



## DODGE COUNTY PERSONNEL POLICIES AND PROCEDURES

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Policy #: <b>119.2</b>	Approval Date: 8/5/2014
Policy Title: <b>Compensatory Time</b>	Effective Date: 8/5/2014
Owner: <b>Human Resource Committee</b>	Revision Date(s): 10/16/19; 11/3/2020, 1/14/25, 12/9/25

### I. **PURPOSE**

The purpose of this policy is to provide guidelines to employees on earned compensatory time.

### II. **POLICY**

- A. Non-exempt employees (see below for Sheriff, Clearview and Highway), may earn compensatory time at the rate of time and one-half (1-1/2) and may elect the time off in lieu of overtime payments. Compensatory time may be accumulated into a running account up to a maximum of two hundred forty (240) hours. All hours accumulated above the maximum will be paid out to the employee on the next appropriate check.
- B. Compensatory time is for overtime already worked. Employees may not take compensatory time off and then work the overtime.

### III. **STANDARDS**

#### A. **Sheriff's Office**

1. Non-union employees are allowed to convert a combined total of eighty (80) hours of their vacation and holiday pay to compensatory time per calendar year. Vacation conversions must be done by the first pay date in December of each year. Holiday pay will not be allowed to be converted except for the first pay date in December of each year.
2. Sworn Association employees will follow the Sworn Association Agreement.

#### B. **Clearview**

1. Only designated employees in office/clerical positions may be eligible for compensatory time.
2. Clearview Department Heads and Assistant Department Heads may be eligible for flex time for hours worked beyond their regular schedule. Flex time is defined as one hour for each hour worked beyond the regular schedule and is limited to a maximum of 40 hours.

#### C. **Highway**

1. Non-exempt employees, may earn compensatory time at the rate of time and one-half (1-1/2) and may elect the time off in lieu of overtime payments. Compensatory time may be accumulated into a rolling account up to a maximum of eighty (80)

hours. All hours accumulated above the maximum will be paid out to the employee on the next appropriate check.

**IV. PROCEDURE**

- A. To ensure compliance with Employee Trust Funds (ETF) Wisconsin Retirement System (WRS) rules, all compensatory time accounts will be paid out to the Employees on the first pay date in December, to bring the compensatory time accounts to zero. Compensatory time balances of .01 hours are not paid out due to a rounding rule.
- B. Employees may not earn or use any compensatory time commencing the first day of the pay period that follows the pay period associated with the first pay date in December and continuing through the end of December. Overtime will be paid in lieu of earning compensatory time.

**V. GUIDELINES**

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