

# ***Warren-Newport Public Library District*** **Staff Manual**

## **507 Overtime**

Effective Date: 07/12/2006

Revision Date: 08/02/2010; 03/17/2020

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime compensation is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. If 40 hours in a work week is not exceeded, overtime compensation may take the form of compensatory time off or additional pay at straight time; the Department Manager will decide which form of compensation will be given. Overtime in excess of 40 hours in a work week will be compensated at time and one half and may be taken either as additional pay or as compensatory time, subject to the agreement of the employee and the Department Manager.

An employee may take compensatory time only with the approval of her or his supervisor. Compensatory time must be taken within three months of the date it is earned and whenever possible should be taken during the pay period in which it is earned.

Employees who work overtime without receiving prior authorization from the supervisor may be subject to disciplinary action, up to and including termination of employment.