

8/26/66

Memorandum 66-58

Subject: Approval of compensatory time reports

Our new accounting officer advises us that compensatory time earned and taken should be reported on the payroll for the month in which the time is earned or taken. The payroll must be completed and sent in to the accounting officer on the last day of each pay period (month). For this reason, there is not sufficient time to permit us to send compensatory time reports to the Chairman for approval prior to entering the information contained on such reports on the payroll. Accordingly, we suggest that Section 7.40 of our Manual of Practices and Procedures be amended as set out below:

7.40. Subject to Section 7.50, the Chairman, and the Vice Chairman in case of the unavailability of the Chairman, is authorized to take all actions with respect to appointment, termination, leave, merit increases, and other salary increases, ~~compensatory-time-reports,~~ and similar matters for the position of Executive Secretary. The Assistant Executive Secretary, Special Condemnation Counsel, or any member of the Commission is authorized to approve compensatory time reports for the position of Executive Secretary.

We are not sure that we are required to maintain compensatory time reports if the information is recorded on the payroll. Nevertheless, we believe that it is desirable to have the reports to back up the information entered on the payroll.

Respectfully submitted,

John H. DeMouilly
Executive Secretary