

May 1997

## LETTER OF INTENT

### Agreement for the Operations of Central Library for Sunday Hours

**The Board of Library Commissioners ("Board") and Librarians' Guild Local 2626, AFSCME ("Guild") agree to the terms and conditions specified regarding Sunday hours of operation for the Central Library, as follows:**

The terms and conditions contained in this Letter of Intent shall remain in effect from the date of signing until the point in time that the Library Department is funded to provide Sunday service for Regional or branch libraries; or if the appropriate funding for this activity is no longer available. The Board agrees that if either condition occurs, the Library Department will Meet and Confer with the Guild regarding any proposal to maintain Sunday hours at Central Library that involves changes in the terms and conditions contained in this letter of Intent.

The Sunday hours of operation for the Central Library will be staffed under the following guidelines and the General Guidelines for Sunday Staffing:

That all rank and file Librarian positions will be filled by bid assignment and compensated at a time and one half (overtime) rate of pay for all employees whose total hours worked exceed 40 hours per week. Employees whose total hour worked is less than 40 hours per week will be compensated at a straight time rate of pay.

If an adequate number of employees fail to bid for Sunday staffing, positions will be filled by the Library Department Management in the following order:

1. Employees will be selected from a pool of employees who have bid for the particular Sunday in question, but who were not initially assigned.
2. Employees will be selected from the Sunday Reserve Pool. The Sunday Reserve Pool will consist of employees who will at a two month interval make themselves available to be assigned on a short notice basis to Sunday hours.
3. The Library Department will attempt to locate and utilize the services of substitute or as-needed employees.
4. The Library Department will mandatorily assign regular rank and file staff of the Central Library at time and one half (overtime) rate of pay.

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Non-Central Library Senior Librarians will be allowed to bid for Sunday hours, but will be scheduled to perform only the work assignment of a reference librarian. While performing these duties, the Senior Librarians will be compensated at the rate of Librarian III, 5th step at time and a half (overtime) rate of pay.

Professional supervision for Sunday hours will be assigned from the regular supervisorial Librarian staff of the Central Library. Each Sunday one Principal Librarian will act as Building Manager and one Senior Librarian will act as Building Supervisor. The assignment of the individuals for these positions will be as follows:

- a. The five Principal Librarians regularly assigned to at Central Library will work a 1 in 5 rotation based on position assignment. If an acting Principal Librarian is appointed to a position, he/she will be included in the rotation.
- b. The ten Senior Librarians regularly assigned to at Central Library will work a 1 in 10 rotation based on position assignment. If an acting Senior Librarian is appointed to a position, he/she will be included in the rotation
- c. In each rotation for Principal and Senior Librarians for a particular Sunday, the scheduling is based on the position by department, not by the individual in that assignment.

It is agreed that the Principal and Senior Librarians may elect to develop a schedule on a 3 month basis whereby they may, among themselves, decide on which Sundays they will work. This schedule would then be implemented by Library Management. If an alternative schedule is not provided or if any assignment on the schedule is not covered, then the individual assigned to the position that was originally scheduled, would remained scheduled to work.

When scheduled in the aforementioned manner, each Principal or Senior Librarian scheduled will be required to work a mandatory 45 hour work week and be compensated time and one half (overtime) rate of pay for the hours worked beyond the normal 40 hour work week.

The Board will not consider the option of contractual service employees to staff Sunday hours, as long as there are an adequate number of bidders to staff Sunday operation of the Central Library. The Board further agrees that if contractual service employees are required that the Library Department will inform the Guild of that intent and open the Meet and Confer process. However, nothing in this agreement shall prevent the Library Department from acquiring and maintaining an adequate number of personnel to staff the Central Library for Sunday operations.

The Board further agrees that, if for any reason the Library Department is unable to continue Sunday hours of operation at the Central Library under the aforementioned terms and conditions, it will instruct the Library Department to complete the Meet and Confer process prior to any



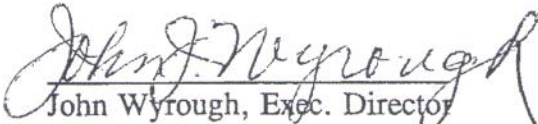
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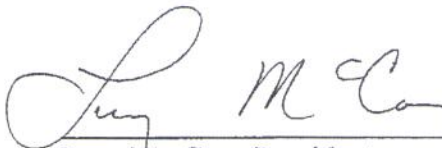
action being taken requiring any member of the bargaining unit to be required to work Sunday hours on a regular mandatory basis.


The Board is fully committed to providing Sunday hours of operation at the Central Library. However, notwithstanding any of the above stated terms and conditions, nothing contained in this Letter of Intent shall be construed to require the Board or the Library Department to provide Sunday service at the Central Library. Nor shall it be construed that, by entering into this agreement, will the Board or the Department relinquish any of its management rights to assign staff as required to best serve the needs of the City during the terms of this agreement or after it has expired. Nor by this agreement shall it be construed that the Guild has relinquished any of its labor rights under the City's Employee Relations Ordinance or applicable state law during the terms of this agreement or after it has expired.

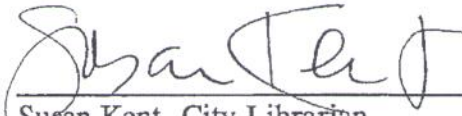
**FOR THE UNION:**

**FOR MANAGEMENT:**

  
John Wyrough, Exec. Director  
AFSCME Council 36

  
Lucy Mc Coy, President  
Board of Library Commissioners

  
Roy Stone, President  
Librarians Guild Local 2626

  
Susan Kent, City Librarian  
Library Department

Date: May 20, 1997

Date: 5/27/97

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K. Comrie  
Keith Comrie  
City Administrative Officer

Date: 6/17/97

## **GUIDELINES FOR PLACEMENT OF STAFF - SUNDAY HOURS BID STAFFING**

1. At two month intervals the Library Human Resources Office will solicit bids for the staffing of Sunday service at the Central Library for the next two month period.
2. Employees will be given 7 to 10 days to respond to the request for bidders for each month (s) that they are requesting to be scheduled.
3. Employees will indicate in their response, the following items:
  - (a) The specific Sunday (s) that they are requesting to be assigned.
  - (b) Availability for Sunday Reserve Pool for any Sunday or for a specific Sunday(s) only.
4. All employees assigned under condition (3a) will receive a 30 calendar day notice of assignment.
5. All employees assigned under condition (3b), the Sunday Reserve Pool, will be subject to assignment with a 10 calendar day notice. However, if circumstances require it, notice may be given as short as 48 hours.
6. The order of assignment for staffing for Sunday hours will be as follows:
  - a. Those employees selected by the Bid process for the given Sunday requested.
  - b. Those employees who make themselves available for the Sunday Reserve Pool for a specific Sunday.
  - c. Those employees who make themselves available for the Sunday Reserve Pool for any Sunday.
  - d. If a sufficient number of employees are unavailable either from the Bid group or the Sunday Reserve Pool, the Library Department will attempt to acquire substitute and as-needed employees prior to the mandatory assignment of regular rank and file Central Library staff.
  - e. Mandatory assignment of Central Library Staff.
7. Employees who are assigned to a specific Sunday assignment via the initial selection process may opt out of that assignment up to 14 calendar days prior to the Sunday assignment without penalty or justification. These unfilled assignments will be filled in accordance with items 6a thru 6e. Whenever possible, notice will be given accordance item 5.
8. Employees who cancel out of their assignment after the 14 day cut off will be subject to a case by case review of the reason for cancellation. Employees who cancel out of their assignment after the close of the business day on the Friday prior to their scheduled Sunday will be required to verify their absence per the standard sick time or urgent personal business guidelines.
9. The assignments necessitated by an employee's cancellation with notification and that are received by the close of last regular business day (normally Friday) prior to the Sunday assigned will be filled in the following order:
  - a. Sunday Reserve Pool
  - b. Substitutes



10. However, notwithstanding the aforementioned guidelines, the Department retains the right to make all necessary assignments to maintain consistent and appropriate coverage and public service at the Central Library. If this type of assignment is required, AFSCME Council 36 will be notified.
11. Whenever possible any Messenger Clerk, who bids and has not exceeded his/her total allowable authorized hours to work in a pay period will be allowed to work Sunday hours.
12. Whenever there are an insufficient number of Messenger Clerks available to satisfy the Sunday service requirements, Clerk Typist and Library Clerical Assistants will be allowed to filled the required slots.
13. If mandatory staff assignments are required, they will be made from the rank and file staff of Central Library public service departments. Once an employee has been assigned, subsequent assignments of that employee will not be made again, until all other employees in class have been assigned. Employees who have bid for the given Sunday in question, will be exempted from mandatory assignment for that Sunday. Employees who indicate their inability to be assigned due to previous engagements, or other Sunday work assignment commitments will have their exclusion considered on a case by case basis. If said employee is excluded from mandatory assignment for the Sunday in question, the employee will remain available for subsequent mandatory assignments.
14. Sunday work shifts will be as follows:
  - A. General assignment Rank and File Librarian and Clerical staff will work a 4 hour shift.
  - B. Circulation staff will work a 5 hour shift.
  - C. Librarian and Clerical supervision will work a 5 hour shift.