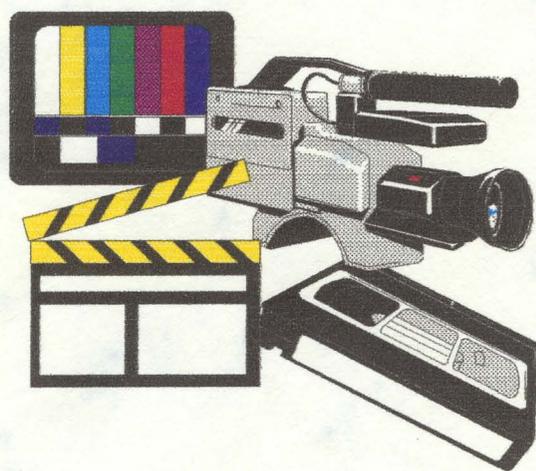


Library Media Center



Policy Manual

Glendale Community College
Library Media Center
Staff Policies, Procedures, and Guidelines

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**Glendale Community College
Library Media Center
Staff Policies, Procedures, and Guidelines**

The staff policies, procedures, and guidelines have been developed with the goal of achieving organizational efficiency and effectiveness. As a service and support agency for the college, the Library Media Center (LMC) departmental policies may differ from those established by other campus units; however, the LMC policies are in compliance with those established by the Maricopa Colleges policy groups. Hopefully, this handbook will answer many of the questions that you may have as well as help to increase the quality of your worklife.

Please feel free to express any concerns that you have regarding these guidelines. While we conform to the policies, in the interest of all, the organization is very flexible.

LMC ORGANIZATION

The Director of the LMC is responsible to the Dean of Administrative Services, with each librarian reporting to the LMC Director. While each librarian has a primary unit of responsibility, the effective operation of the LMC depends upon the cooperative efforts of each librarian and the staff members assigned to these units.

The LMC units and the areas of responsibility are as follows:

LIBRARY DIRECTOR

Jhnette J. Williams
Robin Griffin

COLLECTION DEVELOPMENT & MANAGEMENT

Dianna Dwyer
Ana Gutierrez
Pat Shipley

ACCESS SERVICES

David Rodriguez
Dave Gallett
Mike Vogt
Glory Scott
Irene Becker
Erik Kincaid

REFERENCE AND INFORMATION SERVICES

Russ Sears

MEDIA

Jill Seymour
Nicole Baer
Jeanie Hogg
Arvil Jenkins
Scott Kozak
David Schmidt

ADJUNCT FACULTY (Reference/Information Services)

Stephanie Allen
Charlotte Cohen
John Crabb*
Christine Hawes*
Vince Jenkins*
Joan Klein
Diane Nevill*
Kris Vanderlee

WORK SCHEDULE

Work schedules have been created to ensure that each unit is adequately staffed. Therefore, variations from the established schedule should be approved in advance.

Professional Staff (PSA) Schedules

Daily Work Schedule:

The daily work schedule is from 7:30am to 4:30pm. Exceptions have been made to this schedule to accommodate staffing demands. Some exceptions to this schedule may include:

1. staff members assigned to open the building at 6:15 and close at 10:00pm;
2. staff scheduled to arrive at 7:00am;
3. special departmental or unit needs; and
4. approval of immediate supervisor.

Participants in the Early Retirement Program are scheduled as per departmental needs.

Early Fridays:

The Library Media Center staff participates in a unique flex schedule, referred to as "Early Fridays." To accommodate the "early-Friday" concept, full cooperation of all staff is needed. All full-time day employees who plan to participate in the flex scheduling concept will take a one-half hour (30 minute) lunch **during the week scheduled** for an "early-Friday." Other Fridays, staff will take an hour lunch.

There are times when changes to the "early-Friday" schedule must be made. These changes include the weeks of Thanksgiving Day, the week in which the Christmas Recess begins, and the week of Spring Recess. During these weeks there will be no "early-Fridays." *You should adjust your lunch hour accordingly. It is the responsibility of each staff member to make these adjustments.* "Early-Fridays" begin the Friday following Labor Day.

Certificated Staff Schedules

Certificated staff schedules vary according to organizational needs. The schedules are posted near the faculty members' offices; also the LMC secretary and the Dean of Administrative Services maintain a copy of these schedules. Generally, certificated staff schedules cover the hours of 7:00am - 4:00pm.

ABSENCES

Absences are to be reported to the LMC secretary at 435-3101. Please *do not* depend upon anyone else to report your absences. If you telephone before 7:30am please leave a message on the Voice Mail System.

The failure to report your absences directly to the LMC secretary may cause confusion and may result in your vacation or sick leave being improperly credited. Further, we are concerned when we do not hear from you.

The following guidelines should be followed when reporting absences:

1. Day employees should call in by 8:00am.
2. If you are scheduled to work in the evening and you are ill, please call the office no later 11:30am, so that coverage can be arranged for the evening.

For your convenience and comfort, if you call in sick one day and do not call in the following day, we will assume that you are still ill. However, you must call in on the third day. * If you become ill during the workday and must leave work; please notify the office if you do not plan to come to work the following day.

Employees who are scheduled to work evenings and who have reason to leave work prior to the end of their evening work schedule, should report this absence to the reference librarians. The librarians will note the absences in the Reference Desk Calendar. They will be recorded on the official staff calendar the following day. The LMC secretary should check this calendar each morning, but it is your responsibility to make certain that the office knows about your absence.

Sick Leave:

Sick leave is accrued and should be used according to the policies outlined in the policy manuals. Sick leave is intended to protect you from loss of income during periods of illness; therefore, you are cautioned against the misuse of your sick leave. A doctor's statement may be requested for confirmation of absences, due to illness (Professional Staff Policies, 5.2.4, p.39). *

MCCCD credits and debits sick leave in hourly increments; therefore partial day absences can more accurately be recorded. All full day absences are reported in 8-hour increments or 10-hours increments during the summer. Please keep a personal record of your absences since there may be some delay in your absences being reflected on your payroll statement.

Sick leave may be used for **SICK ONLY**; other absences will be charged to vacation (if pre-approved), personal leave, or leave without pay. While prior approval is required for Personal Leave, consideration is given to emergencies.

PLEASE DO NOT ASK US TO VIOLATE YOUR POLICY MANUAL BY CHARGING YOUR SICK LEAVE FOR PURPOSES OTHER THAN SICK!

Personal Leave:

Requests for personal leave require the prior approval of your supervisor. More specifically, "Requests for personal leave **must** be made before the fact and is **subject to approval by the appropriate college president . . . and/or supervisor.**" (see Professional Staff Policies, 5.4.1 p.40). Certificated staff must request personal "leave, except for emergencies, at least **five (5) days in advance.** All personal leave **must** be approved by the appropriate College President...and shall be for those activities that can only be accomplished during normal working hours." (See Residential Faculty Policies, B.5.2.1, p.51). In both cases, three days of personal leave are granted each year and will be charged to sick leave. Personal leave is not cumulative. An accounting of your personal leave hours is found on your payroll statement. Please be aware that personal leave is charged to your sick leave.

Catastrophic Illness/Imminent-Death/Bereavement:

Leave of up to five (5) days may be used for catastrophic illness and imminent-death or death of a spouse or family member of the employee (see Professional Staff Policies, 5.3.1-4, p.40 for details and or relations).

Vacations:

Vacation requests must be made in advance and are approved by the unit supervisor. The LMC secretary, to assure adequate coverage in all departments, coordinates vacation scheduling for spring breaks, holidays, and summers. Final approvals will be based not only on unit needs, but also on departmental needs.

Call for requests for extended vacations, such as, Spring Recess, Summer Vacation, Thanksgiving, and Christmas will be as follows:

- Spring Recess -----January - March
- Summer Vacations ----- March - August
- Thanksgiving and Christmas-----October - December

Every effort is made to accommodate an employee's first choice of vacation days. However, it may be necessary to rotate vacation days among staff members so that each staff member has an opportunity to receive vacation time surrounding major holidays. Please work closely with your supervisor and colleagues in preparing your vacation schedule (so that each person may receive his or her first choice at some time). Employees are encouraged to schedule vacation time during times when classes are not in session when possible. **REMEMBER: WE ARE OPEN MONDAY THROUGH WEDNESDAY OF SPRING RECESS!**

For security and safety reasons, NO ONE is to work alone in the building when the Library Media Center is closed during holidays and recesses. If you find it necessary to come into the building, please notify Security (53535) in advance.

Compensatory Time:

Compensatory time is accrued only when you are requested by your supervisor to work late or to work on holidays. It is not accrued simply by remaining beyond your assigned work schedule or arriving before the beginning of the scheduled workday.

When a supervisor deems it necessary to have an employee work overtime, the supervisor must maintain a record of time accrued. The LMC secretary will also maintain a record for accountability purposes and should be notified when an employee intends to use his/her compensatory time. This accounting is for your protection, as we must account for your absences during your regular workweek.

Please work closely with your supervisor in determining the most convenient time for taking your compensatory time. **Supervisors must work out with the employee and LMC Director, in advance of the employee working overtime, to determine whether the time worked over the 40 hour workweek will be time-off or premium pay.**

Breaks and Lunch Periods:

Breaks are REQUIRED rest periods. They are to be taken as scheduled and are not used to makeup time. Breaks should be taken between 9:15am and 10:15am.

Lunch periods are your own time, but should be taken as provided for by your unit or departmental schedule. These schedules are designed with departmental needs in mind. If it becomes necessary to change your lunch to meet a personal emergency, please notify your supervisor. Because we have an employee scheduled to work until 1:30pm, to accommodate coverage over the lunch hours, please make certain that all lunches are completed by this time. The designated lunch hours are 11:30-1:30pm.

DEPARTMENTAL BACKUP COVERAGE

Dave Gallett and Scott Kozak, serving as library operations supervisors, have responsibility for the Library Media Center during the absence of the librarians. This usually occurs during recess periods, but may also occur infrequently during the regular school year. Any changes in work schedules or absences must be reported to these employees (Dave for the Library; Scott for Media Services) before they are made. The operations supervisor(s) will then notify the LMC secretary of these changes. If you have reason to be absent, please let the secretary know, she will notify Dave and/or Scott.

Evening/Weekend Supervision:

During the evening/ weekend hours, the librarian on duty is responsible for the LMC. Together, the librarian, the evening/weekend circulation staff member and the audiovisual technician are responsible for closing the building. The librarian should make certain that everyone has exited the building prior to departure.

Director's Office:

The Collection Development staff is the designated backup for the Director's Office. Therefore, the LMC secretary and the Collection Development Staff should coordinate breaks, lunches, vacations, and "early Fridays."

STUDENT HELP, STAFF PAYROLL, RETIREES, and ADJUNCT FACULTY

Student Payroll:

Dave Gallett will prepare student payroll for the Library and Arvil Jenkins for the Media Center.

Staff Payroll:

The LMC secretary will prepare staff payroll. Please sign time cards in a timely fashion so that the secretary does not have to track you down to acquire your signature. If you have not turned in your timecard by 11:30am on the day that it is due, it will not be received at the cashier's office until the following workday. This may result in some delay in receiving your pay.

Retirees:

Staff participating in the Active Retirement Program will work a schedule designed to meet departmental needs. However, consideration is also given to the employees' requests. Since participation in this program is based upon departmental needs, we cannot guarantee work. Please report absences to the LMC secretary. The LMC secretary will maintain a record of hours worked, and prepare time tickets, as required. There are no accommodations for making up time lost.

Adjunct Faculty:

Adjunct faculty members are hired on a semester by semester basis. The contracts are not continuing and imply no commitment for continuing employment. In cases where contracts are not allocated, the LMC secretary will prepare time tickets for your signature. Please be certain to ask about them when applicable. In case of absences, your contract will be docked, and the substitute paid. There is no mechanism for making up time.

DEPARTMENTAL FUND ACCOUNTS

Units that are responsible for collecting and depositing moneys will have a designated employee to maintain records and/or receipts. These deposit amounts should be passed on to the LMC secretary to be entered into the departmental financial accounting records.

PROFESSIONAL DEVELOPMENT/CONFERENCE/LECTURE ATTENDANCE POLICY

It is the philosophy of the unit leaders that professional development is a joint responsibility of the employee and the organization. Therefore, in most cases, it will be expected that time spent on professional growth activities will come from both personal and work time. In order to fulfill the LMC's commitment to staff development, the following guidelines are being established for professional growth/staff development.

1. Staff is allowed to take up to two (2) clock hours per semester for classroom-related professional growth activities (generally those offered by Training and Development) without having to make up the time. Hours beyond the **two** may be taken, however these hours will need to be made up. In all cases, approval is pending coverage in your area.
2. At times, staff members will be **required** (by the unit leader) to develop new skills or become more proficient in skills related to their work assignments. These classes may be taken on work time without making up the time. The courses/classes must have a direct relationship to the tasks to be performed as a routine part of your job.
3. Classes attended for college credit cannot be completed on work time (ex. OE/OE, regular classes, classes delivered over the Internet, etc).
4. Staff may attend at least one lecture/ Speakers' Forum per semester. You may attend others pending approval of unit leader and coverage of your area.
5. Approval will be granted for attending the PSA's Summer Conference, luncheons, etc., pending adequate coverage of area. Attendance at such functions is generally no problem and those wanting to attend usually get to do so.