

**Oregon State Library  
Policy**

**Library Working Hours**

Approved by:

*Mary Kay DeBogreen*

Date:

*7/24/15*

**Policy Statement:** This policy establishes work hour standards for Oregon State Library employees and provides guidance for exceptions to the standard.

**Authority:** Bureau of Labor and Industries (BOLI) Wage and Hour Laws  
DAS Policy: Fair Labor Standards Act (20.005.20)  
DAS Policy: Temporary Interruption of Employment (60.015.01)  
OAR 839-020-0040(1)  
OAR 543-010-0034  
DAS/SEIU Collective Bargaining Agreement, Articles 32, 32T, 32.5C (Overtime) and Articles 90, 90T and 90.5 (Work Schedules), Article 123 (Inclement or Hazardous Conditions)

**Applicability:** All Classified and Temporary Oregon State Library employees, volunteers, and patrons.

**Attachments:** None.

**Definitions:** None.

**Policy:**

**Authorized Working Hours:** State Library employee working hours shall be between the hours of 7:00 a.m. and 6:00 p.m., Monday through Friday, scheduled to best meet the needs of individual programs and customer service. The State Library is closed to employees on state holidays, mandated office closure days, and weekends. State Library employees will work within agreed-upon hours except by pre-arrangement approved in writing by an employee's manager (e.g. travel or consulting).

**Overtime/Comp Time:** The employee's manager must pre-authorize, in writing, all overtime, straight time, and comp time hours and shift differential hours. No exceptions will be made to the pre-authorization for overtime. FLSA requires payment for overtime even if overtime worked is unauthorized. Employees working unauthorized overtime will be paid according to BOLI laws but may be subject to disciplinary action.

**Flexible Work Schedules:** A flexible work schedule is a work schedule which varies the number of hours worked on a daily basis, but not necessarily each day, or a work schedule in which starting and stopping times vary on a daily basis, but not necessarily each day. This schedule is agreed upon in advance by the employee, their division, and their manager. A flexible schedule may not exceed 40 hours in a work week, or flex hours from one pay period to the next.

Divisions have the responsibility to assess whether any proposed flexible work schedules are in the best interest of accomplishing the work of the division and the work of the agency and to share any resulting recommendations with the division's manager. Flexible schedules require a written agreement with the division's manager.

Employees may occasionally make one-time changes ("flex") to their work schedules up to one half (1/2) hour after checking with their division to ensure adequate coverage for key tasks. The flex must occur within the same work week and monthly pay period. Such changes must be reported by email to the Program Manager. Changes in excess of one half (1/2) hour must be approved in advance by the Program Manager. Emergencies will be handled on a case by case basis.

Time sheets for all schedules shall always reflect the actual time worked.

The State Library Program Managers reserve the right to modify or terminate any flexible schedule in the regular course of business.

For information on telecommuting, see the DAS Telecommuting and Teleworking Policy:

<http://oslsharepoint/StaffResources/Policies/Human%20Resources/DASTelecomTelework.pdf>

**Volunteerism and Employees:** If an employee performs work which is the same or similar to their regularly assigned job duties, it is considered time worked for the purpose of computing overtime. The State Library does not allow employees to volunteer to do the same work as that for which they are paid {State Policy 20.005.20(1) (h)}.

**Weather, Hazardous or Extreme Condition Closures:** The State Library may only be closed for reasons of weather, hazardous or extreme conditions by action of the Department of Administrative Services as governed by DAS policy 60.015.01 Temporary Interruption of Employment.

- In such conditions, the State will provide public notice of closures on local radio and television broadcasts and the State website:  
[http://www.oregon.gov/das/pages/bldg\\_close/index.aspx](http://www.oregon.gov/das/pages/bldg_close/index.aspx). Employees are expected to check for notice of State building closures during periods of severe weather or extreme conditions.
- Should DAS close the State Library building, employees shall not report to work until the building has reopened. The building will be considered open on any normal workday if a closure announcement has not been made.
- Building closure does not affect employees who are on leave or are scheduled to telecommute on the day of the closure.

**Professional Activities:** The agency encourages employees to pursue professional development activities. The use of work time for personal professional development activities may be approved as long as the work of the agency is adequately maintained. Such activities might include meeting or conference attendance or project work for a

professional association. Employees must check with their divisions to ensure adequate coverage for key tasks. Managers will assess the use of agency resources to support such activities using an agreed-upon procedure. Resources might include work time, travel expenses, meeting registration, etc. as appropriate.

**Blood Drive Event:** When the blood drive is sponsored by a state agency (OSL, DCBS, ODOT, etc.), employees can donate blood on work time (typically, one hour). When the blood drive is sponsored by a non-state agency (such as Red Cross, a local church, etc.) employees must use vacation or personal business leave. If an employee becomes ill after donating blood and needs to leave work, the employee must use sick leave.

**Public Hours:** The State Library Building is open to the public from 8:00 a.m. to 5:00 p.m., Monday through Friday, except state holidays and mandated office closures. As authorized by the State Librarian, the Oregon Talking Book and Braille Library is open to the public from 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m. daily. Staff will provide the public with access to other State Library collections from 1:00 p.m. to 4:00 p.m. daily.

