



ELECTRIC WATER SEWER STORMWATER

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POLICY:	<u>Overtime</u>	DEPARTMENT:	<u>Non-Union</u>
APPROVED:	_____	REVIEWED / REVISED:	<u>06/01/09</u>

Guidelines:

EMPLOYEES COVERED BY THIS POLICY

This Policy applies to the Hannibal Board of Public Works (HBPW) Business Office Employees. This Policy shall NOT apply to Administration Employees, or Department Supervisors, including: General Manager, Director of Operations, and all Department Supervisors.

OVERTIME

All work, which exceeds eight (8) hours per scheduled shift or forty (40) hours per scheduled workweek, shall be defined as overtime. Employees covered by this Policy shall be compensated a rate of one and one-half (1 1/2) times their regular rate of base pay per required overtime. Rate on Saturday shall be compensated at a rate of one and one-half (1 1/2). Sunday and Holidays observed by the HBPW shall be paid at two (2) times regular rate of base pay.

All employees covered by this Policy shall be compensated directly for overtime hours in the applicable period. There shall be no equivalent time off ("comp time") allowed for overtime hours worked.

This Policy does not prohibit a supervisor from changing an employee's scheduled workday as necessary to maintain proper operation of the HBPW, and to make advance rescheduling of the workday or work shift.

AUTHORIZATION OF OVERTIME

All overtime hours shall have prior authorization from a Department Supervisor, or pre-defined procedure, but not a decision of the employee, except in emergency situations. Any employee who accumulated overtime without prior approval from his/her supervisor, may NOT be eligible to receive compensation for said overtime. Overtime shall be a decision of the Department Supervisor, not the employee. Supervisors shall keep records regarding the basis for overtime work, the employee's authorization to incur overtime and the estimated overtime hours.

It is the Policy of the HBPW that overtime worked by employees be kept to the smallest practical level or a minimum.

Originated / Revised History

Originated – 04/03
Revision 1 – 06/01/09