

REVISED

3/10/97

POLICY -97-02-A

To: All Department Heads

cc: Select Board, Town Auditors, Trustees- (FYI)

From: James A. McSweeney, Town Manager

Re: Policy Memorandum #97-02-A(Administration)-Fair Labor Standards Act(FLSA) Non-Exempt Positions-Town Employees

Date: February 18, 1997/Revised 3-97

EFFECTIVE DATE - IMMEDIATE

PURPOSE: To identify non-exempt full-time positions under the Fair Labor Standards Act.

POLICY: The following is a list of full-time positions which have been identified as non-exempt under the Fair Labor Standards Act:

- | | |
|----------------------------|-------------------------|
| Cashier | Laborer |
| Accounts Payable Clerk | Laborer/Mechanic |
| Purchasing Clerk/Secretary | Laborer/Heavy Equipment |
| Secretary | Laborer/Grader Operator |
| Water/Wastewater Operator | Police Sergeant |
| Dispatcher | Police Officer |
| Highway Foreman | |

Employees who hold the above listed positions are entitled to overtime at the rate of time and one half their regular rate for hours worked in excess of (40) forty hours in a week. Separate working agreements/policies may exceed this as approved by the Select Board.

PROCEDURE: *Overtime must be approved by the employee's department head prior to being worked.

*Department Heads are responsible for distribution and explanation of this policy to each of their employees that are under their supervision.

Dated this 10 day of March, 1997 by [Signature]

Filed with the Town Clerk: 3-11-97 Attest: [Signature]
ASSA Clerk