

RESOLUTION 19 - 14

Comp Time Policy

Comp time may be available to full time hourly employees.

Comp time is to be agreed upon by both employee and supervisor as to when it is offered and when it is to be used.

Comp time should be used within 2 pay periods of having worked it.

Comp time can be used when an employee needs some time off when it is desired not to use vacation, sick, or personal time. Comp time can be used in small increments, the least being one hour at a time.

When an employee agrees to work extra time at the pleasure of the supervisor, then it is accumulated at the rate of 1.5 times the time worked. This means that if an employee works for one hour, a total credit of 1.5 hours will be given.

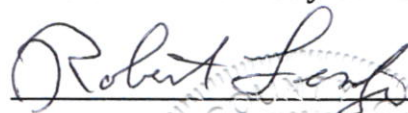
When an employee requests to work comp time to get time off later, then the rate is 1 for 1, so each hour worked for the employees pleasure counts as one hour of comp time.

A maximum of 40 hours can be accumulated by an employee.

More comp time can be accumulated or time to use it may be granted by approval of the Finance committee and then by the County Board.

It is the responsibility of the supervisor (department head) to keep track of its employees comp time.

Passed this 10th day of December, 2018.



Chairman of the Board

ATTEST:


Amy Frederick
Ford County Clerk & Recorder