

Working Conditions Policy

1. A work week for the full time staff shall be forty (40) hours a week; additional hours may be scheduled by the Library Director. The schedule is staggered in compliance with the library hours.
2. The work schedule shall be prepared by the Library Director or Assistant Director and approved by the Library Director.
3. The Library Director shall maintain a proper balance in the workload of each position. In assigning duties and in managing the flow of work, the director delegates work so that each employee may maintain a high level of performance in all duties of the position, and so that monotonous and fatiguing duties may be alternated insofar as possible, with those more stimulating.

FOR ALL OTHER WORKING CONDITONS SEE THE PERSONNEL MANUAL FOR EMPLOYEES OF THE CITY OF NEBRASKA CITY.

Adopted November 9, 2016