

### Motion on Clerical Overtime

In order to contain costs I move to direct the Town Manager to restrict overtime for clerical staff without prior approval from the Department Head and the Town Manager. Justification for the overtime request, including the quantity of hours requested, should cite the need for the work in question to be done immediately with an emphasis on why the work could not be completed within the standard work week. This order shall not apply to work done to support the operations of Channel 22, the Zoning Board, the Conservation Commission, and the Budget Committee.