

**County of Gloucester
Human Resources Manual**

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| CHAPTER: | 4 – COMPENSATION | ADOPTED: 3/7/06 |
| SECTION: | 1 – SALARY AND WAGES | REVISED: 5/22/24 |

All aspects of providing compensation will be carried out in compliance with NJSA 11A and NJAC 4A (4A:3-4.1). Additionally, the County complies with all legal mandates as dictated by the New Jersey Department of Labor and Workforce Development and the U.S. Department of Labor, most especially the Fair Labor Standards Act (“the FLSA”) and the New Jersey Wage and Hour Law.

As applicable, the County establishes compensation for employees in concert with the recognized bargaining agent(s) of the employees. All phases of the compensation plan for these employees are administered according to the terms of the appropriate negotiated agreement(s).

Call-in pay will be in accordance with the terms of the appropriate negotiated contract. Employees called for emergencies shall be paid according to the terms of the negotiated contract.

Employees should refer to HR 4.4 for further compensatory information concerning overtime and compensatory time.

Department Head/designee:

Provides authorization to the supervisor and/or employee before scheduling overtime, except in emergency situations.

Ensures that overtime is distributed equitably as much as possible among employees in the same job classification.

Makes certain compensatory time off is used in the same pay period in which any this time was earned whenever possible.

Oversees the scheduling of compensatory time that falls after the pay period in which the overtime was earned.

Ensures that they are notified by the supervisor and/or employee of the use of emergency overtime by the beginning of the next work day following the emergency.