

## ***PERTH EAST PUBLIC LIBRARY***

**POLICY TYPE: OPERATIONAL**

**POLICY NUMBER: OP-11**

**POLICY TITLE: STAFFED HOURS POLICY**

**APPROVAL DATE: JANUARY 2015**

**DATE OF LAST REVIEW: JANUARY 2015    DATE OF NEXT REVIEW: JANUARY 2019**

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### **Statement of Purpose**

Employee safety is of the utmost importance in the workplace. It is vital that all employees are safe and secure during their shifts at Perth East Public Library.

Due to the nature of unknown entities encountered in a public place, it shall be library policy to have a minimum of two employees on staff during operational hours. At least one staff member shall have reached the age of eighteen years. In the unlikely event that unforeseen circumstances prevail, no staff member shall be expected to operate the library alone and the library would close at the direction of the CEO. Individual employees would be given the opportunity to complete non-circulation duties after closure to ensure fulfillment of their schedule shift.