

WORK REGULATIONS

These regulations have been designed to conform with Policy and Rules - Nonacademic, with applicable University and Civil service rules, and with union agreements.

1. The approved University Library workweek is 12:01 a.m. Sunday through midnight Saturday.

The normal workday for support staff members is seven and one half hours with up to one hour of unpaid time for lunch and two break periods (morning and afternoon) for 20 minutes each. For part-time employees the work schedule is adjusted proportionally. The University Library will establish work schedules appropriate to the needs of the Library. Work schedules will vary to meet library demands and the needs of the unit as determined by the department head. Such schedules will conform to University policy and union agreements.

The following rules apply to work scheduling:

- a. Under special circumstances, deviations from the normal schedule, either dictated by the needs of the unit or requested by the employee, may be approved by the unit head at his or her own discretion. This does not include overtime.
 - b. When regular work shifts other than the normal day shift are required to meet operational needs, the unit head may establish such shifts and their starting and quitting times for the staff members involved. This will be subject to any relevant union agreements.
 - c. Any deviations of schedule requested by an employee must be in writing and must be discussed with the unit head and be approved before becoming effective. All such changes are subject to periodic review.
 - d. Staff members may make up lost work time with the permission of their supervisor. In such cases, there is no requirement that the employee be paid for excess hours worked in a day. An employee may not, however, work more than 37.5 hours in a week. Time lost must be made up in the **same day, not** within the week or pay period.
2. Nonexempt staff members will be compensated at time and one-half for all authorized time worked in excess of the number of hours of work in the full-time daily or weekly work schedule. Overtime will be authorized and paid only when an unusual or emergency service requirement exists or when such time is billable to a non-library source. For on-going library service demands, the supervisor will set a quarterly schedule to meet the demands.
 - a. **All** overtime must be approved in advance by the University Librarian or designee.
3. Lunch periods will be unpaid and are subject to the following rules:
 - a. In general, lunch periods will be scheduled to begin no sooner than 11:00 a.m. and to end no later than 2:00 p.m.

- b. Lunch hours will be taken away from the individual's desk or work station. Make-up time allowed on occasion.
4. Breaks are granted to allow a change of pace, and to give time for coffee, etc.
 - a. One break in the morning and one break in the afternoon, each of twenty minutes, is allowed.
 - b. Break time cannot be used to make up time, nor can an untaken break be used to leave work twenty minutes early.
 - c. All breaks will be scheduled by the supervisor.
 - d. Breaks will be taken away from the individual's desk or work station and away from other library work areas.
 - e. The morning break must begin no sooner than one hour after an employee arrives at work and must end at least one hour before lunch. The afternoon break must begin no sooner than one hour after lunch ends and must end at least one hour before quitting time.
5. Food and drink are allowed only in designated areas of the Library. Designated areas include the rooms containing vending machines. Exceptions to this rule may be approved by the University Librarian.
6. Office and service points will be staffed at all times. This means that at least one staff member will be in each department or section at all times the area is scheduled to be open.
7. It is the staff member's obligation to begin working at the scheduled time. It is not acceptable to report for work on time and then take care of personal errands, such as taking one's lunch to the refrigerators. An occasional tardiness may be made up if permission is granted by the supervisor. Breaks may not be used as the make-up time. A tardiness may not be charged to vacation time.
8. Lost time can be made up only after discussion with the supervisor and only with the supervisor's prior approval.
9. Vacation schedules for each unit are planned to insure sufficient coverage at all times. Therefore, individual vacations must be arranged in advance so that both the needs of the unit and of the individual can be met. It is not permissible to call in and announce that unscheduled vacation time is being taken, unless a demonstrable emergency is involved. If a demonstrable emergency is not involved, such incidents will be treated as unexcused absences.
10. Accumulated sick leave may be used for illness of, injury to or need to obtain medical or dental consultation for the employee, the employee's spouse, children, or parents, including parents-in-law. Sick leave may also be used for the above reasons for a member of the employee's household. With permission of the University Librarian, sick leave may be used for time used to care for other dependent residents of the household.

Each staff member must call in and report any absence caused by illness. Call-in procedures will be established by unit heads. Sick leave can be used to cover visits to the doctor. Sick leave cannot be used as additional vacation leave. Vacation time, however, can be used as additional sick leave upon approval.

11. Telephones have been installed for library business and their number has been kept at an absolute minimum because of the cost involved. The telephones are to be used only for library business and not for making personal calls. Emergency calls may be received but should be kept brief and to a minimum. Social calls are not to be made or received.
12. Work habits:
 - a. Visiting, either with fellow staff members, family members, or friends, must be confined to break and lunch periods away from your desk. It is not acceptable to use break or lunch time to visit with another staff member who is still working.
 - b. Talking must be kept to a minimum and not become excessive or detrimental to work performance.
 - c. Staff members must not be absent from their normal work stations without the knowledge and permission of the supervisor.
13. Staff are expected to refrain from installing or using unauthorized software, and in particular, software that creates security risks on University Computer Facilities. Other programs may be restricted by the departmental system administrators and will be announced through appropriate channels. Unauthorized transferring of copyrighted materials to or from the ACCC computer system without express consent of the owner is a violation of federal law. Violation of this policy can result in further discipline under the appropriate procedures extant at UIC or by civil or criminal prosecution.

Computers are for University business use only. Surfing the Internet, checking personal emails, or other personal use of the computers should not be done during work time.

14. Tuition may be waived for courses taught within the state university system for members of the permanent civil service staff, including those on probation. A separate set of rules governing the taking of courses is available from the Library's Personnel Office. Tuition waivers do not extend to courses taught by the Office of Organizational Development.

A casual approach to the work schedule on the part of some people places an undue burden on other members of the staff. Positions are filled in the library because of the work that must be performed to operate the library. Unless specifically excused because of vacation, illness, or for other reasons (jury duty, military leave, etc.), each staff member is expected to meet a full work schedule as arranged with the supervisor.