**SECTION 5.03**

**OVERTIME AND TIME MANAGEMENT**

1. **Overtime Compensation**

Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour requirements. Overtime pay will begin the eighth minute over the regular work period and will be paid in 15-minute intervals. For tasks performed on days other than the employee’s normal workdays or for tasks requiring a second trip back to work on a normal workday, minimum overtime pay will be two hours.

1. **Non-Exempt Employees**

When the City’s operating requirements or other needs cannot be met during regular working hours, non-exempt employees may be scheduled to work overtime at the request of the employee’s supervisor. When possible, advance notification of mandatory overtime assignments will be provided. Overtime assignments will be distributed as equitably as practical to all non-exempt employees qualified to perform the required work. Refusal or other failure to work mandatory overtime may result in disciplinary action up to and including termination of employment. Overtime work is otherwise subject to the same attendance policies as straight time work.

All non-exempt employees must receive their supervisor’s prior authorization before performing any overtime work. This means employees may not begin work prior to their scheduled workday and may not continue working beyond the end of their scheduled workday, without prior authorization from the appropriate supervisor. Similarly, employees may not work through their lunch break without prior authorization from the appropriate supervisor. Public safety personnel are also expected to follow this procedure. However, when unanticipated work-related emergencies preclude prior authorization, public safety personnel must follow their departmental guidelines and procedures for those situations.

The appropriate supervisor must approve any overtime before the time sheet is submitted for processing and payment. Non-exempt employees shall not remain on the work premises without authorization unless they are on duty or are scheduled to begin work within a short period of time. Non-exempt employees who work overtime without receiving proper authorization may be subject to disciplinary action, up to and including possible termination of employment.

Generally, with the exception of sworn Public Safety employees, overtime pay for non- exempt employees is at the rate of one and one-half times the employee’s regular hourly rate of pay for hours actually worked in excess of the employee’s regular work week. (The Town’s work week begins at 12:00:01 a.m. on Saturday and ends at 12:00 midnight the following Friday.) Sworn Public Safety personnel are paid overtime based on the work cycle adopted by their Department under Section 207(k) of the Fair Labor Standards Act.

All paid leave, with the exception of sick leave, workers’ compensation leave and short- term disability, are included as hours worked for purposes of determining eligibility for overtime pay.

1. **Adjusting the Work Schedule**

In situations where overtime work is not feasible due to budgetary constraints, the Department Director or supervisor must consider flexing the employee’s work schedule in an effort to minimize the need for overtime compensation. Flexing must be completed within the same workweek or work cycle that the overtime was worked and must be accurately reflected on the affected employee's time record.

1. **Exempt Employees**

Exempt employees are those who are not covered by the overtime requirements of the FLSA. Accordingly, exempt employees are not entitled to overtime compensation for work performed beyond 40 hours in a workweek.

Exempt employees are expected to put in the hours necessary to complete their assignments with an acceptable level of quality in a timely manner. They must record all hours worked for each pay period.

“Docking” an exempt employee’s pay for a partial day’s absence will be permitted only as authorized by law and approved by the Director of Human Resources.

In the absence of eligible accrued paid leave time, an exempt employee may not be paid for any workweek in which the employee performs no work.