

Personnel Employee Compensatory Time Policy

Goals:

- To reduce the cost of overtime wages for full-time, non-exempt employees
- To assist employee productivity and effectiveness without extra cost to the municipality.

Overtime is that time a non-exempt employee is directed or permitted to work in excess of the 40 hours during a standard work week. Comp time is defined as time off provided in exchange for hours worked outside of a person's normal schedule.

All overtime will be paid by the next regularly scheduled payday following the pay period in which it was worked, unless employee and supervisor agree overtime will be taken as comp time. Excess hours are paid at 1 ½ times the employee's regular hourly base pay rate. Employees may accrue no more than forty (40) hours of compensatory time in a given calendar year.

If employee and supervisor agree overtime will be taken as comp time, compensatory time must be taken off within the calendar it is earned or it will be paid out on the first payroll of the next year at the rate it was accrued. Employees shall be allowed to take compensatory time off in increments of fifteen minutes with their supervisor's approval.

The time card showing overtime hours worked should be signed by both the employee and the supervisor as an agreement between the two that the employee will be taking comp time instead of overtime pay. When comp time is actually taken, actual time worked should be recorded and the time card noted as CTE (comp time earned) indicating the number of hours used. Employees are responsible for tracking their usage.

Example: A Library Assistant has an agreement with the supervisor that Sunday hours worked on January 4 will be taken as comp time. The employee works 5 hours over the regularly scheduled 40 hours. This equates to 7.5 hours of comp time which the employee must use within the calendar year. The employee and supervisor sign the employee's time card signifying the agreement to use comp time. As the employee uses the 7.5 hours of comp time, the hours short of 40 are noted on the time card as "7.5 hrs. CTE."

Adopted by the Waupaca Area Public Library Board of Trustees April 13, 2004