



Staff Scheduling Policy

Overview

By implementing this comprehensive policy, the library can ensure fair and consistent staffing coverage across all shifts, including evenings, weekends, and holidays as needed. The policy outlines expectations for full-time and part-time library staff, addresses overtime considerations, and allows for flexibility and accommodations when necessary. Regular communication between employees and the library director is crucial for effective implementation, and the policy emphasizes the commitment to equitable distribution of shifts and advance communication of scheduling changes.

Part-Time Staffing

STANDARD WORK HOURS

- Part-time library employees will work the agreed-upon number of hours per week as specified in their employment contract or agreement.
- The scheduled hours for part-time library employees will be determined by the library director or designated scheduler, taking into account the library's operational needs and the employee's availability.

SCHEDULE ADJUSTMENTS

- Part-time library employees may be periodically asked to adjust their schedules to accommodate fluctuations in staffing needs, special events, or other library requirements.
- Schedule adjustments may include changes in shift timings, additional shifts, or temporary reductions in hours.
- The library will strive to provide reasonable notice for any schedule adjustments to allow part-time library employees to plan accordingly.

EQUITABLE DISTRIBUTION OF SHIFTS

- The distribution of shifts, including evenings, weekends, and holidays, will be allocated equitably among part-time library employees, considering factors such as agreed upon schedule, seniority, special circumstances, religious observances, and previous shift assignments.

- Part-time library employees may be asked to work additional hours or shifts to cover absences or staffing shortages, subject to their availability and the library's needs.

Full-Time Staffing

STANDARD WORK HOURS

- Full-time librarians are expected to work a standard 40-hour workweek.
- The 40 hours will be distributed across weekdays and Saturdays based on the rotating schedule.

OVERTIME

- Overtime may occasionally be required to support special programs, events, or other library needs.
- Overtime assignments will be made by the library director or designated scheduler.

SATURDAY SHIFTS AND OVERTIME

- Saturday shifts are considered part of the regular 40-hour workweek for full-time librarians.
- Overtime will not be accrued for Saturday shifts unless a full-time librarian has already worked 40 hours that week.
- In cases where emergency staffing coverage is needed on a Saturday, and a full-time librarian has already worked 40 hours, any additional hours worked on that Saturday will be considered overtime.

OVERTIME COMPENSATION

- Overtime hours will be compensated in accordance with applicable labor laws and library policies.
- Overtime may be paid or compensated with additional time off, as determined by the library's overtime policy.

Saturday Staffing Policy

Public library hours include being open on Saturdays to serve the community. All library employees are expected to work a reasonable number of Saturday shifts as part of their regular schedule rotation.

SCHEDULING SATURDAY SHIFTS

- The library director or designated scheduler will create a rotating Saturday schedule to ensure adequate staffing coverage.

- Saturday shifts will be equitably distributed among library employees, considering factors like agreed upon schedule, seniority, special circumstances, religious observances, and previous Saturday assignments.
- Library employees may request to swap or trade Saturday shifts with colleagues, subject to approval by the director to maintain proper coverage.
- In case of emergencies or unforeseen circumstances, library employees must notify the scheduler as soon as possible to arrange for a replacement.

ADJUSTING WEEKDAY SCHEDULES

- To balance the Saturday workload, full-time library employees assigned a Saturday shift will have their weekday schedule adjusted accordingly.
- For example, if a librarian works a Saturday shift, their weekday hours may be reduced or shifted to accommodate the Saturday hours worked.
- The scheduler will ensure that the total weekly hours for each librarian remain consistent with their employment terms.

EXCEPTIONS AND SPECIAL CONSIDERATIONS

- Reasonable accommodations may be made for librarians with extenuating circumstances, such as medical conditions, religious observances, or family obligations that prevent them from working Saturdays.
- Such exceptions will be evaluated on a case-by-case basis and must be approved by the library director or designated authority.

Evening Hours and Seasonal Scheduling

EVENING HOURS

- The library maintains evening hours to better serve the community's needs.
- Evening shifts will be included in the regular scheduling rotation for all library employees.
- Evening shifts will be distributed equitably among library employees, similar to the process for Saturday shifts.

SEASONAL SCHEDULING ADJUSTMENTS

- The library's operating hours may change seasonally to accommodate fluctuations in community demand and usage patterns.

SCHEDULING ADJUSTMENTS FOR SEASONAL CHANGES

- When seasonal changes in operating hours occur, the scheduling rotation for library employees will be adjusted accordingly.
- Library employees may be assigned additional shifts or have their schedules modified to ensure adequate coverage during extended or reduced hours.
- The library director or designated scheduler will communicate any seasonal scheduling changes well in advance to allow librarians to plan accordingly.

EQUITABLE DISTRIBUTION OF SHIFTS

- Regardless of seasonal changes, the library will strive to distribute evening and weekend shifts equitably among all library employees.
- Factors such as seniority, special circumstances, religious observances, and previous shift assignments will be considered in the scheduling process.

Final Scheduling Decisions

Final scheduling decisions will be made by the library director or his/her designated representative, in accordance with the library's needs, both administrative and public-facing, and subject to the agreed-upon operating hours of the library, as approved by the Library Board of Trustees.