



**OVERTIME**

**Effective Date: May 3, 2012**

SECTION 1. Policy: It is the Town's policy to avoid the necessity for overtime when possible. Overtime work may sometimes be necessary to meet emergency situations, seasonal, or peak workload requirements. Department Heads are responsible for the advance planning required to minimize the need for overtime. If in the judgment of a Department Head overtime is necessary, the Department Head (or designee) may authorize such work.

SECTION 2. Overtime Compensation: Whenever any non-exempt employee is required to work overtime in excess of 40 hours per week, that person shall be compensated for such excess time at the rate of one and one-half (1-1/2) hours of overtime pay OR compensatory time off (in lieu of cash payment) for each hour of overtime worked. The Department Head (or designee) shall work with the employee to determine use of overtime pay or compensatory time off.

The Department Head must specifically authorize the rendering of overtime services. Employees shall obtain such authorization prior to working any overtime. Employees who fail to obtain such authorization shall not work overtime. If an employee performs overtime work without authorization they shall be subject to disciplinary action up to and including termination of employment.

Some employees may qualify for "on-call" pay as a result of their work assignments. Please consult Policy 28 for additional details.

SECTION 3. Town Manager Responsibility: The Town Manager (or designee) will ensure that all overtime is recorded and that work schedules which will allow all employees full opportunity to use accrued compensatory time off within reasonable periods of time are developed. Under no circumstances may an employee accrue more compensatory time than 120 hours for Police Officers and 60 hours for all other employees. Employees who reach the maximum compensatory time off levels noted above will be paid for subsequent overtime.