees, exempt or non-exempt will be paid accordingly under FLSA and or State regulations as it applies to that individual.
- Based on this resolution, comp-time currently banked will be calculated at 1/3 to be used within one year from date of approval. And 2/3 to be paid on payroll checks over 8 pay periods or as calculation permits.

The City Clerk on behalf of the city council shall have the authority to enforce the comp-time policy to allow proper and accurate record keeping, as well as ensuring that comp-time is used to prevent the accrual and of comp-time.


Kathy Reinert, City Clerk 3-2-98
Date


Howard W. Bowman, Mayor 3-19-98
Date


Steve Murphy, Council President

John Thomas, Council

Tim Galliard, Council

Richard Lohr, Council


Marsha Voelker, Council