



Overtime & Compensatory Time

Last modified AUGUST 8 2023

The Rowan County Public Library (“the Library”) maintains the following procedures for employee overtime and compensatory time, in accordance with applicable laws.

OVERTIME

Overtime is defined as those hours worked beyond the 40 allowed during a standard work week. Each work week will be considered separately when calculating overtime. Work performed beyond eight (8) hours in any single workday is not considered overtime hours. Likewise, paid time off (PTO) such as vacation or sick leave is not considered hours worked for the purposes of calculating overtime, nor are paid holidays.

Non-exempt employees, as defined by Federal and Kentucky wage and hour laws, who work overtime shall be paid at the rate of one-and-one-half (1½) or 150% their regular rate of pay. Exempt employees are ineligible for overtime payment.

All overtime must have advance approval from the Executive Director.

COMPENSATORY TIME

Exempt employees, as defined by Federal and Kentucky wage and hour laws, who work more than 40 hours in a standard work week are eligible for compensatory time off (CTO). Non-exempt employees are ineligible for compensatory time off.

CTO must be scheduled during the same pay period within which it is earned or within two (2) months of the week in which it is earned. Any CTO not used within two (2) months of accrual will be lost. Compensatory time accrued but not used at the time of termination of employment will be paid to an employee at their regular rate of pay.