



WADSWORTH PUBLIC LIBRARY EMPLOYEE MANUAL

Chapter: Conditions of Employment
Section Number: 3.4
Section Name: Hours of Work
Last Revised: 12/02/2009

- A. Employees are expected to work a flexible schedule including Saturdays and evenings. (See **Section 4.8 FLEXIBLE SCHEDULING**).
- B. The Wadsworth Public Library's hours of operation are subject to change per Board Action.
- C. SUNDAY WORK
 - 1. Staff from throughout the Library may be assigned to the Sunday schedule.
 - 2. Non-exempt employees will be paid premium pay at time and one-half their regular rate if they qualify for overtime as a result of their Sunday schedule. Exempt employees will not receive premium pay for Sunday work.
 - 3. An employee may not use benefit time for missed Sunday work. In addition, part-time employees working on Sundays may not use Sick Leave during the week to exceed their "assigned hours."
 - 4. Time worked on Sundays after September 2009 will be included in the calculation of time worked for purposes of vacation accrual.
- D. A student who is between sixteen (16) and eighteen (18) years of age and required by law to attend school will not be scheduled to work:
 - 1. Before 7:00 A.M. on any day school is in session, except he/she may begin at 6:00 A.M., if he/she did not work after 8:00 P.M. the previous evening;
 - 2. After 11:00 P.M. on any night preceding a school day;
 - 3. During school hours, unless employment is part of a bona fide program of cooperative training; or,
 - 4. More than forty (40) hours in any week.

E. MEAL BREAKS

1. Employees working more than six consecutive hours are entitled to one (1), unpaid meal period each workday. Meal breaks will be taken at the time set by the employee's supervisor and will be limited to thirty (30) minutes up to one (1) hour. (See **Section 4.8 FLEXIBLE SCHEDULING**).
2. An employee may not work through an unpaid meal break in exchange for arriving at work late or leaving early, unless expressly authorized by the supervisor.
3. Employees will be relieved of all duties, and may not stay in their work area during any unpaid, meal period.

F. REST BREAKS

1. Employees generally will be granted one (1), fifteen (15) minute rest break for each four (4) consecutive hours of work.
2. The supervisor will ensure that breaks are provided to employees in a fair manner and in consideration of service demands.
3. An employee is required to notify his/her co-workers or supervisor before leaving the work area for a break.
4. Rest breaks are a privilege, not a right.
 - a. Breaks may not be taken at the beginning or end of a workday or to extend a meal break, nor may they be combined.
 - b. A break may not be taken within the first hour of an employee's scheduled shift, nor may it take place during the last hour of the shift.
 - c. Rest breaks may not be accumulated and used at a later time.
 - d. Any time beyond the approved fifteen (15) minutes must be noted on the employee's time card.