**Overtime, Flex-Time, and Compensatory Time Policy**

**Non-Exempt Full-time Employees (Hourly)**

The library's policy is to avoid, whenever possible, overtime for non-exempt staff. Overtime is defined as time worked above 40 hours in HPL’s 7-day workweek. If overtime is necessary, and approved in advance by the director or assistant director, non-exempt employees are eligible for overtime payments at the rate of one and one-half (1 1/2) hours for each hour of overtime worked.

Overtime does not include hours worked in excess of 8 hours a day unless more than 40 hours are worked in a week.

Under the FLSA, vacation, holidays, and sick leave will not be considered as time worked in computing overtime.

Overtime pay for FLSA nonexempt employees must be given even if the overtime work is not authorized. In such cases, the employee will be issued a written warning that working unauthorized overtime will lead to disciplinary action.

**Exempt Full-time Employees (Salaried)**

In the case of executive, professional, or administrative employees, it is generally expected that staff can complete their work in a normal (40 - 45 hr.) workweek.

However, it is implicit by the nature of their positions that time beyond the normal work schedule may be required. Exempt employees are encouraged to take advantage of flextime scheduling within a pay period to minimize excessively long hours.

**Part-time Exempt and Non-Exempt Employees (Hourly)**

The Fair Labor Standards Act applies to employees working over 40 hours a week. When part-time staff members work more hours than their normal workweek, they are paid on a straight-time, hour-for-hour basis (unless the employee works more than 40 hours). Supervisors must approve, in advance, additional hours for part-time staff.

If part-time employees work over 40 hours a week, the library's overtime and flextime policies for exempt and non-exempt staff will apply, as appropriate.