

Timekeeping

Federal and state wage and hour laws require the Library to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

All employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They must also record the beginning and ending time of any split shift or departure from work for personal reasons.

~~Time worked should be recorded to the nearest quarter (1/4) hour.~~

A work hour is any hour of the day that is worked and should be recorded to the nearest quarter of an hour. The workday is defined as the 24-hour period starting at 12:00 a.m. and ending at 11:59 p.m. The workweek covers seven consecutive days beginning on Sunday and ending on Saturday. The usual “full-time” workweek is 37.5 hours at the Library.

Hourly staff may not punch in more than 7 minutes prior to the start of a scheduled shift, or punch out more than 7 minutes after the end of a shift, without prior authorization from their supervisor. In rare situations that require an employee stay more than 7 minutes beyond the end of a shift, their supervisor must be notified as soon as possible so the reason can be documented and the timecard initialed by the supervisor.

Overtime is defined as hours worked by a nonexempt employee in excess of 40 hours in a workweek and should be recorded to the nearest quarter of an hour. Overtime must be approved in advance by the supervisor to whom the employee reports; failure to do so may result in disciplinary action, up to and including termination.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

See also: Overtime.

Work Schedules

The basic workweek for a full-time employee is 37.5 hours. Full-time employees are expected to work a 7.5-hour workday plus a half-hour unpaid lunch break. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

It should be understood that each employee who is scheduled, on a weekly basis, to work a specific time slot is responsible for that time slot and must make arrangements for a substitute when the need arises, and any such modification of an employee's work schedule must be approved in advance by the employee's supervisor.

Prior to punching in or out of scheduled shifts, hourly staff are prohibited from entering staff

work areas. Likewise, work activities must not begin prior to punching in or continue after punching out. If additional time is required to prepare for or complete shifts, staff should discuss this need with their supervisor to determine if additional scheduled time is needed to complete work tasks.