



WADSWORTH PUBLIC LIBRARY EMPLOYEE MANUAL

Chapter: Compensation
Section Number: 4.7
Section Name: Compensatory Time Policy
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. Each workweek stands alone for wage and hour purposes.
- 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 normally 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) is considered overtime and is subject to the Overtime Policy. (See **Section 4.6** 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. The following rules apply to both exempt and non-exempt, full-time employees:
 - 1. For Compensatory time, 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. Sunday work will not be considered time worked for purposes of compensatory time.
 - 2. Compensatory time must be used within four (4) months of its accumulation or it will be paid.
 - 3. The total annual accumulation of compensatory time may not exceed thirty-eight (38) hours.
- F. An employee may apply compensatory time to an approved family and medical leave at his/her own discretion. Employees wishing to do so should contact the Business Manager.