

Memo

To: Montana State Library Commission

From: Sharon Hardwick, HR Specialist

Date: September 6, 2022

Re: Overtime/Compensatory Time Policy Update

The Overtime/Compensatory Time policy is presented to the Commission for review. The policy was adopted by the Commission in 1998 and had not been updated since then. Red line versions are attached and include minor updates and wording clarification, detailed below. Agency legal services has reviewed the policy revisions.

Staff will request Commission action to approve these changes at the Dec 7, 2022 meeting.

Overtime/Compensatory Time Policy:

- Policy has been updated to reflect accurate reference to the State Montana Operations Manual Policy.
- Verbiage updates to reflect procedure for submitting Exempt and Nonexempt time.
- Included verbiage to identify time is earned and used in one-half hour increments (consistent with State leave policy).