

City of Kyle Personnel Policy Rev. October 2019

Under Article 5. Attendance and Leave

Section 5.04. Overtime and Compensatory Time.

- 1) **Compensatory Time for Exempt Employees.** Exempt employees are not paid overtime compensation. The City permits exempt employees who work over forty (40) hours in a week to request to his or her supervisor to earn compensatory time for the hours worked over forty (40) hours in a workweek. Any time off during the exempt employee's regular scheduled hours must be accounted for through the use of earned compensatory time, sick leave, or vacation. Compensatory time is earned on a straight time, hour for hour, basis. When the workweek has an observed holiday, the eight hours of holiday should count towards the forty (40) hours in a workweek for the purpose of calculating compensatory time.
 - a) Exempt employees are not entitled to be paid out compensatory time accumulated upon termination of employment, including retirement, nor receive any cash payment for the use of compensatory time. **An exempt employee shall not be permitted to accumulate a balance of more than eighty (80) hours of compensatory time at any point.**
 - b) Exempt employees must track in their bi-weekly timesheet the total amount of hours worked per day, per week, and per pay period. Supervisors will need to authorize all compensatory time on the employee's bi-weekly time sheet.
 - c) Exempt employees must be able to communicate and justify to the head of the Department the need to work over forty (40) hours in a given week to track performance, productivity, and/or results.
 - d) **Compensatory time will not be approved for any work performed from home, or City approved trips, or during other events unless authorized by the City Manager.**
 - e) Compensatory time may not be transferred or donated to other employees through the Accrued Leave Donation program.

Recommendation: to adopt a temporary policy to allow an exempt employee to accumulate a balance of not more than 160 hours of compensatory time due to working extensive hours on essential tasks required to address Emergency Pandemic of COVID-19. This temporary policy will also allow exempt employees to earn compensatory time for any work performed from home.