



TOWN OF RAYMOND

Town Offices
Epping Street
RAYMOND, NEW HAMPSHIRE 03077

STANDARD OPERATING GUIDELINE

SUBJECT: OVERTIME COMPENSATION		ISSUE DATE: January 21, 1992	NO: 005
ISSUED BY: Dennis G. McCarthy	APPROVED BY: NSA	SUPERSEDES: DATE:	PAGE OF 1 of 3

All full time employees paid on an hourly basis shall earn overtime payment for all hours worked beyond the regularly scheduled forty hour work week.

Overtime compensation shall be paid at the rate of one and one half times the employee's regular hourly pay rate for all hours actually worked over forty hours in any one work week, with the following exceptions:

- a.) Sick, vacation, holiday and personal time shall not be eligible for consideration of forty hours requirement to attain overtime compensation. (See Example A and B)
- b.) All full time Highway Department employees, paid on an hourly basis, called out to perform winter maintenance tasks such as plowing, sanding or salting, shall be compensated at the time and one half rate; for all hours worked which fall outside the regular work hours of 7:30 a. to 4:00 p.m. Monday through Friday, irregardless of status of work worked prior or following.
(see Example C and D)

The Public Works Director, Department Foreman, and/or their acting designee shall authorize all overtime. When possible, overtime work shall be granted on a seniority basis with the most senior employee qualified for the duty given first opportunity.

It shall be the employee's responsibility to notify the Public Works Director, Department Foreman and/or their acting designee when said employees have incurred their required forty hours and will be anticipating overtime compensation.

It is the intent and desire of the Town to keep the use of overtime work to a minimum. All employees are expected to keep this in mind and assist whenever and where ever possible in maintaining overtime use to a minimum.

In order to insure safe equipment operation and adequate employee health it may become necessary before, during or after winter maintenance activities to require employees to take time off for rest, relaxation or sustenance. The Public Works Director, Department Foreman, and/or their



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acting designee, shall have the authority and responsibility to require time off for any employee at any hours whether regular working or not. No compensation will be due for hours off for these reasons.

This S.O.G. is not intended to, nor shall it supercede Town of Raymond Personnel Policy, but is intended only to clarify said policy.

EXAMPLE A:

A full time employee works 8 hours Saturday; 32 hours Monday thru Thursday and calls in sick for 8 hours on Friday. This results in total hours for the week of 48. However, the 8 sick hours do not count towards the required 40 hour for over time compensation. Therefore, the employee would be compensated for 48 hours at the regular (straight rate.)

EXAMPLE B:

A full time employee works 8 hours Saturday; 8 hours Sunday; 32 hours Monday thru Thursday and calls in sick on Friday for 8 hours. Total hours for week is 56. 8 hours of this time is sick and 48 is work related. The 8 hours over forty are eligible for overtime (premium) compensation resulting in a paycheck with 48 at regular (straight) pay and 8 hours at the overtime (premium) rate.

EXAMPLE C:

HIGHWAY DEPARTMENT

A full time employee works 8 hours Monday; is called out Tuesday morning at 3:30 a.m. to salt roads until 7:30 a.m.; then works 8 hours Tuesday, Wednesday and Thursday; and takes Friday off sick. This results in 32 work hours, 8 sick hours and 4 overtime hours totalling 44 hours for the week. 40 hours will be at regular (straight pay), and 4 hours will be at overtime (premium rate).



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EXAMPLE D:

A full time Highway Department employee is called out to plow snow at 5:00 a.m. on Monday. The employee completes snow maintenance at 6:00 p.m.; two one-half hour breaks were taken during the day. The employee works 8 hours Tuesday, Wednesday and Thursday. 8 hours Friday is taken as personal time. Total hours for the week equals 44 hours. With paycheck reflecting 40 hours regular (straight) pay and 4 hours over time (premium) pay.