

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	May 13 2017
Chapter:	Conditions of Employment	Page(s):	2
Subject:	Hours of Work	Revised Date:	Sept 8, 2018
			Sec 1, 1G
		Reviewed:	July 23, 2018

HOURS OF WORK

1. The Northern Lights Library System will operate on a thirty-five (35) hour week for all full-time employees.
2. Regular hours of work will be from 8:30 a.m. to 4:30 p.m., Monday to Friday.
Employees will be entitled to a minimum of a thirty (30) minute break within every five (5) hours of consecutive employment. If agreed to by the employer and employees, breaks can be taken in two (2), fifteen (15)-minute installments.
3. NLLS does not pay for one (1) hour lunch.
4. A compressed schedule or flexible schedule may be arranged at the discretion of the Executive Director.
5. NLLS recognizes that the Executive Director and the Management Team will often work excess hours in order to fulfill the roles and responsibilities of their positions. Greater financial compensation on the salary grid for their levels, more vacation benefits, and a flexible work schedule as required is considered suitable compensation for their supervisory roles.
6. Timesheet Payroll Policy– all Employee(s)
 - a. Timesheets are to be given to the supervisor by the 2nd working day of the following month. This in turn goes to the finance officer by the 5th working day of the month for review and data entry.
 - b. Executive Director timesheet to be authorized by the Board Chair.
 - c. The Finance Officer will be responsible for all timesheet entry and collection of Executive Director and Board Chair signature authorizations.

- d. Each employee may track their sick, lieu, and vacation hours. Upon request, the Finance Officer will provide a copy of the tracking sheet for employee confirmation and records.
- e. Any changes to employee mid-month payroll amount, banking information or email address, must be submitted in writing with effective date to the Finance Officer.

7. Time off authorization

- a. All time off requests must be submitted to employee(s) Department Manager for approval via email where possible and cc the Finance Officer. If a phone call is made to your Department Manager they will be responsible to send email to the Finance Officer. Please follow up next working day. If your Department Manager is unavailable please go to next employee in chain of command and cc Finance Officer.
- b. Once approved please ensure you create a calendar entry when possible with the subject line: "Your Name" -AWAY
- c. Update employee voicemail and email out of office notification as required.
- d. The Executive Director time off requests must be submitted to the Board Chair or Vice Chair for approval.

8. Absenteeism

- a. Employees are expected to attend work and be punctual on every scheduled day. Any incident of employee absenteeism shall be reported and recorded by the department manager.
- b. Employees will be subject to the Employee Discipline policy if they are absent or late without authorization for three (3) occurrences in a twelve (12) month period.

NLLS Executive Board Chair

Sept 8, 2018
Date of Approval