

Subject: Exempt and Non-Exempt Employee Pay

Application: Employees

1. Background

It is Westchester Library System's (WLS) policy and practice to appropriately compensate employees and to do so in compliance with applicable state and federal laws. To ensure that proper payment for all time worked and that no improper deductions are made, each employee must ~~record correctly~~correctly record all work time and review ~~your~~ paychecks promptly to identify and to report any errors.

2. Policies Applicable to All Employees

All employees will record their time and submit a completed timesheet to their supervisor via the ~~NOVAtime Attendance Program~~WLS attendance system.

It is a violation of WLS policy for any employee or manager to instruct another employee to incorrectly or falsely report hours worked. This kind of violation should be reported to the Executive Director.

In addition to deduction to pay that are mandated by federal and state laws and regulations, there may be reductions to an employee's accrued vacation, personal or other forms of paid time off for full or partial day absences for personal reasons, sickness or disability. Employees with questions about deductions on a paycheck should contact the Chief Financial Officer and/or ~~Personnel Clerk~~Operations Manager. Each claim will be investigated and if the deduction was improper, WLS will reimburse the employee.

3. Non-Exempt Employees

Non-exempt employees must maintain a record of the total hours worked each day. Each non-exempt employee must submit his/her/their own timesheet to verify that the reported hours worked are complete and accurate. The timesheet must reflect all regular and overtime hours worked, any absences, late arrivals, early departures and meal breaks. At the end of each pay period, each non-exempt employee must submit a completed timesheet to his/her/their supervisor for verification and approval.

A non-exempt employee should not work hours which are not authorized by his/her/their supervisor. Non-exempt employees should not start work early, finish work late, work during a meal break or perform other overtime work unless authorized to do so and the time is recorded on the timesheet. Non-exempt employees are not to "make up time" unless it is approved in advance by his/her/their supervisor. "Making up time" means working more hours on one day to cover hours not completed on a pervious day.

4. Exempt Salaried Employees

Exempt salaried employees receive a salary which is intended to compensate for all work hours. This salary is established at the time of hire or when the employee is classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, this salary will be a predetermined amount which generally will not be subject to deductions for variations in the hours worked. However, there is no requirement to pay exempt employees for any work week in which they perform no work at all for WLS.

Last approved: May 26, 2015