

OPTION 1: WORKDAY

8-5. Overtime

Only Fair Labor Standards Act (FLSA) non-exempt employees shall be entitled to overtime. Eligible employees (excluding police officers) shall be compensated for overtime at a rate of one and one-half times their regular hourly rate for all hours actually worked over eight (8) ~~forty (40)~~ in a work day or -over forty (40) in a work day~~week~~. Paid time off shall not be considered as time worked in the calculation of overtime. For all FLSA non-exempt employees, prior authorization from the employee's Department Head is required before an employee may work more than their scheduled daily or weekly hours. Additionally, employees shall not conduct any Village business outside of work hours, including but not limited to work on Village issued or personal electronic devices (including but not limited to tablets, computers, smart phones, I-Pads, and like devices) unless they have received prior approval from a Department Head. Failure to obtain prior approval for overtime may result in disciplinary action up to and including dismissal. To the extent possible, an attempt will be made to fairly distribute overtime work among employees competent to perform the required service.

Law Enforcement shall refer to Lexipol Policy 1037.

In accordance with 7(k) of the Fair Labor Standards Act, police officers will be paid overtime for all hHours aActually wWorked over twelve (12) in a work day or over 84 hours in a 14-day work cycle.

Hours Actually Worked is calculated based on the time the employee clocks and/or signs in, whichever is applicable. If an employee mistakenly forgets to clock in or out, the employee must notify his supervisor immediately upon discovering the mistake.

In the case of executive, administrative and professional personnel as defined by the Fair Labor Standards Act (FLSA), it is implicit in the nature of their position that time beyond the normal work schedule may be spent on the job. While some recognition of this work may be made by the Village Board, it is recognized that these classifications are overtime exempt.

OPTION 2: WORK WEEK INCLUDING VACATION

8-5. Overtime

Only Fair Labor Standards Act (FLSA) non-exempt employees shall be entitled to overtime. Eligible employees (excluding police officers) shall be compensated for overtime at a rate of one and one-half times their regular hourly rate for all hours ~~actually worked~~ over forty (40) in a work week (Including any approved sick or vacation time taken). ~~Paid time off shall not be considered as time worked in the calculation of overtime.~~

For all FLSA non-exempt employees, prior authorization from the employee's Department Head is required before an employee may work more than their scheduled daily or weekly hours. Additionally, employees shall not conduct any Village business outside of work hours, including but not limited to work on Village issued or personal electronic devices (including but not limited to tablets, computers, smart phones, I-Pads, and like devices) unless they have received prior approval from a Department Head. Failure to obtain prior approval for overtime may result in disciplinary action up to and including dismissal. To the extent possible, an attempt will be made to fairly distribute overtime work among employees competent to perform the required service.

Law Enforcement shall refer to Lexipol Policy 1037.

In accordance with 7(k) of the Fair Labor Standards Act, police officers will be paid overtime for all ~~Hh~~ hours ~~Actually Worked~~ over 84 hours in a 14-day work cycle (Including any approved sick or vacation time taken).

Hours Actually Worked is calculated based on the time the employee clocks and/or signs in, whichever is applicable. ~~If~~ an employee mistakenly forgets to clock in or out, the employee must notify his supervisor immediately upon discovering the mistake.

In the case of executive, administrative and professional personnel as defined by the Fair Labor Standards Act (FLSA), it is implicit in the nature of their position that time beyond the normal work schedule may be spent on the job. While some recognition of this work may be made by the Village Board, it is recognized that these classifications are overtime exempt.

OPTION 3: STATUS QUO

8-5. Overtime

Only Fair Labor Standards Act (FLSA) non-exempt employees shall be entitled to overtime. Eligible employees (excluding police officers) shall be compensated for overtime at a rate of one and one-half times their regular hourly rate for all hours actually worked over forty (40) in a work week. Paid time off shall not be considered as time worked in the calculation of overtime. For all FLSA non-exempt employees, prior authorization from the employee's Department Head is required before an employee may work more than their scheduled daily or weekly hours. Additionally, employees shall not conduct any Village business outside of work hours, including but not limited to work on Village issued or personal electronic devices (including but not limited to tablets, computers, smart phones, I-Pads, and like devices) unless they have received prior approval from a Department Head. Failure to obtain prior approval for overtime may result in disciplinary action up to and including dismissal. To the extent possible, an attempt will be made to fairly distribute overtime work among employees competent to perform the required service.

Law Enforcement shall refer to Lexipol Policy 1037.

In accordance with 7(k) of the Fair Labor Standards Act, police officers will be paid overtime for all Hours Actually Worked over 84 hours in a 14-day work cycle.

Hours Actually Worked is calculated based on the time the employee clocks and/or signs in, whichever is applicable. If an employee mistakenly forgets to clock in or out, the employee must notify his supervisor immediately upon discovering the mistake.

In the case of executive, administrative and professional personnel as defined by the Fair Labor Standards Act (FLSA), it is implicit in the nature of their position that time beyond the normal work schedule may be spent on the job. While some recognition of this work may be made by the Village Board, it is recognized that these classifications are overtime exempt.