



Department of Public Works  
Administration

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Commissioner of Public Works

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Director of Administrative Services

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To: Department of Public Works (DPW) Employees

From: Dan Thomas, DPW Administrative Services Director

Subject: Compensatory Time Earned (CTE) and Compensatory Time Off (CTO) Policy

The Commissioner of Public Works authorizes the use of CTE/CTO for approved overtime worked to meet the highly critical emergency needs of the City as specified herein.

CTE/CTO benefits may be afforded to those employees who respond to emergencies such as snow and ice control or other emergencies designated by management outside of normal scheduled hours for the benefit of the City and to ensure public safety. It is not a benefit provided for overtime hours accumulated after 40 hours of work in a week; extended workdays to meet the production standards of the department special events, to fill rotating shift vacancies either as scheduled following the employee's scheduled work shift or on an emergency call-in basis, or other incidental overtime work needs of the department.

#### City Designated Holidays

Those that are required to work on a designated City Holiday as part of their normal work schedule when the City is normally closed for business, may be allowed, with the approval of management, to select CTE in lieu of cash for overtime hours worked on that day. Examples where this may apply is Milwaukee Water Works (MWW) rotating Plant Operators, Water Quality Chemists and Laboratory Technicians, Distribution Control Center Operators, City Hall Operators and Parking Enforcement Information Desk and Enforcement Officers This does not apply to employees who receive a Floating Holiday for working on a city designated holiday such as New Year's Eve Holiday in Sanitation.

#### Compensatory Time Earned (CTE)

Eligible employees may opt for CTE (payroll code 086) for qualifying hours worked, with approval of management, in lieu of cash at the time they earn overtime. CTE is earned at a rate of 1.5 hours when an employee has worked 40 hours in the week (payroll code 086). It is earned at a rate of .5 hours when an employee has not worked 40 hours in the week. The employee will be paid 1x in cash and .5x to their CTO bank. (payroll code 529)

CTE can be up to 80 hours. Once 80 hours is accrued, the employee shall be paid cash for emergency overtime or Holidays worked. Employees will be required to submit department approved forms documenting their request to opt for CTE. DPW and Milwaukee Water Works Payroll will track and administer CTE and CTO balances to ensure proper pay codes are used and limits are maintained. Employees shall not be allowed to bank more than 80 hours of CTE.

#### Compensatory Time Off (CTO)

Employees may use CTO (payroll code 066) with approval of management in accordance with the established time off approval processes.

CTO is intended to provide optional paid time off to cover incidental time off requests and/or towards the employee's normal schedule when released from duty to accommodate the emergency needs of the department and to complete their regularly scheduled 40-hour week.

CTO shall not be considered towards an employee's vacation balances for the purpose of vacation scheduling. Therefore, CTO cannot be scheduled during the vacation selection/scheduling process.

#### CTE/CTO Guidelines

Employees can use and replenish the CTE bank of hours, but are limited to a maximum use of 80 hours of CTO in a calendar year. CTO can be used in conjunction with other approved time off such as vacation, TVA, medical appointments, and FMLA within Department time-off policies and with management approval. Employees may not use CTO to cover sick leave absences.

It is the employee's responsibility to know their balances. Employees who use more CTO than the balance in their CTE bank are subject to disciplinary action; up to and including, discharge.

Those employees eligible for CTE/CTO that are promoted to a Professional or Management position shall be paid the balance of their CTE balance prior to the effective date of the promotion.

This trial policy has been extended at the authority of the Commissioner of Public Works. Management reserves the right to terminate this program at any time.