

Buffalo & Erie County Public Library
PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: Variable Work Schedules

CHAPTER: V

SECTION: 11

EFFECTIVE DATE: 11/09

REVISION DATE: 1/12, Modified for the B&ECPL effective 1/1/15

I. STATEMENT OF POLICY

Managerial/Confidential employees of the Buffalo & Erie County Public Library are required to record their work time using electronic time sheets, like all other employees. Managerial/Confidential employees may elect to work a variable schedule, subject to supervisory approval. A variable schedule gives employees the option of varying their starting and/or quitting times on one or more days, or working additional hours on one or more days and offsetting this by working fewer hours on the remaining days during the same pay week. Employees would still be required to work their customary number of hours per week (e.g. 40 hours for full-time employees).

Managerial/Confidential employees of the B&ECPL are not entitled to compensatory time for time worked in excess of eight (8) hours or weeks worked in excess of forty (40) hours.

II. GUIDELINES

A. Approval

As indicated above, alterations in an employee's work schedule are subject to supervisory approval.

B. Establishing Variable Schedules

1. In order to best serve its customers, both internal and external, a department may need to schedule some or all of its Managerial/Confidential employees at specific hours during the day. These hours may vary from department to department. Employees also may need to attend meetings or other events at specific times during the work day. In these instances, departmental needs take precedence in establishing employee work schedules.
2. Within these guidelines, Managerial/Confidential employees will have leeway to vary their starting and quitting times from day to day to accommodate their own needs or preferences.