



## ADMINISTRATIVE PRACTICES MANUAL

**SUBJECT: MANAGERIAL (EXEMPT EMPLOYEES) COMPENSATORY TIME**

1. This policy is effective as of September 11, 2022 for Managerial Exempt Employees. All of the conditions established by Dane County Ordinance 18.29 (9) continue to apply to Managerial Exempt Employees.
2. An exempt managerial classified employee required to work more than eight (8) hours per day shall receive compensatory time on a “straight time” basis (hour for hour), for any time worked over forty (40) hours per week. Paid time off is not counted as hours worked for compensatory time purposes.
3. An exempt managerial classified employee may accumulate up to eighty (80) hours of compensatory time. No compensatory time may be accrued beyond eighty (80) hours and no accrued compensatory time will be paid out at termination of employment. If hours from the compensatory bucket are used, exempt managerial employees may accrue again up to the eighty (80) hours.
4. Exempt managerial employees who have compensatory time in their bank at the end of the payroll year will have up to forty (40) hours of compensatory time automatically carried over into the next payroll year. Any additional compensatory time above the forty (40) hours shall be forfeited.
5. Exempt managerial classified employees and Department Heads/Supervisors shall arrange for the use of compensatory time as soon as possible without unduly disrupting department operations or endangering public health, safety or property.
6. All exempt managerial employees are encouraged to schedule time off to use their accrued compensatory time.
7. No more than forty (40) hours of accrued compensatory time may be taken off per month, unless approved by the Department Head.
8. Compensatory time earned and used shall be reported on Exception Time Reports or through your departmental payroll system.

**END OF POLICY**