

## **Use of Compensatory Time Off (CTO) When an Employee Moves to a New Position**

Compensatory time off, accrued by employees in non-exempt or exempt positions, should be used as soon as possible (i.e. within 60 days of accrual) so that it does not accumulate over a long period of time. A healthy workplace allows employees who have to work overtime or through a holiday to meet the operational needs of their department the opportunity to take time off soon after the crisis or the holiday passes. Each collective bargaining contract makes a provision for payment of all CTO beyond the maximum allowed for carryover at the end of each calendar year. Maximums vary by contract. Please refer to each individual contract for more information.

Managers may direct employees to use their CTO hours. Nonetheless, there are employees who have accumulated CTO at the time they move from one position to another, leaving the department in which they worked the overtime or holiday to go to a new department. The purpose of this policy is to clarify which office bears the responsibility of paying for the accrued hours.

If an employee with accumulated CTO moves to another position, non-exempt or exempt, it shall be the responsibility of the "sending department" to pay in cash the CTO hours or direct the employee to use them up prior to moving to the "receiving department." It is the responsibility of the manager of the sending department to confirm with the Payroll Office and the employee the total amount of CTO hours accrued and direct the payment or use of the hours prior to the employee's departure. The receiving department should not be held responsible for the accrued hours unless the manager has reached an agreement with the sending manager. It is the responsibility of both managers to reach an agreement prior to moving the employee.