ADAMS COUNTY PUBLIC LIBRARY

SECTION 3.220 – WORK SCHEDULE (revised 3/09/05; revised 2/14/07; revised 10/12/16)

The official library workweek begins at 4:00 a.m. on Monday morning and ends at 3:59 a.m. the following Monday morning. Employees are scheduled throughout the workweek according to approved FTE assignments and the staffing needs of the library system as determined by the executive director.

After a work schedule has been posted, it may not be changed or altered except in an emergency or at the discretion of the Public Service Team Leader or executive director. Since library open hours include evening and weekend hours, employees are required to share in covering those hours. Employees are also expected to assist and substitute for other staff as directed by the Public Service Team Leader during staff absences.

Employees must document all scheduled hours missed by filing a signed and dated Report of Absence upon return to work. Hours missed cannot be rescheduled after the fact. After illness or surgery, the library may require submission of a physician's statement certifying the employee's fitness to return to work. Hourly increments of less than one half (1/2) hour shall not be included in calculations for compensation.

Nonexempt staff may not be scheduled for more than forty hours per week without the express approval of the executive director. Public Service Team Leaders shall continually monitor staff hours worked to assure compliance with established schedules. When a nonexempt employee actually works more than forty hours during a workweek, the employee shall accrue compensatory time, in accordance with policy section 3.470 – Compensatory Time.

Calculations for compensatory time do not include non-worked hours or compensations such as holidays, vacation leave, sick leave, personal leave, release time or stipends.

In order to provide optimum supervision of library services, Public Service Team Leaders shall be on duty for thirty-eight hours per week during hours when the library is open. During the course of each month, a Public Service Team Leader's weekly schedule must be sufficiently varied to include supervision of all shifts. Exceptions to this policy require prior approval of the executive director.

Staff assigned to a specific building may not receive wages or expense reimbursement for meetings held outside the employee's assigned building without advance approval from the executive director.