

Policy: Hours of Work, Overtime and Special Pay Conditions

Revision Date: 8/25/14

Effective Date: 8/26/14



Overtime:

Overtime is to be authorized with great discretion. Normal operating conditions will not call for the use of overtime. Rather, good management and advanced planning should prevail in reaching goals, using available resources without the use of overtime. In cases of unusual conditions, supervisors will consult with Selectmen before authorizing overtime, and find ways to minimize its use.

- Overtime will be paid at the rate of time and one half for all hours worked over forty (40) within the pay week.
- Overtime is required to be approved in advance by the supervisor and reported to the Town Selectmen in a timely manner.
- Vacation, Holiday, Sick Time and Comp Time will not count as hours worked for the purposes of calculating overtime.

Call In:

- Any employee called back to work after his or her normal work day or on a scheduled day off will be paid a minimum of three (3) hours Call-In Pay or the actual hours worked, whichever is greater.
- Call-In Pay hours will count as hours worked for the purposes of calculating overtime.
- Call-In Pay for any day that is designated as a holiday will be paid as time and one half for any hours worked.
 - Any employee called in to work on a designated holiday will receive Comp. Time equal to their hours worked (up to a maximum of 8) in lieu of holiday pay.

Comp Time:

Employees who have banked hours into a Comp Time bank may use these hours in a fashion similar to vacation – with prior approval of the supervisor. Comp time will not be used to calculate overtime.

Comp time may be carried from one year to the next, up to a maximum of 5 days (40 hrs).

Approvals:

Bill Levakis: _____ Date: _____

Adam Dolby: _____ Date: _____

Andy Montanaro: _____ Date: _____