Hourly-Paid Work Hours and Overtime Policy

Background and Policy Overview

The library is budgeted annually for hourly staff to work 37.5 hours per week (with the exception of Records Management – 40 hours per week, which was grandfathered in when Records Management became a part of the Library) for a total of 75 hours per pay period. Additional hours are only added when approved by a supervisor and the department head.

Policy

Working Up to 40 Hours per Week

There are certain times when staff may be asked to work up to 40 hours per week based on position vacancies and other internal needs. The staff supervisor will approve the additional hours. The staff supervisor will track the number of hours worked above the 37.5 hour/week for an individual and will report the additional hours accordingly to the Library Administrative Office at the end of the extended work period.

Weekend Shifts

Staff scheduled to work a weekend shift must take time off the same week within the pay period as the scheduled weekend shift to avoid overtime hours during the week. Staff may work up to 40 hours per week for one week and 35 hours the second week in the pay period to stay within the 75 hours.

Overtime Hours

Overtime hours (over 40 hours/week) should not be incurred as much as possible to stay within our fixed compensation budget. Rare instances of overtime hours, if anticipated, must be approved in advance by both the supervisor and the department manager.