

RESOLUTION NO. 24-19

**A RESOLUTION AMENDING THE EARLHAM PERSONNEL POLICY MANUAL
ARTICLE IX PAID TIME OFF**

WHEREAS, when an employee works overtime and chooses not to be paid overtime wages, but instead, chooses to accrue Comp Time; and,

WHEREAS, Comp Time should be taken before paid time off (PTO); and,

WHEREAS, the Earlham Personnel Policy Manual, Article IX states an employee may carry over no more than 260 PTO hours at the end of each fiscal year; and,

WHEREAS, using Comp Time decreases the opportunity for the employee to use PTO by the end of the year.

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Earlham City Council, amends the Earlham Personnel Policy Manual by adding the following statement to Article IX Paid Time Off:

ARTICLE IX
PAID TIME OFF (PTO)

When comp time is accrued in lieu of paid overtime, employees may carry over no more than 40 hours of comp time at the end of each fiscal year.

Passed and approved this 15th day of July, 2024.

Jeff Lillie, Mayor

Attest: _____
Mary Sue Hibbs, City Clerk/Treasurer