

# **Camden County Library District Policy Manual**

## **Section 1. Employees.**

### **Subsection 1. Absences and Tardiness**

#### **Absences**

A request for leave form must be approved by the employee's supervisor and approved by the Director or Business Manager each time an employee finds it necessary to be absent from work. Request for leave must be made as far in advance as possible. In the case of absence due to illness or emergency, employee must inform their supervisor the type of leave to be used as soon as the employee returns to work. Employee should **not** complete a time off request.

#### **Tardiness**

Being on time is defined as being at your work station and ready to work at your assigned time, not coming in the door at your assigned time. It takes a few minutes to put lunches in the fridge, get coats off and hung up, put purses away, stop at the restroom, get a drink of water, etc. in order to be at your desk or work station at your starting time. In order to get out of the library at closing time, it is necessary to begin alerting people that closing time is coming up and they must finish their business, etc. Do not put people on computers later than 15 minutes before closing time, offer to help them find books or whatever they need, encourage them to get to the desk for checkout so that you are not waiting on people several minutes after closing time. Lock doors promptly at closing time, so no one else is coming in.

- Clock in when you arrive for work.
- Clock out when you finish work and leave. It is not necessary to clock out and back in for breaks. Just remember that you are being paid for this time and do not abuse it. Breaks are 15 minutes.
- It is not necessary to clock out and back in if you leave the building on library business. Again, please do the business as promptly and efficiently as possible and return to the library.
- Use the proper form for alterations to your schedule.

Anyone late by 15 minutes (in one time or cumulative) per pay period will have pay docked. No make-up time is allowed without approval. Adjustments to your regular schedule will be made in advance with your supervisor/director.

No one is allowed to clock in or out for any other person. Violation of this policy results in disciplinary action up to and including discharge. Management members are allowed to alter time clock records with approval of the staff member involved.

For workshops or conferences which are out of state two days or more, staff is paid for an 8-hour workday. For a one-day workshop, full-time staff is given comp time for hours worked over 8 hours, part-time staff are paid actual hours worked. In cases of less than 8-hour workshops, you

are paid for the actual time of the workshop. All expenses for such things are paid by the library district, including transportation, food, and lodging when necessary. For all in-state workshops or conferences, actual time worked, including commute time, will be paid if the staff member does not stay in a hotel for the workshop or conference.