

# **CRAWFORD COUNTY LIBRARY**

## **Policy Manual**

### **Policy No. 222**

#### **Subject: Assignment/Scheduling of Employees**

1. The schedule of all employees may include evening and weekend hours.
2. Whenever feasible, no employee will be assigned to work a shift alone, for the safety of the employee and the library.
3. When other employees are in the building, such as on breaks, or if a competent volunteer is present, this will not be considered to be scheduled alone.
4. In a branch library, when employees of another entity are present, this will not be considered scheduled alone.
5. Whenever possible, schedules will be available two weeks in advance.

**ADOPTED:** February 12, 2002

**REVIEWED:**