



EMPLOYEE TIME SHEET INFORMATION

1. Each employee is designated as either exempt or non-exempt. Employees meeting exemption criteria for professional, executive, administrative, or computer positions under the Fair Labor Standards Act (FLSA) shall be considered to be exempt under policies of the Barry-Lawrence Regional Library. Such positions shall not come under FLSA overtime provisions. All part time employees and full time employees that don't meet the exempt criteria are considered non-exempt employees. Contact the Regional Office to determine if you are exempt or non-exempt.
2. Employees have 15 minutes of "walking time" when they arrive at work. This is to give them time to put their lunch away, hang up their coat, go to the bathroom, turn on the computers, etc.
3. If a non-exempt employee works more than 15 minutes at the beginning or end of their shift they may be in an overtime situation. The library does not pay overtime for full time non-exempt employees but does allow compensatory time off in lieu of overtime pay. All compensatory time must be approved by the Library Director. If an employee goes over their scheduled hours per week they may adjust their schedule the next day or during the rest of the week to accommodate that time. The time sheet must show the exact hours worked and should not exceed the total hours that they are scheduled to be paid for each week.
4. All full time and part time employees must record on their time sheets:
 - a. Time when they actually begin work
 - b. Time out for lunch
 - c. Time in when they come back from lunch
 - d. Time out for the day
5. All Lunch periods are unpaid time and may not be used at the end of the day to leave early.
6. If employees are tardy they must record the exact time when they come in. Time should be accounted for that day if at all possible. It is the supervisor's responsibility to ensure that employees record time accurately.
7. If an employee leaves for a doctor or dental appointment, but doesn't use sick leave because it's less than four (4) hours, then he/she will be expected to make up the time in that week.
8. An employee is not allowed to work and eat lunch at the same time. Under library policy lunch periods are unpaid time. All breaks and lunches should be taken away from the work area. If an employee is alone at a branch he/she should close the branch (lock the door) for his/her lunch period (30 minutes or one hour).
9. Information on each time sheet must be completely filled out including employee and supervisor signatures. Both the employee and the supervisor must sign the time sheet in order to verify that the information is accurate.
10. Time sheets for part time employees should be submitted after the 20th of the month—no later than the 25th of the month. Time sheets for full time employees should be submitted after the last day of the month. Do not fax time sheets—send by van delivery.

