

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	COMPENSATORY TIME	Approved:	10/14/2010
Policy Number:	213	Author:	TBB
Associated:	Annual Salaries, Extra Hours/Overtime, Hours of Work		

COMPENSATORY TIME

POLICY

Non- exempt employees of Jefferson County *may* receive compensatory time off in lieu of overtime compensation. Compensatory time is calculated in the same manner as overtime compensation methods.

Compensatory must be agreed to in writing by the employee and the department head before the performance of work and must be recorded in the employee record of hours worked. The written agreement can be modified at any point at the request of the employee or department head. The modified agreement cannot negate the hours accrued prior to the modification.

All accrued compensatory time must be used within two (2) pay periods of accrual or it will be lost. Exceptions to this policy *may* be granted by the County Commission or their designee on a case by case basis.

The use of accrued compensatory time by the employee should be submitted in writing to the department head three (3) days in advance. The department must allow for the use of compensatory time off within a reasonable request unless the employee’s absence would disrupt the day-to-day operation of the department.

The accrual of compensatory time is strongly discouraged in view of the approved flextime scheduling policy currently in effect. Every effort should be made to accommodate workloads and departmental needs through the flextime policy.

Department heads and exempt employees are not eligible to accrue compensatory time.