

Compensatory Time	Approved by: Board of Trustees	Date:	01/27/98
		Revised Date:	12/06/11 2/16/16

If a full-time employee must work thirty (30) minutes or more beyond their forty (40) hour scheduled work week for reasons that are beyond their control, approval must first be obtained from the library director for compensatory time to be granted. There is no provision for overtime pay-and none will be granted.

If circumstances require an employee to earn compensatory time, it will be granted at a rate of 1.5 hours per hour worked. Compensatory time must be taken within the pay period in which it is earned.

Compensatory time is not intended to supplant annual leave or sick leave. It is not earned when an employee attends a workshop or conference that might exceed their regular hours. It is not intended to be used by staff to "catch up" on work outside regularly scheduled work hours.

Compensatory time is not available to exempt staff members who operate on flexible and adjustable schedules in the performance of their duties.

