

# Overtime for Part-time Employees Policy Town of Alstead

## 1. Purpose

The Town of Alstead's Overtime for Part-time Employees Policy is designed to:

- a. Limit part-time employees from working over forty (40) hours except in exceptional circumstances.
- b. Promote public confidence in the amount of overtime pay annually budgeted.

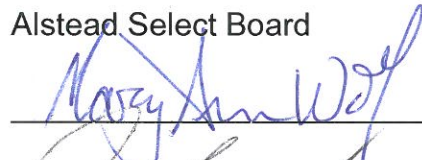
## 2. Procedures

- a. The Select Board must be notified **before** any part-time employee works overtime.
- b. The department head shall contact the Office Administrator by phone, in person or via electronic communication.
- c. The Office Administrator shall contact the Select Board.
- d. At the discretion of the Select Board, an emergency meeting shall be scheduled.

## 3. Exceptions

Exceptions to the policy will be determined on a case-by-case basis by the Select Board.

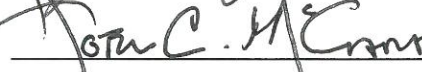
Alstead Select Board



Mary Ann Wolf, Chair



Joseph Levesque, Vice Chair



Joel McCarty

September 28, 2021