



## ADMINISTRATIVE PRACTICES MANUAL

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

Section A: All Managerial Exempt Employees

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, except for legal holidays as defined in DCO 6.09, 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. Notwithstanding this provision, Managerial Exempt Employees must average on an annual basis 40 hours of work per week.
5. Effective January 1, 2023, Exempt Managerial Employees, except those who are Public Safety Communications Supervisors and CYF Social Work Supervisors in the Children, Youth, and Families Division of the Department of Human Services providing emergency protective services, may convert up to 40 hours of compensatory time to a cash equivalent once per payroll year, provided that this request is made before the end of the payroll year.
6. Public Safety Communications Supervisors and CYF Social Work Supervisors in the Children, Youth, and Families Division of the Department of Human Services providing emergency protective services shall follow their respective compensatory time policies and procedures in Section B or Section C below.
7. 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.
8. All exempt managerial employees are encouraged to schedule time off to use their accrued compensatory time.
9. No more than forty (40) hours of accrued compensatory time may be taken off per month, unless approved by the Department Head.



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10. Compensatory time earned and used shall be reported on Exception Time Reports or through your departmental payroll system.
11. This policy applies to employees working as a Manager in an Acting Capacity.

### Section B: Managers in Public Safety Communications (9-1-1)

1. 2010-2011 Resolution 218 provided managers in Public Safety Communications (9-1-1) different overtime and compensatory time benefits.
2. Notwithstanding Section A, Public Safety Communications Supervisors are authorized to receive one and one half times (1-1/2) the hourly rate of pay for hours worked on holidays and any hours in excess of their regularly scheduled hours.
3. Communications Supervisors who work overtime may, upon mutual agreement between the employee and the department head, receive compensatory time off for such work in lieu of wages.
4. Compensatory time off shall accrue at the rate of one and one-half (1-1/2) hours for each overtime hour worked but shall not exceed fifty (50) hours payable at seventy five (75) hours of compensatory time. Public Safety Communications Supervisors may earn additional compensatory time during the payroll year when the accrual is reduced below seventy five (75) hours.
5. Such accrued compensatory leave time shall be taken at a mutually agreeable time. On the last pay period of the payroll year all compensatory leave accrued during that payroll year which has not been taken as compensatory leave shall be paid out in wages, except that at the Public Safety Communications Supervisor's discretion, they may carry over up to forty-five (45) compensatory hours (thirty [30] hours payable as forty-five [45]).

### Section C: Emergency Protective Services Supervisory

1. Social Work Supervisors providing emergency protective services in the Children, Youth, and Families Division of the Department of Human Services who are 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.
2. Social Work Supervisors in the Children, Youth, and Families Division of the Department of Human Services who provide supervisory support to Emergency Protective Services ("EPS Supervisors") are authorized to receive six (6) hours of compensatory time for a 12-hour on-call shift. For any additional hours worked beyond six hours, Social Work Supervisors shall receive compensatory time on a straight time basis.
3. EPS Supervisors who work a shift during county observed holidays shall also receive an additional two (2) hours of compensatory time.



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4. EPS Supervisors required to cover a week day shift on an emergency basis shall receive 7 hours of compensatory time for a fourteen (14) hour shift.
5. Social Work Supervisors in the Children, Youth, and Families Division of the Department of Human Services who provide supervisory support to Emergency Protective Services 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.
6. Effective January 1, 2023, Social Work Supervisors in the Children, Youth, and Families Division of the Department of Human Services who provide supervisory support to Emergency Protective Services may request to carry over up to forty (40) hours of compensatory time at the end of the payroll year. Any additional compensatory time above the forty (40) hours shall be forfeited. Notwithstanding this provision, Managerial Exempt Employees must average on an annual basis 40 hours of work per week.
7. Social Work Supervisors in the Children, Youth, and Families Division of the Department of Human Services who provide supervisory support to Emergency Protective Services may convert up to 40 hours of compensatory time to a cash equivalent once per payroll year, provided that this request is made before the end of the payroll year.
8. Social Work Supervisors in the Children, Youth, and Families Division of the Department of Human Services who provide supervisory support to Emergency Protective Services shall arrange for the use of compensatory time as soon as possible without unduly disrupting department operations or endangering public health, safety or property.
9. No more than forty (40) hours of accrued compensatory time may be taken off per month, unless approved by the Department Head.

**END OF POLICY**