

**Town of Mashpee
Board of Selectmen**

Policy No: 41

Compensatory Time

The following guidelines are for compensatory time for Executive, Administrative, and Professional Employees and salaried Department Heads who are exempt from the overtime provision of the Fair Labor Standards Act:

- Employees classified as exempt employees are expected to work a minimum of five (8-hour) days per week, unless authorized. In addition, employees may be expected to attend meetings or work extra in the accomplishment of assigned duties.
- Exempt employees should refer to their contract relative to accrual and usage of compensatory time. Employees are eligible to receive compensatory time at straight time, hour for hour accrual rate for all hours worked in excess of forty hours in a given work week. Accrual of compensatory time shall be limited (refer to contract). The Town Manager may approve an extension of compensatory time based on the needs of the Town.
- Prior to working in excess of forty (40) hours, an employee and his/her supervisor shall agree on the specific need and track the time of those extra hours. Extra compensatory hours and dates that hours were accrued shall be reported to the Human Resources Department. Compensatory time should not be reported in advance of having worked the hours.
- Requests for Leave forms should be filled out, verified, and approved by the supervisor prior to taking any compensatory time. Without prior approval, use of such time may be denied.
- Compensatory time off will only be granted if doing so will not cause an office to be vacant or unattended during regular office hours. Every effort is to be made to staff offices during regular office hours.

***Adopted by the
Mashpee Board of Selectmen
March 15, 2004***