

Scheduling and Pay Practices

PCCLD recognizes that a flexible and equitable approach to scheduling and pay practices is crucial to fostering a supportive and productive work environment. PCCLD is committed to providing employees with opportunities for work-life balance, while meeting the operational needs of the organization. By embracing flexibility and equity in our scheduling and pay practices, the organization can enhance employee satisfaction, retention and align with best practices in a modern workforce.

02.05.01 Work Schedules

PCCLD is committed to provide adequate staffing levels in each of its locations for all hours of operation. Public Service Managers develop and post their department's work schedule as far in advance as possible. Managers also make changes to work schedules based on the business needs of the organization. All managers will provide notice of schedule changes to employees as soon as possible when changes are necessary.

Variable Work Schedules

PCCLD is open for business 7 days each week, with varying hours of operation dependent on each location and operational needs. PCCLD employees work a variable work schedule as scheduled by their manager to meet the business needs of the organization. Managers will maintain as much continuity to the schedule as is feasible while meeting business needs.

Alternative Scheduling

Alternative scheduling options can benefit both employers and employees by promoting a healthier work-life balance, increasing productivity and accommodating diverse workforce needs. Alternative Scheduling is subject to approval of the department or branch manager. See Policy 02.05.01 *Work Schedules*.

Calling Tree Duties

Some PCCLD positions may require an employee to be listed on a calling tree to be contacted in the event of an emergency or some other operational need.

Flextime

Flexible scheduling, or flextime, is available in some cases to allow employees to slightly vary their starting and ending times each day within established limits. Flextime may be possible if a mutually workable schedule can be negotiated with the Manager involved. However, such issues as staffing needs, the employee's performance, and the nature of the job are considered before approval of flextime. Employees may occasionally request flextime to alter their schedule within the same work week. Flextime must be requested in advance and approved by the employee's manager.

Guidelines for Alternative Scheduling

02.05.01. G1 Work Schedule Guidelines

Alternative Scheduling

Currently, alternative scheduling is available to library support services to include Finance, Technical Services, Human Resources, IT, Facilities and Community Relations and available to full-time employees only. Future phases will review public services and part-time employees.

The following information is intended to serve as guidance regarding the administration of alternative scheduling.

1. Request Process: Employees interested in alternative scheduling arrangements must submit a formal request to their Manager. The request should include the following information:
 - o Type of Alternative schedule requested.
 - o Proposed Schedule, including start and end times or days to be worked.
 - o Duration of the requested alternative schedule (temporary or permanent.)
2. Each Manager who participates in Alternative Scheduling will declare their team's alternate schedules with human resources and will update human resources about the schedule change.
3. Approval of variable schedules proposed may be based on length of service with the organization, level and responsibilities of job position, operational needs and coverage within the department.
4. Alternative Schedules can be revised or discontinued at any point based on the manager's discretion and operational needs.
5. PCCLD's work week runs from Sunday through Saturday. With their manager's approval, an employee may have the option of working a compressed workweek schedule following one of the three models outlined below. As this practice is based on operational needs and is at the discretion of the manager, alternative schedules can be revised or discontinued at any time.

Option 1 – For Positions that are classified as Exempt only

9/80 workweek

- This schedule is only available to employees whose jobs are classified exempt from overtime. This schedule is generally based on the common norm for a 9/80 condensed schedule (even though exempt employees are not tracked on an hourly basis because their focus is on completing job responsibilities.)
- This schedule represents working more hours on the scheduled workdays to get the assigned work done, with the opportunity to take one day off every other week. If an exempt employee must come in and work on their scheduled day off, they will not receive extra pay as this is part of what is needed to get the job done, as outlined in the exempt classification guidelines.

- This schedule encompasses the two-week pay period. The employee works four nine-hour days the first week followed by an eight-hour day in that same workweek. In the second week of the pay period, the employee works four nine-hour days followed by one day off.

Option 2 - For positions that are either classified as Exempt or Non-Exempt

Four 10's workweek

- This workweek involves working four 10-hour days with the fifth day off and can be utilized, with manager approval, by employees whose jobs are either exempt or non-exempt.

Option 3- For positions that are classified as either Exempt or Non-Exempt

- Half-day Option – This workweek involves working four 9-hour days and one 4-hour each week.

Other – Other options for alternative scheduling can be proposed to Human Resources. The Executive Director makes all decisions regarding alternative scheduling.

Holidays – When the employee's scheduled day off falls on a PCCLD designated holiday, the employee may take an alternate day off within the same work week.

Required - Employees working an alternate schedule and working more than five hours in an assigned work day are required to take a minimum of one unpaid 30-minute meal break. See Policy 02.05.03 Meal and Break Periods for further information.