



EMPLOYEE TIME SHEET PROCEDURES

1. All employees are required to submit a time sheet each month.
2. Part time employees begin with the 20th of the month through the 19th of the following month.
3. Full time employees record time worked from the beginning of the month to the end of the month.
4. Paychecks are issued once a month and are guaranteed by the first of the following month.
5. Hours should be recorded daily and tallied to the right of the week.
6. Sick leave, vacation, and holiday hours are also recorded as part of the work week. Part time employees receive no paid sick leave or vacation. However, if they are regularly scheduled to work on a holiday, they will be paid for their regularly scheduled hours.
7. Full time employees must submit sick leave forms with the monthly time sheet. Vacation forms should be submitted prior to taking vacation leave.
8. Employees are paid for staff meetings and workshops. However, if it takes longer than an eight (8) hour day for travel and meetings, no overtime will apply under library policy.
9. Full time and part time employees are paid for approved closings.
10. If an employee needs to make up time (with approval of supervisor or Library Director) it must be done within in the same week. If that is not possible then is should be made up within the same pay period.

