



CITY OF WASILLA

290 E. HERNING AVE.
WASILLA, ALASKA 99654-7091

Area Code (907)

Administration

Ph: 373-9055

Fx: 373-9085

Clerks Office

Ph: 373-9065

Fx: 373-9085

Finance

Ph: 373-9070

Fx: 373-9085

Library

Ph: 376-5913

Fx: 376-2347

Museum

Ph: 373-9071

Fx: 373-9072

Planning

Ph: 373-9074

Fx: 373-9085

Ph: _____

Fx: 373-9051

Public Works

Ph: 373-9095

Fx: 373-9085

Ph: _____

Fx: _____

INFORMATION MEMORANDUM NO. 96-24

LIBRARY STAFFING HOURS -- CLARIFICATION

September 18, 1996

FROM: Mary Ellen Emmons *MEE*
THROUGH: Mayor John Stein

During the September 9 City Council meeting, Councilman Nick Carney requested clarification on the issue of library staff and overtime compensation, in relation to Ordinance No. 96-40. Mr. Carney was concerned over the wording which could be misconstrued to indicate that library staff are not eligible for overtime pay. I explained that library staff are eligible for overtime pay, and that the difference arises due to our Tuesday through Saturday schedule.

It later occurred to me that additional explanation might be helpful. The reason that library staff are listed specifically as operating within an eighty-hour work period, is due to the rotation of the Saturday coverage. Tasks such as interlibrary loan processing, computer installation and training, cataloging, etc. are scheduled on Mondays, when the library is closed. These tasks are completed more efficiently during those hours. As a result, several staff, including myself, rotate the Saturday coverage. Staff have an option of adjusting their hours for scheduled Saturday(s) during the previous or following week. This allows much more flexibility for staff and library coverage during open hours.

I would be happy to answer any questions you have on this issue.