

## Joyner Library Procedure Manual

400.10

**Subject:** Flexible Work Week

**Title:** Guidelines For Flexible Work Week in Joyner Library

**Operational Procedure - Date Adopted  
by the Library Services Faculty:**

**Administrative Procedure - Date  
Issued by Administration:** December 15, 1978

**Date Revised:** November 5, 1992 (by OPRC)

### THIS PROCEDURE APPLIES ONLY TO ALL NON-EXEMPT SPA STAFF

A. All full-time and part-time SPA employees except those employees who work a special schedule for the benefit of the library are eligible to request a flexible schedule.

1. A request on Form WH-1 (available at <http://intranet.lib.ecu.edu/forms/work%20schedule.pdf>) must be submitted for consideration within the department at least 30 workdays prior to the start of each semester and to the first summer session. A flexible workweek will only be approved if it coincides with the general work schedule of the department or the library as a whole. Each form must be approved by the appropriate supervisors and the Department Head before being forwarded to the Library Administrative Office for final approval. Copies of the request must be received in the Library Administrative Office at least 15 days prior to the beginning of the work period.
2. Copies of the approved work schedules will be retained in the Library Administrative Office for a period of 3 years. Copies are sent to the ECU Human Resources Department.
3. Approved work schedules are public information. Schedules for each department should be posted in the department at least 10 workdays prior to the beginning of the work period.
4. If any conflict arises as to the choice of a particular schedule within a department and the Department Head cannot resolve the conflict, the decision will be made by the Library Director or his/her designee.

B. A common work time (core) should be designated in each unit during the 40-hour standard work week to facilitate meetings and joint work projects. Each department must publish its core schedule 40 days prior to the beginning of each semester and to the beginning of the first summer session. The Library Administration shall be notified in writing as to the core schedule.

C. In accordance with the State Wage and Hour Policy in the ECU Business Manual at [http://www.ecu.edu/business\\_manual/Human\\_Resources\\_Policy8.htm#pol8l](http://www.ecu.edu/business_manual/Human_Resources_Policy8.htm#pol8l), the standard workweek will be 40 hours. The standard workweek will begin at 12:01 a.m. on Sunday and will

end at midnight the following Saturday. The workday is the period of twenty-four hours which begins at 12:01 a.m. and ends at midnight.

1. No employee may work more than 6 hours without taking a meal break of at least 30 minutes.
2. On days when the library closes earlier than normal, employees should adjust their work schedules after consultation with their immediate supervisor.
3. A workweek which includes a University holiday will be reduced by eight hours for each holiday which occurs during that week. (Example: If a person works four ten hour days and one of the days is a holiday then the individual must shift two hours of the ten hour day to another day of the week in order to achieve the 40 hour work week [32 hours worked and 8 hours holiday]. If a person is scheduled to work fewer than 8 hours on a day that is a holiday, that person should work no more than 32 hours during the balance of that work week.)
4. The number, duration, and implementation of break periods will be in accordance with the State Wage and Hour Policy in the ECU Business Manual at [http://www.ecu.edu/business\\_manual/Human\\_Resources\\_Policy8.htm#pol8l](http://www.ecu.edu/business_manual/Human_Resources_Policy8.htm#pol8l) and will be unaffected by a flexible schedule.

D. In general, employees who supervise students should be at work when student employees are scheduled to work or should make sure that a designated supervisor (who is a permanent employee of the library) is at work. When no permanent employee is available, the unit shall establish designated personnel who may be contacted in emergencies.

E. Employees who have minor deviations from their posted work schedule should with the approval of their supervisor be permitted to work their total scheduled hours for the day. Employees who repeatedly have deviations from their posted work schedule must follow regular leave procedures, except as required by the needs of the library.

F. Supervisory personnel will be able, at any point in time and any number of times, to change any employee's schedule in their unit with reasonable notice if the operation of the department and the library requires it.