

# Dixon Public Library District

## POLICY AND PROCEDURE HANDBOOK

**POLICY TITLE:** Work Week, Work Hours, Overtime and Compensatory Time  
**POLICY NUMBER:** 3010

**3010.1** This policy will apply to all non-exempt employees, as defined by state and federal law. Exempt employees are not entitled to overtime pay or compensatory time off.

**3010.2** The work week consists of seven (7) consecutive days from 12:01 A.M. Sunday through 12:00 midnight the following Saturday. A full-time work schedule is forty (40) hours in a work week.

**3010.3** The regular hours of work each day will be consecutive except for interruptions for meal and break periods.

**3010.4** Overtime is defined as:

**3010.4.1** Time worked in excess of eight (8) hours in a day;

**3010.4.2** Time worked in excess of forty (40) hours in a work week;

**3010.4.3** Time worked on a designated holiday.

**3010.5** Overtime work must be specifically authorized in writing by the District Librarian or the Administrative Support Manager. If seasonal peak work loads, emergencies, or other events of similar nature require it, the District Librarian or the Administrative Support Manager has the authority to require regular employees to work overtime hours. An employee's refusal to work overtime shall constitute grounds for discipline including, but not limited to, termination.

**3010.6** An employee may choose, for any particular three-month pay period, to receive paid compensation for overtime which has been authorized in advance or which is accrued due to conditions described in 3010.5.

**3010.6.1** The Library Commission may at any time suspend the option to receive paid compensation.

**3010.6.2** At the start of every fiscal year, the employer shall identify the four three-month pay periods, and shall further identify the first day of each period for purposes of Section 3010.6.3.

**3010.6.3** The employee shall notify the employer in writing on the first day of the pay period if any overtime work during that pay period is to be paid compensation. If such notification is not provided, any overtime work during that pay period is logged as compensatory time off ("CTO").

**3010.6.4** Employees shall receive paid compensation at a rate of one and one half (1 ½) hours for each hour of overtime worked.

**3010.6.5** No employee shall be compensated for more than one hundred twenty (120) hours of overtime in any fiscal year. Any overtime which is separately logged as compensatory time (as per Section 3010.7.2) is included for purposes of measuring the total number of hours permitted in this section.

**3010.6.6** In any fiscal year where an employee receives both paid compensation and accrues compensatory time off for overtime which has been authorized in advance or which is accrued due to conditions described in 3010.5, the total number of hours cannot exceed one hundred twenty (120).

**3010.7** If an employee does not choose to receive paid compensation in a particular pay period for overtime which has been authorized in advance or which is accrued due to conditions described in 3010.5, compensatory time off ("CTO") is accrued to be used as paid time off received in lieu of overtime compensation

**3010.7.1** Employees shall receive CTO at a rate of one and one half (1 ½) hours for each hour of overtime worked.

**3010.7.2** No employee shall be permitted to accrue more than one hundred twenty (120) hours of CTO. Any overtime which is separately logged as compensatory time (as per Section 3010.6.5) is included for purposes of measuring the total number of hours permitted in this section.

**3010.7.3** In any fiscal year where an employee receives both paid compensation and accrues compensatory time off for overtime which has been authorized in advance or which is accrued due to conditions described in 3010.5, the total number of hours cannot exceed one hundred twenty (120).

**3010.7.4** No employee shall be permitted to carry over more than forty (40) hours of CTO from one calendar year to another calendar year. In the event an employee has more than forty (40) hours of CTO, the employee must use all CTO in excess of forty (40) hours before the end of the calendar year or the employee will forfeit his or her right to that excess CTO.

**3010.7.5** When an employee wishes to use CTO, the employee shall submit a written request to the Administrative Support Manager or the District Librarian, who shall permit the employee to take CTO as soon as is practicable considering the normal work

schedule, anticipated peak workloads based on past experience, emergency requirements for staff and services, and the availability of substitute staff.

Adopted 02/27/2006  
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