

CITY OF FRISCO PERSONNEL POLICIES
SECTION 10
WAGE AND SALARY PLAN

Section 10.3 COMPENSATORY TIME – NON-EXEMPT

Effective Date: 03/08/2006

Approved By Ordinance Number: 06-03-17

Revision Date:

10.3.1 STATEMENT OF PURPOSE

The purpose of this policy is to identify the rules and procedures with regard to the accrual and use of compensatory time for non-exempt employees.

10.3.2 ELIGIBILITY

- All regular full-time and part-time non-exempt employees are eligible to accrue and use compensatory time only in accordance with this policy.
- Seasonal and temporary employees are not eligible to accrue compensatory time.

10.3.3 ACCRUALS

Accrual Rate: Compensatory time accrues for non-exempt employees at a rate of one and one-half (1 ½) hours for every hour worked in excess of the standard forty (40) hour work week. All employees who do not work a standard forty (40) hour work week (i.e. Police and Fire 207(k) employees) will accrue compensatory time based on the maximum hours scheduled for their work cycle.

Maximum Accrual: The maximum accrual for compensatory time for non-exempt employees (other than fire) is forty (40) hours (26.67 hours worked). A non-exempt employee who has accrued the maximum compensatory time will be paid for any overtime work in accordance with the Fair Labor Standard Act.

10.3.4 PROCEDURES

- A. Department Director Authority:** Each Department Director has the authority to allow the accrual or use of compensatory time in his/her respective Department.
- B. Accrual of Compensatory Time:** All non-exempt employees in a department that allows for the accrual of compensatory time will be paid overtime unless they indicate on their time sheet the desire to accumulate compensatory time. Accrual of compensatory time must be approved by their Department Director or his/her designee prior to working the overtime.
- C. Scheduling Compensatory Time:** An employee wishing to use compensatory time must schedule the time off in accordance with the City's Vacation Leave Policy, with

his/her supervisor. A supervisor will consider compensatory time off requests in the same manner vacation requests are considered. Supervisors must approve all compensatory time off requests in writing, giving due consideration to the needs of the department and the ability of the remaining staff to perform the work of the department or division. Employees are to give their supervisor the maximum notice possible and the notice must be in writing.

10.3.5 PAY OUTS

- A. Termination of Employment:** Upon separation from employment, a non-exempt employee will be paid for accrued compensatory time at their last hourly rate.
- B. Transfer:** Any time that an employee with accrued compensatory time accruals transfers to another department that employee's accrual will be cashed out at their current hourly rate (prior to transfer to another department).
- C. Promotion to Exempt Position:** If an employee is promoted from a non-exempt position to an exempt position, their accrued compensatory time will be paid out at their rate of pay for the position held before the promotion.

10.3.6 EXCEPTION/GRANDFATHER CLAUSE

Current non-exempt employees who have accrued the maximum amount of compensatory time outlined in this policy will not lose the time accrued. Current employees with a compensatory time balance of greater than the maximum will be cashed out to the 40 hours maximum amount, effective December 25, 2005. All additional overtime worked will be paid as overtime until the employee's balance falls below the appropriate maximum. At that time, the employee may then be allowed to accrue up to the maximum permitted under this policy.

10.3.7 LEAVE SUBSTITUTION

City of Frisco policy requires all applicable leave to be used prior to authorizing an unpaid leave of absence (ULOA). In accordance with this directive, other leaves will be automatically substituted when there is an insufficient balance of a requested leave or substitution type. This chain will continue, until no accruals remained before a leave of absence is granted.