



**BOARD OF SELECTMEN
TOWN OF SEEKONK**

**ADMINISTRATIVE POLICY #71
COMPENSATORY/FLEX TIME FOR SALARIED EMPLOYEES**

It is recognized that a professional and/or managerial salaried employee may devote a great amount of extra time outside the normal office hours to the business of the TOWN. To that end, a salaried employee, who is deemed an “exempt” employee under the Fair Labor Standards Act, may be allowed to take compensatory/flex time. The use of compensatory/flex time is subject to the reasonable approval of the Board of Selectmen through its Town Administrator during said normal office hours at such time that the employee reasonably determines will not adversely impact departmental operations.

Compensatory/flex time may be accrued for each hour worked over fifty (50) hours in a given workweek, shall be limited to a total accrual of eighty (80) hours in a fiscal year, and unused compensatory/flex time shall not be carried over from one fiscal year to a subsequent fiscal year. Once approved by the Town Administrator, the accrual of compensatory/flex time earned shall be recorded and maintained in the Town’s financial system, which is to be managed in coordination with payroll. The request from an employee for the use of compensatory/flex time shall not be unreasonably withheld.

In no event shall the employee be allowed to seek reimbursement for compensatory/flex time earned. Rather it is assumed that as a professional position the employee may from time to time request a reasonable amount of time off in recognition of the time over and above the normal workweek that he/she serves the town as outlined by this policy.