

## **HOURS OF WORK**

Staff shall work selected nights and weekends as outlined in job descriptions.

### **Full-Time Staff (non-exempt)**

The normal work week for full time employees is thirty-seven and one half hours (37.5 hours) Sunday - Saturday.

Normal work day for full time employees is seven and one half hours (7.5 hours).

Full-time non-exempt staff may not work over 40 hours per week without prior approval of the Library Director, HR Manager, or an Assistant Director except in the case of an emergency, when additional hours may be authorized by the person in charge of the Library. Full-time staff working more than 37.5 hours but less than 40 hours per week must have prior approval of their supervisor. See 8.4.2.3 for compensation for work in excess of regular hours.

### **Part-Time Staff**

The normal work week for timecard staff is Friday - Thursday. The work day for part time staff varies; however, normally a scheduled work day shall not exceed seven and one half hours (7.5 hours.).

The scheduled work week for part-time staff varies by position. The weekly hours budgeted for each position are listed with the Department Head and discussed with the staff member when hired. Employees are expected to work the number of hours for which they are scheduled, although this may be averaged out over time by trading shifts with other employees. The number of hours and the schedule for the work week may be changed at any time, and the Library may, but need not, take into account the wishes of the employee. A regular increase in hours worked requires approval of the Library Director or an Assistant Director.

Part-time staff may not work over their normally scheduled hours each week without prior approval of the Department Head. This permission will be granted only in unusual situations. Employees are expected to complete their normal duties in regularly scheduled hours. See 8.4.2.3 for compensation for time worked in excess of normally scheduled hours.

Part-time staff may not work over 40 hours per week without prior approval of the Director or an Assistant Director except in the case of an emergency when additional hours may be authorized by the person in charge of the Library.

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**8.8.1 Attendance and Punctuality****8.8.1.1 General policy**

It is the policy of the Library to encourage habits of good attendance and punctuality on the part of its employees.

Administration recognizes that circumstances beyond an employee's control may cause an employee to be late or absent from work for all or part of a day. However, unauthorized absence or repeated tardiness will result in disciplinary action and/or termination in accordance with Library policy. Working late and/or taking shorter lunch periods in lieu of arriving on time is not acceptable.

**8.8.1.2 Reporting Absence**

Employees are expected to report for work when scheduled. In the event an employee is unable to report for work as scheduled, he or she should notify the immediate supervisor prior to or within one hour after the time set for the beginning of daily duties. If an employee's supervisor is unavailable, employees should contact the Department Head, or the HR Manager to enable the re-scheduling of existing personnel or the engagement of replacement personnel if appropriate.

**8.8.2 Rest and Meal Periods****8.8.2.1 Meal Breaks: Without Pay**

The Library provides meal breaks during the course of each workday in accordance with the following guidelines:

Staff scheduled to work 7.5 hours Monday – Friday will be scheduled to take a meal break, without pay, not more than 4.5 hours from start of work.

Full-time staff are entitled to a sixty (60) minute meal break.

Part-time staff - are entitled to a meal break ranging from a minimum of thirty (30) minutes to a maximum of sixty (60) minutes at the discretion of the employee subject to approval by their supervisor.

Part-time staff who work more than 6.5 consecutive hours on a given day must take a meal break, without pay, ranging from a minimum of thirty (30) minutes to a maximum of sixty (60) minutes at the discretion of the employee subject to approval by their supervisor.

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All staff working on Saturday from 9:00 a.m. to 5:00 p.m. will be scheduled to take a thirty (30) minute meal break, without pay, during the middle of their

work period. Staff wishing to extend the thirty (30) minute period to sixty (60) minutes, may adjust their working hours at the discretion of their supervisor. NOTE: Full-time staff may use compensatory time for this purpose.

**8.8.2.2. Rest Breaks: With Pay**

The Library provides rest breaks during the course of each workday in accordance with the following conditions:

Staff members working a 7.5 hour day are authorized to take two (2) fifteen (15) minute breaks: each break should be in the middle of a ½-day work period.

Staff working 3 or more continuous hours unbroken by a meal period are authorized to take fifteen (15) minute breaks as follows:

\*3 to 4:55 hours: One 15-minute break in the middle of the work period.

\*5 – 6.5 hours: Two separate 15-minute breaks at least 1.5 hours apart and no less than 1 hour before the end of the shift.

\*More than 6.5 hours: Two separate 15-minute breaks at least 1.5 hours apart and no less than 1 hour before the end of the shift in addition to required Meal Break .

Staff working fewer than 3 continuous hours are not eligible for a break with pay.

Supervisors shall authorize employee breaks taking into consideration the work schedule.

Employees on rest periods must leave the work area and are not allowed to visit with fellow employees who are continuing to work.

Employees who choose to continue working during rest breaks shall not be entitled to arrive late or leave before the normal quitting time.