

MOTION AMENDING TOWN EMPLOYEE HANDBOOK § 702 – OVERTIME PAY AND COMPENSATORY TIME

MOTION M23

MOTION AMENDING TOWN OF LANSING EMPLOYEE HANDBOOK, TO ADDRESS § 702 OVERTIME PAY AND COMPENSATORY TIME RULES FOR TOWN EMPLOYEES

Motion to approve the following amendment to the § 702 of the Town of Lansing Employee Handbook, entitled “Overtime Pay and Compensatory Time”, with the effective date of such amendment to be deemed to be April 20, 2023, with such amended § 702 to now be wholly replaced to read as follows:

702 *Overtime Pay and Compensatory Time*

Compensatory Time – With pre-authorization from the Department Head, a non-exempt employee may elect to accumulate compensatory time for hours worked outside their normal workday instead of being paid for those hours at their overtime rate (“compensatory time”). Compensatory time shall be credited at a rate of 1.5 hours of compensatory leave time for each 1 hour of overtime worked (and holiday and call-in pay shall be credited at their increased rates as well). A maximum of 120 hours of compensatory time may be accumulated during any single calendar year and such bank may not be re-charged (all time booked, and used, counts towards the 120-hour limit). An employee may request and receive cash payment for compensatory time at any point in the calendar year. Compensatory time not used before, or within the last pay period of the calendar year, will be compensated with the last payroll of the year, which usually occurs before December 31st. If compensatory time was planned to be used after the last payroll and on or before December 31st but cannot be taken because of bad weather or other unforeseeable cause, it will be paid in the first payroll of the following year, at the pay rate at which it was earned.