



## Policy HR 7.2 Overtime and Compensatory Time

Adopted by the Library Board of Trustees: 01/24/2013

Vacant positions, temporary absences or demand for service may require non-exempt employees to work beyond their budgeted work schedules. Non-exempt full-time employees represented by a collective bargaining agreement (CBA) are entitled to compensation for overtime in accordance with CBA agreement and the Fair Labor Standards Act. Non-exempt part-time employees who are required to work beyond their budgeted work schedule are not scheduled for more than 37.5 hours per week.

Non-exempt full-time employees working in an excess of forty (40) hours per week will be paid at a pay rate that equals one and one-half (1.5) times the employee's regular rate of pay. The employee may choose compensatory time at the rate of one-and-one-half (1.5) hours for every hour of overtime worked, instead of overtime pay. An employee is not required to work overtime and may decline without negative consequences.

Employees who are exempt from FLSA are not eligible for overtime or compensatory time.

### **I. Administration**

All supervisors and managers are responsible for managing this policy.