

# Grant County Personnel Policy

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APPROVED:  Cindy Carter, Chair, Board of County Commissioners	03-30-17 Date Signed
LAST REVISED: 06/30/2015	CONTACT: Human Resources

## 703 – Compensatory Time

### 703.1 Compensation for Overtime

703.1.1 Overtime eligible employees shall be paid for overtime unless they request and receive approval for compensatory (comp)

time off in lieu of overtime pay. Either party may require that approved overtime be compensated in overtime pay. Holiday time, annual and sick leave, comp time, and other forms of paid time off are not considered time worked for the purposes of calculating overtime pay.

#### (a) Overtime Pay

(1) Overtime pay is at the rate of one and one-half (1-1/2) times the normal hourly wage for each hour worked over forty (40) hours in a normal workweek, unless otherwise stated in a labor contract.

#### (b) Comp Time in Lieu of Overtime Pay

(1) Compensatory time accrual is at the rate of one and one-half (1-1/2) hours for each hour worked over forty (40) hours in a normal workweek, unless otherwise stated in a labor contract.

### 703.2 Comp Time Use

703.2.1 Comp time shall not be taken prior to being earned.

702.3.2 Comp time shall not be taken in less than ½ hour increments.

702.3.3 Comp time shall not be transferred to another employee.

702.3.4 Comp time use shall be documented using the *Leave Request and Authorization* form available from the employee's supervisor/work area or the Accounting Department.

702.3.5 Comp time use shall be scheduled at a time that will not restrict the County's ability to meet necessary work requirements.

702.3.6 Comp time use requests are subject to approval in advance.

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## 703.3 Comp Time Maximum

703.3.1 Comp time may be accrued to a maximum balance of forty (40) hours. Comp time balances should be regularly reviewed by the manager or supervisor, and the employee. Comp time balances are reconciled by Accounting at the end of every month. Comp time in excess of the maximum at the time of reconciliation shall be paid as overtime.

## 703.4 Exceptions to the Comp Time Maximum

703.4.1 Exceptions to the maximum comp time balance may be made only if the Elected Official or Department Head has documented the need based on business necessity. Those few departments who have cyclical peaks of accrual based on business necessity or other extenuating circumstances must forward to the Board of County Commissioners their request for an exception to the comp time maximum. Requests should be timely made. The Board will use its discretion in determining whether an exception may be made, and at what level.

## 703.5 Comp Time Pay Out

703.5.1 Employees who separate from Grant County employment shall be paid for unused, authorized comp time, according to the following conditions:

- (a) Employees who separate from Grant County will be paid for any unused, accrued comp time.
- (b) Payment for comp time is calculated on the base salary at the time of separation from the County.
- (c) Employees who are elected to County office shall be paid for comp time upon taking office, in accordance with this policy, given that Elected Officials are not eligible for overtime.

703.6 Possible Variance: A variance to this policy may exist for the Sheriff's Office.