

## **2.10 OVERTIME**

Non-Exempt (hourly) employees will be compensated for work over forty (40) hours in a work week at a rate of 1 ½ times the employee's regular pay rate. This forty (40) hours is actual work time, and does not include any paid time off such as personal time, vacation days, sick time, etc. Paid town holidays are exempted from this policy and those hours will be included as actual time worked. Overtime pay will be paid in accordance with all applicable State and Federal laws, including the Federal Fair Labor Standards Act (FLSA).

The employee's supervisor MUST approve work in excess of regularly scheduled hours. Every effort will be made to give reasonable notice to employees who are required to work overtime in order for them to schedule time off appropriately. Hours paid over forty (40) when those hours include any vacation, sick, or personal time will be at the employee's regular rate.

Exceptions to this policy will be made only in extreme circumstances such as a weather emergency, water main break, police action emergency, etc.

For overtime purposes, the workweek begins Thursday at 12:01 am and ends Wednesday at midnight. *Special procedures for police officers: Due to the nature of their specific duties and work shifts, police officers will be paid overtime for work in excess of 40 hours each workweek even if the excess hours are worked after Wednesday at midnight. The subsequent workweek will then begin Thursday at the normal scheduled start time for the officer's shift.*

Supervisors shall carefully review any overtime claimed before approving and submitting to payroll.