



Overtime and Compensatory Time Policy

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The Library does not normally schedule overtime. These are rare occasions where non-exempt employees may need to work in excess of 40 hours during a work week. Non-exempt employees are eligible for overtime for all hours worked in excess of 40 in any work week. All overtime designated by your manager is approved overtime. If an employee works overtime without approval, the overtime must be paid; however the employee may be subject to disciplinary action.

Overtime is not earned due to an employee working over eight hours in one day. Overtime is only accrued in one of two ways:

1. When an employee works over forty hours in one week, Sunday through Saturday. Each work week is considered separately in computing overtime and all other pay.
2. Per KRS 337.050, an employee that works seven days during any one workweek shall be paid at the overtime rate for the time worked on the seventh day.

Overtime is paid at the rate of one-and-one-half times (1-½x) your regular hourly rate of pay. No sick, holiday, or vacation time is included in calculating overtime.

Compensatory time is granted to employees who are classified as exempt from regular overtime. Compensatory time is accrued by exempt employees who work more than their regularly scheduled forty hours during a work week, Sunday through Saturday.

Compensatory time may be earned and used in fifteen minute increments.

Use of compensatory time over a total of four hours must be approved in advance by the employee's supervisor. All requests for compensatory time must be submitted as a time off request, regardless of amount taken. All compensatory time accrued or used must be indicated on the employee's timesheet.

Employees must give a minimum of two weeks of notice for resignation or retirement submittals in order to be compensated for any unused compensatory time.

The Library is not required to provide compensatory time by the state or federal government. Compensatory time is provided as a benefit and a privilege. Abuse of compensatory time can lead to loss of some or all accumulated compensatory time, loss of the ability to continue accumulating compensatory time, loss of employment, or other disciplinary measures.