

POLICY TITLE: Work Schedules

ADOPTION/LAST REVISION: July 9, 1996; Revised July 15, 2021

Work schedules for employees vary throughout the organization. Scheduled hours of work are set by the Library Director with Library Board approval for any long term changes in normal operating hours. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, days of the week worked, as well as variations in the total hours that may be scheduled each day and week.

The employer places great emphasis on good attendance. Absence or tardiness places an extra burden on co-workers and undermines the efficient operation of the Library. Regular attendance is expected of every employee. It is each employee's responsibility to be on the job, on time each day, and fully able and ready to work. Although there are justifiable reasons to take time off from work, each employee's employment assumes his or her availability for work. Employees are expected to arrive at work on time, return from scheduled rest breaks and lunch breaks on time, and to work until the job is completed or the employee is relieved from duty.

The Library is always open for business, regardless of weather conditions, unless otherwise determined by the Library Director or Library Board President. Weather conditions may prevent employees from getting to work or cause them to arrive late. Employees are expected to make every reasonable effort to report to work during inclement weather. When severe weather conditions exist, it will be the responsibility of each employee to contact the employee's supervisor before the start of his or her shift if he or she is unable to report to work on time. Work time missed due to inclement weather is without regular pay for non-salaried employees. Employees may request to use vacation or personal leave time, but in the event of severe weather or other circumstances as determined by the employer, the employer's need for the employee's attendance to perform his or her duties will prevail.

Each employee is responsible for and required to accurately record his or her work time each work day and each employee will be held accountable for failing to completely and accurately record his or her time. Each employee should record his or her time only. Each employee is responsible for accurately reporting his or her hours of work or use of paid time off. Each employee will be required to verify that the hours on the employee's time record are complete and accurate by submitting their time record through the City of Marshfield's time-keeping system. Errors must be immediately reported by the employee. Employees should never assume the Library Director would notice or edit any time discrepancy as this is the employee's responsibility. Hourly employees must not work prior to the start of their shift unless such time has been previously authorized by a supervisor.

#### FLEXIBLE WORK SCHEDULE PROCEDURES:

All flexible work schedules must be in writing and approved by the employee's supervisor and the Library Director.

All schedules will take into account the operating efficiencies required in each division.

Reference: City of Marshfield Policy 3.890.