

**Buffalo & Erie County Public Library**

**PERSONNEL POLICIES AND PROCEDURES**

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**SUBJECT: Part-time Employment in Library Service**

**CHAPTER: IV**

**SECTION: 5**

**EFFECTIVE DATE: 1/1/13**

**STATEMENT OF POLICY**

A “part-time” employee shall be defined as an employee who works less than twenty (20) hours per work week in any library or combination of libraries within the Buffalo & Erie County Public Library system.

Unless otherwise negotiated through the process of collective bargaining, the B&ECPL will strictly adhere to said definition of part-time and not cause any part-time employee to work more than nineteen (19) hours in any given work week in any library or combination of libraries within the B&ECPL system.

*Adopted by B&ECPL Board of Trustees July 18, 2013*