

NORTH CENTRAL SOLID WASTE AUTHORITY

RESOLUTION 2019-10-01

Compensatory Time

Whereas, the Board of Directors of the North Central Solid Waste Authority met in regular session this 16th day of October, 2019; and

Whereas, Board seeks to adopt a policy regarding the use of compensatory time; and

Whereas, this policy is in the best interest of the Board and the employees of North Central Solid Waste Authority.

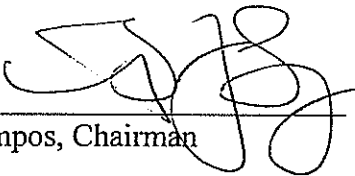
NOW THEREFORE, be it resolved by the Board of Directors of North Central Solid Waste Authority as follows:

1. Compensatory time refers to compensation, taken as time off with pay, for hours an employee works in addition to his or her normal work schedule. Supervisors may allow nonexempt employees to take compensatory time off in lieu of overtime pay in accordance with the provisions of this policy and the Fair Labor Standards Act (FLSA). The provisions for compensatory time for nonexempt employees are mandated by the FLSA.
2. Supervisors are responsible for ensuring compliance with mandated provisions of the FLSA and should ensure an employee is compensated for overtime hours. Supervisors must document compensatory time earned and taken.
3. Compensatory time is time off granted in lieu of overtime pay for authorized overtime worked.
4. Nonexempt employees earn compensatory time at the same rate as overtime, normally 1-1/2 times the number of overtime hours worked. However, if the additional hours worked would not qualify as overtime (i.e. leave was taken during the work week), but the employee wants time off in lieu of payment such compensatory time would be accrued at the straight time rate.
5. Nonexempt employees may accrue a maximum of 120 hours of compensatory time. (80 hours of overtime worked x 1-1/2 = 120 hours of compensatory time.) Employee may accrue up to 240 hours of comp time, with the exception of employees working in an emergency response activity as determined by the North Central Solid Waste Authority management, who may accrue up to 480 hours

6. Compensatory time must be used within a three-month period after accruing the compensatory time. Compensatory time may not be taken until the pay period following the date in which the compensatory time was earned
7. Non-exempt employees separating from North Central Solid Waste Authority will be paid for any unused compensatory time.
8. Each department will maintain supporting documentation for compensatory time earned and used by its non-exempt employees.

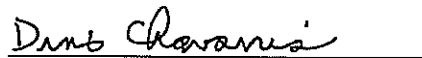
NOW THEREFORE BE IT RESOLVED.

PASSED, APPROVED AND ADOPTED ON the 16th day of October, 2019.



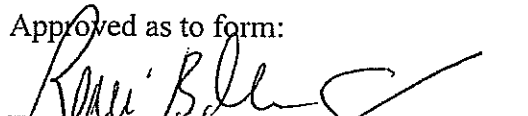
Tomás Campos, Chairman

Attest:



Dino Chavarria, Secretary

Approved as to form:



Renée Barela-Gutierrez, Board Attorney