



## Clark County-Office of Information Technology Services

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### Office of Information Technology Services Work Rules

These work rules define the privileges and responsibilities of Clark County Office of Information Technology Services employees while on duty. These work rules are in addition to and supplement the Clark County Administrative Compensation Policy. They are designed to provide the framework that will allow each employee to maximize their productivity and efficiency while meeting county guidelines and departmental policies.

#### Work Hours:

The standard work schedule for the department employees shall be from 8 a.m. to 4:30p.m.

Approval of a flex schedule shall be at the discretion of the Dept Head. Any approved flex schedule may not interfere with the operational needs of the department.

#### Compensatory Time (Comp Time)

Non-exempt positions: Shall accrue comp time per the Administrative Compensation Policy, unless called for support outside of regular business hours. When receiving a support call outside of regular business hours, the employee shall accrue comp time as follows: 15 minutes to 1 hour of after-hours work performed would earn 2 hours of comp time. Additional comp time after the 1 hour would be an additional 2 hours per 1 hour of after hours work.

Exempt positions: The following conditions apply to comp time accrual for excess hours worked:

- For employees working (including benefit time such as PTO, holidays, etc) in excess of eighty (80) hours in a pay period, employees may accrue comp time on an hour-for-hour basis only after working a minimum of one (1) hour in excess of eighty (80) hours. Once the minimum of one (1) hour of comp time accrues, employees may accrue comp time at the rate of hours worked (i.e. working 1.25 hours beyond the employee's eighty (80) hours equates to 1.25 hours of comp time; however, employees working only 0.75 hours beyond the employee's eighty (80) hours do not accrue comp time).
- If an employee is entitled to comp time but has the maximum 40 hours banked, the employee shall not accrue additional compensatory time and shall not be paid additional compensation for hours worked.

Reviewed and Approved by Office of Finance Terri Womuszek 9/8/2022

Reviewed and Approved by Office of Personnel [Signature] 9/8/2022

Approved by Executive Committee: Date: 10/3/2022

Approved by Personnel Committee: Date: 9/12/2022

Wayne Hendrickson Wayne Hendrickson 9/8/22

Joe Waichulis Joe Waichulis 9/8/22

Duane Boon Duane Boon 9-8-22

Jerome Krempasky Jerome Krempasky 10/3/22

Chuck Rueth Chuck Rueth 10/3/22