
Compensation and Overtime

Effective: January 24, 2006

Revised:

Compensation will be assigned for each position according to a salary range approved by the Board and taking into consideration the performance and attendance of the employee and the overall financial condition of the Township. Each year the Township may consider an increase in salaries based on the above factors, the inflation rate and the comparable increases given by other public bodies in the area. The salary ranges for each position are available in the Human Resource Office.

Township Trustees have authority to assign the beginning salary for a new employee somewhere in the range of the position in order to attract the best qualified candidates for the position.

The Township may schedule employees to work overtime hours. Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour restrictions.

All overtime work must receive a supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work. Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including termination of employment.

Overtime shall be compensated at the rate of one and one-half (1 ½) times the regular rate of pay for all such overtime hours actually worked.

Non-exempt employees may request that any or all of his/her overtime hours be accrued as compensatory time at the rate of one and one-half (1 ½) hours for each hour worked in overtime status. Non-exempt employees may accumulate up to 40 hours of compensatory time annually.