

Attachment C-1
Current Policy Language

Section 4-74 Parental School Leave

No current compensatory time policy; current Section 4-74 to be replaced with compensatory time policy language in Attachment A-2.

Attachment C-2
Proposed Policy Language

Section 4-74 Compensatory Time

As necessitated to ensure Town operations, non-exempt employees may, at times, be required to work more than their regularly scheduled hours. According to the Fair Labor Standards Act, local governments may elect to award compensatory time in lieu of overtime pay. 29 U.S.C.A. § 207(o)(1).

Effective July 1, 2019, non-exempt, non-public safety employees may accrue up to a maximum of forty (40) hours of compensatory time per calendar year. Non-exempt, public safety employees may accrue up to a maximum of one hundred (100) hours of compensatory time per calendar year. Exempt employees are not eligible for overtime pay and may not earn compensatory time.

All non-exempt employees must use any earned compensatory time before taking any other earned leave, including annual leave (vacation), personal time off, and/or sick leave. Compensatory time in excess of the allowed maximum shall not be accumulative beyond the end of each calendar year. Any unused compensatory time in excess of the allowed maximum as of December 31st may be paid out in a lump sum by January 31st following the end of the calendar year.

The Town Manager may grant a one-time exception to the maximum compensatory time accrual for an employee or class of employees if so doing would be in the best interest of the Town. In order to reduce instances of overtime work and compensatory time earnings, all Department Heads and supervisors are expected to adjust employee work schedules during periods of heavy workloads.