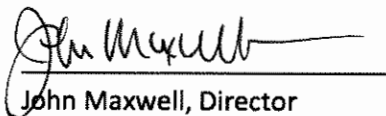




MEMORANDUM

TO: Linda Gorton, Mayor
Sally Hamilton, Chief Administrative Officer
Council Members

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: March 17, 2021

SUBJECT: **Compensatory Time — Division of Human Resources**

Request:

The attached action is requesting authorization to increase the maximum allowable accruals of compensatory time from eighty (80) hours to one hundred twenty (120) for all eligible classified and unclassified civil service employees, effective February 15, 2021.

Why are you requesting:

In accordance with Chapter 21-37.1 of the Code of Ordinances, full-time classified civil service employees who are exempted from receiving overtime pay under the Fair Labor Standards Act are eligible to accumulate up to 80 hours of compensatory (comp) time, subject to certain terms and conditions. As such, our divisions are advised to make an extra effort to ensure that their exempt employees have very low compensatory time balances at the start of the winter weather season or prior to other known events that would otherwise necessitate working considerably more than 40 hours in a given week, thereby accumulating excessive comp time. However, during the COVID-19 pandemic, our employees have reported that it has become increasingly difficult for them to utilize accumulated leave, including comp time, and subjecting them to forfeiture of such time due to the limited amount of maximum allowable comp time hours to bank.



Additionally, in accordance with several sections within Chapter 22 of the Code of Ordinances whereby full-time, unclassified civil service employees are eligible for the benefits provided in sections 21-32 through 21-42, this limit increase will apply to those employees as well.

File Number:

0342-21

Director/Commissioner:

John Maxwell/Sally Hamilton

