

CCEMS
ADMINISTRATIVE POLICY 300-23
COMPENSATORY TIME OFF

I. PURPOSE

- 1.1 To establish a Compensatory Time Off program for CCEMS.
- 1.2 To define Compensatory Time Off, also referred to as "Comp Time".
- 1.3 To define how Comp Time will be calculated, how Comp time will be accrued, and how employees will use Comp. Time.

II. POLICY

- 2.1 In lieu of overtime for additional shifts worked in a pay period, full-time employees may choose to receive Compensatory time credit.
 - 2.1.1 Compensatory Time Off or Comp time will only be available to full-time employees.
 - 2.1.2 Regular Part-time and Temporary, Seasonal, or Intermittent employees will be paid for all hours worked.
 - 2.1.3 In the event that a full-time employee's employment terminates, they are laid-off, or they drop to part-time status, they will be paid for all their accumulated Comp time hours.
- 2.2 Compensatory Time Off, or Comp Time, is paid time off that an employee earns in advance by working additional 12-hour or 24-hour shifts beyond what the employee is regularly scheduled.
 - 2.2.1 Comp Time will not be earned on incidental overtime, extra meetings, paid educational opportunities, or any other worked hours other than working at least a 12-hour additional shift.
 - 2.2.2 If the employee works an additional 24-hour shift, they can request the entire 24 hours to be placed in Comp Time, or can request to be paid for 12 hours and have 12 hours added to their Comp time.
- 2.3 If an employee chooses to receive Comp Time instead of being paid for working an additional shift, the employee must advise their supervisor and must complete a "Request for Compensatory Time" form at the time the additional shift is worked.
 - 2.3.1 The employee must document the additional shift worked on their payroll time sheet. The employee should note that the additional shift was Comp time if they do not want paid for it.
- 2.4 Since Comp Time can only be accrued in lieu of overtime, the extra hours will earn Comp Time one and one-half for one, or 1-1/2 hours of Comp Time for each overtime hour worked.
 - 2.4.1 If any of the extra shift hours fall on a Holiday and the employee would be eligible for the ½ time Holiday incentive, the employee will be paid the Holiday incentive. Holiday incentive will not be converted to Comp Time.

- 2.5 Employees may accrue a maximum of 48 hours of Comp time.
 - 2.5.1 In the event that employee requests Comp time for an additional shift and the additional hours worked will cause the employee's Comp time balance to exceed 48 hours. The employee will be notified and will be paid for the portion of the hours worked that exceed 48 hours of Comp time.
 - 2.5.2 Forty-eight (48) hours is the maximum amount of Comp Time that an employee can have accumulated at any time. As employees use Comp Time, they can work additional shifts and have these hours replace the Comp Time hours used. You can defer more than 48 hours to Comp Time in any year, but you cannot exceed the maximum of 48 hours accrued at any time.
- 2.6 CCEMS administration will maintain a spreadsheet of all full-time employees and their current Comp time accruals. This spreadsheet will be updated each pay period and filed with the timesheets for that pay period.
- 2.7 In accordance with County policy, CCEMS employees will schedule and use Comp time at a time that is mutually satisfactory to both the employee and CCEMS.
 - 2.7.1 CCEMS employees wanting to take time-off and use some of their accumulated Comp time will request the time off through EMSManager as a "Comp Time" request.
 - 2.7.2 Requests to use Comp Time for time-off must be in increments of at least one hour.
 - 2.7.3 Any time-off request for a period of less than 12 hours must be pre-approved and the employee requesting the Comp Time may be asked to find their own replacement.
 - 2.7.4 Comp Time requests will be processed and approved exactly the same as vacation requests. Refer to SOP 100-14 for details on how vacation requests are approved.
- 2.8 CCEMS may require employees to schedule and use accumulated Comp time.
 - 2.8.1 CCEMS employees must use all accumulated Comp time before beginning any type of unpaid leave of absence.
- 2.9 CCEMS may, under unusual circumstances, require that an employee working overtime on a particular assignment take Comp time for working the assignment instead of being paid for those hours worked. In this situation, the employee will be notified of this in advance and will have the opportunity to decline the overtime assignment. The requirement to receive Comp time in lieu of wages would only be utilized for a voluntary overtime assignment.
 - 2.9.1 Any employee "forced" to work an overtime assignment will be paid for their hours worked.
- 2.10 CCEMS has the right to modify or terminate this Comp time policy at any time.
 - 2.10.1 In the event that this Comp time policy is terminated, all employees will be paid for their accumulated Comp time hours.

- 2.10.2 CCEMS administration may decide to pay off any or all accumulated Comp time to the credit of any employee at any time.
- 2.10.3 In the event that a full-time employee changes to part-time employment status, they will be paid for their accumulated Comp Time hours.
- 2.11 CCEMS will consider Comp Time hours as paid time off.
 - 2.11.1 Since Comp time hours are accrued at the equivalent of what they would have been paid, they will always be paid at an employee's regular rate of pay.
 - 2.11.2 Comp Time hours will not be included as part of the 40 hours per week needed to receive overtime.
 - 2.11.3 Since Comp Time is earned in lieu of overtime, Comp Time hours will not accrue additional sick or vacation time.

III. PROCEDURE

- 3.1 An employee, who chooses to receive Comp Time instead of being paid for working an additional shift, will advise their supervisor and complete a "Request for Compensatory Time" form (Attachment A) at the time the additional shift is worked.
 - 3.1.1 If the shift results from a call-off, the employee should notify the supervisor at the time they agree to work the shift that they want Comp time for the hours worked.
 - 3.1.2 Employees who provide availability in EMSManager for future months may be scheduled for extra shifts that result from vacations or scheduled absences. If an employee finds that they were scheduled for an extra shift, they must notify a supervisor that they want Comp. time for that shift before they actually work the shift.
 - 3.1.3 The employee must document the additional shift worked on their payroll time sheet. The employee should note that the additional shift was Comp time if they do not want paid for it.
- 3.2 CCEMS employees will schedule and use Comp time at a time that is mutually satisfactory to both the employee and CCEMS.
 - 3.2.1 CCEMS employees wanting to and use some of their accumulated Comp time will request the time off through EMSManager as a "Comp Time" request.
 - 3.2.2 Comp time requests will be processed and approved exactly the same as vacation requests. Refer to SOP 100-14 for details on how vacation requests are approved.
 - 3.2.3 Requests to us Comp Time for time-off must be in increments of at least one hour.
 - 3.2.4 Any time-off request for a period of less than 12 hours must be pre-approved and the employee requesting the Comp Time may be asked to find their own replacement.
 - 3.2.5 CCEMS employees will complete a "Request for Time Off" (SOP 100-15 Attachment A) form and attach it to their time sheet to receive

payment for their Comp Time off hours just as they would for Vacation hours.

Director



Effective Date:

2/2/2012

Reviewed:
