

## RESOLUTION 2016-11

### AMENDING THE PERSONNEL POLICIES AND PROCEDURES MANUAL FOR KENT COUNTY, MARYLAND

The Board of County Commissioners of Kent County hereby resolves to amend Part V, Salaries and Benefits, of the *Personnel Policies and Procedures Manual for Kent County* (adopted April 10, 2001), with the following amendment.

For the purpose of amending Chapter PM75-8 "Compensation," of the *Personnel Policies and Procedures Manual/or Kent County*, as follows:

#### **§PM75-8. Compensation.**

Overtime hours shall be compensated as follows:

A. Nonexempt full-time employees and part-time employees (other than employees engaged in law enforcement or security in a correctional institution) working hours in excess of forty (40) hours per week [seven (7) consecutive days] shall be compensated at the rate of one and one half (1 ½) times the employee's hourly rate.

B. Compensatory Leave. Compensatory leave (comp time) is time off in lieu of a cash payment.

(1) Depending upon one's classification and with departmental approval, an employee may be granted compensatory leave for overtime work instead of overtime pay. Overtime work for periods of less than one-half (1/2) hour will not be credited to compensatory leave. Nonexempt full-time employees and part-time employees (other than employees engaged in law enforcement, security personnel in a correctional institution, or a seasonal activity) are eligible for compensatory leave at time and one-half for all hours over forty (40) worked or their regularly scheduled hours, whichever is greater, in a pay week. Such employees may accrue up to a maximum of eighty (80) hours.

(2) Employees not covered by the Fair Labor Standards Act or who are exempt from its overtime provisions may accrue compensatory leave on an hour worked for an hour off basis, for time worked on holidays and weekends only. Weekends begin at 5:00 p.m. on Friday and end at 6:00 a.m. on Monday. In the event of any emergency, as approved by the Personnel Administrator, exempt employees will be eligible to accrue compensatory leave Monday through Friday hour for hour. The maximum accrual is eighty (80) hours.

(3) Employees engaged in law enforcement and security personnel in correctional institutions are to be paid one and one-half (1 ½) times their regular rate of pay when their hours worked in a pay period exceed 85.5 hours.

(4) When an employee is separated from county service, any accrued balance of compensatory leave shall be paid at the current rate of pay received by the employee.

**ATTEST:**

**THE COUNTY COMMISSIONERS OF  
KENT COUNTY, MARYLAND**



Sondra M. Blackiston, Clerk



William W. Pickrum, President



Ronald H. Fithian, Member



William A. Short, Member

ADOPTED: October 18, 2016  
EFFECTIVE: October 18, 2016