

Gap Time and Overtime Policy

A "work week" is from Wednesday through the following Tuesday.

A "pay period" is comprised of two consecutive work weeks from Wednesday through the second Tuesday.

"Full time employees" There are three classes of full time employees, those who throughout the year, in each pay period, ordinarily work: 50 hours; 60 hours; or 70 hours. Full time 50 hour employees are only of those employees hired on or before 01/01/1991 and who have not had a break in service of more than six months.

"Overtime" is the time any employee works in excess of 40 hours in a work week.

"Gap time" is the time a full time employee works in one pay period that is in excess of their regular hours worked in a pay period (50, 60, or 70) and that is **not** overtime.

Overtime and Gap time will be paid in the next immediate paycheck after the pay period in which it was earned and will be paid at the rate of time-and-one-half.

No time worked shall constitute both Gap Time and Overtime.

This policy does not apply to exempt employees, the Library Director is an exempt employee.

*Adopted by the Board of Trustees
September 14, 2016*