



WADSWORTH PUBLIC LIBRARY EMPLOYEE MANUAL

Chapter: Compensation
Section Number: 4.6
Section Name: Overtime Compensation
Last Revised: 8/11/2009

- A. The workweek shall consist of seven (7) days beginning at 12:01 a.m. on Sunday and ending at 12:00 a.m. on Saturday.
- B. A normal workweek for full-time employees consists of thirty-eight (38) hours, but it may sometimes be necessary for full-time employees to work hours in excess of their scheduled thirty-eight (38) hour week.
- C. NON-EXEMPT EMPLOYEES
 - 1. Non-exempt employees are those employees who *do not* hold positions that are executive, administrative, professional, or computer as defined by the Fair Labor Standards Act.
 - 2. Non-exempt employees must receive prior approval from their immediate supervisor before working over thirty-eight (38) hours. Time worked by non-exempt employees between thirty-eight (38) and forty (40) hours in a workweek will be compensated on an hour for hour basis with compensatory time. Time worked over forty (40) hours is considered overtime.
- D. EXEMPT EMPLOYEES
 - 1. Exempt employees are those employees who hold positions that are executive, administrative, professional, or computer as defined by the Fair Labor Standards Act.
 - 2. Exempt employees are not subject to overtime.
- E. All overtime work by non-exempt employees must be prior approved by the Director. When overtime work cannot be avoided, non-exempt employees will be compensated at one and one-half (1 ½) hour rate for each hour worked. Sunday work will not be considered time worked for purposes of overtime.
- F. For overtime calculation, the time in active pay status, when an employee is not actually working (e.g., sick leave, vacation or holidays), is not considered time worked.
- G. Non-exempt employees are prohibited from working additional hours without pay.
- H. Employees may be required to work overtime under special circumstances and will be compensated accordingly.