

**Riverside Cemetery District
Board Policy**

OVERTIME/COMPENSATORY TIME

Policy 67

The District does not pay overtime hours to fulltime, salaried employees (Office Manager, Sexton and/ or Assistant Sexton). The District does participate in compensatory time benefits for these employees in lieu of monetary overtime compensation. Compensatory time is time off awarded for hours providing funeral services on weekends and/or for situations deemed emergencies requiring work after regular business hours (excluding attendance of regular monthly board meetings).

A compensatory time bank record for each fulltime employee shall be provided to the Board on a monthly basis by the Office Manager. This time bank begins on January 1 and ends on December 31, and any time remaining unused on December 31 is lost.

Compensatory time can be used at the discretion of the appropriate supervisor. Any compensatory time logged at the time of release or termination of employment will be paid to the employee at the time-for-time rate.

Those employees classified as hourly, nonexempt employees will be paid overtime as required by state statute at a rate of time and a half.

Revised: 11/14/2006