

Hedberg Public Library
B206 Overtime, Compensatory Time, and Flexitime
Board Policy
Last update – November 2005

Overtime and Compensatory Time

Under the Fair Labor Standards Act (FLSA), eligibility for overtime pay and compensatory time are specified. All employees, except those exempt from FLSA, are to be paid or given time and one-half for any hours worked in excess of 40 hours a week.

Exempt employees are those classified as executive, professional, or administrative. Positions classified as exempt:

Director
Assistant Director
Department Heads
Business Manager
Computer Systems Manager
JATV Manager
Public Information Coordinator

Librarians
Adult Program Coordinator
Computer Systems Specialist
JATV Production Manager
Operations Coordinator
Volunteer Coordinator
Building Operations Technician

The FLSA designation for each employee shall be determined by the director, and shall be reviewed on a periodic basis.

For purposes of this policy, compensatory or comptime refers to time given in lieu of overtime payments at the rate of one and one-half (1 ½) hours for each hour of overtime worked. Flexitime refers to schedule adjustments where overtime compensation isn't required.

Non-Exempt Full-time Employees

The library's policy is to avoid, whenever possible, overtime for non-exempt staff. Overtime is defined as time worked above 40 hours in HPL's 7-day workweek. If overtime is necessary, and approved in advance by the director or assistant director, non-exempt employees are eligible for compensatory time in lieu of overtime payments at the rate of one and one-half (1 1/2) hours for each hour of overtime worked.

Overtime does not include hours worked in excess of 8 hours a day unless more than 40 hours are worked in HPL's one-week pay period.

Under the FLSA, vacation, holidays, and sick leave will not be considered as time worked in computing overtime.

Comptime must be taken within the same pay period that the overtime was worked.

Overtime pay for FLSA nonexempt employees must be given even if the overtime work is not authorized. In such cases, the employee will be warned that working unauthorized overtime will lead to disciplinary action.

Exempt Full-time Employees

In the case of executive, professional, or administrative employees, it is generally expected that staff can complete their work in a normal (40 - 45 hr.) workweek.

However, it is implicit by the nature of their positions that time beyond the normal work schedule may be required. Exempt employees are encouraged to take advantage of flextime scheduling within a pay period to minimize excessively long hours.

Part-time Exempt and Non-Exempt Employees

The Fair Labor Standards Act applies to employees working over 40 hours a week. When part-time staff members work more hours than their normal workweek, they are paid on a straight-time, hour-for-hour basis. Supervisors must approve, in advance, additional hours for part-time staff.

If part-time employees work over 40 hours a week, the library's overtime, flextime and comptime policies for exempt and non-exempt staff will apply, as appropriate.