Dartmouth College Library Policy Statement

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Flexible Work Schedules Policy

Background and Policy Overview

Dartmouth College is a private, residential institution of higher education focused on high-quality teaching, learning, and research.

Dartmouth College Library fosters intellectual growth and advances the mission of Dartmouth College and affiliated communities by supporting excellence and innovation in education and research, managing and delivering information, and partnering to develop and disseminate new scholarship.

This policy provides guidance to staff and supervisors in determining individual work schedules that balance the goals and needs of the Library in achieving its mission and the needs of individual staff members.

Policy

Department managers and supervisors have the responsibility for determining schedules of individuals working in their area. Because the nature of work varies by department and among different individuals, there will be considerable variation across the Library. Flexible and telecommuting schedule arrangements should be tied to organizational goals and be designed so as not to compromise department dynamics and committee work. The following general guidelines apply:

1. Each individual should have a set schedule that includes significant overlap with others in the Library with whom she or he needs to interact. Any variation from the set schedule should be negotiated in advance with the individual’s supervisor.

2. While Monday – Friday is the usual standard work week, a non-standard work week (e.g. a four-day work week or a work week regularly including a weekend day or days) is permitted when deemed appropriate by the unit head and supervisor with consideration given to work supervision, staff interaction, public services, interactions with faculty, students and non-library staff, and burdens that might be placed on colleagues.
3. Depending upon the length of a scheduled work day, an individual usually schedules an unpaid lunch break of at least one half hour and one or more paid work breaks, the frequency and duration of which are determined by the supervisor and unit head. The New Hampshire Department of Labor states, "An employer may not require an employee to work more than 5 consecutive hours without granting her/him a one half hour lunch or eating period, except if it is feasible for the employee to eat during the performance of her/his work, and the employer permits her/him to do so." Dartmouth discourages the practice of eating and working at the same time, but if it does occur with an hourly paid employee, it is not considered a break and the employee must be paid for the time.

NOTE: Individual schedules for non-exempt employees should reflect the individual’s budgeted work week, usually 37.5 or 20.0 hours per week. See the Library policy “Hourly-Paid Work Hours and Overtime Policy” for the policy on hours worked over 37.5 per week. The College’s work week is Sunday through Saturday.

Telecommuting

1. Telecommuting up to a maximum of 20% per week of an individual's effort is permitted when deemed appropriate by the department manager and supervisor with consideration given to the type of work being done, work supervision, staff interaction, public services, interaction with faculty, students and non-library staff, and burdens that might be placed on colleagues. Each telecommuting request is considered on an individual basis. Exceptions may be made in rare cases for a larger percentage of time.