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Maryville Public Library Policy

Section C: PERSONNEL

Subject 200.1: Work Schedules & Flextime

Adopted: March 2024

Work Schedules, Overtime, & Flex Time

Maryville Public Library is committed to providing consistent and sustainable library service to the local service population while providing reasonable support and flexibility to library staff through flextime arrangements. Those arrangements will be made with individual employees based on the following classifications:

Part-time hourly: This classification includes all workers scheduled or required to work a total number of hours under 40 (forty) hours per week.

Part-time special duty: Special duty pay includes approved stipends for duties assigned to part-time personnel that are intended to enhance library services but do not require part-time employees to meet the 40 hours per week threshold.

Full-time hourly: Applies to employees scheduled and expected to work between 36 and 40 hours per week with the exception of paid holidays and earned Paid Time Off. Hourly requirements for these employees tend to be more predictable in nature. These employees are subject to minimum wage and overtime pay provisions of the FLSA. MPL full-time hourly employees are encouraged to use the flex-time options defined below. Under rare and extenuating circumstances, the library director or designated board officer may authorize hours over 40 per week, which would be paid at a rate of 1.5 times for the number of hours worked in excess of 40. MPL's Overtime Pay policy is described in the DEFINITIONS below.

Full-time exempt: This classification includes employees who are expected to work an average of 40 hours per week and meet all current FLSA exemption criteria regarding salary thresholds and duties classified as executive, administrative, professional, or technological in nature. Exempt employees are encouraged to use the Library's Flextime policy below to maintain a work/life balance. Employees meeting all of these criteria are exempt from minimum wage and overtime pay standards set by the U.S. Department of Labor.

DEFINITIONS:

Flextime: Flextime schedules are intended to ensure the completion of required work to meet the needs of the Library as well as to allow employees some work schedule flexibility based on the needs of their department and their own unique circumstances. Flextime must be pre-approved with the library director and can take the form of a shortened workday, a shortened workweek, variations in arrival or departure time, or other changes to the employee's typical work schedule. Flextime must be taken within the workweek for non-exempt employees, and within 30 days or less for exempt employees. Unused flextime beyond those deadlines is not subject to compensation.

Overtime pay: Non-exempt employees are required to log their actual hours worked on the employee timesheet and are paid at the rate of time and one-half for overtime work. Overtime work is defined as all hours actually worked that the employee is pre-authorized and required to work in excess of 40 hours per week. Overtime calculation does not include paid holiday, PTO, or other paid leave absences.

Overtime work is not to be performed at the discretion of the employee, but must be scheduled and approved in advance, by the library director or designated board officer in their stead. Daily work schedules may be adjusted to avoid the necessity of overtime at the discretion of the library director or designated board officer (see flextime definition above).

In case of an unusual situation that interferes with the operation of the library during regular open hours, full-time employees can be required by the director or designated board officer to work overtime. Supervisors will provide as much advanced notice as possible under the circumstances. Employees cannot waive their right to overtime compensation for authorized hours worked over 40 in a work week.

Workweek: The Library workweek is defined as a seven-day period that begins at 12:00 a.m. Monday and ends at 11:59 p.m. on Sunday. A normal workweek of 40 hours is established for most full-time employees.

FLSA: U.S. Department of Labor's *Fair Labor Standards Act* establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments.