

POLICY NAME OVERTIME AND COMPENSATORY TIME

POLICY NUMBER 2.3.2

CATEGORIES

DATE PROPOSED: 8/10/18

DATE OF VOTE: 8/10/18

ACCEPT (Y/N): Y

It is the intent of the MIC Board that the Municipal Ice Complex (MIC) be adequately staffed so that continued excessive overtime is not required by exempt or non-exempt, full time or part time employees.

Work hours in excess of the standard work period shall be authorized by the SFM only when essential to the effective operation of MIC. When overtime is deemed necessary, any employee scheduled and directed to work additional hours shall be required to do so.

All non-exempt employees shall be compensated at the rate of one and one-half (1 1/2) times the employee's regular hourly rate of pay for all authorized and approved hours worked in excess of the standard forty (40) hour work period, inclusive of compensable leave.

Inclusive of compensable leave shall mean the established work period consisting of all regular hours actually worked and all compensable leave hours taken by the employee. Exclusive of compensable leave shall mean the established work period consisting only of the regular hours actually worked by the employee.

Exempt employees are not to be paid for overtime and will instead be awarded compensatory time with advance approval the Senior Facility Manager (SFM). The SFM may, however, ask exempt employees to work reasonable additional non-compensated overtime hours at his discretion.

It is a Board requirement that the SFM provide a monthly overtime report for all employees at the regular monthly Board meeting and be prepared to justify the need for this overtime.