

January 7, 2008

ADMINISTRATION BUREAU MEMORANDUM NO. 08-1

SUBJECT: Compensatory Time Timekeeping Limits

Reference: Policy 418-6, Overtime/Court Time Compensation Policy, Procedural Instruction 03-6 and 03-6A, Automated Timekeeping System Procedures, and Special Order 07-1, Overtime/Court Time Policy

The timekeeping system will no longer allow entries of more than 120 hours of compensatory time for Exempt-Managerial members or more than 60 hours of compensatory time for Exempt and Non-Exempt members.

Exempt-Managerial members working overtime in excess of the 120-hour limit will not be compensated for additional time worked.

Exempt and Non-Exempt members, although not currently accruing compensatory time, will receive pay upon reaching the 60-hour limit should accumulation of compensatory time be allowed.

Nick Nichols
Deputy Chief
Administration Bureau

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