

Buffalo & Erie County Public Library

PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: Overtime

CHAPTER: V

SECTION: 8

EFFECTIVE DATE: 6/82

REVISION DATE: 7/84, 4/86, 12/87, 1/90, 7/06, Modified for the B&ECPL effective 1/1/15

I. STATEMENT OF POLICY

Overtime is time worked by a full-time or regular part-time employee in excess of forty (40) hours per week or eighty (80) hours per pay period.

To the extent appropriations for overtime pay are available, and in strict accordance with the provisions of the respective bargaining agreements, employees requested to work overtime will be paid for hours worked in excess of their normal work day and/or work week and/or pay period, as applicable.

Where appropriations for overtime pay are not available, and as provided by bargaining agreements, employees will receive compensatory time off for overtime worked.

All overtime must be pre-approved by the department head or designee before it is worked.

II. GUIDELINES

A. Overtime Compensation

1. The methods of computing and paying for overtime work may vary between the respective bargaining agreements. Employees should refer to their collective bargaining agreements for further guidelines on overtime pay.
2. Premium overtime pay and compensatory time pay provisions will not normally apply to part-time or regular part-time employees. This is because, except during emergencies, they are not scheduled for more than eight (8) hours in a day and are scheduled for fewer than forty (40) hours per week.

B. Exclusions on Computing Overtime Hours and Pay

1. Certain paid time off is excluded from the overtime calculation. The appropriate collective bargaining agreement should be consulted for further details.
2. Both paid sick leave and paid personal leave days are specifically excluded in computing hours over forty (40) per week.
3. All other paid leave time, including paid lunch periods, compensatory time, and paid holidays, shall be counted as time worked in computing overtime hours.

C. Scheduled And Unscheduled Overtime

1. Scheduled overtime is defined as employee overtime required to replace an employee on a regular assigned shift, who is absent due to illness, vacation, etc. Scheduled overtime is unavoidable, non-discretionary overtime performed during normal departmental working hours.
2. Unscheduled overtime is defined as discretionary overtime performed due to unusual work requirements or during seasonal periods when a department's work load exceeds normal staff capabilities. Unscheduled overtime is usually performed outside of normal working hours for the department (weekends, nights, etc.).