

Compensatory Time Policy

In accordance with the Fair Labor Standards Act, the Town of North Hero compensates all nonexempt employees at the rate of one and one-half hours for each hour actually worked in excess of forty hours in any workweek. Employees employed in executive, elected, administrative or professional capacities as defined by the FLSA are exempt from this requirement.


In lieu of overtime pay, nonexempt employees may accrue compensatory time off ("comp time") subject to the following conditions:

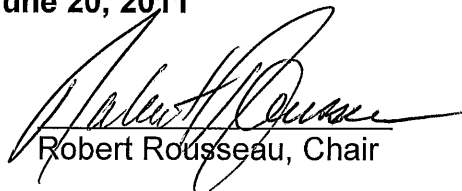
- Comp time is earned at a rate of one and one half hours for each hour worked in excess of forty hours in any workweek.
- An employee may accrue a maximum of two hundred forty (240) hours of comp time (240 hours of comp time represents 160 hours of actual overtime work). An employee who has accrued 240 hours of comp time will be paid overtime compensation for additional overtime hours of work.
- An employee may, at the Town's discretion, be paid in cash in lieu of compensatory time off.
- An employee receiving payment for accrued comp time will be paid at the regular rate of pay earned by the employee at the time the employee receives such payment.
- Upon termination from employment, an employee will be paid for all unused comp time at the regular rate of pay earned by the employee at the time the employee receives such payment.
- Unused comp time will be paid out in the last payroll of each calendar year.

An employee who has accrued comp time and requested use of comp time will be permitted to use such time off within a reasonable period after making the request, if such use does not unduly disrupt the Town's operations. Requests for use of comp time must be submitted, in writing to the employee's supervisor, who will have sole discretion to grant or deny the request. Requests for use of comp time will not unreasonably be withheld.

Adopted by the North Hero Selectboard

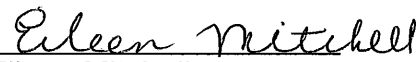
June 20, 2011


Marie Kilbride


Robert Rousseau, Chair

Andre Quintin


James V. Martin, Jr.


Eileen Mitchell