

## Compensatory Time

---

### Human Resources Policy- #322

#### **Policy:**

Davidson County recognizes that there may be times when a non-exempt employee is authorized by their supervisor and Department Director to work more than 40 hours in a pay week. When this occurs, the employee may be given compensatory time instead of overtime pay.

Each Department Director at the beginning of the Fiscal Year or on an as needed basis will consult with the Director of Human Resources to determine if compensatory time will be offered instead of overtime pay. The Department Director with the endorsement from the Director of Human Resources may allow employees the option of compensatory time or overtime pay each pay period; or the Department Director may choose one or the other- payment of overtime pay or compensatory time. If compensatory time is given, it will be accrued in the form of one and half hours per each hour worked over 40 hours in a pay week. The Department Director is responsible for notifying the department's employees of how to record their time. The Human Resources Department will be responsible for tracking compensatory time in the time and attendance system.

Employees may accrue up to 240 hours of compensatory time, once the maximum accrual is reached the employee will be paid overtime, which is their hourly at one and half times. In addition, compensatory time will be used prior to the use of any vacation and/or sick leave. If the employee is on FMLA leave the employee must use compensatory time prior to the use of accrued sick and vacation leave.

If an employee leaves the County's employment regardless of the reason or notice given any accrued compensatory time will be paid at employee's regular rate.

# Compensatory Time

---

**Scope:**

This policy applies to all nonexempt employees.

**Document Change Record**

| Revision | Description                                             |
|----------|---------------------------------------------------------|
| 4-23-23  | Replaces Policy Hours of Work and Overtime Compensation |
|          |                                                         |
|          |                                                         |