

TO: TJPDC Finance/Executive Committee
FROM: TJPDC Staff
DATE: March 6, 2025
RE: Comp-Time Policy

Purpose: The purpose of this discussion is to determine the intent in the Employment Agreement made and entered into on the 5th day of September, 2024, by and between the TJPDC and Christine E.B. Jacobs, Section 4. Hours of Work.

Background: Page two of the Employment Agreement states:

“It is generally expected that the Employee will maintain regular office hours consistent with the established normal business hours of TJPDC. However, it is recognized that the Employee must devote significant time outside normal office hours to the business of TJPDC, and to that end Employee will be allowed to take compensatory time off up to an equivalent amount of time worked beyond those of normal office hours.”

TJPDC currently does not have a written policy for compensatory time (comp-time). In the TJPDC Employee Handbook there is a policy on flexible scheduling and flextime (page 6) and additional guidance on flex time in Appendix E.

Employee Handbook, Page 6: *“Flexible scheduling, or flextime, is available in some cases to allow employees to vary their starting and ending times each day within established limits. Flextime may be considered if a mutually workable schedule can be negotiated with the supervisor involved. While the TJPDC does not offer a compensatory time off policy, the Executive Director may approve time off of hours or a full day, when an employee has or expects to exceed forty (40) hours of work in a work week due to mandated workload, after hours meetings, project deadlines or to meet other involuntary needs. The time off for additional work must be taken within the same month that it is earned, and as approved by the employee’s supervisor. All hours worked must be included as work time in the TJPDC’s on-line timekeeping system. A note is to be added on any day in which additional hours are worked and on days when the additional hours are used for time off. Additional guidance on flex time is included in Appendix E.”*

Employee Handbook, Appendix E: *Attached for Reference*

Discussion: In order to operationalize the language in the Executive Director’s contract per the Commissioner’s stated intent, the Human Resources Director and Executive Director are seeking to develop a written comp-time policy. The following terms need to be discussed and determined:

1. At what point are additional hours worked earned as comp-time?
 - a. All hours over 8 hours per weekday (M-F) will add to the comp-time bank



- b. Any hours above an X-hour work week (M-F) will add to the comp-time bank (examples, 40 hours, 45 hours, 50 hours)
 - c. Only hours worked on weekends (Saturday and/or Sunday) will add to the comp-time bank
- 2. How are comp-time hours applied?
 - a. All hours under 8 hours/workday (M-F) will subtract from the comp-time bank
 - b. Comp-time hours will be utilized before Annual Leave or Sick Leave
- 3. What is the rate at which comp-time hours are earned?
 - a. Hours are earned at a 1:1 ratio based on the terms in item one above
 - b. Other
- 4. Is there a “cap” or maximum number of hours that can be accrued?
 - a. Yes, the maximum accrual of comp-time is X hours (examples: 5 days, 10 days, 30 days, etc.)
 - b. No, there is no intended cap
- 5. Do comp-time hours expire or need to be used within a set period of time?
 - a. Comp-time hours expire X days from the date earned (example, 365 days)
 - b. Comp-time hours expire X months from the date earned (example, six months)
 - c. No, Comp-time hours do not expire
- 6. Do comp-time hours carry forward from one fiscal year to another?
 - a. Yes, comp hours can carry forward from one fiscal year to another
 - b. No, comp-time hours expire June 30 of each fiscal year
- 7. Do comp hours have a cash value to be paid in a lump sum payment upon separation (yes/no)?

Note: If yes to both 6 and 7, GASB rules require the value of the “earned” balance at 6/30 to be included on the balance sheet and audited financial reports.

In the TJPDC’s time-keeping system (Kronos), the employee can only be assigned to one set of rules, either the flex time rules per the employee handbook or comp-time rules per a new written policy aligned to the Employment Agreement.

Action Needed: This is a discussion item to determine the intent in the Employment Agreement. Upon consideration, a draft policy will be brought before the Finance/Executive Committee for their review prior to consideration/adoption by the full commission.

Effective Date: Changes could be made retroactive to the start of most recent employment contract.

APPENDIX E FLEX TIME GUIDANCE

Purpose: To provide guidance on the use, documentation, and consideration of flex time by TJPDC employees. As per the employee handbook, the normal work week for which salary is paid consists of 40 billable hours, broken down into eight hours a day, Monday through Friday. Flexible scheduling, or flex time, is available to allow employees to vary their starting and ending times each day within established limits while still working 40 billable hours. The following guidance should be used when requesting, considering requests, using, or documenting flex time.

1. Staff may flex their time within their workday and across their work week, staying within a single pay period, as needed, without manager/director approval.
2. A schedule change to not work on a normally scheduled day must have prior approval from the employee's immediate supervisor.
3. Daily work logs must be maintained by employees, which generally identify completed tasks, phone calls, meetings, etc. The daily work log must be shared via the employee's digital work calendar (currently Microsoft Office 365). The calendar should report time, duration, general description, and billing code for the tasks completed.
4. Accurate reporting of daily hours worked within each work week is required on the employee's timesheet. *Example: If you work 10 hours on a Monday and 6 hours on a Tuesday, you must enter 10 hours of work in your timesheet for Monday and 6 hours for Tuesday.*
5. Flex time must be used within the pay period that it is earned, or it is forfeited.
6. While the TJPDC does not offer a compensatory time off policy, the supervisor/director may approve time off of hours or a full day, when an employee has or expects to exceed 40 hours of work in a work week due to mandated workload, after-hour meetings, project deadlines, or to meet other involuntary organizational needs. The time off for additional work must be taken within the same month that it is earned, and as approved by the immediate supervisor.

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