

February 6, 2025

BAKER COUNTY LIBRARY DISTRICT
PERSONNEL POLICY MANUAL (JULY 2024)

Section 8.9 Work Schedules – As Amended for resolution adopted on 01/14/2025 and Overtime law.

Employees shall work the schedule established for them.

Work schedules shall comply with the law. Employees shall be provided with no less than one-half (1/2) hour unpaid meal break after no more than five (5) hours on duty and shall be provided with one (1) paid fifteen (15) minute break in each four (4) hour duty period. Break periods may not be used to extend lunch hours or to leave work early as such use counters the intent and benefit of such breaks. Exception for Saturday schedule: paid breaks may be combined into a paid ½ hour lunch at the election of the employee. If breaks are not taken, they are forfeited.

Work schedules shall be established, maintained and adjusted by the ~~Library Director~~ **Operations Manager** as is necessary for the optimum performance of the Library's mission. Every effort shall be made to be equitable and considerate in assigning duty hours, but in all cases the decision of the **Operations Manager and/or** Library Director shall be final.

Any schedule in which the hours worked exceed eight (8) in any one day but no more than forty (40) hours in any week must be mutually acceptable to both the employee and the Library Director and ~~do not~~ **may** constitute overtime **as given below**. This is authorized under ~~ORS 279.342(5)(b)(incorrect reference)~~ **ORS 653.268**. Also see *Appendix C and D*.

Any qualifying professional, manager or supervisor may work more than forty (40) hours in any one week without specific authorization but may not be required to do so under any circumstances, and if asked and accepted shall receive compensatory time off for any hours over forty worked. **Under Oregon Law ORS653.268, effective July 1, 2024, employees under a certain pay level (hourly or salaried) is required to be awarded overtime pay, including compensatory (comp) time, at 1-1/2 times their regular pay rate. The salary level is adjusted by Oregon BOLI (Bureau of Labor and Industries). According to the law overtime calculation does not include holiday hours, the use of vacation or sick leave. If an employee physically works less than 40 hours in a work week, and uses benefits that same week, there is no overtime earned. For hours worked in excess of 40 in a work week, will earn 1.5 hours of comp time for each hour, calculated at 1.5 x time over 40. Local government entities are allowed to award comp time in lieu of paying overtime. The work week will be established, effective January 1, 2025 forward, as beginning on Saturday and ending on Friday each week, in order to allow for Saturday shift adjustments.**

See *Appendix H* for definition of Qualification for Exemption.

See Section 12.14 Compensatory (Comp) Time Off for additional information.

~~If any employee works more than forty (40) hours in any one week by his or her own choice, said employee may receive compensatory time off only if prearranged with the Library Director.~~

A full-time employee shall not work less than forty (40) hours in one week without loss of pay, use of vacation or sick leave or authorized plan to make up time.