

	<b>CITY OF DECATUR PERSONNEL POLICY</b>		
<b>Chapter 03</b>	<b>Compensation</b>		
<b>Section 05</b>	<b>Compensatory Time</b>		
<b>Revised By:</b>	<b>Nate Mara, City Manager</b>	<b>Revised Date:</b>	<b>October 27, 2025</b>
<b>Approved By:</b>	<b>Nate Mara, City Manager</b>	<b>Effective Date:</b>	<b>January 1, 2026</b>

**03.05 Compensatory Time**

- A. Eligibility and Authorization.** Non-exempt employees may accrue compensatory time in lieu of overtime pay only:
  - a. In limited circumstances, and
  - b. With prior written approval from the Department Director
  
- B. Accrual Rate and Limits**
  - a. Compensatory time accrues at a rate of 1.5 hours for every 1 hour of overtime worked
  - b. Maximum accrual is 40 hours per employee
  - c. Department-specific policies may further define accrual procedures
  
- C. Oversight and Documentation.** Departments are responsible for:
  - a. Monitoring compensatory time balances
  - b. Ensuring accruals do not exceed the policy cap
  - c. Documenting all earned compensatory time in employee records
  
- D. Use of Compensatory Time**
  - a. Employees may request to use accrued compensatory time
  - b. Requests must be granted within a reasonable period, unless use would unduly disrupt departmental operations
  - c. If use is disruptive, the department may elect to pay out the time instead
  
- E. City Discretion.** The City reserves the right to:
  - a. Pay out any or all accrued compensatory time at any time
  - b. Require employees to take time off to reduce accrued balances
  - c. Otherwise, compensatory time may be used like other leave
  
- F. Payment of Accrued Time.** Accrued compensatory time will be paid out:
  - a. Upon reclassification from non-exempt to exempt status
  - b. Upon promotion, transfer, or demotion to another non-exempt position
  - c. Upon separation from City employment, at the employee’s current hourly rate
  
- G. Exempt Employees.** Exempt employees are not eligible to earn or accrue compensatory time.