

Proposed Revisions: Policy 6.6 ~~Use of Comp-Time~~

A. Applicability - this policy applies to:

	Yes		Yes		Yes
County Manager, Tax Collector, Tax Assessor, County Attorney, Clerk to the Board	✓	FT/PT Benefited Probationary	✓	Employees of Sheriff's Office	✓
Directors of Health, Social Services, Elections, and Soil and Water	✓	FT/PT Benefited Non-Probationary	✓	Employees of Register of Deeds Office	✓
Sheriff and Register of Deeds	✓	PT, Seasonal, Temporary		Employees of Board of Elections Office	✓

B. **Accrual for Non-Exempt Employees**

1. As a governmental employer, federal regulations and the County policy permit compensatory (comp) time to be accrued in lieu of overtime pay for certain non-exempt employees. The County has elected to give non-exempt employees equivalent time off in lieu of pay in order to avoid overtime unless otherwise approved by the County Manager. Comp-time accrual is defined in [5.12 Over-time, Comp-time, and Pay Deductions](#).
2. The maximum amount of comp time that will accrue for non-exempt non-law enforcement employees is 240 hours. The maximum amount of comp time that will accrue for non-exempt law enforcement employees is 480 hours.
3. Any comp time accrued beyond the maximum **while still employed in a non-exempt status** will be paid out to the employee.
4. **Non-exempt employees who voluntarily or involuntarily move to another full-time non-exempt position will maintain their accrued comp time.**
5. Non-exempt employees who **transfer to an Exempt position, or who** leave the County, will be paid for all **accrued** comp time ~~that has accumulated~~.

C. **Accrual for Exempt Employees**

1. Federal regulations do not require an employer to pay exempt employees for overtime. However as an added benefit to exempt employees the County allows for a maximum **number** of ~~40~~ hours of comp time (straight time) to be ~~accumulated~~ **accrued**.
2. **The maximum amount of comp time that will accrue for exempt employees is 40 hours.**
3. Any **comp time** ~~hours accumulated~~ **accrued** beyond ~~40~~ **the maximum** while still employed in an Exempt position are forfeited.
4. **Exempt employees who voluntarily or involuntarily move to another full-time exempt position will maintain their accrued comp time.**
5. **Exempt employees who transfer to a non-exempt position, or who leave the County, shall forfeit all accrued comp time.**

D. Use of compensatory time **for both exempt and non-exempt employees** is to be requested and approved in advance. Exceptions include:

1. Comp time is not to be used to cover unscheduled absences for sudden illness unless the employee is on an approved leave of absence in accordance with [9.1 Attendance](#).
2. Comp time is not to be used for unscheduled absences due to sudden personal emergencies unless approved by the Department Director and/or their designee. The Department Director and/or their designee has the ability to deny such a request when

- the employee is exhibiting excessive absenteeism as defined in [9.1 Attendance](#). If approved, it must be used before vacation time
- ~~E. The maximum amount of comp time that will accrue for non-exempt non-law enforcement employees is 240 hours. The maximum amount of comp time that will accrue for non-exempt law enforcement employees is 480 hours. Any comp time accrued beyond the maximum will be paid out to the employee.~~
 - ~~F. Non-exempt employees who leave the County will be paid for all comp time that has accumulated.~~

Approved 11-4-19
