

Schedules and Breaks Policy

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Work Week Defined

The work week begins at 12:01 a.m. Sunday and ends the following Saturday at 12:00 midnight. Pay periods consist of two work weeks.

Scheduling

The Bullitt County Public Library system is dedicated to providing an exceptional level of customer service to our community. In order to provide this high level of service, it is essential that the Library be able to maintain the necessary staffing levels. With this goal in mind, all employees hired by the Library agree to work during any and all hours of operation.

Schedules for Library employees will be determined by supervisors. Work schedules may be altered as deemed necessary in order to maintain appropriate staffing levels that will allow the Library to provide the best service in all of the Library facilities.

Schedule changes require prior authorization by the supervisor. Requests for scheduled absences must be received by the supervisor at least one week prior to the schedule change. Any other absences will be considered unscheduled and will be counted towards disciplining or terminating the employee.

Accommodation of Religious Beliefs

The Library respects the rights of its employees to practice and observe religious customs. It is the responsibility of the employee to inform the Library of any religious observations that may conflict with the Library's normal conduct of business. This stipulation includes conflicts with scheduling and other attendance issues. Such notification must be in writing and will become a part of the employee's personnel file. The Library will offer reasonable accommodation where possible, but the needs of the Library are the highest priority, and the employee's ability to meet the needs of the Library is a condition of employment.

Breaks

Employees will receive one paid fifteen minute break for every four hours worked. Employees who work a six hour shift or longer will also receive a thirty minute paid meal period. Exempt employees are not required to take a meal period but are strongly encouraged to do so.