

3 PERSONNEL

3.2 Wage & Salary Administration

3.2.5 Sunday Hours

Employees in grade levels 1 through 7 who are required to work on Sunday because of the Library's scheduling needs will be paid at 1.5 times the regular hourly rate.

3.2.6 Overtime/Compensatory Time

Library employees who qualify as "exempt employees" under the Fair Labor Standards Act are expected to work the hours necessary to accomplish their duties and will not be compensated for overtime worked. Employees in positions within grade levels 8 through 11 are considered exempt employees.

All other employees (grade levels 1 through 7) are "non-exempt" and are covered by the overtime provisions of the Fair Labor Standards Act. It may be necessary for non-exempt employees to work overtime on occasion, but not as a regular practice. All overtime work must be approved in advance by the department manager. A non-exempt employee who works in excess of 40 hours in a single work week must receive payment for the overtime hours at time and one-half the employee's regular hourly wage.

In lieu of overtime pay, the library may offer and an employee may agree to receive compensatory time at a rate of one and one-half hours for each hour of overtime worked, to a maximum of 12 hours. The department manager must notify the employee of the intent to give compensatory time in lieu of cash prior to performance of the work, and the employee must be willing to accept compensatory time in lieu of payment, without coercion or pressure. This agreement or understanding must be documented in the form of a memorandum from the manager to the employee.

Employees should arrange with their supervisors to use accrued compensatory time before the end of the next pay period after the compensatory time is earned. Upon termination of employment, an employee will be paid for unused compensatory time pursuant to the Fair Labor Standards Act.

Exempt employees generally will not be required to record or report their exact hours of work during the work week, although exceptions may be made by the Director. However, exempt employees are required to complete a time card for a 40-hour week as required by the State Board of Accounts. Non-exempt employees are required to accurately record and report all hours worked in any work week, whether or not such work takes place during the regular scheduled hours of work of such employee(s).

Part-time employees may not work more than their scheduled hours without advance approval from the department manager.