

Article IV. The Pay Plan

Section 7 Pay Rates in Salary Range Revisions

When the Board of Commissioners approves a change in salary range for a class of positions, the salaries of employees whose positions are allocated to that class shall be affected as follows:

- A. When a class of positions is assigned to a higher pay range, employees in that class shall receive the same salary or be assigned to the minimum of that range, whichever is higher.
- B. When a class of positions is assigned to a lower pay range, the salaries of employees in that class will remain unchanged. If this assignment to a lower pay range results in an employee being paid at a rate above the maximum salary range established for the new class, the salary of the employee shall be maintained at that level until such time as the classification's pay grade is increased above the employee's current salary or the employee is promoted into a classification with a pay range above their salary rate.

Section 8. Pay for Temporary and Part-Time Work

The pay plan established by this policy is for full-time employees. An employee appointed on a temporary basis will be paid a pro-rated amount determined by converting the established salary to an hourly rate.

Employees working in a part-time or Limited-Service capacity with the same duties as full-time employees will normally work at a rate in the same salary range as the full-time employees.

Section 9. Overtime

To the extent that local government jurisdictions are so required, the Town will comply with the Fair Labor Standards Act (FLSA).

The town manager shall determine which jobs are nonexempt, as specified in the Position Classification Plan, and are therefore subject to the FLSA in areas including hours of work and work periods, rates of overtime compensation, and other provisions. Hours worked beyond the FLSA statutory minimum will be compensated in the appropriate manner outlined below. In determining eligibility for overtime in a work period, only hours actually worked shall be considered.

Overtime work must be of an unusual, unscheduled, or emergency nature and be directed or authorized by the department head or authorized representative of the department head, in writing, in advance.

Whenever practicable, departments will schedule time off on an hour-by-hour basis within the applicable work week/period for nonexempt employees instead of paying overtime. When time off within the work week/period cannot be granted, overtime worked will either be paid at a rate of one and one-half times the employee's regular rate or as compensatory time at a rate of one and one-half hours for each hour of employment for which overtime compensation is required, in accordance with FLSA regulations.

Overtime Pay: