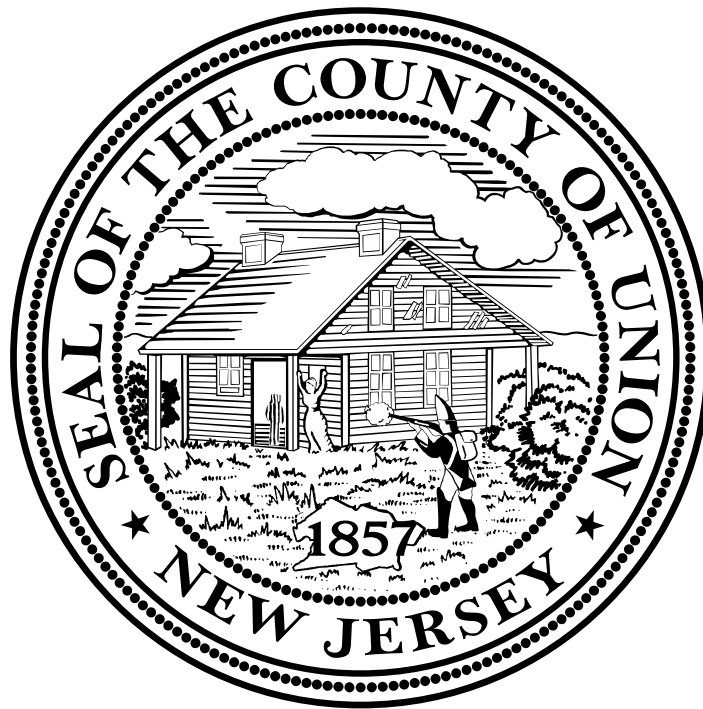


# COUNTY OF UNION

## Compensatory Time Non-Contractual Employees



**Union County**  
*We're Connected to You*

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UNION COUNTY BOARD OF  
CHOSEN FREEHOLDERS

## COMPENSATORY TIME (NON-CONTRACTUAL EMPLOYEES)

**Compensatory Time Policy** - All non-contractual employees (excluding elected officials) below the position of Department and Division Head shall be entitled to the benefits of a compensatory time program. For purposes of this Policy, Department Head shall include the County Manager, the Deputy County Manager, and the Clerk of the Board of Chosen Freeholders. All such employees who are presently compensated for authorized overtime work performed shall continue to receive such compensation in accordance with existing policies and practices. All employees who are not presently compensated for authorized overtime, and who are required to work beyond their normal working hours for a minimum of at least one hour shall be entitled to receive compensatory time at the rate of one and one-half hours for every hour of eligible time in excess of forty (40) hours in a week. **The maximum amount of compensatory time permitted to be accrued is 100 hours, subject to approval of the Department Head. The County Manager may permit lower accrual limits based upon requests from Department Heads. Said compensatory time must be taken within the calendar year of the accrual of the compensatory time except that time earned during the last three (3) months of the calendar year which may be used within the first three (3) months of the following calendar year.** The Department Head shall have discretion in scheduling such time with due consideration to the needs of the department and the wishes of the employee.

Furthermore, these same employees may be able to accrue compensatory time off for "volunteer" work at County activities outside his or her normal work week. Opportunities for volunteering will be posted by the department needing assistance. In order to participate in any program where compensatory time will be earned, written approval by the employee's Department/Division Head must be obtained **prior** to the event in question. No employee will be utilized by another department without having this approval. It will be the responsibility of each "volunteering" employee to obtain documentation of the hours they have worked and present same to the employee's Department or Division Head. Each department will be responsible for maintaining compensatory records for its own employees and monitoring its use.

Resolution No. 2009-263

Adopted: 03/12/2009