

### **Maximum Compensatory Time**

1. The maximum compensatory time accrual for any regular employee shall be the maximum allowed under the provisions of the FLSA (as of 9/28/22 the maximum amount of comp time allowed is 240 hours for non-law enforcement and 480 for law enforcement.)
2. When an employee has reached the maximum compensatory time accrual, he/she shall be compensated in wages at the rate of one and one-half (1 ½) times his/her regular rate for any additional overtime hours worked.
3. Tyler County will pay Comp time based on the guidelines and requirements set by the FLSA.

### **Use of Compensatory Time**

1. Employees shall be allowed to use earned compensatory time within a reasonable period after it is requested provided that the employee's absence will not place an undue hardship on the operations of the department in which the employee works. Compensatory time may be used for any purpose desired by the employee with supervisor approval, including, but not limited to vacation, sick leave and/or personal days.
2. Tyler County shall have the right to require employees to use earned compensatory time at the convenience of the county; including before using their regularly accrued time.
3. If an individual's employment terminates before all of his/her earned compensatory time is used, he/she will be paid for all unused time at his/her regular rate on his/her final paycheck.

### **Buy back**

Tyler County shall retain the right to "buy back" all or part of an employee's unused compensatory time by paying the employee for that time at the employee's current regular rate. Tyler County shall retain the right to pay all or part of the overtime worked in any workweek by paying for that overtime at one and one-half (1 ½) the employee's regular rate of pay.

### **Recordkeeping**

1. Each employee shall be responsible for recording any compensatory time taken within a pay period on the time sheet for that pay period. The record shall be submitted to the supervisor for approval.
2. Each supervisor shall be responsible for notifying the County Treasurer if overtime worked by his/her employees are to be paid in wages or accumulated as compensatory time.