

*Kingman County
Kansas
Personnel Policy Manual*

Policy #18
Flexible /Comp Time Work Schedules

Commission Approval
Date: 1-31-11

18 Flexible / Comp Time Work Schedules

18.1 Kingman County values its employees, while at the same time keeping efficiency and effectiveness foremost in mind. The County shall make available certain alternate work schedules that are detailed in this policy.

18.2 **Flex Time:** Flex time is a work schedule designed between the Department Head and Employee in advance of the need by either the Department Head or employee to 'flex' their work day. Flex time needs to be approved by the Department Head before using. Flex Time includes rearranging the working hours within the same work day or work week. Flex time is exchanged at the rate of 1 to 1, and has to be prearranged with the employee's Department Head. The smallest time increment of time that can be used is fifteen (15) minutes. Holiday time maybe used as flex time, as long as it is used in the same workweek.

18.3 Compensatory Time for non-exempt / hourly Employees:

Compensatory Time ("Comp Time") is a work arrangement in which a non-exempt/hourly employee is allowed or assigned to work more than the established (total) 40 hours per work week. The Department Head shall be responsible for keeping an accurate record of hours worked and if overtime is worked over 40 hours then additional time off may be taken in lieu of overtime worked if approved by the employee and the Department Head.

- Kingman County follows the Fair Labor Standards Act (FLSA) and authorizes compensatory time (comp time) off in lieu of monetary overtime compensation, the time must be given at the same rate the overtime would have been paid (i.e. time and one-half).
- Each department head will determine if compensatory time may be used.
- The Employee must agree to the compensatory time in lieu of overtime pay prior to working the additional time.
- Employees shall use Compensatory Time in the next week (if in the same pay period) or by the end of the next pay period.
- Again note: the difference between Flex Time and Compensatory Time is that Flex Time is used in the same week; hour for hour with in the 40 hour week. Compensatory Time is time over 40 hours to be taken off at the rate of 1:5 to 1 in the next week or next pay period.

18.4 Compensatory Time for Salaried-Exempt, non-elected Employees:

Comp Time is a work arrangement in which an exempt employee works more than 40 hours in a work week, maintains an accurate record of hours worked and uses those

hours within the calendar year. The exempt employee, in conjunction/coordination with the payroll clerk, shall be responsible for keeping an accurate record of hours worked and the time made-up when compensatory time is utilized.

Comp Time for exempt employee is exchanged at the rate of 1 to 1 by the employee, with a copy that shall be provided bi-weekly to the payroll clerk as verification, and must be used (taken as paid time off) before December 31st of each calendar year. The record of hours is returned to 0 on January 1 of each year.

- 18.5 The County Commissioners may determine at any time that these work arrangements are not being applied in the best interests of the County and, should that circumstance arise, may restrict their availability to any or all County departments, as appropriate.