



WADSWORTH PUBLIC LIBRARY EMPLOYEE MANUAL

Chapter: Compensation
Section Number: 4.8
Section Name: Flexible Scheduling
Last Revised:

A. GUIDELINES

1. Staff may flex their work schedules two (2) hours prior to the Library opening to one (1) hour past the Library's closing, Monday through Saturday. The Director must approve exceptions. Full-time employees are required to work thirty-eight (38) hours in the workweek.
2. Flexible scheduling is not inclusive of the unpaid meal period. Individual supervisors will schedule staff members meal periods. The meal period may not be added to the beginning or end of the workday. (See **Section 3.4 MEAL BREAKS**)
3. Staff must notify their immediate supervisor within one-half hour of her/his start time if unable to report to work.
4. Supervisors will maintain authority to ensure that their departments are covered during the Library's hours of operation. Supervisors may eliminate or suspend the flex policy depending upon the needs of their department.