

# Overtime

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The Library strives to ensure that employees are generally able to complete their work tasks within the work week (Saturday through Friday). All non-exempt employees are eligible to earn overtime, but only supervisors may authorize an employee to work hours exceeding forty (40) hours of scheduled work in a single work week. In other words, any scheduled work hours over the forty (40) hour limit in a single work week must be pre-authorized by the supervisor. (Exempt staff earn compensatory time. See Compensatory Time.)

Overtime is not earned due to an employee working over eight (8) hours in one (1) day. Overtime is accrued when an employee works over forty (40) hours in one (1) work week (Saturday through Friday).

Employees may not use any form of paid leave to create overtime. (For example, an employee cannot use Vacation Leave to create a 48-hour work week.) Hours earned for holidays do not count toward the 40-hour limit for overtime. (For example, an employee who worked 40 hours but also earned 8 hours for a closed holiday would be paid for 48 hours at the regular rate of pay and would not earn overtime.)

Overtime will be paid at the rate of one and one-half (1 ½) times the regular rate of pay for any hours worked over forty (40) within one (1) work week (Saturday through Friday).

Each work week (Saturday through Friday) is considered separately in computing overtime and all other pay.

It is the responsibility of employees to inform their supervisor when it becomes apparent that overtime may be earned in any given work week. Appropriate adjustments to scheduling will be made at the discretion of the supervisor to reduce or eliminate the need for overtime hours.

Employees may not “volunteer” time to the Library. If an employee is required by the Library to perform a task, then the time spent on the task will be paid. Employees may not use personal, unpaid time to complete any assigned, or

unassigned, work task. Employees who “volunteer” personal time to complete work assignments will be disciplined, up to and including termination.