

**COMPENSATION****1.4.11****K. COMPENSATORY TIME-OFF**

Employees may opt to accrue Compensatory Time off (CTO) in lieu of cash payment for overtime worked if the requirements of this policy have been met.

CTO shall accrue at the rate of one and one-half time hours for each overtime hour worked in accordance with the Fair Labor Standards Act. No employee may accumulate CTO in excess of eighty hours unless provided by a City Council approved Memorandum of Understanding. Overtime will be compensated in pay only after 80 hours of CTO have accumulated. Use of compensatory time off earned shall be granted provided that: 1) its use does not unduly disrupt the operations of the City; and 2) the request is made to the employee's Department Head or designee no later than five days prior to the time when the employee desires to use the leave. Employees working in more than one Department must submit the CTO request to the Head of each affected department. If the employee does not provide five days' notice, or if the City can document that the use of CTO would unduly disrupt City operations, the City will cash out the CTO requested at the end of the current pay period in the regular paycheck.