



# Madison County Human Resources Department

Mark Houston, County Administrator ▪ Loretta D. Phillips, Director

(AMENDED)

## OVERTIME POLICY

For exceptional situations in which overtime must be worked and approval cannot be obtained beforehand, the department head or supervisor must be notified of the overtime no later than the next business day.

Due to the unique nature of work performed by the Road Crew Department, in the event of an operational emergency, such as a natural disaster, some employees are expected to be available. Therefore, Road Crew employees will be compensated at their standard overtime rate effective immediately upon reassignment to their emergency duties from the Director.

John Bell Crosby, *District One*  
Ronny Lott, *District Two*

Gerald Steen, *District Three*  
Karl M. Banks, *District Four*

Paul Griffin, *District Five*  
Cynthia Parker, *Chancery Clerk*