

**Buffalo & Erie County Public Library**  
**PERSONNEL POLICIES AND PROCEDURES MANUAL**

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**SUBJECT: Hours of Work**

**CHAPTER: V**

**SECTION: 2**

**EFFECTIVE DATE: 1/81**

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

**I. STATEMENT OF POLICY**

Hours of work for all Buffalo & Erie County Public Library employees must comply with Federal and State Wage and Hour Laws. For unionized employees, collective bargaining agreements may also set rules pertaining to hours of work.

**II. GUIDELINES**

**A. Establishing Hours of Work**

1. Within these parameters, it is the responsibility of each department head either personally or through his/her designee(s) to formally establish the specific working hours for each of the department's employees, and to set up and maintain adequate controls to assure that such working hours are regularly observed and that they meet the department's requirements.
2. It is important for employees to recognize that the libraries are open varying hours to meet the needs of patrons. Accordingly, a "traditional"

(for example, Monday to Friday, 9 am to 5 pm) schedule may not be appropriate for many libraries. Schedules should be reflective of the open hours of the library and/or department where the employee is assigned.

B. Modification of Schedules

Should the employer deem it necessary to change an employee's previously established regularly scheduled hours of work, the employer will adhere to any notification requirements contained in the applicable collective bargaining agreements.