

SCHEDULING GUIDELINES TO BE USED FOR EXPANDED HOURS OF PUBLIC SERVICE

[as negotiated in conjunction with the Memoranda of Understanding for 1997-2001]

1. Management of the Library Department will hire half-time and intermittent employees for specific night and weekend schedules. For Central Library, there will be an allotment of up to 1170 hours of substitute time each 6-month period that will be available to facilitate the required rotation plan.
2. Schedules for staff assignments will be developed on an 8-week scheduling basis. Prior to the schedules' development, employees will submit any requests for preference of days off to be taken into consideration in the scheduling of regularly scheduled days off. Days indicated in this process will be given priority consideration in developing schedules. The maximum number of days that may be submitted for consideration would be eight in the 8-week scheduling period.
3. Prior to the development of schedules stated in Guideline No. 2, employees may also submit requests for special assignments, vacation days and special scheduling needs (nights or weekend schedules; educational or personal needs). These requests will be reviewed and approved in conjunction with the staffing level and service needs of the work unit. If these requests are approved, the employee will be subject to that schedule for that 8-week scheduling period. Employee scheduling needs that are of a recurring nature must be requested for each 8-week scheduling period required and will be subject to approval based on the staffing level and service needs of the work unit at the time the re-request is made.
4. All Ran and File and Supervisory Librarians will be provided a minimum of one weekend time off/2 consecutive days – emphasis for Saturday and Sunday; weekend to also be considered as Friday – Saturday and Sunday – Monday per four week period.
5. Individual requests for schedule changes/accommodations for dependent care, medical and religious reasons will be considered in compliance with existing City and Department policies and practices covering these issues.
6. In compliance with State and Federal regulations, no employee will be required to be scheduled for work on more than six consecutive days.
7. The Library Department will make a concerted effort to maintain a scheduling standard of one night per week and two out of four Saturdays for the Central Library and at branch libraries impacted by the expanded hours schedule. In conjunction with this standard, desk schedules will be set consistent with operational practices and the needs of the work site for adequate public service.

8. Half-time and intermittent employees hired for specific night and weekend schedules will not be subject to the scheduling guidelines.
9. When scheduling days off, Management will make a concerted effort to allow for equitable distribution of holiday weekends.