

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

It is the policy of the Montana State Library Commission to provide the opportunity for employees to work schedules that 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. 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.

The employee's immediate supervisor may approve an employee's request for a short-term change in a work schedule of no longer than one week. Division managers and the State Librarian must approve requests to change a work schedule that exceeds one week.

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

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