

# **SH 120 Hours**

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

*Revised: 10/11, 01/17*

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

### **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 and electronically approve it by the prescribed deadline. The supervisor will certify its accuracy and approve it in a timely manner as prescribed.

All employees will receive regular compensation for hours they are normally scheduled to work when the libraries close for inclement weather (or other emergencies). Non-exempt employees should use the "Inclement Weather" designation when entering the hours on their time card. Inclement Weather time is not counted as time worked towards the 40-hour workweek for overtime purposes.

Employees scheduled to work on a partial inclement weather day will be paid for the inclement weather time. An employee that chooses not to come to work for the remainder of the work day will need to either: 1) obtain supervisor approval for a workweek schedule adjustment, if available and deemed necessary, to make up the time; or 2) use leave, if available, for the remainder of the scheduled work day. Employees scheduled to be on leave during a closure will not be eligible for Inclement Weather time.

#### **2. Requesting and Reporting Overtime**

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.

#### **3. Identification of Exempt Employees**

Within the guidelines provided by the U.S. Secretary of Labor, the executive director identifies positions that are exempt from the overtime provisions. These positions are designated on the Job Description as FLSA Status: Exempt.

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### **4. Identification of Employees Excluded from Time Card Reporting**

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

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

- Deductions will be made when the employee is absent from work for personal reasons other than sickness or disability. 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.
- 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 in the payroll period.