

## COMPENSATION & WORK WEEK POLICIES

### 3.1 Categories of Employees – Fair Labor Standards Act

**Exempt employees** are executives, administrators, and professional employees as determined by the Fair Labor Standards Act, who are exempt from both minimum wage and overtime.

**Nonexempt employees** are all other employees and are entitled to Federal Minimum Wage and overtime compensation.

### 3.2 Wages

#### Determining Wages

All employees are hired at a salary to be determined by the library director and the Library Board and falling within the salary range for the respective job description. Factors such as relevant experience, educational background, and type of position to be filled will be considered in determining wages. No promotion or increase in responsibility will result in a decrease in salary.

#### Pay Raises

Pay raises are granted with the approval of the Library Board. No **step** raise is given until the employee has 1 year of service at the library. Any **cost of living or** annual raise ~~is given at the employee's 1-year anniversary. In subsequent years, the employee~~ will **be** received ~~annual raises~~ on January 1.

### 3.3 Work Week

#### Definition

The work week is defined as a 7-day, 40-hour work week. The work week begins at 12:01 a.m. Tuesday and ends at 12:00 midnight on Monday. No **non-exempt** employee may work more than 10 hours in 1 day without permission of the library director.

#### Calculation of hours

Employees' work hours are based on time-in to time-out as determined on the time clock software.

#### Standard Work Week

A standard work-week for a full-time employee consists of five 8-hour days unless approved by the library director.

A standard work-week for a part-time employee is at least 12 hours consisting of at least three 4-hour shifts or other combination of hours totaling 12 hours, unless approved by the library director.

### **Volunteering**

Paid library staff are not permitted to volunteer for WCPL in any capacity including Friends of the Library functions. The Fair Labor Standards Act states public sector employers may not allow their employees to volunteer, without compensation, additional time to do the same work for which they are employed.

## **3.4 Attendance**

Punctual and regular attendance is an essential function of each employee's job at WCPL. Any tardiness or absence causes problems for fellow employees and supervision. When an employee is absent, his or her work must be performed by others.

Employees are expected to report to work as scheduled, on time and prepared to start work, and remain at work for the entire work schedule, except for break periods or when required to leave on library business.

All employees must ~~contact~~ **notify** WCPL at least 30 minutes prior to their starting time to report their absence from work. In all cases of absence or tardiness, employees must provide their supervisor (or on-call personnel when applicable) with an honest reason or explanation. Documentation of the reason may be required. Employees must also inform their supervisor (or on-call personnel when applicable) of the expected duration of any absence. In the event of an extenuating circumstance in which an employee will be absent and not reporting to work for their regular starting time, the employee must ~~call in~~ **notify the library by an all staff email or phone call** as soon as possible. **While appreciated, only texting your supervisor is not an acceptable means of notification.** This applies to any day on which the employee is scheduled to work. ~~Texting is not an acceptable means of notification.~~ Not **notifying** ~~contacting~~ WCPL in advance of their regular starting time on any day may result in discipline and, if repeated, may result in dismissal.

When agreeing to work, the employee is expected to fulfill their commitment. However, there may be reasons to be relieved of those hours: 1) vacant position for which accepted hours become filled, those hours will be assumed by the employee filling the position, or 2) if the hours the employee accepted will incur overtime, those hours may later be given to an available staff who will not incur overtime.

## **3.5 No-Call/No-Show**

Any employee who does not report for work or does not call with an excused absence, will be treated as a "voluntary quit" employee under Indiana law, and as such will not be eligible for unemployment compensation. Any unexcused absence of more than 2 working days may be grounds for dismissal.

When absences of 4 hours or more are scheduled in advance, a request must be submitted through the time clock software prior to the absence.

### **3.6 Timekeeping Requirements**

Employees must accurately record time worked and eligible benefit time on WCPL's time clock software for payroll purposes. Employees are required to clock in and out at the start and end of each work segment. Employees are required to submit time off requests (through the time clock software) for any absences of 4 hours or more that are scheduled in advance. These time off absences are also required to be recorded on the staff calendar. If access to the time clock software is not available at the end of the work shift, the time must be recorded before Monday at 8pm.

Any employee or manager who violates this policy in any respect will be subject to discipline up to and including dismissal.

### **3.7 Off-the-Clock Work**

WCPL prohibits non-exempt employees from engaging in any off-the-clock work and from performing any work-related duties outside of their work schedule, unless off-the-clock work is preapproved by the Director. All work time must be recorded and will be paid. WCPL prohibits non-exempt employees from engaging in any off-the-clock work that includes, but is not limited to, email, phone calls and texts after-hours. If an employee fails to comply with the policy, the off-the-clock work may result in discipline, and if repeated, may result in dismissal.

WCPL has a "zero-tolerance" policy to permitting or requiring non-exempt employees to work off the clock. It is against policy for any supervisor or manager to expressly or implicitly permit non-exempt employees to perform any services for WCPL without being paid for them. The policy requires non-exempt employees to perform no work without recording their time.

No manager is permitted to bypass or interfere with this requirement. Employees are required to promptly notify the Director or Human Resources if any manager ever requires or permits a non-exempt employee to work off the clock. Non-exempt employees are expressly assured within this policy that they will not be discriminated or retaliated against for making a good faith complaint under this policy.

### **3.8 Payday and Release of Direct Deposit Wage Summary**

Employees are paid bi-weekly (every other Friday). Each pay represents wages earned by the employee during the two-week period ending on the previous Monday at mid-night. If payday is a holiday, WCPL releases pay the prior work day. If an error is found in pay, it should be reported to the Accountant ~~Bookkeeper~~ immediately.

Employee pay will be direct deposited to the banking institution of the employee's choice. Direct deposit wage summary will be emailed to the employee's email account of choice.

### **3.9 Payroll Deductions and Garnishments**

WCPL is required by law to withhold federal income withholding tax, state and local income taxes, and the employee's portion of Social Security taxes from each employee's pay.

According to state law, the County Treasurer may take action to force all government units to withhold funds from an employee's wages for property taxes. Courts also may order garnishments in instances of spousal maintenance or child support payments. In such instances, WCPL will withhold the court-ordered amount from the employee's pay as a garnishment.

The employee must authorize any other legally permissible deduction, such as insurance premiums, etc., in writing.

### **3.10 Compensation**

#### **Overtime**

Non-exempt employees may choose to receive compensation for overtime in one of two forms

- Payment for overtime hours at the rate of one and one half the employee's hourly wage for each hour of overtime worked, or
- In lieu of monetary compensation, compensatory time as time off for overtime hours at a rate not less than one and one-half hours for each hour of overtime worked shall be given and must be taken within the next pay period.

Non-exempt employees will be allowed to schedule and work overtime only with the permission of the department head and library director.

An employee who has accrued compensatory time off shall, upon termination of employment, be paid for the unused compensatory time.

#### **Breaks**

##### **Day Shift**

Under normal working conditions, for every 4 hours of scheduled work an employee is permitted a 15 minute paid break. Breaks do not accumulate.

##### **Night Shift**

Employees are considered working the night shift if they work until 8:00 p.m.

- Employees working 8 hours are permitted a 15 minute paid break in mid-afternoon. If break is not taken in mid-afternoon, it will be lost.

- Employees working at least 6 consecutive hours are also permitted a 30 minute paid supper break as extra compensation for working evenings. If a supper break is not taken at supertime, it will be lost.

### **Professional Meetings and Travel**

Employees attending prior-approved library-related workshops, conferences and meetings are compensated for the time spent attending and traveling. Any such attendance and travel must receive prior approval from the library director. The library pays registration fees at the professional member rate. The library van is used for most travel. For mileage and meal reimbursement, a "Travel Expense Information" form must be filled out by the employee and submitted to the library director immediately following the attendance. (See Appendix B – Form H) Standard federal mileage rates will be used.

- **Single Day Workshops**

Staff members are paid from the time they leave the library to the time they return minus their mealtime, unless part of the program took place during lunch. By law, regular home-to-library travel and mealtime is not considered work time. The library will reimburse employees for lunch provided a receipt is turned in.

- **Multi-Day Conferences**

Staff members are compensated for regular 8 hour workdays while attending approved multi-day conferences and travel time on non-conference days. The library arranges all lodging. The library reimburses attendees for 3 meals per conference day (unless meals are included in the conference registration) provided a receipt is turned in. The library director makes decisions involving special circumstances.

### **Jury Duty**

Any employee who is summoned for jury duty will be granted time off for the duration of the jury duty. The employee will be paid the difference of the jury duty reimbursement and the employee's regular salary

### **Severe Weather/Other Emergencies**

The library director may shorten library hours in the event of severe weather or other emergencies. Should a city or county weather emergency be called, the library will remain closed. Should an emergency take place in a branch and close, the other branch will remain open for regular scheduled hours. All staff are paid for hours regularly scheduled.

If the library/branch is closed for severe weather/other emergency and the emergency is over and the library/branch reopens, scheduled employees are expected to finish their shift. In the event the employee chooses not to fulfill their shift, then they lose their emergency hours compensation, unless approved by the director.

If the library is open and a staff member does not work because of the inclement weather or other emergencies, the employee may:

- Take time without pay.
- Take the hours lost as personal days or vacation days.

- Reschedule the time missed at a time agreed on by the library director or supervisor and staff member.

In the event the library closes early, patrons who are expecting to be picked up may be stranded. In these cases, allow them to make a short phone call to arrange to be picked up. If a patron is unable to contact their ride, try to find an alternative. Staff should not abandon minor patrons. **However, in no circumstance should staff transport library patrons.**

### **Workmen's Compensation**

When a work-related injury or illness occurs, the following steps must be taken immediately:

1. Employee reports to their supervisor giving a description of the illness or accident, including (for accidents) the location of the accident, and names of witnesses or first persons to arrive on the scene.
2. The supervisor assists in obtaining immediate medical attention for the employee if needed. If the employee seeks medical attention, they should tell their doctor that it is a worker's compensation matter. Employee should also take the Member Benefit Card (get card from their Department Head), provided by the library's insurance company with them to show the doctor.
3. An Incident Report must be completed. A supervisor must complete a First Report of Injury Form (State Form 34401). This form is located in Sharepoint – Shared Documents – Forms PDF. Both forms should be sent to the Director or HR immediately.
4. Director/HR will call the Library's Insurance to report the injury or illness and forward both forms. If Director/HR are not available, the supervisor on duty needs to call to report the injury or illness and forward both forms. Claims need to be reported within 24 hours of injury.
5. When an employee submits medical bills to the library, the Director/HR will immediately send in claims to the Library's Insurance.

### **Light Duty Return to Work Policy**

In fulfilling the library's commitment to provide a safe and healthy working environment, a Return-to-Work Program has been established for employees who have sustained an injury/illness.

Wells County Public Library undertakes to accommodate the injured/ill employee through an early rehabilitation and placement where possible, to the benefit of both parties. This program provides gradual and consistent rehabilitation for employees.

All restrictions must be provided in writing by the medical provider. Wells County Public Library will work toward facilitating the injured/ill employee to achieve an appropriate and timely return to work in the original position where the employee was employed at the time of the injury/illness. If the original department is unable to place an employee in a suitable position, the library will try to identify an appropriate position in another

department. All attempts to place the employee in another area must be done in cooperation with managers, workers, and the employee. Should the library notify the employee that a suitable alternative position has been provided, which conforms to any restrictions determined by the medical provider, the employee is expected to report to duty on the date specified by the library. Failure to report to duty may be grounds for disciplinary actions, including the possibility of termination of employment.

### **Death**

The library will pay all compensation for time worked and for unused vacation balances at the time of death to the estate of all those who die while employed by the library.

## **3.11 Scheduled Closings**

In the event of a planned early closing or delayed opening (eve of holiday, special event, etc.), full-time employees are expected to work an 8-hour day. If the library is not open for 8 hours, full-time employees are expected to work the hours open. Part-time employees are only paid for hours actually worked.

In the event the library closes early, patrons who are expecting to be picked up may be stranded. In these cases, allow them to make a short phone call to arrange to be picked up. If a patron is unable to contact their ride, try to find an alternative. Staff should not abandon minor patrons. **However, in no circumstance should staff transport library patrons.**