

## **ADAMS COUNTY PUBLIC LIBRARY**

### **SECTION 3.470 – COMPENSATORY TIME** (adopted 6/10/2015)

It is the policy of Adams County Public Library that all time worked in excess of 40 hours per week shall be approved by the Executive Director.

Approved compensatory time shall be accrued at the rate of one and one half (1 1/2) hours for every hour worked in excess of 40 hours per week for nonexempt employees.

Compensatory time shall accrue to a maximum of 16 hours per employee, at which time the employee will be required to use compensatory time in excess of 16 hours.

Use of compensatory time shall be approved by the Executive Director.