

Compensatory Time Amendment - COVID - 19

All full-time Fire, Police, Dispatch, Public Works and Animal Control employees are eligible to accumulate compensatory time calculated at a rate of one and one-half (1 1/2) hours worked for hours worked beyond their regular workweek ("Compensatory Time" or "Comp Time").

The maximum allowed Comp Time that may be accrued for each employee in these departments is seventy-two (72) hours. When an employee reaches the maximum Comp Time accrual limit, additional overtime worked will be paid according to regular city overtime policy (see Employee Handbook pg. 29.) Employees are responsible for selecting Compensatory Time on their timesheets unless overtime has been previously approved by their supervisor. The Department Head may determine whether an employee receives monetary overtime compensation, or accrued Compensatory Time, based on budget and scheduling considerations.

Employees must seek approval from their supervisor and comply with departmental policies to schedule time off using accrued Comp Time. Employees must substitute Comp Time first in place of any other form of available paid leave.

The Department Head may approve vacation time to be used prior to accrued Comp Time should unforeseen circumstances arise that would cause the employee to lose their vacation accrual.

Upon termination, any accrued Comp Time balance will be paid to the employee based on the employee's wage at the time of termination.

This policy is being amended for these departments to alleviate budget and scheduling constraints during the COVID-19 crisis. It is intended to be in place until December 31, 2020. Additional amendments to this policy may be made throughout this timeframe with the approval of the Mayor and City Council.