

**RESOLUTION # \_\_\_\_ (2018) – APPROVE AMENDMENT TO PERSONNEL MANUAL  
– COMPENSATORY TIME**

**RESOLVED**, That the Town of Dryden Personnel Manual be amended to include the following language with respect to Compensatory Time:

**COMPENSATORY TIME**

Compensatory time is defined as time employees earn when actual hours worked in one workweek. An employee must receive prior approval from the Department Head before working additional hours beyond the standard workweek. A non-exempt employee, as defined by the Fair Labor Standards Act of 1938, will receive compensatory time in lieu of paid overtime. Compensatory time will be credited to the employee at a rate of time and one-half for all authorized hours worked over 40 hours per week.

Compensatory time may accrue to a maximum of 40 hours. Compensatory time may not be accrued during a week that personal, vacation or sick leave are used. Personal and vacation leave should be used before accrued compensatory time has been exhausted when possible.

Exempt employees will earn compensatory time at the standard hourly rate.

Union employees should refer to the applicable collective bargaining agreement.