

## **PER16: Overtime**

The Library expects that staff will be able to perform required work within a 40-hour workweek. All overtime work must be approved in advance in writing by the Library Director. Failure to receive preapproval can result in disciplinary action up to and including termination.

**Chattahoochee Valley Libraries Board:**  
**Muscogee County Library Board:**

**Revised and adopted: April 18, 2013**  
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