

POLICY # N2-2.1

OVERTIME NON-UNION EMPLOYEES

For the purpose of overtime eligibility, it is the policy of the Town of Wayland to designate positions as non-exempt or exempt.

- Non-exempt positions - Positions whose incumbents are generally eligible for overtime compensation in accordance with Fair Labor Standards Act (FLSA).
- Exempt positions – Positions whose incumbents are generally excluded from overtime compensation in accordance with Fair Labor Standards Act (FLSA). These employees fall under at least one of the following FLSA exemptions: Executive, Administrative, Professional or Technical.
- Employees

The Personnel Board shall designate positions as non-exempt or exempt in accordance with the FLSA definitions. A list of exempt positions is attached to this policy.

Non-exempt Overtime

Non-exempt employees required to work in excess of 8 hours in a day or 40 hours in a week shall be compensated at an overtime rate at 1.5 times their regular hourly rate of compensation. Employees whose regular workday is less than 8 hours will be compensated at straight time for all hours worked up to 8 hours and 1.5 times their regular hourly rate for hours worked in excess of 8 hours in any one day. Employees whose regular workweek is less than 40 hours will be compensated at straight time for all hours worked up to 40 hours and 1.5 times their regular hourly rate for hours worked in excess of 40 hours in any pay week. Overtime rates of 1.5 times regular hourly rates will not apply until the designated daily or weekly thresholds are met.

Department Heads must pre-approve all overtime opportunities. Under no circumstances shall an employee work overtime which is not pre-approved. With the approval of the Department Head and the Assistant Town Administrator/HR Director, employees may opt for compensatory time. Compensatory time is time that may be taken off work in lieu of overtime compensation. Compensatory time shall be earned at the same rate as overtime pay. Compensatory time must be used within 30 calendar days of when it was earned.

Exempt Overtime

Non-union exempt employees are not eligible for overtime pay or compensatory time. A list of non-union exempt positions is attached.

EXEMPT NON-UNION POSITIONS

Assistant Fire Chief
Assistant Town Administrator/HR Director
DPW Director
Finance Director/Town Accountant
Fire Chief
Information Technology Director
Library Director
Police Chief
Police Lieutenant
Public Buildings Director
Recreation Director
Town Administrator