

POLICY TITLE: Hours of work

ADOPTION/LAST REVISION: 7-9-96

A. The Library's hours open are as follows:

Regular Hours

Monday through Friday	9:00 a.m. - 9:00 p.m.
Saturday	9:00 a.m. - 5:00 p.m.
Sunday	1:00 p.m. - 5:00 p.m.

Summer Hours(summer hours begin on Memorial Day weekend and end after the Labor day weekend)

Monday through Friday	9:00 a.m. - 8:00 p.m.
Saturday	9:00 a.m. - 5:00 p.m.
Sunday	Closed

B. All staffing assignments/schedules are made by the Section Supervisors with approval of the Director. Assignments/schedules shall insure that adequate coverage of public service points be maintained during all open hours.

C. Tardiness and Overtime. All employees shall be at their place of employment at their scheduled times, ready to begin work. Deductions for tardiness and payment of overtime for hourly employees will begin 8 minutes after the commencement or completion of the designated working hours, respectively, and shall be based upon quarter-hour periods.

Reference: City Policy 3.890