



SECTION 6: HUMAN RESOURCES

POLICY 6.8: HOURS OF WORK

Passed: 6.8.4 – Feb 26/20

Amended:

6.8.1 Normal Hours

The normal hours of work for full-time employees shall be from Sunday through Saturday, 7.5 hours per day and 37.5 hours per week.

6.8.2 Overtime

6.8.2.1 Authorization

All overtime hours must be pre-authorized by the Manager responsible for the department division where the overtime hours are requested. Overtime will be banked/paid to anyone who works over 7.5 hours in a day.

6.8.2.2 Banking Overtime

Employees have the option of banking overtime worked to a maximum of 37.5 hours accrual in their overtime bank.

Banked overtime hours must be taken at a time mutually agreed upon by the employee and the Manager/supervisor responsible for scheduling.

6.8.3 Alternate Work Schedule

The board supports alternate work arrangements on an individual basis where operationally feasible, and subject to approval by the supervisor and Library Director. The library recognizes that alternate work schedules better balance the work and personal lives of the employees.

Full time applicants may state a preference to job-share or reducing hours of work. Alternate work may be a permanent arrangement or for a specifically agreed upon time period. The position in itself remains a full time position in the event the applicant leaves the position for whatever reason.

Request of the alternate work arrangement must be made within a reasonable time before the commencement of the proposed date. Proposals must be made by the employee initiating the request using a standardized form.

Salary, vacation, and benefits will be earned on a pro-rated basis.



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6.8.4 Working From Home

Because the performance of library work involves staff members interacting in-person with other employees and members of the public, and in order to help safeguard the sensitive information involved in this work, library staff are not permitted to regularly perform their duties from home.

Staff members may occasionally be permitted to work from home as part of an accommodation for a medical condition, or in response to temporary environmental factors that impact the ability to perform their duties at the library. Permission to work from home on a temporary basis may be granted by an employee's supervisor, subject to the operational needs of the organization and a determination of the suitability of the work to be performed in a home environment.