

OTTUMWA PUBLIC LIBRARY
POLICY AND PROCEDURE

Name of Policy: **WORK WEEK, OVERTIME, MEAL AND BREAK PERIODS**

Purpose: The Library follows the work week of the City of Ottumwa. All part-time and full-time personnel are scheduled during this period. In addition, the following are procedures for meal, break periods, scheduling and overtime.

Procedure:

1. The normal work week for a full-time Library employee is forty (40) hours. The normal work day is eight (8) hours.
2. The Library maintains the shifts and hours of work for an employee and the employee is required to work the shifts and times scheduled.
3. Work schedules, showing the employee's shifts, work days, and work hours will be posted.
4. Except for emergencies, changes to the schedule will be posted at least one week in advance of such change.
5. Overtime must have the prior approval of the Director and will be paid at a rate of time and one-half (1-1/2) the employee's straight time hourly rate for hours worked in excess of forty (40) in the seven (7) day work week.
6. An employee clocking in or out ten (10) minutes before or ten (10) minutes after the hour shall be considered to be on the hour. However, employees are expected to be "on time" for their shift on a consistent basis.
7. An employee called in to work outside of their regularly scheduled shift for building or technical maintenance purposes shall be paid for a minimum of two (2) hours of work for each call back at the appropriate rate of pay.

8. Unpaid meal breaks of one half (1/2) to one (1) hour for full-time employees will be established and scheduled by the Director or Assistant Director. Full-time employees may take two fifteen (15) minute paid rest breaks per day. Part-time employees are entitled to take a fifteen (15) minute paid rest break for each four hours of work. Normally, paid rest breaks will be taken at or around the middle of each half (1/2) shift.

Date revised: 14 February 2011

By: Ottumwa Public Library Board of Trustees