

North Olympic Library System

Policy 2-2 Hours of Work and Overtime/Compensating Time Adopted by NOLS

Board, Jan. 1, 1977

Latest Revision adopted by Board: Sept. 26, 1991

A. POLICY STATEMENT

It is the policy of the Library to establish and maintain staff work schedules as necessary to provide optimum service to the public within the Library's budget.

B. NORMAL FULL-TIME WORK SCHEDULE

The normal full-time workday shall be consistent with the schedule contained in the most recent Collective Bargaining Agreement. The normal work week begins at 12:01 a.m. Friday and ends midnight the following Thursday.

C. PART-TIME WORK SCHEDULES

Part-time work schedules shall be established as may be necessary to facilitate timely service to the public within the Library's budget.

D. RELIEF PERIODS

1. Each regular or temporary full-time staff member shall receive two (2) fifteen (15) minute relief periods, or one (1) thirty (30) minute relief period in each day's work schedule, except in cases of emergency which prevent the taking of such relief periods. Relief periods shall occur such that service to the public will not be impaired. Such relief period time shall not be added to the normal lunch period or taken at the end of a work shift, unless approved in advance by the employee's supervisor.
2. Each regular or temporary part-time staff member shall receive one (1) fifteen (15) minute relief period for each four (4) consecutive hours worked. Such a relief period shall occur approximately midway through the employee's shift. Employees scheduled for a work shift of less than four (4) hours but more than three (3) hours shall receive one (1) ten (10) minute relief period. Relief periods shall occur such that service to the public will not be impaired.

E. OVERTIME AND COMPENSATING TIME OFF

Excluding employees working flex-time, continuous operations (as defined in the most recent Collective Bargaining Agreement) or employees with a bona-fide exemption from the requirements of the Fair Labor Standards Act, all time in paid status assigned and authorized in advance by the employer in excess of the full-time work schedule described in section B of this policy shall be paid at the rate of one and one-half (1 ½) times the regular straight time rate of pay. The employee may request compensatory time off equivalent to one and one-half (1 ½) hours for each hour of overtime worked in lieu of overtime pay, which must be taken in accordance with the Fair Labor Standards Act. The accrual of compensatory time is limited to the equivalent in

hours of one full-time work week. Accrued compensatory time must be used during the calendar year in which it is earned, with exception of compensatory time earned during the month of December, which will be carried over into the next year's accrual.

F. ADMINISTRATION

The Library Director shall be responsible for the administration of the Hours of Work and Overtime/Compensating Time Policy.