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HAM-TMC Library Administrative Guide. Chapter 6: Hours of Work and Payroll Policies

Houston Academy of Medicine-Texas Medical Center Library

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CHAPTER 6: HOURS OF WORK AND PAYROLL POLICIES

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6.01 HOURS OF WORK (Updated 12/03)

6.011 Part-time Staff Schedule Considerations

All part-time staff members are scheduled according to the needs of the department and the Library. Part-time staff must use the time clock in the Circulation Department to record hours worked. Breaks are limited to 15 minutes. Any breaks longer than 15 minutes should be recorded. Anyone working six or more hours will be clocked out automatically for 30 minutes for a dinner break.

6.012 Support Staff Schedule Considerations

The normal work week for full-time staff is 40 hours. Staff may be scheduled according to the needs of the Department and the Library.

1. No more than nine hours may be scheduled on any one day.
2. Work periods will begin on the hour or half-hour.
3. Staff employees will be scheduled to work at times when appropriate supervision is provided.
4. To help insure a staff member's best performance in the job, lunch periods are required but may be shortened from the normal one hour to a half-hour if the employee desires.
5. All employees are entitled to a 15 minute break during any four hour or longer work period. Breaks not taken during the appropriate period, however, may not be carried over.

6.013 Librarians/Professionals Schedule Considerations

The Library recognizes that the work of librarians and professionals seldom falls neatly into 40 hour units.

Certain positions within the Library are considerably more schedule-bound than others. Supervision of others and covering public service points are two obvious responsibilities which require more stringent scheduling. It is anticipated, of course, that all staff will choose a basic schedule of optimum convenience for performing their duties and for coordinating with other departments when necessary. Any basic schedule is obviously subject to alteration but should remain reasonably intact unless conditions dictate otherwise.

6.02 TIME SHEETS (Updated 12/03)

The Library requires **ALL** employees to complete bi-weekly time sheets (*see Appendix F, Form #2.06*). These sheets are signed by the employee and the supervisor then sent to Human Resources every other Monday after payday. All hours worked should be reported. Offsite hours are to be reported also. However, location and purpose are not required on this form, but

should be communicated to supervisors. Supervisors should know exactly where their staff are during business hours.

The Other hours column is to be used for recording holidays, jury duty, FMLA, bereavement, floating holidays, and time for voting. If an employee actually works on a Library holiday, those hours are recorded as Regular hours.

6.021 Compensatory Time

It is the policy of the Library to plan, organize and schedule its activities so that overtime work for staff is avoided.

The Fair Labor Standards Act addresses overtime hours and stipulates that time and a half is to be paid for overtime work or compensatory hours off at the rate of time and a half are to be given the non-exempt employee. The Library is not in a position to offer overtime pay. Supervisors may, at their discretion, request employees to work extra hours during a certain week. They must then arrange for compensatory time off for these employees during the succeeding week at the rate of one and a half hours for each overtime hour worked.

6.03 PAYROLL POLICY (Updated 12/03)

The pay period for all employees is every two (2) weeks beginning 12:01 a.m. Sunday and ending 12:00 midnight Saturday. All payroll changes must be submitted to the Human Resources **five** working days prior to payday. Changes include deductions, addresses, phone numbers, pay rates, etc.

Payday for all employees is every other Friday. Checks are prepared by Automated Data Processing and can be picked up in Administration after 4:00 p.m. on Thursdays before payday. Checks are available after 5:00 p.m. and on weekends from the Circulation Manager.

The Library will only grant salary advances in cases of emergency and under the authorization of the Executive Director.

6.031 Payroll Deductions

See Human Resources to setup, change or delete a payroll deduction. Certain payroll deductions may be changed at anytime these include contribution to a retirement or SRA contract, parking, reimbursement of transportation subsidy (bus passes; vanpools) and direct deposit.

Payroll deductions set up during open enrollment periods include dependent medical insurance, Cafeteria Plan deductions (dependent care, medical reimbursement) and pledges to the United Way.

6.04 MERIT INCREASES (Updated 12/03)

Salary increases are included in the Library budget submitted by the Executive Director to the Library Board in the Spring of each year. The total salary increase requested by the Library administration may or may not reflect a cost of living increase, depending on the national and local economy, with the total percentage increase comparable to what is prevalent in the Medical Center.

Merit increases are given to employees based on their job performance as evidenced by the written yearly evaluation. All evaluations are given between June and the beginning of August so that performance and raises are closely associated.

Raises for both full and part-time employees are effective at the beginning of the fiscal year (September 1).

Employees will not be considered for a raise effective September 1, if they are on initial or disciplinary probation or were hired in June, July or August of the current year (last quarter of the fiscal year).

When considering a recommendation for merit, the supervisor considers all the elements of job performance, interpersonal effectiveness, participation, and professional growth and contributions.

6.05 TERMINATION AND CLEARANCE PROCEDURES FOR LIBRARY EMPLOYEES (Updated 12/03)

When an employee resigns or is terminated, all supervisors must complete an Employee Status Change Report ([*see Appendix F, Form #2.03*](#)) and return it to Human Resources indicating the last day of employment. Contact Human Resources to discuss recruiting for the open position.

After receiving the Employee Status Change Report, Human Resources is responsible for sending the employee a Termination & Clearance Checklist ([*see Appendix F, Form #6.05*](#)), COBRA Health Continuation Election Form ([*see Appendix F, Form #6.06*](#)) and Exit Questionnaire Form ([*see Appendix F, Form #6.07*](#)). The employee is responsible for completing and submitting to Human Resources on their final workday.

The employee must schedule an exit interview with Human Resources. An Exit Questionnaire form should be completed and turned in at the interview.

Upon an employee's resignation/termination, Human Resources will send a Final Evaluation Form ([*see Appendix F, Form #6.08*](#)) to the employee's supervisor. The supervisor should complete the form in a timely manner and return it to Human Resources for the permanent file.

Human Resources will notify Information Technology and Building Security, when appropriate.