

**ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT**  
**14-03 - Compensatory Time Policy**

**Payroll, Scheduling, and Overtime Practices**

At the discretion of the District Manager on a consistent basis among District employees, an employee may receive compensatory time off instead of overtime at the rate of one and one-half hours for each hour worked. An employee may accrue compensatory time off of up to forty (40) hours. When an employee reaches forty (40) hours of compensatory time, the employee will be paid by the District for all time in excess at the end of each pay period unless otherwise mutually agreed between the employee and the District Manager. The District Manager will appraise the Board of Directors of accrued compensatory time monthly.

An employee may utilize compensatory time off in conformity with the FLSA (Fair Labor Standards Act). The District will not be obligated to schedule compensatory time off, and that such request is unduly burdensome if the District does not receive at least seven days advance notice of the requested time off. The District may pay the employee the current value of the comp time balance at any time. Any unused accumulated compensatory time off shall be paid in cash at the time of termination or death.

*Adopted: March 14, 2014*