

## CAYUGA COUNTY POLICY

**DEPARTMENT:** Legislature

**POLICY TITLE:** Compensatory Time –Non-Bargaining

**EFFECTIVE DATE:** 1-1-22

**RESOLUTION NO.:** 357-20

**SUPERSEDES POLICY OF:** 2-13-96, Res. 47, 2-2096, Res. 91, 6-22-18, Res. 306-10, 12-15-16, Res. 461-16, 4-28-2-, Res. 174-20 and 11-24-20, Res. 357-20

**Objective:** To set Compensatory Time for Non-Bargaining Employees who are exempt from the overtime requirements of the Fair Labor Standards Act and are not eligible for overtime pay pursuant to county policy.

**Policy:** The County shall allow these exempt employees to exercise professional discretion in using compensatory time in increments of no more than one full work day per week upon approval. This work day may be used in conjunction with other leave time such as vacation, personal or holiday, however, only one day of compensatory time per week shall be allowed. Requests for compensatory time needs to be approved by the Department Head and tracked on the employee's time sheet.

An employee may request the use of compensatory time in quarter-hour increments and such requests should be granted by a Department Head or Supervisor unless doing so would unduly disrupt or otherwise impact the operating efficiency of the department.

The County does not pay overtime or compensatory time for employees working at home. All work performed for the County must be performed (1) on County owned or leased premises, (2) in the field or (3) at duly authorized appearances, meetings, and conferences.

**Definitions:** Compensatory Time is anything over the employees regular scheduled work week

**Note:** Policy shall be reviewed annually by the Clerk of the Legislature Office. Revisions must be in Resolution form, go through the Government Operations Committee and approved by the Legislature.

RESOLUTION NO. 357-20 11/24/20

HR Auth Temp Add'l Comp Time

**AUTHORIZING ADDITIONAL COMPENSATORY TIME FOR NON-BARGAINING, EXEMPT EMPLOYEES**

BY: Hon. Christopher Petrus, Chair, Ways &amp; Means Committee

WHEREAS, the COVID-19 pandemic has necessitated significant changes in the county's workforce in terms of both hours and locations; and

WHEREAS, certain non-bargaining employees are exempt from the overtime requirements of the Fair Labor Standards Act and are not eligible for overtime pay pursuant to county policy as adopted by Resolution 257-18; and

WHEREAS, pursuant to Resolutions 306-10 as amended by 461-16 ("Compensatory Time Policy") certain employees are eligible for compensatory time for those hours worked in addition to their normal week which can be accrued, to be used as time off at a future date, limited to a maximum of thirty-five (35) banked accrual hours; and

WHEREAS, Resolution No. 174-20 amended the Compensatory Time Policy to increase the number of hours an employee may have in their accrual bank to seventy (70 hours) through December 26, 2020, and to allow non-bargaining, exempt employees the ability to accrue up to 70 hours of Compensatory Time from March 22, 2020 through July 26, 2020; and

WHEREAS, the Legislature recognizes that the COVID-19 pandemic continues and has become worse as the winter season approaches requiring many non-bargaining, exempt employees to work additional hours and prevent their use of earned compensatory time; now, therefore, be it

RESOLVED, the Cayuga County Legislature hereby amends the Compensatory Time Policy to allow non-bargaining, exempt employees again accrue additional compensatory hours above the thirty-five (35) hour limit, effective November 24, 2020 through June 30, 2021; and be it further

RESOLVED, that the accrual bank for non-bargaining, exempt employees shall remain at seventy (70) hours through December 31, 2021; and be it further

RESOLVED, after December 31, 2021, the accrual bank for non-bargaining, exempt employees shall return to the thirty-five (35) hours and any accrued time above thirty-five (35) hours shall be lost.

I HEREBY CERTIFY, THAT I HAVE COMPARED THE FOREGOING COPY OF A RESOLUTION DULY PASSED AND ADOPTED BY THE LEGISLATURE OF CAYUGA COUNTY AT A MEETING HELD ON THE 24th DAY OF NOVEMBER 2020 WITH THE ORIGINAL RESOLUTION, AND THAT THE SAME IS A TRUE AND CORRECT COPY AND TRANSCRIPT THEREOF, AND THE WHOLE THEREOF.

11-25-20 8:20AM

  
 \_\_\_\_\_  
 CLERK, CAYUGA COUNTY LEGISLATURE