

## Richland County Finance and Personnel Committee

### Agenda Item Cover

**Agenda Item Name:** Amendment to Richland County Handbook of Personnel Policies and Work Rules of Richland County

<b>Department</b>	Administration	<b>Presented By:</b>	Clinton Langreck
<b>Date of Meeting:</b>	4 August 2020	<b>Action Needed:</b>	Resolution
<b>Disclosure:</b>	Open	<b>Authority:</b>	County Structure (E)
<b>Date submitted:</b>	30 July 2020	<b>Referred by:</b>	

**Recommendation and/or action language:** *(summarize action/s sought by committee, e.g. present a resolution, present an ordinance, receive and file information, approve expense or grant, etc.)*

Recommend, "Motion to amend, the Richland County Handbook of Personnel Policies and Work Rules of Richland County, "Compensation and Fringe Benefits" section, paragraph 8, pages 14 and 15, to allow a maximum accumulation of compensatory time of 40 hours.

**Background:** *(preferred one page or less with focus on options and decision points)*

Proposed language change:

8. Compensatory Time: Compensatory time is accumulated by non exempt County employees on an emergency basis on other than regular working hours. Elected officials, Department Heads, Extension Agents, the Chief Deputy Sheriff and the Road Patrol Lieutenant are not eligible to receive compensatory time. Compensatory time is accumulated only with the Department Head's prior approval in each instance. Compensatory time is accumulated at the rate of one and one-half hours of compensatory time for each hour worked over 40 hours per week. In instances where compensatory time has been authorized, the employee has the choice of whether to accumulate the extra work time as compensatory time or to be paid for it. Compensatory time may be accumulated up to a maximum of 24 40 hours per calendar year and it shall then in all instances be taken by the last pay period of the calendar year in which it was generated or it will be paid for by the last pay period of the year. Compensatory time off shall be by mutual agreement between the employee and his/her Department Head. Any eligible time over an accumulated 24 40 hours per year of compensatory time must be paid out. Notice of all accumulated compensatory time shall be reported to the County Clerk's Office

This change is requested based on conversations with Highway, Health and Human Services and the Sheriff's Office. The increase may allow for reduced overtime expenditures and help in employee retention.

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**Attachments and References:**

none	

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**Financial Review:**

(please check one)


<input checked="checked" type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

*(summary of current and future impacts)*

May result in a budget reduction if more compensatory time is taken and less overtime is paid out.

**Approval:****Review:**

\_\_\_\_\_  
Department Head

  
\_\_\_\_\_  
Administrator, or Elected Office (if applicable)