



FLEXIBILITY IN WORK SCHEDULE (FLEX-TIME) POLICY

For the purpose of policy interpretation, Mcmillan Memorial Library employees are considered both employees of the Library as well as employees of the City of Wisconsin Rapids. Policy wording may include either references to "City" employees or "Library" employees, both of which apply if approved by the McMillan Memorial Library Board.

Employees are permitted alternative work hours to the normal department hours, provided the schedule requested does not affect service to the public, allows for effective and efficient operations, and receives approval of the department head. Salaried employees who are regularly required to attend meetings outside of their normal workday may adjust their work schedule to accommodate such meetings, provided it does not interfere with normal service to the public or operations. "Flex- Time" absences must be reported to the supervisor.

Adopted by the McMillan Memorial Library Board of Trustees, April 17, 2024.