

RESOLUTION NO. 22-23-40

**AMENDING THE EMPLOYEE POLICY HANDBOOK FOR COMPENSATORY TIME**

WHEREAS, the City of Forest City, IA desires to offer competitive benefits to full-time employees; and

WHEREAS, the City's compensatory time policy for nonexempt employees complies with Fair Labor Standards Act (FLSA);

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Forest City, Iowa amends the employee handbook by replacing Section 2.13 with the following:

**Section 2.13 Compensatory Time**

Time off work shall be granted per FLSA to nonexempt employees in lieu of cash payment for overtime worked. Comp time is granted at 1 ½ times the hours worked. An employee may elect to cash out 40 hours of compensatory time in the last payroll of the fiscal year. If an employee elects to cash out compensatory time, the employee must notify the Personnel Department in Writing by June 1 of his/her election.

PASSED AND APPROVED this 1<sup>st</sup> day of May, 2023.

  
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Ronald Holland, Mayor

ATTEST:

  
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Daisy Huffman, City Clerk/Administrator