

Hedberg Public Library
B107 Hours of Employment
Board Policy
Last update - October 2005

Workweek

Library employees can expect to be scheduled during the library's normal business hours, which include weekday evening and all 7 days of the week. Each position has scheduled hours and hourly rate included as part of the position description when it is posted. There are no shift premiums for weekend hours.

The workweek is defined as seven (7) consecutive twenty-four (24) hour periods. The workweek begins at 12:00 a.m. Sunday and ends at 11:59 p.m. Saturday.

Department heads have full responsibility for scheduling the employees within their departments.

Breaks

- Unpaid

Up to one (1) hour of an employee's own time is allowed for a meal period, and employees are encouraged to take the full hour. Exceptions are at the discretion of the appropriate department head and the library director, depending on departmental needs.

- Paid

Each staff member is allowed a 15-minute break for each continuous working schedule of three (3) hours or more. Breaks are the responsibility of the employee, but should be coordinated through the supervisor. Breaks are provided with the intention of refreshing staff to maintain work quality, and should be taken as close to the middle of the work period as possible. Breaks not taken within a shift are lost, and may not be made up, or saved to shorten the working day or to combine with another break.

Flextime

Flextime is adjusting one's schedule of work within the normal hours of work in the same pay period, but should never exceed the 40 hours per week limit. Part-time and full-time employees may take advantage of flextime scheduling with their supervisor's approval. Flextime scheduling is arranged in advance.

Make-Up Time

Employees may make up small amounts of unanticipated lost time, with the approval of their supervisor. (This assumes the department schedule and work will not be adversely affected.) Instances for which time could be made up are arriving late to work due to a flat tire or having to respond to a family emergency. Make-up time must be completed within the pay period in which it was lost.

Timesheets

Non-exempt employees, as defined by the Fair Labor Standards Act, must complete daily time sheets. It is the responsibility of each employee to enter the beginning and ending time of work each day, and the beginning and ending times of meal periods. Employees must sign their time sheet and turn it in to their supervisor by the designated deadline each pay period.