

COMPENSATORY TIME POLICY

Full Time Exempt Administrative Employees not eligible for overtime pay pursuant to the Fair Labor Standards Act may be eligible for compensatory time, which is defined as an arrangement where employees may be eligible for time-off in lieu of working beyond normal expected hours.

The normal work week for Administrative Staff shall be Monday through Friday. Under normal circumstances, administrative employees are expected to work an eight (8) hour day, and to complete their workload within that time period. If an Administrative employee at their discretion exceeds that eight (8) hour period for any day or day(s) to complete timely tasks as part of their administrative duties, which is to be anticipated from time to time due to the seasonal nature of the administrative operations of the Village, there will not be any compensation made above their approved annual salary.

Full Time Exempt Administrative Employees not eligible for overtime pay pursuant to the Fair Labor Standards Act may be entitled to compensatory time, subject to the approval of the Village Administrator or Mayor, under the following circumstances:

- If an employee whose job description and/or civil service duty statement does not require attendance at all or occasional official Village meetings in the evenings or on a weekend will be entitled to compensatory time pursuant to the provisions of this policy for attendance at those meetings if requested by the Mayor or their direct supervisor. In this case the employee will earn one (1) hour of compensatory time for each hour dedicated to the meeting as measured from the time the employee left their home or their workplace for the meeting to the employee returned home from the meeting. Employees whose job description and/or civil service duty statement requires attendance at all or occasional official Village meetings in the evenings or on a weekend will not be entitled to compensatory time for attendance at those meetings so required in their job description and/or civil service duty statement.
- The employee is requested or required to attend meetings of other agencies (other than for Board meetings or mandatory training sessions required as a condition of employment or to obtain or retain necessary licensure) in the evenings or on a weekend. In this case the employee will earn one (1) hour of compensatory time for each hour dedicated to the meeting as measured from the time the employee left their home or their workplace for the meeting to the employee returned home from the meeting.
- The employee is requested to work by the Mayor or Village Administrator beyond a normal eight (8) hour workday for assumption of additional duties beyond the scope of those set forth in their job description and/or civil service duty statements, or on weekends to assist the Village under special circumstances, which may include and not be limited to Article IIB declarations, public health emergencies, or other situations deemed critical by the Mayor or Village Administrator for the safe and continuous operation of the Village and the provision of its services for the benefit of the residents of the Village. In this case the employee will earn one (1) hour of compensatory time for each hour beyond a normal 8-hour work day Monday through Friday, and all hours worked on the weekend.

- Travel to and from, and attendance at Village paid-for training seminars will not be entitled to any compensatory time; and each 24-hour period spent traveling to and from and attending Village-sponsored seminars will be considered one regular day of work included in the salary of the employee.
- Requests for Compensatory Time shall be submitted by the employee to the Village Administrator or Village Clerk, who shall submit that request for approval by the Mayor.

The Allocation and Use of Compensatory Time:

- All compensatory hour credits will be added to the employee's personal time accrued for the fiscal year that they were earned.
- The compensatory credits earned must normally be used in the fiscal year earned and within 60 days from the date on which the compensatory time was accrued, as part of the whole of all other personal time accrued, the entirety of which will be subject to the limit of five (5) personal time days allowed to be carried forward to the following fiscal year pursuant to the separate policy in the Handbook regarding carryover, with the following exception:
 - Some or all of compensatory hours worked under an Article IIB emergency may be carried over to the following fiscal year, at the sole discretion of the Village Administrator or Mayor, if either deems that the timing and duration of the emergency or special situation makes it impractical for the employee to use some or all of the time within 60 day period or by the end of the fiscal year, or if the operations of the Village would be adversely impacted or if it is deemed to be in the best interest of the Village for the employee not to use the compensatory time within 60 day period or during that fiscal year.
- The employee will not be paid for any unused compensatory time, unless deemed appropriate by a resolution of the Board of Trustees adopted at a duly convened Board of Trustees meeting.
- Any or all of these regulations may be suspended, altered or adjusted by the Mayor and/or Board if in their opinion extraordinary circumstances warrant such consideration.