

SECTION 810

Overtime

- A. Overtime is time worked by a non-exempt employee in excess of 40 hours per work week, each work week beginning Sunday at 12:00 a.m. and ending Saturday at 11:59 p.m.
- B. Department Directors and supervisors are responsible for scheduling employees sufficiently in advance to minimize overtime, and employees are responsible for adhering to their work schedules. Overtime must be approved by the Department Director or designee in advance or, in the event of an emergency, as soon as possible.
- C. Non-exempt employees who work overtime may elect to receive overtime compensation in the form of cash payment or in the form of compensatory time off.
 - 1. The election of either cash payment or compensatory time off shall be made when the employee submits a timesheet including overtime for approval.
 - 2. Overtime accrued as compensatory time off will be reported as actual hours worked, which payroll personnel will convert to compensatory hours earned. Payroll personnel will determine available compensatory time earned as of the last timesheet approved in the electronic payroll system.
 - 3. Overtime pay will be compensated at the rate of one and one-half (1.5) times the employee's base pay rate, inclusive of any assignment pay and shift differential, or one and one-half (1.5) hours of compensatory time off for each hour of overtime worked.
 - 4. Overtime pay is calculated to the nearest quarter of an hour. For example, employee worked from 1 to 7 minutes is rounded down and not counted as hours worked; employee time from 8 to 14 minutes is rounded up and counted as quarter-hour (0.25) worked.
- D. When reasonably possible, supervisors will adjust employee schedules within the work week to avoid overtime and minimize costs. This provision does not apply to employees assigned to positions that require relief.
- E. Sworn employees and Police Dispatchers may accumulate a maximum balance of 120 hours of compensatory time. All other employees may accumulate a maximum of 80 hours of compensatory time. The Town Manager has the discretion to increase these maximum accumulation limits.
- F. The use of compensatory time must be approved in advance, and such approval may be contingent upon the availability of relief employee(s). Compensatory time used will be reported on employee timesheets as actual hours off.
- G. Accrued compensatory time may be cashed out only upon termination or upon promotion to an exempt classification. The cash value of accrued

compensatory time is calculated at the employee's then-current pay rate or, if accrued time is paid out upon promotion to an exempt position, at the employee's last pay rate in a non-exempt position.

- H. Overtime is based exclusively on time worked in excess of 40 hours in a work week. An employee will not be paid overtime if the weekly total actually worked is less than 40 hours. Use of vacation, sick, and holiday hours will count towards actual hours worked, but donated leave compensatory time, additional compensation for time worked on a holiday, and other paid leave shall not.
- I. Exempt employees may on occasion receive informal paid leave called exempt time for time worked in excess of their usual work schedules. Exempt time is given at the discretion of the Town Manager. Exempt time is based on an informal agreement between the exempt employee and Town Manager for which the employee has no claim or property rights.