

Transportation Division

City Hall
915 I Street, 2nd Floor
Sacramento,
CA95814-2604
916-808-5307

MEMORANDUM

Date: December 21, 2017
To: Transportation Division Employees
From: Ryan Moore, Interim City Traffic Engineer *RTM*
RE: Compensatory Time Off (CTO) Annual Accrual and Usage

This memorandum is being issued to Transportation Division employees to document the division's policy regarding the accrual and use of CTO. In lieu of overtime pay, CTO is offered as a benefit to employees; however, its use cannot detract from our mission of enhancing traffic safety and operations for Sacramento and delivering essential services.

Effective January 2, 2018, when overtime work is authorized by a Section Manger, CTO accrual will be allowed for overtime worked, up to a maximum accrual of 120 hours (80 hours of Time Reporting Code CTETC, which in turn accrues at 1.5 times the hours worked) per calendar year with the maximum allowed balance based on labor agreements. CTO use will be allowed up to 120 hours per calendar year. CTO accrual and use may be suspended for special projects or emergency events and employees may be required to take overtime pay instead of CTO. This will be based on operational needs.

In all cases, the request from an employee for time off using CTO will adhere to the Transportation Division Policies and Procedures.

Employees bidding vacation time-off prior to each calendar year will be required to use vacation hours first as bid, before any CTO time off will be approved. Employees will be required to use the type of hours they submitted for authorization, meaning an employee cannot request vacation hours then use CTO instead.

Final authorization for time off will be at the Section Manager's discretion based on staffing and scheduling needs. It is the responsibility of employees to not exceed maximum CTO accrual and use hours.

This policy will remain in effect until further notice and is not intended to modify or replace any existing Transportation Division policy. If you have any questions regarding this matter, please contact me or your Section Manager.

cc: Hector Barron, Director of Public Works