

**Accumulation of Comp Time Hours**  
**A Telephone Survey Conducted by the MTAS Library**  
**June 2001**

Cities/Contacts	According to your comp time policy, how many hours do you allow your employees to bank?	What happens if employee exceeds number of hours allowed?	May employee sell excess comp hours back to the city?
<b>Alcoa</b> William Brown, Human Resources Director (865) 380-4753	Policy in review at this time.	N/A	N/A
<b>Chattanooga*</b> Donna Kelley, Human Resources Director (423) 757-5200	80 hours	May use within grace period of 90 days if earned in May or later in fiscal year.	No
<b>Cleveland</b> Jeff Davis, Human Resources Director (423) 559-3313	90 hours for 8-hour/day employees, 108 hours for 24-hour fire employees.	No excess comp hours allowed; hours in excess will be paid as regular overtime.	N/A
<b>Cookeville*</b> Jim Burchett, Human Resources Director (931) 520-5288	240 hours for regular employees 480 hours for public safety employees	No excess comp hours allowed; hours in excess will be paid as regular overtime.	N/A
<b>Johnson City</b> Karen Love, Human Resources (423) 434-6016	100 hours	Employee will lose excess hours.	No
<b>Kingsport</b> Barbara Duncan, Human Resources Representative (423) 229-9400	240 hours maximum (Except Public Safety Employees), but departments may limit.	Never faced this situation.	N/A
<b>Lenoir City</b> Debbie Cook, City Recorder/Treasurer (865) 986-2227	1 ½ hours for each hour worked; if employee wants comp time it must be taken within a month.	No excess comp hours allowed. Hours in excess will be paid as regular overtime.	N/A
<b>Loudon*</b> Barry Baker, City Manager (865) 458-2091	No set amount; policy is informal. Employee must usually use within 2 weeks.	N/A	No
<b>Morristown*</b> Jack Kennerly, Assistant City Administrator (423) 585-4692	FLSA standard is followed, but city policy states comp time must be taken within a year of being accrued. It can be used as terminal leave after retirement.	N/A	N/A
<b>Oak Ridge*</b> Penelope Sissom, Human Resources Director (865) 425-3564	1 ½ hour for each hour worked up to 40 hours; employees have informal agreements with their supervisors if they prefer comp time.	No excess comp hours allowed; hours in excess will be paid as regular overtime.	N/A