
**DOUGLAS COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

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EFFECTIVE DATE: 02/10/94
REVISED: 09/16/94, 12/19/02
06/05/03, 10/05/17
AUTHORITY: BOC
COUNTY MANAGER: _____
PAGE 1 OF 1

SUBJECT: COMPENSATORY TIME FOR NON-REPRESENTED EMPLOYEES

- I. PURPOSE:** To establish a policy regarding the authorization and accrual of compensatory time for non-represented employees.
- II. POLICY:** Non-exempt employees not covered by a collective bargaining agreement may be authorized up to 200 hours of compensatory time.
- III. PROCEDURE:**
1. In lieu of overtime pay, if authorized by his or her supervisor, a non-exempt employee may elect to receive compensatory time off.
 2. Hours qualifying as overtime may be accrued as compensatory time off at the rate of time and one-half hours for each qualifying hour.
 3. A maximum of up to 200 hours may be accrued.
 4. Failure of the employee to provide a mutually agreeable date to take off accrued compensatory leave may result in the supervisor scheduling the employee's time off.
 5. The County may pay off all or part of an employee's compensatory time accrued at any time at the employee's current straight time rate of pay.
- IV. RESPONSIBILITY FOR REVIEW:** The Human Resources Director shall review this policy as needed or at least once every 5 years.