

**AMERICAN LIBRARY ASSOCIATION  
PERSONNEL POLICY MANUAL**

Item Number: 209

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EXTRA SERVICE ACTIVITY

Revised 4/1/98

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Engagement of an ALA staff member for work which is outside the responsibility of your regular position and is done during other than normal working hours is considered Extra Service Activity.

Before a staff member engages in extra service activity, they must secure the approval of their immediate supervisor and Department Head, with Human Resources advised of the details of the arrangement.

All remuneration for extra service activity will be made through the regular payroll system with all appropriate payroll deductions withheld.

For non-exempt staff doing non-exempt tasks, payment will be implemented via a payroll time card.

For exempt staff doing exempt tasks, payment will be initiated by a memo or invoice.

The Unit Manager must approve the time card or in the case of a memo/invoice prepare a check request and forward to Accounting for processing.

The rate of pay for extra service activity performed by non-exempt staff must equal the average of their regular position's hourly rate and an agreed upon hourly rate for the extra service activity. The agreed upon hourly rate for extra service activity must at least equal the current federal minimum wage rate. The appropriate overtime rate (1 1/2 time) will be paid for all hours worked in one week in excess of 40 (see Overtime Policy #204), and includes all hours worked in the employee's regular position.

For exempt staff engaged in extra service activity that is considered non-exempt work, remuneration will be based on an hourly rate that is the average of the hourly equivalent of their regular exempt job and an agreed upon hourly rate for the extra service activity.

The agreed upon hourly rate for extra service activity must at least equal the current federal minimum wage. The appropriate overtime rate (1 1/2 time) will be paid for all hours worked in one week in excess of 40. The number of

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hours worked in the employee's regular exempt position is included in determining total hours worked in one week. For exempt staff engaged in extra service activity that is considered exempt work, remuneration will be based on an agreed upon amount. Minimally, the agreed upon amount should equal the estimated hours to complete the project times the current federal minimum wage rate.