

**City of Saint Paul  
Compensatory Time Policy  
for FLSA Exempt Supervisors & Managers**

**Effective: September 3, 2004**

**Revised: July 21, 2010**

Unless otherwise specified in the collective bargaining agreement, FLSA (Fair Labor Standards Act) exempt, or “salaried,” managers are not eligible for compensatory time, except in unique circumstances. Managers at this level are expected to organize their time and projects appropriately, or delegate as needed.

Department and Office Directors should only approve compensatory time for pre-approved, unusual, or one-time projects that are substantial in nature and must be done by the employee in question. Compensatory time is not intended for ongoing daily work or for an occasional extra hour worked.

**Analysis of Supervisory Collective Bargaining Agreements**

All employees in the Saint Paul Supervisors Organization (SPSO) are FLSA exempt. The contract does not allow for overtime or compensatory time.

Employees in Manual and Maintenance Supervisors (M&Ms) are FLSA exempt at grade 42 and above; the collective bargaining agreement requires straight time for this group of employees for all hours worked over 40.

The collective bargaining agreements for Fire Supervisory Association (FSA) and Police Federation requires time and a half for all hours worked over 40, regardless if the employees are FLSA exempt or not.

**IF YOU HAVE QUESTIONS REGARDING THIS POLICY, PLEASE CONTACT:**  
Toni Newborn (266-6493) or Jason Schmidt (266-6503) - Office of Human Resources