



PUEBLO CITY-COUNTY Library District

www.pueblolibrary.org

Scheduling/Pay Practices

02.05.01 Work Schedules

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.

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.

Remote Work

Remote work is a work arrangement by which an employee performs job duties from an alternative location other than at the office on an ad hoc or regularly scheduled basis.

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Revised: 10-1-2025

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Adopted: 5-23-2024

Remote work is not a standard work arrangement at PCCLD. Remote work may be approved at the sole discretion of the Executive Director on a case-by-case basis.

Any request for remote work should be submitted to the Executive Director. Requests will be considered on a case-by-case basis, and the organization will consider factors such as:

- library district operational needs and the employee's specific needs;
- the nature of the job or project requirements
- whether the nature of the work lends itself to remote work—not every position is appropriate for this type of arrangement;
- the amount of time to be spent working remotely;
- employee work performance;
- the ability of the employee to work independently; and
- the impact the arrangement may have on collaboration and coworkers.

Employees who are permitted to work remotely must sign a written agreement that specifies the effective date of the arrangement, the employee's remote work schedule, and the terms and conditions of the arrangement.

Unless granted as an accommodation under federal or state law, remote work arrangements are granted at the Executive Director's sole discretion and can be revoked at any time, with or without cause. Reasonable advance notice of the termination of such an arrangement will be provided where possible. Employees who fail to abide by the requirements set forth in this policy or otherwise, including any written agreement (if applicable), will not be permitted to continue the remote work arrangement.

This policy and any associated written agreement do not alter the employment at-will relationship, and either PCCLD or the employee can terminate the employment relationship at any time without cause or notice.

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.

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