

SH 120 Hours

SH 120.1 – Administrative Procedures: Wages and Hours; Overtime Pay

Revised: 08/10

These procedures implement the policy of the Metropolitan Library Commission insuring compliance with the Fair Labor Standards Act.

Procedure

1. Reporting of Hours

Unless exempt and excluded by the Executive Director, every employee will, at the end of each pay period, complete a time record, sign it and submit it to his or her supervisor, who will certify its accuracy and transmit it to the Business Office in a timely manner as prescribed by that office.

2. Requesting and Reporting Overtime

- A. Normally, if a supervisor anticipates an overtime situation during a given week, schedules should be adjusted to offset this time within the same work week (defined as 12:01 a.m. Monday through 12 midnight Sunday) for the person or persons performing the work. This is a routine supervisory procedure requiring no approval by superiors.
- B. In a situation requiring overtime for which no schedule adjustment is possible within the same work week, the supervisor will notify the appropriate Ad Team level administrator of the circumstances as soon as possible. Immediately after such overtime has been performed, the supervisor will report to the same administrator the actual overtime hours worked. The memorandum, bearing the endorsement of the administrator, is submitted to the Business Office and then authorizes payment of the overtime in the first possible pay period.

3. Identification of Exempt Employees

Within the guidelines provided by the U.S. Secretary of Labor, the Executive Director has identified the following positions as exempt from overtime provisions:

- Accountant
- Accounting Manager
- Assistant Manager of Library Operations
- Benefits Manager
- Cataloging Manager
- Children's Services Coordinator
- Computer Operations Supervisor
- Coordinator of the Friends of MLS

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Deputy Executive Director/Library Operations
Deputy Executive Director/Materials & Outreach
Deputy Executive Director/Technology
Director Executive Director/Finance & Support
Director of Library Operations
Director of Construction Management
Director of Development
Director of Facilities Maintenance
Director of Human Resources
Director of Information Technology
Director of Marketing and Communication
Director of Outreach Services
Employee Development Coordinator
Employment and HRIS Manager
Executive Director
Facility Project Manager
Headquarters Manager (HQM)
IT Manager
Manager of Library Operations I
Manager of Library Operations II
Manager of Web Development and Support
Materials Selection Manager
Researcher
Security Manager
Technical Processing Manager
Visual Communications Manager
Volunteer Coordinator
Webmaster
Young Adult Services Coordinator

4. Identification of Employees Excluded from Time Record Reporting

Employees in the positions designed as exempt in Provision 3 above are also identified and designated as those excluded from completion of time sheets.

Employees in positions identified as exempt in Procedure 3 above will be subject to the following provisions:

- Deduction will be made when the employee is absent from work for personal reasons other than sickness or accident. Deductions will be made only after the employee has exhausted his or her leave balance. If the employee is absent for less than a day, he or she must be paid for the full day.

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- Deductions will be made for absences caused by sickness or disability (including industrial accidents). Deductions will be made only after the employee has exhausted his or her accrued leave balances. If the employee is absent for less than a day, he or she must be paid for the full day.
- In cases where the Family and Medical Leave Act apply, pay will be deducted for absences of less than one full day. Deductions will be made only after the employee has exhausted his or her accrued leave balances.
- Suspensions (imposed leave without pay) imposed in good faith for infractions of significant safety rules do not affect the employee's salaried status.
- An exempt employee need not be paid his or her full weekly salary during the first and/or last weeks of employment. The salary will be prorated based on the number of days actually on the payroll.