



Date: August 2, 2011  
To: All Employees  
From: Charles McClendon, City Manager  
Re: Sell Back Policy AP-40

A handwritten signature in black ink, reading "Charles P. McClendon", is written over the "From:" line of the memo.

**POLICY:**

The purpose of the Policy is to allow employees the opportunity to sell back a portion of accrued vacation or compensation time. The establishment of such a sell back policy promotes efficiency and morale by providing a mechanism whereby eligible employees may be eligible to sell back hours that will not be used for other purposes. Employee participation in the program is strictly voluntary. All sell back of hours will be subject to the City's financial state as determined by the City Council and the City Manager.

**PROCEDURE:**

**Eligibility:** All full time and regular part time employees are eligible for vacation sell back.

Vacation sell back will be permitted in **December** of each fiscal year. Eligible employees that wish to sell back vacation will submit a request to the department director on the "sell back form" located on the intranet. Department directors need to determine if their department is able to financially support the request. If the departments budget only can support a number of employees to receive they sell back; department directors will use seniority to determine their approval or denial of the request for sell back of vacation and finally submitted to Human Resources/Payroll for final approval and payment.

You must have a balance of 160 hours within your vacation bank to sell back. The minimum number of hours you can sell back is eight (8) vacation hours. The maximum number of hours you can sell back is 40 vacation hours.

### **Police Department**

All full time and regular part time employees within the Police Department are eligible for comp time sell back.

Comp Time sell back will be permitted in **December** and **June** of each fiscal year. Eligible employees within PD that wish to sell back comp time will submit a request to the department director on the "sell back form" located on the intranet. Department directors need to determine if their department is able to financially support the request. If the department's budget only can support a number of employees to receive they sell back; department directors will use seniority to determine their approval or denial of the request for sell back and finally submitted to Human Resources/Payroll for final approval and payment.

### **Compensation Time**

All compensation time that is not used that remains on the books at the close of the fiscal year will be paid out to the employee. Compensation time will be for any hours on the books as of the first payroll period in June during the fiscal year. Employees will receive their comp time sell back monies in a separate paycheck.