



Roane County Commission

200 Main Street
Spencer, WV 25276



Compensatory Time Agreement

WHEREAS, the Roane County Wage and Benefits Review Board on November 28, 2007, enacted a compensatory time policy which was thereafter incorporated into the Roane County Personnel Manual, Page 44, Section E, last paragraph; and

WHEREAS, said policy requires all affected employees to receive compensatory time for time worked on Saturdays due to the inconsistency of office policies within the courthouse regarding Saturday work hours; and

WHEREAS, compensatory time will be hour for hour and no more than two one-half days of compensatory time may be accumulated at one time and this accumulated compensatory time must be taken within thirty days; and

WHEREAS, as a provision of that agreement, each affected employee must execute a compensatory time agreement in order to accrue and utilize compensatory time.

THEREFORE, the undersigned employee has been advised of and understands all of the provisions of this policy and that the employee's decision to accept the use of compensatory time as set forth above is voluntary. Said employee is under no duty or obligation to enter into this agreement and/or sign this document.

Employee

Date

Employer