



Human Resources
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To: Mayor and Council

From: Amanda Hunsucker, Human Resources

Date: November 12, 2019

Re: Personnel Handbook policies

The City would like to amend the Comp Time policy, section 3.7.4, to include sick leave. We will take out personal day since we require that personal days be used as a whole day.

3.7 Compensatory Time

3.7.1 Summary

Departments may give employees compensatory time off in lieu of immediate overtime pay at a rate of one and one-half hours for each hour of overtime worked. This policy applies to employees classified as nonexempt. Earned compensatory time must be recorded in the City's central payroll system as part of the regular payroll processing cycle. An employee's official, accrued compensatory hours will be the account balance within that system.

3.7.2 Agreement

An agreement between the employee and the department concerning the use of compensatory time must be reached prior to the performance of work. The agreement need not be in writing and may be evidenced by the employee working overtime knowing that the department utilizes compensatory time in lieu of paid overtime, a department policy that has been communicated to employees, language in an offer letter or other methods that establish an agreement to accept compensatory time in lieu of paid overtime. The City need not adopt the same agreement or understanding with all employees. Occasional cash payment of overtime hours does not negate the compensatory time agreement.

3.7.3 Maximum Accumulation

Employees may accumulate up to forty (40) hours of compensatory time per year. Compensatory time is granted at a rate of one and one-half hours for each overtime hour worked. Thus, the forty (40) hour limit represents 26.667 hours of actual overtime worked. Once an employee reaches the maximum compensatory time accrual, the City must pay for additional overtime hours (over forty (40) in a workweek) worked at a rate of one and one-half times the employee's hourly rate.

3.7.4 Use of Compensatory Time

Compensatory time must be earned before it is taken, and may be used at the discretion of the employee, subject to supervisory approval. The supervisor may not deny the request to use compensatory time unless it would unduly disrupt City operations. Supervisors may require that an employee use accrued compensatory time to cover absences instead of utilizing vacation leave or sick leave. In addition, a supervisor may require the employee to take time off to reduce compensatory time balances. Supervisors should give as much advance notice as possible to employees when mandating the use of compensatory time.

3.7.5 Pay out of Compensatory Time

The department may, in its discretion, cash out accumulated compensatory time by paying the employee for any portion of unused compensatory time. Any cashed out accumulated compensatory time shall be paid at the employee's hourly rate.

Exempt staff members are not credited with compensatory time; therefore the balance of unused compensatory time will be paid to the employee before the employee transfers into an exempt

position. Any balance of unused compensatory time will be paid to the employee by the employee's current department (or division) before the employee transfers from one department to another.

Unused compensatory time earned between January 1st of a calendar year through December 14th of the same calendar year will be paid out at the employee's hourly rate and will be included with payroll for the pay period which includes December 15th.

Overtime worked December 15th through December 31st will be paid as overtime (at a rate of one and one-half the employee's hourly rate) in order to conduct annual year-end accounting procedures.

Upon resignation or termination payment for all accumulated compensatory time will be made in one lump-sum payment at the employee's hourly rate.

Unused compensatory time shall be paid at the employee's regular rate at the time of payment.

3.7.6 Abuse of the Compensatory Time Policy

The procedures of record keeping of compensatory time or any misrepresentation on timesheets will be grounds for disciplinary action up to and including termination.