



Policy: **Compensatory Time**
Adopted: M2007-0143
Effective: 10/1/2007
Revised:

Purpose	To comply with the Federal Fair Labor Standards Act of 1938 as amended.
Policy	The City of Northfield does provide “comp” time (compensatory time) to non-exempt employees as compensation for working overtime in lieu of wages. Accruing and using compensatory time cannot impact customer service, create additional overtime, missed deadlines, or added costs to the City
Reportable Hours	Time sheets for non-exempt employees must reflect <i>all</i> hours worked during the workweek. This is a requirement of the Fair Labor Standards Act (FLSA). Time sheets must include regular hours worked, overtime, vacation, sick, holiday, floating holiday, comp time earned and comp time used.
Computing Hours Worked	Paid holidays, vacation leave and sick leave hours are counted as time worked for the purpose of computing overtime hours. Unpaid leave, unpaid Family Medical Leave and unpaid Parenting Leave are not counted toward hours worked.
Management Rights	Although the City of Northfield offers compensatory time as an option in lieu of overtime, compensatory time is not an inherent right of the employee. Accrual of compensatory hours versus payment of overtime is at the discretion of the department director based on the efficient management of the division/department.
Comp Time Accrual Limits	In a non-emergency/disaster situation, the employee may build up to eighty (80) hours of compensatory time within the calendar year. Once the employee accumulates eighty (80) hours of comp time in a year, no additional time may be added to the balance during the year, regardless of any amount(s) used.
Emergency/Disaster/Seasonal Demand Exceptions	In the case of emergency, disaster and or seasonal demands, the Department Director will determine, case by case, the need for comp time exceeding the limit of forty hours, the need to rebuild and the need to carry over into the next calendar year. The Department Director will notify Human Resources in writing of the exception.
Year End Balances	Under no circumstances will comp time become an unfunded liability. Compensatory time not used by the final date of the final payroll of the year shall be paid at the straight time rate on the first payday in the new year at the rate of pay of the last payroll of the year in which compensatory time was earned. Carryover of compensatory time to a succeeding year is prohibited except for the exception of emergency/disaster/seasonal demand that a Department Director has notified Human Resources of in writing.
Unofficial Records	Employees/supervisors <i>are not</i> authorized to keep separate, “unofficial” comp time records outside of the payroll system.
Exempt Employees	Exempt employees are not eligible for overtime or comp time. See Section 6.15 for information on exempt employees.



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**Utilization of
Compensatory Time**

The staff member's wishes regarding his or her preference for taking compensatory time off will be considered in light of departmental scheduling, staffing needs and budgetary constraints. The decision on when time is to be taken rests with the appropriate departmental authority. Utilization of compensatory time cannot create additional overtime or missed deadlines. Requests must be on the "Leave Form" shown in section 11.

Reserve the Right

The City of Northfield reserves the right to cash out some or all compensatory hours at any time. The City of Northfield also reserves the right to schedule an employee's compensatory time because of limited or lack of work.

Violation

Violation of this policy will be subject to discipline up to and including discharge.