

**MONTANA STATE LIBRARY COMMISSION  
ALTERNATE WORK SCHEDULE POLICY**

**CURRENT POLICY SHOWING EDITS**

It is the policy of the Montana State Library Commission to provide the opportunity for employees to work schedules which are mutually beneficial to them and to the agency. All new employees of the State Library will be given the opportunity to negotiate a work schedule with their program manager. The established schedule will be based upon consideration of the employee's personal needs, the need to regularly interact with co-workers, the need to provide user services and federal and state labor laws.

A supervisor may approval an employee's request to change work schedules for no longer than one week. Any requests for a change exceeding one week shall be approved by the program manager.

Agency management reserves the right to renegotiate an employee's work schedule at any time.

**Revised Policy incorporating edits**

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**Deleted:** of the unit in which they work

**Deleted:** (including a reasonable accommodation for a known physical limitation)

**Deleted:** staff coverage of the program,

**Deleted:** Any temporary work schedule changes requested by an employee shall be approved in advance whenever possible by that employee's supervisor.

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**Deleted:** which will last more than one week

**Deleted:** to ensure continued coverage of the work area.

**Deleted:** that the needs of the agency change

Original policy adopted by State Library Commission 02/25/87  
This policy adopted by State Library Commission 12/01/96  
Reviewed by State Library Commission 02/10/99