

SALEM COUNTY IMPROVEMENT AUTHORITY

RESOLUTION 2024-74

September 12, 2024

**RESOLUTION OF THE SALEM COUNTY IMPROVEMENT AUTHORITY
AMENDING THE PERSONNEL POLICY AND PROCEDURES MANUAL
REGARDING OVERTIME AND TIME RECORDS POLICIES**

WHEREAS, the Salem County Improvement Authority Personnel Policy and Procedures Manual serves as governing document of all employees, volunteers and independent contractors; and

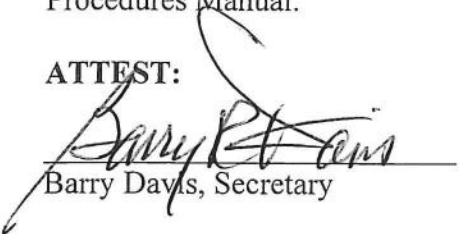
WHEREAS, the Board approved and adopted the Revised Personnel Policy and Procedures Manual on July 9, 2024 pursuant to Resolution 2024-60, to ensure compliance with current requirements and sound practices; and


WHEREAS, the Personnel committee reviewed and recommended a revision to the Overtime and Time Records Policy language to adjust the compensation for overtime needs as outlined in the Overtime and Time Records Policy attached hereto as Exhibit A; and

NOW, THEREFORE, BE IT RESOLVED that the SCIA hereby amends and adopts the Overtime and Time Records Policy, attached hereto as Exhibit A.

BE IT FURTHER RESOLVED, that the attached Overtime and Time Records Policy be and the same is hereby made a part of the Salem County Improvement Authority Policy and Procedures Manual.


ATTEST:


Barry Davis, Secretary


Susan Bestwick, Chairperson

CERTIFICATION

I hereby certify the above to be a true copy of a resolution adopted by the Salem County Improvement Authority Board at their regular meeting held September 12, 2024.


Barry Davis, Secretary

IV. CLASSIFICATION AND COMPENSATION

Time Records

Accurately recording time worked is the responsibility of every employee. The law requires the Authority to keep an accurate record of time worked to calculate employee pay and benefits. All attendance records are Authority records, and care must be exercised in recording the hours worked, overtime hours, and absences. Employees are not to clock in or out for other employees. Each employee is responsible only for their own recordkeeping. Violations of this policy may result in appropriate disciplinary action, up to and including immediate discharge.

HR shall notify all employees of their employment classification of exempt (salary) or non-exempt (hourly) status under the Fair Labor Standards Act at the time of appointment or hire.

Exempt (salary) Employees

Exempt employees are also required to clock in/out on the designated timekeeping system. The use of earned vacation, sick, personal, and compensatory time must be submitted by a Request Off form by the employee and approved by the Executive Director. Exempt employees are required to fill out an Overtime and Compensatory Time Authorization form prior to earning compensatory time. The form must be approved by either the Executive Director and/or Board Chairman/woman. HR must approve each overtime entry in the time keeping system.

Non-Exempt (hourly/wage) Employees

All non-exempt employees must record the time they arrived/departed, each day of their scheduled work shift. Each employee shall also record the beginning and ending time of any split shift or departure from work for personal reasons.

Non-exempt employees should report to work no more than seven minutes prior to their scheduled starting time and stay no more than seven minutes after their scheduled stop time without prior authorization from Management.

Once an employee clocks in, work commences immediately. Failure to do so is considered a falsification of timekeeping records.

If an employee forgets to clock in or out, they must notify HR in a timely fashion so their time may be accurately recorded in the time record system.

Lunch Time (automatic meal deduction)

Full-time Administration

Lunch time is 30 minutes unless otherwise specified by Management.

Part-Time Administration

Lunch time is 30 minutes unless otherwise specified by Management.

Full- Time Operation

Lunch time is 30 minutes unless otherwise specified by Management.

Part-Time Operation

Lunch time is 30 minutes unless otherwise specified by Management.

Non-exempt employees' overtime calculation is based on a weekly basis (see overtime section for further explanation). An employee is required to fill out an Overtime and Compensatory Time Authorization form prior to performing work. The Landfill Manager must approve all Operation employees' forms, and the Executive Director must approve all Administration employees' forms. HR must approve each overtime entry in the time keeping system. If an employee chooses compensatory time, in lieu of overtime, HR must record compensatory time on the employees PTO spreadsheet and in the time record system. The use of all paid sick, holiday, vacation, personal, and bereavement time hours does count towards overtime calculation. Employees with overtime entries that do not have prior approval will be paid for all hours worked, however employees may be subject to disciplinary action. The use of earned vacation, sick, personal, bereavement, jury duty and compensatory time must be submitted by a Request Off form by the employee and approved by Management.

Forms Location

Time Off Request and Overtime and Compensatory Time Authorization forms are located either in the HR office or on the main lobby credenza.

IV. CLASSIFICATION AND COMPENSATION

Overtime

Overtime work shall be kept to a minimum. Employees must fill out the Overtime and Compensatory Time Authorization form and be approved by Management. The form is then forwarded to HR to be processed in Primepoint.

Exempt Employees

Exempt employees are not eligible to receive overtime compensation and are required to work the normal workweek. Any additional hours needed to fulfill their responsibilities will be classified as compensatory time (see compensatory policy). Time off consideration for large amounts of additional hours may be provided with the Executive Director's prior approval and at the sole discretion of the Executive Director.

Non-Exempt Employees

Depending on work needs, non-exempt employees may be required to work overtime. The Authority will make every effort to provide advance notice when possible, however this is not guaranteed for all situations. Non-exempt employees are not permitted to work overtime unless the overtime is budgeted and approved in advance by Management. Non-exempt employees working overtime without prior approval will be paid for all hours worked, however employees may be subject to disciplinary action.

Non-exempt employees will receive overtime compensation for hours more than 40 hours in a weekly period in accordance with state overtime requirements. Non-exempt employees are eligible for overtime compensation equal to one and one-half times the employees' regular rate of pay.

Employees will be paid at one and one-half times their regular hourly rate for the following work:

- Time worked more than 40 hours during the calendar week. For purposes of this subsection, all paid sick, holiday, vacation, personal, and bereavement time does count as time worked.
- Work performed on the employee's normally scheduled day off (full-time, 40hr/week employees only).

Minutes Worked

Round To

0 - 07

0 minutes

08 - 22

15 minutes

23 - 37

30 minutes

Overtime hours worked shall be reported on the time clock daily. Supporting reasons for all overtime work shall be noted on the Overtime and Compensatory Time Authorization form.

Emergency Callback Pay

It is the policy of the Authority to provide additional compensation to designated employees who are called back to work to handle an emergency situation. Hourly employees returning to work shall receive a minimum of one-hour additional pay for each occasion at one and one-half times their regular rate of pay. Exempt employees returning to work shall receive a minimum of one-hour additional compensatory time for each occasion. All employees must fill out an Overtime and Compensatory Time Authorization form.