

# Stark County Board of Developmental Disabilities

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## COMPENSATORY TIME

### POLICY

This policy governs the use of compensatory time by employees who are covered by the overtime provisions of the Fair Labor Standards Act, 29 U.S.C. §-201 et seq., and are not represented by a collective bargaining agreement. An employee who is non-exempt and interested in receiving compensatory time shall complete a Compensatory Time Agreement on an annual basis.

Employees may be given 1-1/2 hours of compensatory time in lieu of cash payment for each hour of overtime worked. At no time may an employee's accumulated compensatory time exceed 120 hours. In the last week of June and December, the accumulated compensatory time hours in excess of 80 hours will be paid to the employee in the pay period to include June 30<sup>th</sup> and December 31<sup>st</sup> respectively, at the employee's current hourly rate.

An employee who has accrued compensatory time shall be permitted to use such time in hourly components, provided such requests do not unduly disrupt the Board's operations. All requests for compensatory time-off must be approved by the employee's supervisor.

Upon termination of employment, an employee will be paid for unused compensatory time at the final regular rate received by such employee.

Historical Resolution Information		Reviewer(s):
<b>Date</b>	<b>Resolution Number</b>	Director of Human Resources
5/12/05	05-49-05	
2/23/13	02-16-13	
4/26/16	04-19-16	

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## PROCEDURE

### Compensatory Time Guidelines

- I. A non-exempt employee may elect to receive compensatory time in lieu of overtime pay on a time and one-half basis, but must complete an annual compensatory time agreement that is provided by the employee's supervisor through the Human Resources department. The completed agreement must be submitted to the Human Resources and Finance departments.
- II. The employee requesting compensatory time must complete an Advance Request for Comp-Time form and submit the form to his or her immediate supervisor for approval.
- III. A non-exempt employee may accrue compensatory time to a maximum of 120 hours. Any hours of compensatory time accrued in excess of 80 hours are paid to the employee in the last week of June and the last week of December, the accumulated compensatory time hours in excess of 80 hours will be paid to the employee in the pay period to include June 30 and the pay period to include December 31 at the employee's current hourly rate.
- IV. Compensatory time use must be documented on a leave form signed by the employee and the employee's immediate supervisor.
- V. Compensatory time balances will be kept by the timekeeper. A report of compensatory time balances will be maintained and reported to the Department Head and to the Director of Human Resources on a monthly basis to ensure that this policy and procedures are being adhered to.

**Exempt employees are not eligible for compensatory time.**