

PER16: Overtime

The Library expects that non-exempt 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. While unauthorized overtime is a serious violation of this policy subject to disciplinary action up to and including termination, all hours actually worked, including unapproved overtime, must be accurately reported and will be compensated in accordance with federal and state wage and hour laws.

Chattahoochee Valley Libraries Regional Board amended and adopted October 16, 2025
Muscogee County Library Board amended and adopted August 11, 2025
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