

## **8.4.2. Wage and Salary Administration**

### **8.4.2.1. Job Descriptions**

The Library has written job descriptions for each position that describe the status (exempt or non-exempt), nature of work, level of education and skills required plus any other characteristics needed to satisfactorily perform the tasks of the position. (See Appendix to this policy for a list of exempt positions, position title list and salary schedule.)

### **8.4.2.2. Pay grades**

Pay grades on the salary schedule are established by the Library Board, and each position is assigned to a specific pay grade based on criteria described in Section 8.4.2.1 above as well as the position's impact on the organization and the public. The pay grade range provides a minimum, midpoint and maximum.

### **8.4.2.3 Compensation for Work in Excess of Regular Hours**

#### **General Guidelines for Non-Exempt Employees**

All work in excess of regularly scheduled hours must be approved in advance by the employee's supervisor. Any hours in excess of 40 per week, shall be worked only with the prior approval of the Library Director, HR Manager or an Assistant Director except in the case of an emergency, when overtime can be authorized by the person in charge of the Library.

#### **Non-Exempt Salaried Employees**

Hours worked in excess of 40 per week will be compensated at 1½ times the regular rate. The employee may choose whether to take this compensation in pay or in compensatory time off. All other hours worked in excess of regularly scheduled hours will be compensated at the regular rate whether in additional pay or compensatory time.

Non-exempt salaried staff shall record extra hours worked on their biweekly time records. Compensatory time may be cumulated to equal but not exceed 1 week's scheduled work (37.5 hours for full time employees). It must be used within one year and shall be scheduled only with the prior approval of the department head or designated supervisor.

#### **Hourly Non-Exempt Employees**

These employees shall be paid for all hours worked. They will be paid at the regular rate for all hours up to 40 per week and at 1½ times the regular rate for hours in excess of 40 hours per week.

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**Exempt Employees**

Accumulated compensatory time for overtime work must be used at the earliest opportunity consistent with staffing requirements of the Library. Compensatory time may not be accumulated and used to extend or create vacation. This provision of compensatory time for exempt employees is not required by the law.

**8.4.2.4 Placement on the Salary Schedule**

New employees generally will be compensated at the minimum pay rate assigned their job classification. However, in recognition of previous experience, the Library Director, HR Manager, or an Assistant Library Director are authorized to hire new employees above the minimum pay rate.

**8.4.2.5 Salary Schedule Adjustments**

The salary schedule is adjusted with the review and approval of the Board as necessary to maintain competitive salaries. The Board will review the salary schedule annually.