

MEMORANDUM

TO: Public Safety Bargaining Unit Employees Covered by AFSCME Agreements

FROM: Kim Andersen, Payroll Clerk IV

DATE: April 29, 2016

SUBJECT: Compensatory Time Payout

The AFSCME collective bargaining agreement states that compensatory time balances may not be carried over into a new fiscal year. Any compensatory time accumulation due an employee at the end of a fiscal year must be paid. The Public Safety merit employees have been given special permission to extend the cutoff and payout dates.

The compensatory time payout will be added to regular payroll checks issued September 30, 2016. The paid out balance will take into account compensatory time earned and used through August 31, 2016. AFSCME Clerical employees may elect to carryover up to 40 hours by notifying Kim Andersen in writing by August 31, 2016. Individual exceptions to the provisions of the contract cannot be considered.

Employees are encouraged to monitor compensatory time balances as reported on their e-Business Leave Balances and Usage Report. Any discrepancies should be reported to Kim Andersen at extension 3-6425 as soon as possible.

CC: Michelle Byers      Brenda Neff  
Tonya Gerbracht      Helen Haire  
Susan Baker          Ann Kjeld