

## **WORK SCHEDULE, FLEX TIME, AND OVERTIME/COMPENSATORY TIME POLICY FOR ADMINISTRATIVE STAFF POLICY**

### **PURPOSE:**

It is generally expected that administrative staff can complete their work in a normal (37.5 hour) work week. However, it is implicit by the nature of their positions that time beyond the normal work schedule may be required.

### **POLICY:**

#### **Work Schedule**

The administration department - which includes the offices of assistant director, business, finance, human resources, public information, and facilities - operates between the hours of 8:30 a.m. and 6 p.m., Monday through Friday. All administrative staff members will work a set eight hour shift each day within these hours, which shall include a 30-minute unpaid lunch. Each employee's schedule will be approved by his/her supervisor and posted to the entire administrative team.

#### **Flex Time**

Under special and/or unusual circumstances, employees may request a temporary adjustment of their normal work schedule, referred to as a flex schedule, from their supervisor. Also, exempt employees are encouraged to take advantage of flex time scheduling within a pay period to minimize excessively long hours, for example, when the employee is required to work in the evening to attend a Board meeting or library event. Any request for flex time must be approved in writing via email. Supervisors must notify the executive director in writing via email of any flex schedule approved.

#### **Overtime / Compensatory Time**

It is generally expected that administrative staff can complete their work in a normal (37.5 hour) work week. However, it is implicit by the nature of their positions that time beyond the normal work schedule may be required. When required to work beyond their normal 37.5 hour schedule, non-exempt employees will be paid at their normal hourly rate until they have worked 40 hours, and then at a time-and-a-half rate for each hour worked thereafter.

Compensatory time is paid time off granted to an **exempt** employee who has done unusual and significant work outside of the expected work schedule, for example, when an employee is required to present at multiple community meetings during the Library's budget cycle. Exempt employees are strongly encouraged to take advantage of flex time scheduling within a pay period to minimize excessively long hours, however, when that is not possible, exempt employees may earn compensatory time, upon the approval of the Executive Director, for time they are required to work beyond 37.5 hours. Compensatory time shall be earned in 30-minute increments and may be take in 30-minute increments subject to mutual agreement between the employee and his/her immediate supervisor. A

maximum of 30 hours compensatory time may be accrued annually. Compensatory time may not be carried over from year to year. Library policies are posted on the Albany Public Library web site ([www.albanypubliclibrary.org](http://www.albanypubliclibrary.org)) and are available upon request. Requests should be directed to: Executive Director, Albany Public Library, 161 Washington Avenue, Albany, New York, 12210, (518) 427-4300.

**PROCEDURE:**

As stated above.

**RESPONSIBILITY:**

It is the responsibility of the Administrative Staff to ensure compliance with this policy.

**APPROVED/REVIEWED:**

Adopted: October 2013

Reviewed: April 2018