



Policy HR 10.2 Work Schedules and Relief Periods

Adopted by the Library Board of Trustees: 01/24/2013

1. Work day and work week

The workweek begins at 12:01 AM on Monday and concludes at midnight the following Sunday. The normal weekly work schedule for full-time employees shall consist of five (5) seven and one-half (7.5) hour days, excluding the normal meal periods. Work schedules for regular part-time employees consist of either twenty-two and one half (22.5) hours or twenty-eight (28) hours, generally worked over a three to five day week. Whenever possible, regular full-time and part-time employees shall receive two (2) consecutive days off during each seven (7) day period. Non-regular part time employees, such as Shelves and On-call employees work fewer than 20 hours per week.

2. Posting of work schedules

Work schedules may vary from day to day and week to week specific to starting and ending times. The Library will post work schedules not less than one week prior to the beginning of each calendar month. Work schedules will be posted in the employee's work area at a designated location such as a bulletin board. Schedules may also be posted on the Library Intranet or Y drive.

Although not always feasible, the Library will work to accommodate schedule adjustments requested by employees when it is operationally feasible and there is no adverse impact on Library operations.

Once work schedules have been posted they shall not be changed, except in emergency situations to maintain service to the public. Any changes in schedules that have been proposed among co-workers must be approved by the supervisor.

3. Relief periods

In accordance with state law, each non-exempt full-time employee shall receive two (2) fifteen (15) minute, or one (1) thirty (30) minute relief period in each day's work schedule, except when emergencies prevent the taking of such relief periods. Supervisors and employees should strive to stagger scheduled relief periods such that library operations are not impaired.

Where permitted by applicable law, employees may add their relief periods to their meal period or take them at the end of their work shifts if approved in advance by the individual's supervisor. The Library Director or his/her designee may temporarily or permanently override the supervisor's approval if it is determined that this schedule is detrimental to the productivity of the branch or the department, or creates an unsafe or unhealthy work schedule for the employee.

Part-time employees shall receive one (1) fifteen (15) minute relief period for each three (3) consecutive hours worked. Such relief period shall occur approximately midway through the employee's shift. Supervisors and employees should strive to stagger scheduled relief periods such that library operations are not impaired.

4. Meal Periods

Anytime a non-exempt employee works more than five (5) consecutive hours, he/she shall receive a thirty (30) minute scheduled uninterrupted unpaid meal period. Employees required to work beyond their regular schedule may be entitled to additional meal periods, and should discuss the issue with their supervisor. Any time a non-exempt employee works seven and one-half (7.5) consecutive hours or more, he/she shall receive up to a maximum of one (1) hour uninterrupted unpaid scheduled meal period, at the employee's option. Prior approval from the supervisor is required to insure that Library operations are not adversely affected.

5. Administration

The Library Director is responsible for administering this policy.