

## **4.29 OVERTIME/TIMEKEEPING**

Every effort is made to allocate overtime work fairly and to the best interest of everyone. When overtime is necessary, employees will be notified as far in advance as possible. Employees are expected to work overtime if additional work effort is required to serve our customers. Non-exempt employees must have supervisory authorization prior to working overtime. Working unauthorized overtime is prohibited and may be disciplined, up to and including termination.

Overtime is paid only after a non-exempt employee has worked more than forty (40) hours during the work week. Holiday, vacation, personal, and sick time do not count as hours worked for purposes of overtime. All overtime is paid at one and one-half the employee's regular hourly rate.

All employees must fill in daily time sheets. The time sheet is an employee's time record, and it is important. It is the basis of the employee's pay record. Falsification of this record or failure to accurately and/or timely complete the record is subject to severe discipline up to and including termination, or may delay the employee's paycheck until the next pay period.

*Adopted by the Niles Public Library District Board of Trustees 1.18.2017*