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Richmond Heights Memorial Library COMPENSATORY TIME AND OVERTIME PAY

All hourly employees will receive one and one-half (1-1/2) times their base rate of pay for overtime hours worked. Overtime hours are defined as all actual hours worked in excess of forty (40) hours in any work week. Compensatory time is limited to forty (40) hours.

All employees working on Sundays will receive one and one-half (1-1/2) times their base rate of pay.

Limits may be extended or lifted at the discretion of the Library Director under special circumstances.

Overtime does not apply to exempt employees. These professional, management and administrative employees are required to work the number of hours necessary to ensure that their jobs are completed in a proper and timely manner.

On occasion, when irregular and unscheduled overtime work for hourly employees is required, compensatory time off may be allowed on the basis of equal time for overtime worked within the weekly 40-hour work period. If outside the work period, compensatory time shall be recorded and taken at one and one-half (1-1/2) times the time worked. Employees cannot receive both compensatory time and overtime as compensation for the same overtime hours worked.

Employees will not be allowed to receive monetary compensation for accrued compensatory time except in cases with extenuating circumstances, as determined by the Library Director.

Any employee called in during unscheduled hours shall receive a minimum of two (2) hours pay unless it is a direct extension of normally scheduled working hours.

Work Week

FLSA Overtime applies on a work week basis. An employee's work week is a fixed and

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regularly recurring period of 168 hours — seven consecutive 24-hour periods. The Library’s work week begins on Monday and ends at the close of the following Sunday.

Normally, overtime pay earned in a particular work week must be paid on the regular pay day for the pay period in which the wages were earned.

Work week and Work day: The work week includes all time during which an employee is necessarily required to be on the employer's premises, on duty or at a prescribed workplace. "Work day", in general, means the period between the time on any particular day when such employee commences their "principal activity" and the time on that day at which the employee ceases such principal activity or activities. The workday may therefore be longer than the employee's scheduled shift, hours, or tour of duty. During each work week cycle, pay for all non-exempt employees is calculated as follows:

As stated above, a work week consists of those hours worked between Monday and Sunday of each week. Non-exempt employees will receive regular rate of pay or straight pay for all actual hours worked up to 40 hours in a work week. All employees working on Sundays will receive one and one-half (1-½) times their regular rate of pay. Overtime is due to employees that exceed 40 actual hours worked in a work week. Actual hours worked are those hours actually worked by the employee. Time that will not be credited as actual hours worked shall include the following reasons:

TABLE A

• Jury / Witness Duty	• Suspension
• FMLA Leave	• Military Leave
• Authorized Leave With Pay	• Funeral Leave
• Authorized Leave Without Pay	
• Unauthorized Leave of Absence	

Time that will be credited as actual hours worked shall include the following leave reasons:



TABLE B

• Paid Time Off	• Mandatory Training
• Compensatory Leave	• Holiday Leave

Home to Work Travel: An employee who travels from home before the regular workday and returns to their home at the end of the workday is engaged in ordinary home to work travel, which is not work time.

Adopted by the RHML Library Board of Trustees January 16, 2024