

ARTICLE 18: WORKLOAD FOR LIBRARIAN MEMBERS

- 18.01 A Librarian member's workload shall consist of the duties and responsibilities specified in Articles 16.08 – 16.11 and shall be performed within an average work week of 35 hours. The University Librarian shall meet with each Library member on an annual basis. Topics for discussion at this meeting shall include but not necessarily be limited to: current workload, departmental goals and objectives, personal goals and objectives. Following this meeting, the University Librarian shall communicate the workload to the librarian member. Subject to operational requirements, workload may be adjusted throughout the year. A Librarian member who believes his/her assigned workload is excessive in relation to the workload of other Librarian members has the right to have the Provost and Vice-President (Academic) review his/her workload.
- 18.02 For hours worked in excess of the normal workload, equivalent time off shall be scheduled, the day and time being subject to the approval of the University Librarian.
- 18.03 The University Librarian has responsibility for the scheduling of evening and weekend duties of members, taking into account the following:
- (A) the needs and priorities of the Library;
 - (B) the member's engagement in committee service; and,
 - (C) any other relevant factors.

Whenever possible, the member concerned shall be consulted with respect to the schedule to be assigned. A member shall not be scheduled for more than one evening and one weekend shift per week for reference and information desk services, except for special conditions such as staff shortages owing to vacations, illness, vacancies, special projects, etc.

- 18.04 Librarians assigned to work by the University Librarian on statutory holidays as defined in Article 36.02 shall be entitled to compensatory time off at the rate of one and a half hours for each hour worked. The scheduling of such time off shall be subject to the approval of the University Librarian.