

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

280 Normal Weekly Hours

Effective Date: 07/012/2006

Review/Revision Date: 02/08/2013; 08/15/2017

Calculation of Normal Weekly Hours: Normal weekly hours are used primarily, though not exclusively, for benefits calculations. Normal weekly hours are established through current WNPLD personnel records only and represent the number of hours an employee is expected to work in one week. The "Normal Weekly Hours Form" controls the calculation of benefits until a "Status Change Form" is filed with the Executive Director. Weekly variations in hours actually worked do not constitute a change in the employee's normal weekly hours.

For employees who work an unbalanced or irregular schedule, normal weekly hours will be calculated by dividing the total number of hours that the employee is expected to work in one year (according to the form listed above) by 52 weeks.

For most employees, a "week" for the purpose of calculating normal weekly hours runs from Monday through Sunday.

Maximum Benefit Hours Allowed in One Day/Week Benefit hours cannot be combined with hours worked or with other benefit hours to increase an employee's compensable hours to more than 8 hours per day or 40 hours per week unless permission is granted in writing by the Executive Director. Such permission will only be given in extraordinary circumstances.