

Chapter 6 Employee Benefits

Section 1 Overtime Compensation and Compensatory Time

- A. The Library Director is not required to submit a time sheet and shall not accrue compensatory time. Forms shall be provided for reporting the use of vacation time, personal holidays, sick leave.

- B. Managers, supervisory, and professional employees shall report their work hours on a time sheet and may be permitted compensatory time off on an hour for hour basis for additional hours worked in excess of the employee's regular hours of work.

In rare instances, managers, supervisory and; professional employees may be paid for unused compensatory time. However, this is clearly not a preferred option and authorization for these payments will be granted only after careful review and a finding that the payment of this unused compensatory time is a sound management decision for the Library.

The procedure for requesting payment of unused compensatory time for managers, supervisory; and professional employees is:

- 1. The Library Director shall prepare a written summary of the unique facts and circumstances, other management options considered, and the specific authorization requested in a written memorandum to the Personnel Committee of the Library Board.

 - 2. Upon receipt of the request, the Library Personnel Committee shall decide whether the request has merit.

 - 3. Any authorization for the payout of unused compensatory time granted by the Personnel Committee shall be specific as to the number of hours paid and established for a limited period of time.

 - 4. If the payout of the compensatory time requires any transfer of funds within a department budget or from the contingency account, the normal procedures for requesting and considering proposed transfers shall be followed and approval granted before any payments for unused compensatory time are made.
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- C. Other employees shall be paid at time and one half the regular rate of pay (or shall receive compensatory time off at time and one half) for all time worked in excess of forty (40) hours per week at the discretion of the Library Director. For purposes of this policy, a week shall begin at midnight Sunday and run through 11:59 p.m. the following Saturday.

- D. Overtime for employees in established part-time positions shall be on an hour for hour basis and may be paid or handled as compensatory time at the discretion of the Library Director. If such an employee should exceed forty (40) hours in a week the overtime provisions in Paragraph (c) shall apply.
- E. Prior approval must be obtained for all overtime hours worked and overtime hours worked without prior approval shall be subject to review and reasonable approval/disapproval upon proper request in writing.
- F. Compensatory time off shall be scheduled by the employee's immediate manager in accordance with Library payroll procedures. Compensatory time shall be reviewed on a regular basis by the Library Director who may require the scheduling of compensatory time off to reduce the amount of time earned.