

MEMORANDUM

TO: Executive Board
FROM: Amy Jewell
DATE: June 13, 2019
RE: Personnel Rules & Regulations – Discuss changes to Compensatory Time

CSWD's current compensatory time for non-exempt employees allows for the employee to choose to either be paid out for approved overtime through payroll, or to bank it as comp time, to be used as time off at a later date. Currently, if the time is not used before June 30th the employee is paid out.

Some positions have an increased workload during the months of April, May, June and July and would prefer to bank the time to be used at a slower more convenient time of fall or early winter. Paying out those employees June 30th prohibits them from being able to do so.

At the May Executive Board meeting I presented the option to offer employees the pay-out of June 30th or, if requested, to be able to carry over their comp time until December 31st. If the time is not used by December 31st the employee would be paid out.

The Executive Board requested additional information regarding carrying over a different monetary value into a new fiscal year before bringing to the full board for approval. Currently we have 19 employees carrying an average of 20 hours of comp time. If all 19 carried over their time, didn't use it, and requested a payout December 31st the difference from the FY 19 payout to the FY 20 payout would be \$330. CSWD auditors noted that GAAP is to record the liability at the current rate (meaning as of June 30, 2019). This actually is the amount that is due on that date and at July 31 (the next month end) the amount should be increased to the new rate.

We would like to bring the following change to the full board for approval.

3.2-2 Employees Covered by the Overtime/Compensatory Time Policy

A. Non-exempt: All non-exempt employees, shall earn compensatory or overtime at one and one-half times their regular straight time hourly rate of pay for all authorized hours in excess of the normal work week if over a forty-hour period. Paid time due to sick leave, personal leave, holiday or vacation leave shall be included as time worked for purposes of calculating overtime or compensatory time off. Part-time employees are eligible for compensatory time for hours worked beyond their regular schedule at straight time up until 40 hours per week. If compensatory time is not used by the end of the fiscal year (June 30th) employees will be paid for unused earned compensatory time not to exceed 80 hours, or the employee may complete necessary paperwork to carry-over unused compensatory time to December 31st. If compensatory time is not used by December 31st employees will be paid for unused earned compensatory time not to exceed 80 hours.