



MUNICIPAL POLICY MANUAL

CODE NUMBER: 1075

CATEGORY: Management & Organizational
Functions

OVERTIME PAYMENTS TO MANAGEMENT PERSONNEL

BACKGROUND

County Council will generally not provide payment for overtime worked by management personnel, as it is expected that managers will, on occasion, work irregular and/or longer hours.

POLICY

Payment for overtime, at an hourly rate based on annual salary, may be made in the following circumstances:

1. Upon approval by the County Manager, any management person may receive pay for extra hours worked in carrying out fire fighting duties. Payment will be made for hours worked in excess of 9 hours on any weekday, and for any hours worked on weekends or holidays for any management person.
2. Upon approval by the County Manager any managerial personnel may receive pay for extra hours worked in carrying out snow removal and/or ice abatement activities on County roadways. Payment will be made for hours worked in excess of 9 hours on any weekday, and for any hours worked on weekends or holidays.
3. Managers wishing to claim overtime as authorized above shall submit timesheets documenting location, dates, hours, and nature of work performed. A decision of the County Manager to reject or reduce overtime claims may be appealed to County Council.

Effective

Policy Date: 95/06/20

Reference: 11056

Revision: 02/07/25
