



COMPENSATORY TIME POLICY

BOARD OF DIRECTORS POLICY AND PROCEDURE NUMBER 043

Salaried, exempt employees may need to work in excess of the standard work schedule to accomplish their duties. Because salaried, exempt personnel have an obligation that goes beyond fixed work schedules, they are not eligible for overtime pay. Exempt employees may, however, request reasonable compensatory leave in recognition of excessive work hours. Such compensatory leave may be granted at a time agreeable to the President or his or her designee, provided that there is no adverse operational impact.

Senior Management is prohibited from accruing compensatory time. Senior Management is defined by the President, the Board of Directors and Human Resources and may change based on the needs of CRRA. Senior Management currently consists of the following position titles: President, Chief Financial Officer, Director of Operations, Director of Environmental Affairs and Development, and Director of Legal Services.

1. Accrual of Compensatory Time

Compensatory time is accrued in the following manner:

For exempt employees who are on a 37.5-hour per week schedule, every hour worked over eighty (80) hours in a given bi-weekly pay period is reimbursable at the rate of 1.0 hour compensatory time for every 1.0 hour worked.

For exempt employees who are on a 40-hour per week schedule, compensatory time accrues at a rate of 1.0 hour of compensatory time for every 1.0 hour worked over eighty-five (85) hours in a bi-weekly period.

2. Accumulation of Compensatory Time

Each salaried/exempt employee (except senior management) can accumulate compensatory time provided that in no case will the employee be allowed to accumulate more than one week of such time, or carry forward such time beyond the pay period ending date of the pay period that includes December 31 of each year.

3. Use of Compensatory Time

Compensatory time must be taken in half day or full day increments. Each exempt employee (except senior management) who wishes to use compensatory time must submit a request to do so, using the leave request form, to his/her manager, and the President for approval. In no circumstance may Compensatory Time be used as part of a separating employee's notice of resignation period. Compensatory time will be paid out upon separation of employment with CRRA in conjunction with the Notice of Resignation Policy in the Employee Handbook and with the employee's last payroll cycle.

ORIGINAL

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REVISION 1

Prepared By: Christopher Hyfield, Human Resources Manager
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REVISION 2

Prepared By: Christopher Hyfield, Human Resources Manager
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