

Wisconsin Valley Library Service Personnel Policy & Employee Handbook – draft revision

SECTION 3 – HOURS OF WORK AND ATTENDANCE

OVERTIME

1. The Fair Labor Standards Act states that overtime is determined only after an employee works (with his/her supervisor's authorization) over 40 hours in a designated work week. A work week is defined as any continuous 168-hour period. Work is defined as time on the job, and does not include paid time off (i.e. personal leave, holiday time off, sick time, vacation time, etc.)
2. Exempt personnel may be permitted compensatory time off on an hour for hour basis.
3. All overtime must be approved in advance by the Director. All non-exempt employees must reduce their hours worked on another day within the same work week if the additional time worked would put their work week over 40 hours.
4. All employees (except the Director) are subject to the same reporting requirements i.e., completion and submission of time sheets for reporting overtime accumulation and compensatory time usage every 40 days, as well as reporting it on the official bi-weekly time sheets.
5. Staff members (except the Director) terminating employment shall be paid for no more than **40 16** hours of accrued compensatory time. No overtime hours will be approved after official notification of termination/resignation. Under no circumstances will compensation be paid for unused compensatory time upon the separation of the Director.

Add:

- 6. All accrued compensatory time must be used in the year it was earned. All employees (except the Director) will need to use any remaining compensatory time in the final pay period of the year. All employees (except the Director) will have a zero compensatory balance starting the first pay period of a new year.**