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COMP TIME FOR FLSA EXEMPT EMPLOYEES

I. POLICY

Employees in positions determined to be “exempt” from the Fair Labor Standards Act (FLSA) will **not receive pay for hours worked in excess of their normal work periods**. Employees exempted from overtime compensation are expected to perform the duties required in their jobs, regardless of the amount of time involved. However, the town wishes to treat all employees fairly, and recognizes the physical and psychological health implications created by excessive overtime. Therefore, exempt employees are encouraged to flex their schedule where the operational needs of the department allows. If the operational needs of the department do not allow, the employee is eligible to earn Comp Time.

II. PURPOSE

To compensate exempt employees for hours worked beyond the normal weekly base hours.

III. PROVISIONS

A. Eligibility: Employees in FLSA exempt positions are eligible to earn Comp Time for hours worked beyond those normally scheduled for the position.

(1) **Examples:** This work may be required due to circumstances such as:

- a. Evening meetings, special projects and special events
- b. Field monitoring of services or programs
- c. Unforeseen circumstances
- d. Additional office hours or work at home needed to accomplish regularly assigned tasks.

(2) **Authorized by Supervisor:** Supervisors will approve Comp Time Earned and Comp Time Taken through the timecard approval process.

B. Accrual Rate and Usage:

(1) Comp Time will be earned on an hour-for-hour basis (rounded down to the quarter hour) up to a maximum of 80 hours at any point in time.

(2) Once an employee has reached 80 hours in their accrual bank they will stop accruing until the balance goes below 80 again.

(3) Use of Comp Time will be approved based on the same parameters in the Vacation Leave Policy

(4) Comp Time must be exhausted before use of Vacation Time

C. Pay Out: Upon termination of employment exempt employees shall not be paid for any unused Comp Time.

D. Recording and Monitoring Comp Time

A. Timesheets: Time actually worked, whether or not approved as Comp Time, should be recorded under the correct date on the timesheets, with accompanying supervisory approvals.

B. Payroll Records: Balances of accrued and taken should be monitored by the supervisor. These records will be created by the Finance Department and are subject to their audit, or the town's financial auditors.

IV. DEFINITIONS

A. Exempt Employee: An exempt status employee is one who is not covered by the minimum wage and overtime pay provisions under the Fair labor Standards Act (FLSA) defined by Regulations 29 CFR Part 541.

B. Non-Exempt Employee: An employee who is covered by the minimum wage and overtime pay provisions under the Fair labor Standards Act (FLSA) defined by Regulations 29 CFR Part 541.

V. Policies to Reference

(1) Vacation Leave Policy

VI. Additional Contacts

Human Resources
Finance and Payroll

VI. SCOPE

As of July 1, 2019, this policy replaces and supersedes any previous policies or unwritten policies or practices covering the same subject.

VII. AUTHORIZATION



Jamie Justice
Town Manager

