

**CITY OF BEAUMONT  
POLICIES AND PROCEDURES MANUAL**

Policy Number: 4.5

Subject: Compensatory Time for Exempt  
Employees

Effective Date: February 2, 2007

Approved by: Kyle Hayes | 05/01/2021  
City Manager | Date

Chris Catalina | 05/01/2021  
Personnel Director | Date

I. PURPOSE

The purpose of this policy is to provide exempt employees (except division managers and department directors) with standardized, fair guidelines for earning, accruing and using compensatory time.

II. RULES/PROCEDURES

- A. Compensatory time shall be awarded on an hour-for-hour basis (after one hour) to all exempt employees who work in excess of forty (40) hours in any regularly scheduled work week.
- B. All hours of compensatory time accumulated and taken must be recorded on the biweekly time sheets.
- C. Accrued compensatory time may not exceed eighty (80) hours unless a greater amount is approved by the City Manager.
- D. Compensatory time may be scheduled for use at any time, but with the prior approval of the department director or division manager.
- E. Compensatory time will not be earned by any exempt employee who works overtime without prior approval from the department director or his/her designee.
- F. An exempt employee will not be paid for working overtime.
- G. Accrued compensatory time is not payable at termination.