

POLICY #42

EMPLOYEE OVERTIME

The Town of Hollis strives to ensure that employees are generally able to complete their work tasks within the work day/week. In case of emergency or unforeseen circumstances, an employee may be requested to work over their regularly scheduled hours in a work day/week. Any time an employee is scheduled over their regularly scheduled work hours the overtime must be pre-authorized by the Department Head and Select Board for Department Heads.

It is not considered overtime if an employee works over their regularly scheduled hours in one day. However, the total hours worked should not exceed 40 hours for that week.

Overtime will be paid at the rate of one and one-half times the regular rate of pay for any hours worked over 40 hrs within one work week.

Each work week is considered separately in computing overtime and all other pay.

As an exception to the above, exempt fire protection employees can receive supplemental pay in addition to their regular salary, for time worked in a per diem or call company status when there are no other fire protection/medical personnel available to respond. Non Exempt fire protection employees are hourly wage and are not subject to the 40 hours per week schedule as they receive compensation for duties such as per diem, on call or call company.

Compensation time is not permitted.

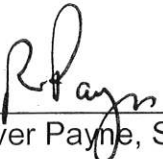
Exempt Employees

Employees who meet the criteria outlined in Section 13(a)(1) of the Fair Labor Standards Act as defined by Regulations, 29 CFR Part 541 are considered Exempt employees.

Non Exempt Fire Protection Employees

Employees who meet the criteria outlined in Section 7(k) of the Fair Labor Standards Act as defined by Regulations, 29 CFR Part 516.

Adopted: September 7, 2016
Amended: November 22, 2016



River Payne, Select Board Chair



Roger Hicks, Select Board



Mike Seely Sr., Select Board