

GENERAL ORDERS
CHAPTER 204
COMPENSATION, BENEFITS AND WORKING CONDITIONS

Effective date: 12/18/19

Revision date: 10/17/19

Rescinds: GO 204.5 (10/09/15)

Accreditation Standards: 41.1.4

COMPENSATORY TIME OFF
G.O. 204.5

I. PURPOSE

To establish standardized procedure by which employees may accumulate, and request to use Compensatory Time Off (CTO) and to standardize department procedures in granting CTO requests by employees.

II. POLICY

It is the policy of the Department that all eligible employees may accumulate and use compensatory time off (CTO) as provided in the respective collective bargaining agreements.

III. DEFINITIONS

DEPARTMENT: The Maui Police Department.

EMPLOYEE: All persons employed by the Maui Police Department who are eligible to accrue and use CTO as provided by their respective collective bargaining agreements.

SUPERVISORS: Any employee given the responsibility to supervise other employees within the limits established by proper authority. This includes civilian supervisors and officers performing duties as acting supervisors.

REASONABLE PERIOD: Means ninety (90) calendar days.

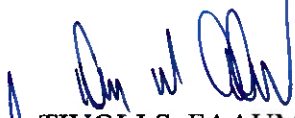
UNDULY DISRUPTIVE: Imposing an unreasonable burden on the agency's ability to provide services of acceptable quality and quantity for the public during the time requested without the use of the employee's services. Minimal staffing alone is not a reason for denial of CTO.

IV. GENERAL PROVISIONS

A. **CONVERSION TO COMPENSATORY TIME:** Overtime work shall be converted to compensatory time credit at the rate of one and one-half (1 ½) hours of compensatory time credit for each hour of overtime work for employees who are members of Bargaining Unit 12.

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1. For all other employees, conversion to compensatory time shall be governed by existing Collective Bargaining Agreements.
- B. **ACCUMULATION OF COMPENSATORY TIME:** Employees who are members of Bargaining Unit 12 may accumulate a maximum of one hundred (100) hours of compensatory time credit. The Department may unilaterally schedule such hours in excess of one hundred (100) hours off or shall pay the employee in cash.
1. For all other employees, limits of accumulation of hours shall be governed by existing Collective Bargaining Agreements.
- C. **USE OF COMPENSATORY TIME:** An employee who has accrued compensatory time off and who has requested the use of such compensatory time shall be permitted by the Department to use such time within a “reasonable period” after making the request, if the use of compensatory time does not unduly disrupt the operations of the Department.
1. The Department shall grant CTO in compliance with existing collective bargaining agreements, Federal, and State Labor law requirements.
 2. Employees shall submit a request for CTO to their respective supervisor no less than five (5) calendar days prior to the requested date. Requests will be considered in the order in which they were received and not by grade seniority. A Request for CTO less than five (5) calendar days prior to the requested date, may be granted at the discretion of the respective supervisor.
 3. A request for CTO shall be granted unless granting the request would be unduly disruptive to the section of divisions operations.
 4. If a request for CTO cannot be granted for the time and date requested, the supervisor shall provide the employee with an alternate date within a reasonable period of the original date requested.
 5. Supervisors approving requests for CTO shall be responsible for verifying that the employee has sufficient compensatory time credits available.
- D. **COMPENSATORY TIME CONSIDERED LEAVE WITH PAY:** An employee on CTO shall be deemed to be on official leave with pay status.
- E. **CONVERSION TO SICK LEAVE:** An employee who notifies the Department head promptly or substantiates to the satisfaction of the Department head that the employee was sick on the scheduled day of CTO shall be charged only for sick leave.
- F.


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