

Lemoyne Borough Compensatory Time Off Policy

Lemoine Borough permits nonunion, nonexempt employees who work more than 40 hours per week to receive compensatory time off rather than receiving overtime pay for hours worked above 40 in a workweek. When calculating overtime or compensatory time due, only actual hours worked will be considered; personal, sick, vacation days and/or holidays do not count as worktime for the purposes of this benefit.

All compensatory time earned by employees in any workweek should be taken within the same pay period in which the compensatory time was earned, but absolutely no later than the pay period following when it was earned. Compensatory time off must be approved in advance by the employee's supervisor. Supervisors may deny the request if the use of compensatory time will "unduly disrupt" the department's operations.

Nonexempt employees are, as indicated in the provisions of the Fair Labor Standards Act (FLSA), entitled to overtime pay. As such, nonunion nonexempt employees have the option to choose between being paid overtime for hours worked in excess of 40 in a workweek or noting the excess of hours worked over 40 as compensatory time to be used as noted above. If compensatory time earned is not used by the conclusion of the subsequent pay period, overtime pay will be processed. Unless notified in writing by the employee of the desire to utilize Compensatory Time Off, all overtime will be paid out in the pay period earned.

Compensatory time off may be used in increments of one-half hour (30 minutes); nonunion nonexempt employees earn 1.5 hours of compensatory time off for every one (1) hour worked over 40 in a workweek, notwithstanding personal, sick, vacation and/or holiday pay.

Any compensatory time accumulated by nonexempt employees will be paid out at their overtime pay rate as of the employee's termination date.

Exempt employees are not entitled to receive overtime pay or compensatory time off. Exempt employees are expected to be available generally during regular business hours and may be required to work additional hours and or days as necessary. Exempt employees are provided flexibility by the Borough in their work schedules but are expected to notify the Borough Manager of any scheduled absences or schedule modifications in advance.

This policy is effective as of May 5, 2022.

I am aware of and have read Lemoyne Borough's Compensatory Time Off Policy as updated by Borough Council on May 5, 2022, and I understand the requirements and expectations of me as an employee.

Employee Signature: _____

Date: _____