

# Schedules, Breaks, and Attendance

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## *Scheduling*

Because maintaining a level of staffing sufficient to provide high quality service to patrons is important, all employees hired by the library agree to work during any and all hours of operation.

Schedules for employees of the library will be determined by the Library Director. Work schedules for the following two weeks will be posted every other Wednesday. Employees are required to notify Library Director of schedule changes by that Friday. The official schedule will be posted by 8 AM the following Monday.

## *Accommodation of religious beliefs*

The library honors the rights of its employees to practice and observe religious customs. It is the responsibility of the employee to inform the library of any religious observations that may conflict with the library's normal conduct of business. This stipulation includes conflicts with scheduling and other attendance issues. Such notification must be in writing and will become a part of the employee's personnel file.

The library will offer reasonable accommodation where possible. The needs of the library remain paramount, however, and the employee's ability to meet those needs is a condition of employment.

## *Breaks*

Employees are allowed one (1) fifteen (15) minute break for every four (4) consecutive hours worked. Breaks may not be used to extend meal periods, shorten work schedules, or to make up work time. Break periods do not accrue.

Breaks will be determined by the Library Director.

## *Meal periods*

Employees who work more than five (5) consecutive hours must take at least a sixty (60) minute paid meal period. Meal periods will be scheduled by Library Director.

*Attendance call-in procedure*

It is the obligation of every employee to arrive at work on time and be ready to begin the daily routine and have the library open to the public at the stated time.

If you are unable to work because of unforeseen circumstances, you are required to notify the director via phone within twenty-four (24) hours of your scheduled shift. If there is no answer you must leave a voicemail.

*Unauthorized or excessive absences and tardiness*

Not coming in to work without notice is not permitted. After each occurrence disciplinary action will be taken, potentially including termination. Unauthorized absence from an assigned work station during the workday or failing to adhere to scheduled work hours will not be tolerated. Repeated or unreported tardiness will not be tolerated. Employees are to report any expected tardiness to the director prior to arriving.

*Resignation due to non-attendance*

When an employee fails to come to work for two (2) consecutive days without notifying the library, the library will assume that the employee has resigned. If extenuating circumstances are later discovered and the position has not been filled, the employee may be allowed to return to work.