



HONORABLE MAYOR  
WILLIAM LANTIGUA

**EXECUTIVE ORDER 2010-05**

**Curtailling Over Time For All Municipal Employees outside of the Police and Fire  
Departments**

By order of William Lantigua, Mayor of the City of Lawrence, Massachusetts, effective *immediately*, no municipal agent, servant, officer, or employee, other than those working in a managerial or supervisory capacity to which overtime laws do not apply, and other than those working in the Police and Fire Departments, shall perform labor or services beyond normal business hours or work period, or otherwise obligate the city to pay overtime wages, unless such hours and wages are agreed to in writing, in advance, by Mayor William Lantigua and Fiscal Overseer, Robert Nunes.

For each and every instance of overtime wages requested, the respective Department Head must submit a written request for authorization of the time or wage, and receive written, advance, approval from Mayor William Lantigua, and Fiscal Overseer, Robert Nunes, before the individual conducts work beyond the customary work period.

With respect to employees within the Police and Fire Departments, the prohibition against overtime hours and wages, and the pre-approval therefore, shall not apply. However, the Police and Fire Chiefs shall submit a weekly report, due no later than 12:00 P.M. on Monday of each week hereafter, detailing the amount of overtime incurred during the week immediately past, the names and pay rates of the employees incurring such hours and wages, the amount of the wages incurred by each individual and the specific purpose or reason why the overtime wages were required (including whether there were other employees available to perform the work on a "straight-time" basis).

There shall be no exceptions to this Order.

This Order shall not be modified in any manner or form except by further Order of William Lantigua, Mayor of the City of Lawrence, Massachusetts.

WITNESS my hand and seal this 19th day of May, 2010.

William Lantigua, Mayor