

Oshkosh Public Library
Proposed Personnel Policy Revision
June 22, 2018

REASON FOR REVISION

Revision of this policy was prompted by confusion over whether the policy required double pay for employees assigned to empty the bookdrops and to discharge those materials on summer Saturday afternoons – a **day** when the library is scheduled to be open part of the day but closed part of the day, but a **time** when the library is closed. We believe the intent of the policy is to compensate staff with double pay for performing duties during days and times when the library is closed and when they would normally be off work – typically holidays and weekends.

Further, when we began revising the policy, we found that the last sentence of Section 9 was no longer necessary due to the library shifting to earlier opening times. The situation covered no longer pertains.

We believe the revised policy more clearly expresses the intent of the policy.

REVISED POLICY

**111 SCHEDULED HOURS, OVERTIME, COMPENSATORY TIME, AND
EXTRA PAY**

9. Bookdrop Pay – If a non-exempt employee is assigned to empty the library bookdrop(s) and discharge materials when the library is closed, the employee shall receive two (2) times their hourly rate of pay for doing so.

MARK-UP OF CURRENT POLICY

**111 SCHEDULED HOURS, OVERTIME, COMPENSATORY TIME, AND
EXTRA PAY**

9. Bookdrop Pay – If a non-exempt employee is ~~specially scheduled for the task of~~ assigned to emptying the library bookdrop(s) and ~~discharging~~ discharge materials ~~on a day~~ when the library is ~~scheduled to be~~ closed, the employee shall receive two (2) times their hourly rate of pay for doing so. ~~This does not apply to emptying the bookdrop(s) and discharging materials before the library opens on a day when it is regularly scheduled to be open and during the employee's regularly scheduled shift.~~