

RAINY RIVER PUBLIC LIBRARY		
Category: PERSONNEL		Number: PE3
<i>MANDATORY</i>	Topic: HOURS OF WORK	Page: 1 of 1
Date: May 29, 2012 Reviewed: June 12, 2015	Authorized by:	

This policy establishes the regular hours of work for Library employees.

1. The regular hours of work for all Library staff shall fall during the following periods:
Tuesdays and Thursdays - 2 pm-7pm
Wednesdays, Fridays and Saturdays – 11 am-4 pm
2. All staff schedules shall be posted no later than the first working day of the month prior to the schedule’s start date. Staff schedules are formulated by the CEO/Librarian in collaboration with other employees. Changes to the schedule will be agreed by the CEO and the employee(s) affected.
3. The schedule will specify the days and hours that staff members are required to work and will note vacations, days off, conferences and workshops, library programmes and board meetings.
4. Staff may be required to work outside the regular hours shown in section 1 and shall be notified of the shift at least five working days in advance.
 - a. In the event of a staffing emergency (such as an accident, severe weather or serious illness), staff will be notified as soon as possible regarding work outside the regular hours.
5. All employees are expected to be punctual.
6. Time sheets must be completed by each employee using the method or template specified by the Library Board.
7. In accordance with the Employment Standards Act, hours of work will not exceed 8 per day and 48 per week. Each employee must be given an eating period of at least one half-hour every five consecutive hours of work.
8. A paid coffee break of 15 minutes is allowed for every four hours of work. This break may not interfere with the operations of the Library and may not be taken off Library property unless one staff person remains present during all posted public service hours.