

DIVISION OF PARKS AND RECREATION

August 26, 1997

STAFF DIRECTIVE 97-32

TO: All Employees

FROM: Philip K. McKnelly *PKM*

SUBJECT: New Compensatory Policy

This Directive replaces Staff Directive 97-12 and implements the attached revised compensatory policy and procedures for exempt and subject employees effective August 4, 1997. These are technical changes to the policies and procedures mandated by changes in the State Personnel Policy. The basic changes give subject employees twelve (12) months to take off overtime as compensatory time and payment in the thirteenth (13) month and allows exempt employees to carry compensatory time for twelve (12) months from the month earned. Exempt employees who lost time during the February/March 1997 time frame will have the time restored under a Special Exemption to the policy.

.No compensatory time is to be worked or taken without the approval of the employee's supervisor. Compensatory time will be taken before any sick or vacation leave is taken. Managers and supervisors will be accountable for the amount of compensatory time accrued by their respective sections and the manner in which their employees are compensated. Compensatory time will be taken on the First In-First Out (FIFO) accounting method, such that time taken will be subtracted from the earliest time earned that is still on the records.

For exempt employees the maximum amount of compensatory leave that may be taken annually is 240 hours.

For subject employees the maximum amount of compensatory time that may be accumulated is 240 hours (160 hours straight time). Any accumulation beyond 240 must be paid in the employee's next normal paycheck.

The division does not have a significant amount of lapsed salary funds; therefore, it will be expected that managers and supervisors will keep any compensatory time to be paid to an absolute minimum.

If you have any questions concerning this directive, please contact the Division Personnel Officer.

This Directive is effective immediately, and shall remain in effect until replaced.

PKM/JBW