

Compensatory time may be taken by non-exempt employees at one and one half hours of time off per each hour of overtime worked, in lieu of receiving overtime pay. Compensatory time shall be taken at the time specified by the employee's immediate supervisor. Compensatory time must be taken during the same pay period that the extra hours were worked or it will be paid out to the employee as overtime pay.

Adopted:
Amended: September 19, 2006; January 18, 2018
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