



CITY OF SAINT PAUL
POLICIES AND PROCEDURES

POLICY TITLE:	Compensatory Time
POLICY NUMBER:	03.07
VERSION:	3.0
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A. OVERVIEW

1. **Description and Purpose** - The following policy describes compensatory time for the City of Saint Paul (City).
2. **Applicability** – This policy applies to all employees of the City.
3. **Failure to Comply** – Failure to comply with this policy may result in disciplinary action in accordance with any and all disciplinary policies of the City.

B. POLICY AND PROCEDURE

1. Compensatory Time for Non-Exempt Employees

- a. A non-exempt employee of the City may opt to take compensatory time in lieu of overtime pay.
- b. The same rules for granting overtime apply to granting compensatory time.
- c. Like overtime pay, the employee receives one and one half (1 ½) hours of compensatory time for each hour of overtime worked.
- d. The employee must take compensatory time within two (2) pay periods from the date that the compensatory time was earned. If the compensatory time is not taken within this period, the compensatory time is lost.
- e. The employee’s immediate supervisor shall approve in advance in writing compensatory time requests.

2. Compensatory Time for Exempt Employees

- a. Exempt employees who work more hours than regularly scheduled may receive compensatory time.
- b. There is no legal requirement or obligation of the City to grant compensatory time to exempt employees.
- c. The City may grant compensatory time to exempt employees who are required to work in excess of 48 hours per week for special projects, during weekends, during an emergency or emergency operation, or any normally scheduled time off.
- d. Compensatory time will be granted on an hour-for-hour basis.
- e. Only the employee’s supervisor is authorized to grant compensatory time to exempt employees. Compensatory time may only be granted if it is approved by the employee’s supervisor prior to the employee working in excess of 48 hours in a week, unless

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there is an emergency. In the case of the City Manager, the Mayor must approve the compensatory time.

f. An exempt employee who has accrued compensatory time and requests use of the time must be permitted to use the time off within a “reasonable period” after making the request. Supervisors may deny the request if the use of compensatory time will “unduly disrupt” the City or department operations. In the case of the City Manager, the Mayor will serve City Manager’s Supervisor.

Deleted: Supervisors can require an employee to take compensatory time off to manage the accrual limitation.

g. If the exempt employee cannot take compensatory time off due to the fact it may unduly disrupt” the City or department operations the exempt employee will receive pay for accrued compensatory time at the pro-rated hourly rate.

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h. All compensatory time earned by exempt employees in any workweek must be taken during the two-month period following the end of the workweek during which the compensatory time was earned.

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i. Compensatory time accrued is subject to an accrual limitation of 40 hours.

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C. FORM(S)

1. None.

D. REFERENCE(S)

1. None.

E. DEFINITION(S)

1. None.

F. POLICY HISTORY

1. This policy replaces Section 11.04.05 and 11.04.06 in the City Code of Ordinances (CCO).
2. This policy replaces City Personnel Policy 03.07 – Compensatory Time Version 2.0.