

Work Schedule

Full-time staff members shall be scheduled to work seven hours per day, thirty-five hours per week. Custodial workers who are full-time shall be scheduled to work eight hours per day, forty hours per week. The hours of any staff member may be extended when emergencies require it. All employees' work schedules are subject to change; shifts may be modified at any time.

Staff are expected to arrive at their desks or departments promptly at the start of their shifts. Early arrivals for a shift will not be compensated for except when pre-approval has been obtained from the appropriate Supervisor and the Director for such circumstances as a special project, meeting attendance, special program set-up, or in cases of emergencies, such as a staff shortage. Shifts may not be extended to make up for "lost time," due to a late arrival, a late return from a break, etc. without prior approval.

The Director's duties, by nature, require that his or her work schedule be flexible. The Director is required to discharge his or her duties and responsibilities as the needs of the job dictate and must do so, regardless of the number of hours required. The Director is never entitled to overtime pay.

With regard to Sunday schedules, in all but last minutes scheduling emergencies, an employee seeking a change to an upcoming Sunday schedule or rotation (a switch or replacement) must notify his or her respective Supervisor so that any such scheduling change may be implemented by that Supervisor.