



MEMO

To: Montana State Library Commission
From: Sharon Hardwick, Human Resources Specialist
Subject: Overtime/Compensatory Time Policy Update
Date: November 25, 2022

After presenting the policy for review in October, staff recommend that the Commission adopt the updated Overtime/Compensatory Time Policy as presented. Red line versions are attached and include minor updates and wording clarification, detailed below. Agency legal services has reviewed the policy revisions.

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).