

Guidelines for Librarian Work Time

These guidelines were developed and jointly agreed upon by the members of the library department and the Director of Library Services. They were developed for the purpose of establishing a common understanding regarding the use of librarian work time and to provide fairness and flexibility. The ultimate goal is to enable the librarians to provide the best possible library services to the students and faculty and staff of the Lock Haven University of Pa. The APSCUF Collective Bargaining Agreement (CBA) is the ultimate guide and all guidelines below are intended to fit within the more general policies and practices established in the CBA.

The 35-hour work week

As established by the C.B.A., library faculty in the performance of their duties shall be scheduled for no more than 35-hours per week. The library director, in consultation with the library department chair, establishes the schedule. To ensure that librarians are available to students and faculty for consultation and for library committees, no fewer than 25 of the 35 hours should be scheduled between the hours of 7:30 am and 6:00 pm, Monday through Friday. To maintain optimal performance, a meal break of at least thirty minutes should be included in any workday over six hours. In developing the schedules, adjustments for educational leave will take precedence over other requests.

Activities assigned in the job description or at the request of the library director will fall within that 35-hour schedule. Student advising and attendance at such meetings as University Convocation, the president's open meeting, and professional development workshops are also included.

As members of the faculty, librarians are expected to participate in University committees and other faculty activities beyond those in their library job description. While contractually these commitments are not part of the 35 hours, we recognize that such service also benefits the library. In general, such activities should not occupy more than four of the 35 hours of their workweek. If campus obligations required additional time commitments, the librarian should make up those hours. Compensatory time is not accrued for committee or advising work that falls outside of the librarian's standard 35-hour workweek.

Union activities and community service do not fall within the 35-hour workweek.

The department chair or his/her designee will develop schedules for summer work and for the reference desk, subject to the approval of the library director.

Compensatory Time

Librarians who are scheduled to work on a weekend, holiday, or during class breaks will receive an equivalent number of hours of compensatory time or they will receive overload pay. This includes any work done during a break at the request of the director, including but not limited to reference services, instruction, and automated system upgrades. Librarians may negotiate with the library director to work on library projects on a weekend, holiday, or class break in return for a compensatory day. Voluntary service on university committees will not accrue compensatory time.

Generally, no one should work more than ten consecutive days without a day off.

All compensatory days should be used within the academic year. If a librarian has difficulty taking compensatory time within a reasonable period, he or she should discuss the situation with the library director and/or the department chair. In general, no more than two consecutive days should be taken as

compensatory time. Exceptions may be negotiated with the library director and department chair.

Flex Time

Once a schedule has been established, librarians are generally expected to work during established hours. However, a degree of flexibility is possible. Flextime is negotiated with the library director and department chair within these guidelines. For example, a librarian may have a short term need to work 11-7 or to work longer hours on some days to take an afternoon off. As long as librarians are available to users, performing their jobs, and achieving goals, effort is made to accommodate personal choice in work hours.

One-time-only changes in schedule should be made at least three days in advance. Each librarian must ensure that all responsibilities, such as reference or instruction, are covered. Librarians should inform the library director and department chair of the schedule changes of a half day or longer via e-mail in addition to updating their online calendar (Outlook).

Working at home or elsewhere to ensure a quiet work environment for special projects may be negotiated with the library director, but generally should be limited to three days per librarian per semester.

Educational Leave and Professional Development

The library director in consultation with the department chair will designate conferences and meetings as either job-related or professional development. Job-related travel is considered to be part of the 35-hour workweek, even if it occurs over a weekend. This will include attendance at business meetings of cooperatives or consortia to which LHU belongs (KLN, SLC, Palinet, etc.). Compensatory time can be negotiated for such occasions. Librarian travel expenses for job-related travel will be reimbursed in accordance with Article 32 of the CBA.

Educational leave for professional development is permitted as part of the 35-hour workweek, but generally, librarians should limit their request for educational leave to no more than four days per semester, or a total of eight days per academic year. Librarians may also choose to take flex time in order to attend a conference that the library director, in consultation with the department chair, does not deem to be relevant enough to count as educational leave.

If a librarian chooses to take academic classes for professional development, the class time does not count as part of the 35-hour workweek. Every effort will be made to negotiate a 35-hour workweek that allows for class time. However, the classes should not result in the librarian being away for more than 10 hours during the Monday through Friday, 7:30 am to 6:00 pm period. On rare occasions, all or part of a class may be deemed directly relevant to the librarian's job, in which case the individual can negotiate with the library director and department chair to count that time within the 35 hours.

Librarians engaged in a research project are expected to do so outside of the 35-hour workweek. However, if the library benefits from the project, either in terms of publicity or in terms of knowledge/skill enhancement of the librarian, some professional development release time may be negotiated with the library director in consultation with the department chair.

Coverage

To ensure the coverage of essential library services when classes are in session, a minimum of three librarians should be available to work in the library each weekday. The library department chair will

maintain of record of scheduled absences to ensure that leave is not approved unless a minimum of librarians will be available.

Monitoring compliance

Librarians will self-monitor their compliance with these guidelines.