



## Office of the City Auditor Policies and Procedures

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**Number:** 7.7.4

**Title:** OCA Compensatory Time

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**Original Date:**
**Revision Date:**
**Approved by:**

10/01/2001

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### I. Policy

Any lead supervisor may grant compensatory time to any FLSA-exempt staff member who puts forth extra effort in connection with official OCA activities. Extra effort is defined as productive time over 40 regular hours in a calendar week. This time is not transferable within the City of Austin and the City does not incur any monetary liability for this OCA comp time if an employee should leave the OCA before taking this time off.

### II. Purpose

OCA staff frequently work more than 40 hours per week in connection with official OCA activities. The City Auditor recognizes the need to ensure that audit staff are allowed adequate personal and family time by offsetting the excess hours incurred for rush projects, and meeting deadlines.

### III. Definitions

- A. **Lead Supervisor** - The AIC/ACA/DCA/CA to whom an individual reports primarily (for the majority of hours/projects).
- B. **Productive time** - Hours worked. Productive time does not include time charged for City-declared holidays, sick, or vacation leave hours, Court leave, and Military leave. Productive time counted toward accrual of OCA comp time will include light duty, follow-up workers' comp visits, and holidays worked.

### IV. Procedures

- A. **Determining OCA compensatory time.**  
One hour of OCA comp time will be accrued for each authorized regular (productive) hour worked over 40 hours in any week. Leave hours of any kind, or holiday leave taken are not eligible to be included in the 40-hour minimum.

**B. Eligibility and Record Keeping**

1. Time worked over 40 hours must be pre-approved by the staff member's lead supervisor.
2. The HR Assistant will produce a monthly report showing each staff member's OCA compensatory time, accrued and taken.
3. OCA comp time earned will not be lost due to the change in fiscal year, however, any banked OCA comp time will be lost when the employee leaves OCA. No monetary compensation will be given for this time lost.
4. OCA comp time banked is limited to 40 hours maximum per staff member.

**C. Usage**

1. Lead supervisors should encourage staff and provide opportunities to use OCA comp time as soon as possible after the time has been earned.
2. Subject to notification and scheduling requirements described in this policy, OCA comp time earned may be used in lieu of, and in the same manner as:
  - a. Annual Leave
  - b. Sick Leave

**D. Notification and Scheduling**

1. Use of OCA comp time is subject to the approval of the requestor's lead supervisor.
2. Staff members must request to use FOUR (4) OR MORE hours of OCA comp time at least one day in advance. Actual use of the time requested is subject to the approval of the requestor's lead supervisor.
3. Staff members may request to use FEWER THAN four (4) hours of OCA comp time on a same-day basis. However, actual use of the time requested is subject to the approval of the requestor's lead supervisor.
4. The staff member using OCA comp time will attach the approved leave request form (pink sheet) to his or her weekly time sheet for adjustment of leave balances.
5. If a staff member requests more OCA comp time than he or she has accrued, the difference must be taken as annual leave (or sick leave if relevant).

**V. Responsibilities**

- A. **Staff Members** must obtain approval from their lead supervisor for all compensatory time earned or taken.
  1. **OCA Compensatory Time Earned:** Staff members will enter all actual hours into the TAS during the week the hours were worked.

2. **OCA Compensatory Time Request:** Staff members will request and document use of comp time in the same manner as sick or annual leave. Comp hours taken will be recorded on TAS using the OCA Comp time taken code established for this purpose.
- B. **Lead Supervisors** will approve all OCA Comp time accrued and taken. Approval may be given either prior to or after the fact. If the Lead Supervisor does not approve a staff member's accrual or usage, the Lead Supervisor must direct that unauthorized Comp time accruals or usage be corrected on time sheets and/or vacation/sick leave balances.
  - C. **TAS administrator**  
Once a month, the TAS administrator will transfer a record of productive hours worked over 40 in each week on a separate Comp Time database for tracking of OCA comp time balances.
  - D. **HR Assistant**  
Each week, the HR Assistant will deduct from the Comp Time database hours used, as recorded on leave slips.

**GUIDANCE:**

Examples of work circumstances and the appropriate accruals are described below:

Circumstances	Accruals (-Charges)	Hrs
<b>To complete a project, an exempt staff member works 6 hours on Labor Day (Monday), and works 10 hours per day the following four days. Total hours actually worked: 46. IF--</b>		
<ul style="list-style-type: none"> <li>The extra hours are approved by the lead supervisor.</li> </ul>	Exception vacation: OCA Comp:	6 6
<ul style="list-style-type: none"> <li>The exception vacation was approved but the other extra hours were not approved by the lead supervisor.</li> </ul>	Exception vacation: OCA Comp:	6 0
<ul style="list-style-type: none"> <li>The extra hours were not approved by the lead supervisor.</li> </ul>	Exception vacation: OCA Comp:	0 0
<b>An exempt staff member calls in sick on Monday morning and is out the entire day. However, in order to complete a project, he or she works 10 hours per day the following four days. Total hours actually worked: 40. IF--</b>		
<ul style="list-style-type: none"> <li>The extra hours are approved by the lead supervisor.</li> </ul>	Sick Leave: OCA Comp:	0 0
<ul style="list-style-type: none"> <li>The extra hours were not approved by the lead supervisor.</li> </ul>	Sick Leave: OCA Comp:	8 0
<b>An exempt staff member attends a job-related training course all day Monday and Tuesday (for a total 16 hrs). However, in order to complete a project, he or she works 10 hours per day the following three days. Total hours actually worked: 46. IF--</b>		
<ul style="list-style-type: none"> <li>The extra hours are approved by the lead supervisor.</li> </ul>	OCA Comp:	6
<ul style="list-style-type: none"> <li>The extra hours were not approved by the lead supervisor.</li> </ul>	OCA Comp:	0
<b>An exempt staff member arranges to work at home on a draft audit report all day Monday. He or she completes the task in 6 hours and the output is approved by the supervisor. However, in order to make up for the 2 hours not worked, he or she works through lunch on the next two days Total hours actually worked: 40. IF--</b>		
<ul style="list-style-type: none"> <li>The extra hours are approved by the lead supervisor.</li> </ul>	Prod. time only:	40
<ul style="list-style-type: none"> <li>The extra hours were not approved by the lead supervisor.</li> </ul>	Prod time: Charge vacation or comp time bank	38 -2