



Board of County Commissioners

Administrative Committee

RESOLUTION AMENDING SALEM COUNTY POLICY AND PROCEDURE MANUAL

WHEREAS, the Salem County Board of County Commissioners have been given authority to regulate the internal affairs of the County through NJSA 1:6-10; and

WHEREAS, the Salem County Board of County Commissioners adopted the Personnel Policies and Procedure Manual on January 7, 2007, by Resolution 2007-71 as a guide to uniform personnel administration with the County of Salem; and

WHEREAS, the policies have been drafted as a living document that can be reviewed and changed as needed; and

NOW, THEREFORE, BE IT RESOLVED by the Salem County Board of County Commissioners that sections of the County's Personnel Policy & Procedure Manual be revised according to the attached changes and that the changes will take effect immediately.

I hereby certify the foregoing to be a true resolution adopted by the Salem County Board of County Commissioners on February 18, 2026.


STACY L. PENNINGTON
Clerk of the Board

RECORD OF VOTE

COMMISSIONER	RESOLUTION MOVED	RESOLUTION SECOND	AYE	NAY	ABSTAIN	ABSENT
Deputy Director Taylor	✓		✓			
Commissioner Timmerman			✓			
Commissioner Collier			✓			
Commissioner Ramsay		✓	✓			
Director Laury			✓			

✓ Indicates Vote

Department Initials _____

IV. CLASSIFICATION AND COMPENSATION POLICY

Overtime

Overtime work shall be limited to operational necessity and must be approved in writing in advance by the Department Head or his or her designee.

Eligibility

Overtime provisions apply to nonexempt employees in accordance with applicable law. Nonexempt employees shall be compensated at one and one-half times (1.5) their regular rate of pay for overtime hours worked, unless otherwise provided in an applicable collective bargaining agreement.

Unless otherwise provided by a collective bargaining agreement, an employee's regular hourly rate shall be determined by dividing the employee's annual rate of pay by the number of hours the employee is scheduled to work in a year.

Employees Regularly Scheduled Up to 40 Hours

Unless otherwise provided by a collective bargaining agreement, employees who are regularly scheduled to work fewer than forty (40) hours per week shall be compensated at straight-time pay for hours worked in excess of their regular schedule, up to forty (40) hours in a workweek. Overtime compensation at one and one-half (1.5) times the regular rate shall apply to hours worked in excess of forty (40) hours in a workweek.

Overtime Compensation (Nonexempt Employees Not Covered by a Collective Bargaining Agreement)

Nonexempt employees not covered by a collective bargaining agreement shall be compensated at one and one-half (1.5) times their regular hourly rate for the following:

- Hours worked in excess of forty (40) hours in a calendar week.
- Work performed on a Sunday.
- Work performed on the employees' normally scheduled day off (full-time employees only).
- Work performed on an official holiday.
- Hours worked in excess of eight (8) hours in a workday, unless part of a regularly scheduled shift exceeding eight (8) hours.
- Hours worked in excess of twelve (12) hours in a workday for employees assigned to twelve-hour shifts.

For purposes of calculating overtime, paid leave time, including vacation leave, administrative leave, sick leave, and bereavement leave, shall **not** be considered hours worked.

Double-Time Compensation

Double-time compensation (two times the regular hourly rate) shall be paid only where expressly provided in an applicable collective bargaining agreement and only under the conditions specified therein.

No Pyramiding of Premium Pay

There shall be no pyramiding or duplication of premium pay. Employees shall receive only the highest applicable premium rate for any given hours worked and shall not receive multiple premium payments for the same hours.