

## Acquisition and Cataloging Services (ACS) Unit Policy

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**Purpose: Provide a set of standard expectations for the unit.  
Applies to all levels of ACS.**

### OFFICE HOURS

The offices will be open from 8AM to 5PM from Monday through Friday. Employee working hours should fall during these times to enable ACS to meet Library policy regarding uniform opening and closing procedures. See [Library's Uniform Opening and Closing Procedure, particularly Internal Library Services](#).

### SCHEDULES AND ATTENDANCE

- Details regarding individual schedules should be worked out between an individual and their direct supervisor.
- Any changes to standard working hours need to be approved by a supervisor beforehand.
- Consideration of schedules is based on the unit's operational needs.

#### ***Planned Out-of-Office Needs (Vacation/Jury Duty/Appointments)***

- Notify your supervisor of anticipated absences (vacation time or appointments) as early as possible. A good guideline is to provide as much notice as the amount of time being requested (e.g., 1 week's notice if you will be on vacation for 1 week).
- Notification should be communicated via the supervisor's preferred method. The supervisor is responsible for communicating their preference to you.
  - If your absence will impact the work of others, please notify them as well.

#### ***Unplanned Out-of-Office Needs (Illness/Emergencies)***

- Notify your supervisor as soon as possible, and no later than before your regular workday begins, of unplanned absences (sick time). If you are dealing with an emergency, notify your supervisor as soon as you can do so safely.

#### ***Reporting Time Worked and Benefit Usage***

- Follow the designated method for reporting your time based on your exempt or non-exempt status.

- Please be mindful of the maximum accrual limits for your vacation time, as once you reach it, you will cease to earn leave until the accumulation is reduced. Therefore, it is imperative that employees manage their vacation time in order to maximize their accruals. See [System Human Resources Vacation policy](#) for more details.

## **BREAKS AND FOOD**

A change of environment at work can contribute to your own well-being and comfort.

- We encourage you to take breaks outside of the office to prevent being interrupted by coworkers who do not realize you are on a break.
- Consider using the staff lounge or other areas outside the office for your lunch break. If you are eating at your desk, please be mindful that food odors may be distracting to those around you. Please follow the [Library employee food and drink policy](#) to protect Library materials.
- All food and drink waste must be disposed of in the food trash cans and not at individual desks.

## **FRAGRANCES**

- Please be thoughtful and courteous with your use of any scented products at work, as others may have medical conditions such as asthma, migraines, and upper respiratory issues that make them sensitive to chemicals and fragrances.

## **EVENTS**

- Please request supervisor approval to attend approved Library or campus events that occur during your scheduled work time. Approvals are based on the unit's operational needs as well as campus policy.

## **PHONE CALLS**

- Personal phone calls should be kept to a minimum, and should occur during your breaks insofar as possible.
- Please be mindful that in a shared, open environment, phone calls can be easily overheard.

**\*Please follow the campus [Code of Conduct](#) to maintain a professional and respectful work environment.**

Please read this document carefully to understand the ACS policies and guidelines before you sign this document.

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Employee Signature

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Date

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Employee Name (Please Print)