

RESOLUTION No. 93-7

A RESOLUTION AMENDING THE PERSONNEL POLICIES OF THE TOWN OF HUDSON

WHEREAS, the Board of Trustees has determined that certain changes to the Personnel Policies of the Town of Hudson are necessary and desirable for clarification and equity; and,

WHEREAS, the Board of Trustees finds that the maximum number of hours of compensatory time and administrative time accrual should be limited.

NOW, THEREFORE, BE IT RESOLVED that the following amendments and additions are made to the Personnel Policies of the Town of Hudson:

1. Section. **Section 4 - Compensatory Time** is amended as follows

Section 4 - Compensatory Time

- a. The Town shall cause to be kept, records of any properly accrued compensatory time standing to the credit of a non-exempt employee.
- b. Overtime work to be accredited as compensatory time shall be awarded only if the work was approved in advance by the appropriate supervisor or Commissioner, or in a situation determined to be an emergency by the appropriate immediate supervisor or Commissioner, only if the work was approved by the immediate supervisor or Commissioner following the emergency.
- c. DELETED
- d. Compensatory time off must be approved in advance by the employee's immediate supervisor.
- e. The maximum accumulation of compensatory time, eligibility for compensatory time, and other applicable overtime payment requirements will be governed by the Federal Fair Labor Standards Act, as amended, Town of Hudson personnel policies, and applicable regulations.
- f. The maximum compensatory time that a non-exempt employee may accrue is forty (40) hours. If authorized overtime would result in accruing in excess of forty (40) hours of

compensatory time, the employee shall be paid in cash at the overtime rate for the amount of authorized overtime in excess of forty (40) hours.

2. Section. **Section 4 - Administrative Time Off** is amended as follows

Section 5 - Administrative Time Off

- a. Exempt employees are expected to work the necessary hours required to complete the duties of the job. Said employees shall not be eligible to receive overtime or compensatory time for such hours worked.
- b. If, in the applicable Commissioner's judgement, an exempt employee works an excessive amount of time beyond the normal workweek, the employee may be granted administrative time off at the Commissioner's discretion. The amount of such time off shall not exceed three (3) consecutive working days with the approval of the Commissioner.
- c. The maximum administrative time that an exempt employee may accrue is forty (40) hours. If an exempt employee has worked an excessive amount of time beyond the normal, and the granting of additional administrative time would result in accruing in excess of forty (40) hours of administrative time, the employee shall be paid in cash for the amount of authorized administrative time in excess of the forty (40) hour accrual limit.

ADOPTED this 8th day of September, 1993.

TOWN OF HUDSON, COLORADO

(SEAL)

Attest:

Robert D. Masden
Mayor

Kelly M. Smith
Town Clerk