

Lib-05-008

Section: Tofield Municipal Library Staff

Title: Hours of Work, Pay Periods and Salaries

Approval Signature: _____
_____, Chair, Tofield Library Board
Latest Revised Date: _____

1. Work hours are related to the hours of public access to the library and are applicable to all staff.
2. At least two staff will be scheduled at the library during hours of public access except:
 - a. on the rare occasion when no other staff member is available, the library may operate with one staff member.
 - b. if no staff is available or if the library manager (or designate) feels that one staff member is unable to work alone, the library may be closed (See 05-017).
3. One paid 15-minute break is allotted for each employee for every 4 hours worked. An unpaid lunch break of 60 minutes will be taken when working 7 or more consecutive hours.
4. The monthly schedule will be posted at least one week prior to commencement of the next month.
5. There will be a premium rate paid for evening or weekend hours worked.
6. If, with the library manager prior to approval, full-time or part-time employees are required to work over their scheduled hours, they will be given an equal amount of paid time off during a regular workday, at a mutually agreeable date.
7. If the Library Manager works over the scheduled hours with the Board Chairperson's prior approval, she shall be given an equal amount of paid time off during a regular workday at a mutually agreeable date.
8. "Time in lieu" for staff (excluding the library manager) must be taken within the fiscal year. Time not taken by December 31 will be paid at the regular salary rate.