

## SCHEDULES

### 1. WORK WEEK

The standard work week for full-time Library employees is 39 hours per week. Half-time work is 20 hours per week, and three-quarters time work is 30 hours per week.

The Library retains the right to change the number of hours in a work week.

### 2. SCHEDULES AND BREAKS

Schedules, including meal breaks and relief breaks, are developed to ensure the best customer service to the public. Breaks are to be arranged by the employee and their supervisor, or the supervisor's designee. Rest breaks are permitted as long as there is no interference with public service or departmental routines. Rest breaks not taken are lost. Break periods may not be combined, nor may they be given up in order to shorten the working day.

Schedules may vary by position or department based on the needs of the Library.

Each Federal Labor Standards Act non-exempt employee must take at least one (1) thirty (30)-minute meal break no later than five (5) hours after the start of the work period for every seven and one half (7.5) hours worked. The employee is not paid for this time. Employees are not to perform Library work during their meal break.

Employees may take two (2) paid fifteen (15)-minute rest breaks per shift of seven and one half (7.5) hours or more. Whenever possible, these fifteen (15)-minute breaks will be scheduled by the department supervisor or the supervisor's designee to occur in the middle of each half of the work day.

Employees scheduled to work a three (3)-hour shift are permitted a paid rest break of ten (10) minutes under the same service conditions stated above.

Employees scheduled to work a four (4)-hour shift are permitted a paid rest break of fifteen (15) minutes under the same service conditions stated above.

Employees scheduled to work a five (5)-hour shift are permitted a paid rest break of twenty (20) minutes under the same service conditions stated above.

Employees scheduled to work a six (6)-hour shift are permitted a paid rest break of thirty (30) minutes OR two (2) paid rest breaks of fifteen (15) minutes under the same service conditions stated above.

Adopted April 12, 1976

Revised February 8, 1988; March 10, 2015; July 9, 2019; October 12, 2021