

February 6, 2025

BAKER COUNTY LIBRARY DISTRICT
PERSONNEL POLICY MANUAL (JULY 2024)

Section 12.14 Compensatory (Comp) Time Off – As Amended for new Oregon Overtime Law.

Compensatory (comp) time off may be granted by arrangement with the Library Director and only if the employee has worked or is scheduled to work the full number of hours required in the pay period.

Compensatory time off may not exceed three (3) days accumulation at any one time, and must be used within six (6) months of being earned, unless otherwise approved by the Library Director. ~~It is earned in direct proportion to overtime hours worked and does not accrue additional compensation.~~

Overtime compensated in this manner is created by the choice of the employee with approval from the Library Director. The employee is responsible for logging compensatory time earned and taken on the time slip and for providing ~~a separate current accounting to the Administrative Assistant before the first of each month, except there shall be no monthly accounting required if there was no credit on the books during the entire pay period~~ accurate accounting. As outlined in Section 8.9 Work Schedules, time worked over 40 in a work week will earn comp time at 1-1/2 times and will be logged on the monthly time sheet to track when earned and used. Reference Section 8.9 for exceptions and calculation.

Compensatory time off may not be taken in advance of being earned unless repaid within the same pay period and by agreement with the Library Director. ~~In such cases the time slip accounting shall be the only accounting required.~~