

Overtime

The Town's Personnel Policy manual covers the generalities of overtime and compensatory time in section 507. The town pays overtime compensation to all nonexempt employees in accordance with Federal and State wage and hour restrictions.

The Town of Amherst pays overtime or compensation time to any regular full-time or regular part-time employee who works beyond the employee's normally scheduled workday or is required to work more than forty hours in a given workweek. The Town of Amherst pays overtime to any part-time employee who works beyond forty hours in a given workweek. Said compensation shall be at the rate of one and one-half times the employee's regular hourly rate.

Overtime/compensation time is paid for actual overtime worked, to the next quarter hour. Time off on sick leave or leave of absence will not be considered hours worked for purposes of performing overtime calculations however, pre-approved vacation, rescheduled, or reassigned hours will qualify for overtime calculations. *Said* workweek begins on Sunday and ends on Saturday.

Full-time employees called back to work after the conclusion of their regular workday shall be paid or shall accrue compensation time for a minimum of two hours of service at the rate of one and one half times the employee's current rate of pay. This section does not apply to scheduled overtime, call back times annexed to the beginning of the work shift, hold-over time annexed to the end of the work shift, or telephone calls that do not require the employee to report to work. Said employee will be paid for two hours even if released early by his or her supervisor. However, if the employee is called back more than once during a single two-hour period, the employee shall only be paid for one call back period.

It may be necessary for public works employees to operate equipment worth hundreds of thousands of dollars. During winter operations (or during other isolated specific times) this could be for extended, multiple day periods. The above four paragraphs notwithstanding, under the right circumstances (example: another storm predicted within twenty-four hours or multi-day line striping), where proper rest is paramount, employees may, at the Director's or his designee discretion, be sent home during normal work hours, off the clock, without jeopardizing earned overtime.

A. Overtime during emergency storm work

Callback payment for overtime will commence at the time supervisory staff places the phone call to the employee's contact number, assuming that the employee is expected to report immediately to work and, in fact, does directly report to work.

Overtime will not stop for breakfast or supper in lieu of a meal allowance (*refer to "Meal Break-highway" page 14*).

B. Non-storm work overtime

When Department of Public Works cannot meet operating requirements or other needs during regular working hours, employees may be scheduled to work overtime. When possible, we will provide advance notification of these mandatory assignments. All overtime work must receive the Foremen or Director's approval prior to authorization. Distribution of overtime assignments will be as equitable as practical to all employees qualified to perform the required work. Failure to work scheduled overtime may result in disciplinary action.

From the Town of Amherst's Policy and Procedure Manual, 2009.