



Use of Extra and Vacant Position Hours Procedure

Procedure Number: 106

Supersedes Procedure #500 -10/25/12; 011 -1/1/16

Approved: 12/31/2015

Authorized by: Executive Director

Effective: 01/01/2016 - 01/01/2019

Review Date: 10/01/2018

- 1) **Purpose:**
To provide direction regarding the use of extra and vacant position hours.
- 2) **Scope:**
This applies to employees at Timberland Regional Library (TRL).
- 3) **Background:** None.
- 4) **Definitions:**
 - A. Extra hours are hours beyond designated FTE, not to exceed forty (40) hours in a week, that part-time employees work on an irregular or as needed basis. The use of extra hours must first be approved by the Public Services Manager or Service Center Department Head. The location must be recorded in the Remarks section on the employee timesheet.
 - B. Vacant position hours are budgeted hours from vacant positions that are not being paid for reasons such as when an employee is separated or changes status to leave without pay. Part-time employees may pick up vacant hours beyond designated FTE, not to exceed forty (40) hours in a week. The use of vacant hours does not require the approval of the Public Services Manager or Service Center Department Head. Vacant hours do not carry over once the position is filled. The location must be recorded in the Remarks section on the employee timesheet.
- 5) **Procedure:**
 - A. **Possible Use of Extra Hours:** Managers and/or Supervisors take the following steps in descending order when absences create a staffing shortage - When possible, without using extra hours:
 1. Adjust schedules or own schedule to cover shortage.
 2. Coordinate with other Managers and Supervisors for staff support by sending a request via the TRL Supervisor and Part-time Availability List (PAL) email groups.
 3. If still unable to cover the staffing need, check the Public Services Library Assistants' (PSLA) schedules on Outlook for availability.

4. If a PSLA is available, send a request for staffing support with the following information to the PSLA email group:
 - Library location (such as LA or MC).
 - Hours needed (such as ten (10:00) a.m. to four (4:00) p.m.
 - Desk assignment (information, circulation, youth or adult).
 - Whether the PSLA is needed as the second employee in the building.
 - Whether a security lunch is needed.

NOTE: Take travel time into consideration when requesting hours. The PSLAs may travel up to an hour to cover shifts, depending on library location and the PSLA's home location. When a PSLA is scheduled for five hours in a library, and travel time is 60 minutes, this takes the PSLA over five hours and therefore, a meal break must be built in to the five hours the PSLA is working in a library. Also, a PSLA will not be scheduled to work in a library sixty (60) miles from their home location.

5. The PSLA will add the date/time scheduled at a library to the PSLA's Outlook calendar, and send a meeting invite to the Supervisor/Manager to confirm the schedule date/time.
6. Priority is given to the most critical needs first. The top priority for the PSLA is to open a library or keep a library open. It may be necessary to change the PSLA's schedule and/or location if the priorities in the library district change.
7. If there is still an unresolved urgent staffing need for coverage, Managers/Supervisors must request approval from the Public Services Manager to use extra hours. Once extra hours are approved, invite part-time employees to work extra hours by utilizing the Part-Time Availability List (PAL), and by emailing the TRL Supervisors and PAL email lists the details of coverage needed.

B. **Vacant Hours:** If a library or Service Center department has a vacant position, the Manager or Department Head may fill vacant hours only when necessary and without exceeding the amount budgeted for the vacant position. Vacant position hours can only be used until the vacant position is filled or eliminated. Vacant hours are not banked for possible later use.

1. Invite part-time employees to work vacant hours by utilizing the Part-Time Availability List Spreadsheet (includes names, contact information, desired location and days available to work), and by emailing the TRL Supervisors and PAL email lists the details of coverage needed.

NOTE: Employees who work extra hours work within the scope of their job description and are paid at their current rate of pay, regardless of the position being covered. Whether a Library Assistant, for example, is filling in for a Library Aide or Library Associate, the Library Assistant works within the Library Assistant job description and is paid as a Library Assistant, thus reducing the amount of hours that can be covered. If you have questions or need assistance with any step in this process, please contact the Public Services Manager ext. 2554 or Circulation Services Coordinator ext. 2565.

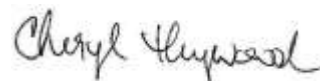


6) **References:**

- A. Use of Extra and Vacant Position Hours Policy.
- B. Part-Time Availability List (PAL).

7) **Citations:**

- A. None.

 12/31/2015
Cheryl Heywood, Executive Director

By the enactment of this policy the Executive Director of Timberland Regional Library is concurrently rescinding any prior policy or procedure within TRL that is either in conflict with or expansive of the matters addressed in this policy.

