

**CITY OF GAUTIER
MEMORANDUM**

To: Paula Yancey, City Manager
From: Jason Pugh, Human Resources Director
Date: October 25, 2016
Subject: Compensatory Time Policy

REQUEST:

Council approval of a Compensatory Time policy.

DISCUSSION:

A policy for compensatory time will allow the city to compensate employees in accordance with federal law and maintain tight budget restraints. With the exception of public safety, city departments have little or no overtime budgets. This compensatory time policy will allow the city the flexibility to compensate employees as well as operate within the approved budget.

Additionally, eight (8) city employees were moved from exempt to non-exempt status at the start of this budget year in order to be in compliance with the new federal overtime regulations set to go into effect on December 1st, 2016. These employees along with others are sometimes required to work outside of the normally scheduled work week. This policy will allow the city to compensate these employees properly and still operate within the budget.

RECOMMENDATION:

It is recommended that the attached policy be approved and be implemented effective immediately. The City Attorney has reviewed the attached policy for legal sufficiency.

ATTACHMENT(S):

Compensatory Time Policy

Compensatory Time

Non-Exempt Employees

Compensatory time, commonly referred to as "comp" time, is defined as time off granted in lieu of pay for hours worked in excess of the regularly scheduled workweek. All overtime which may result in compensatory time must be pre-approved by the department head before being worked by the employee.

Compensatory time will accrue at a rate of 1.5 hours for every hour worked in excess of the normal workweek. Employees will not be allowed to accumulate compensatory time in excess of 40 hours. Overtime will be paid for any hours worked in excess of the normal workweek once the employee has accrued 40 hours of compensatory time. Compensatory time must be used before any annual or sick leave can be used by the employee. City management will make every effort to allow the use of compensatory time earned by the employee provided that the employee's absence will not affect the efficient operation of city business.

Upon separation of employment, all compensatory hours earned by an employee while in a non-exempt status will be paid to the employee up to the 40 hour maximum.

Exempt Employees

Exempt employees are not eligible to accrue compensatory time unless they are performing duties outside the normal scope of their employment.

Public Safety Employees

Public safety employees (sworn police officers, firefighters, and dispatchers) will not be eligible for compensatory time and will be paid overtime for any hours worked in excess of a normal pay period.

Emergencies

In the event of an emergency proclamation issued by the city council, this policy will not apply and overtime will be compensated in accordance with the city pay policy during emergency events.