

ADMINISTRATIVE ORDER NO. 104

*An Administrative Order **amending** Administrative Order #89:*

Pursuant to Billings Montana City Code (BMCC) Section 2-311, Administrative Order #89 regarding Human Resources Policies concerning *COMPENSATION AND BENEFITS* issues, is hereby amended as follows:

- The section entitled "Compensatory Time Cash Out" is amended as included in ATTACHMENT A.

All other sections of Administrative Order #89 not previously amended remain in full force and effect.

Dated this 21st day of November, 2006.

-ss- Christina F. Volek
CITY ADMINISTRATOR

ATTACHMENT "A"

Compensatory Time Cash Out

This policy supersedes all previous policies and/or handbooks published by the City of Billings. Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.

Purpose

The City of Billings believes that allowing employees to choose between compensatory time and overtime payment is an important benefit that supports a diverse workforce with differing needs and desires.

Policy

~~Eligible~~ **Non-exempt** employees may, at their option, ~~with department head approval,~~ accrue compensatory time at the rate of one and one-half (1 ½) times the overtime hours worked in lieu of overtime payment.

When a non-exempt employee is promoted or transferred to an exempt position, the employee would maintain the accumulated amount of compensatory time that had been accrued at the time of the promotion or transfer. As an exempt employee, the employee would no longer be eligible to accumulate or use compensatory time; however, the employee will be allowed to cash in their compensatory time hours **anytime throughout the employee's employment or at separation of service.** ~~in a one-time payoff when the employee becomes exempt or terminates employment.~~

Compensatory time is accrued at the rate of one and one-half (1 ½) times the overtime hours worked. **The maximum amount of compensatory time that can be accumulated for non-exempt employees is 240 hours.** ~~The maximum of 40 hours may be cashed out each fiscal year. The only exception to the maximum cash out is when an employee is promoted from a non-exempt to an exempt position. **Non-exempt employees may cash out any or all of their compensatory hours.**~~

Procedure

The employee must ~~provide~~ submit a completed Compensatory Time Cash Out form ~~written request~~ to Human Resources. Cash out is permitted at any pay period.