



EMPLOYEE POLICIES & PROCEDURES

Comp Time Usage Policy

Per the attached memo, any and all accumulated compensatory (comp) time must be used prior to usage of annual leave time.



TO: Assistant County Administrators
Department Directors under the County Administrator
Division Directors under the Clerk of the Circuit Court
Personnel/Payroll Associates

FROM: Peggy Rowe, Director of Human Resources

DISTRIBUTION: Paul F. Alexander III, Executive Director, Business Technology Services
James L. Bennett, County Attorney
The Honorable Ken Burke, Clerk of the Circuit Court
The Honorable Deborah Clark, Supervisor of Elections
The Honorable Pam Dubov, Property Appraiser
Rodney S. Fischer, Executive Director, Construction Licensing Board
David P. Healey, Executive Director, Pinellas Planning Council
Robert S. LaSala, County Administrator
The Honorable Diane Nelson, Tax Collector
Leon W. Russell, Director of Human Rights

SUBJECT: New Policy on Comp Time Usage

DATE: March 24, 2009

At a recent meeting the Appointing Authorities agreed to establish a policy to require all accumulated comp time to be used prior to the use of annual leave. This policy will help resolve the problem some departments are having with employees accumulating the maximum amount of comp time, leaving only the alternative of monetary overtime payments. Additionally, this new policy will significantly reduce or eliminate many of the problems associated with time keeping and retroactive payroll changes and related matters.

As a result of this unanimous agreement by the Appointing Authorities, effective immediately, please consider it an official policy requiring any and all accumulated comp time to be used prior to any annual leave usage.