

**MANAGEMENT GUIDELINES FOR
EXEMPT STAFF - OVERTIME**

COMMITTEE: Strategic Leadership Team
TOPIC: Exempt Staff Compensation

PASSED: 24 September 2015
AMENDED:
REVIEW PERIOD: As required.

MANAGEMENT GUIDELINES

The following guidelines are used to implement the EXEMPT STAFF - OVERTIME Policy relating to “**Board time** – Management exempt staff may bank time”.

1. Exempt staff who are required to attend Board-related or Board-driven activities shall track their hours of overtime and report it on a regular basis on their timecard.
2. The Director of Library Services shall approve these overtime hours along with their regular hours of work.
3. Banked Board time must be used before annual vacation time in order to minimize carryover into the next calendar year.
4. Overtime banks shall be used by December 31. Any remaining time is rolled into vacation and follows the policy on unused vacation.
5. The Library Director shall clearly identify for exempt staff which specific Board activities require their presence. Attending Board activities where not expressly required by the Director will not be considered qualifying overtime.

Related Policies:

- EXEMPT STAFF – VACATION (B-HR-06)