

## **Library Relief Register Guidelines**

Relief Register Library and Information staff (LIAs) provide a vital supplement to the Library workforce - to cover Sickness, Annual Leave, Vacancies or occasional training. Such cover may be as an emergency with little notice or may be planned in for a scheduled staffing requirement.

Relief Register staff are full Library and Information Assistants (LIAs) on Grade 3 Scp4.

### **Library Service will:**

- Assign a direct line manager to each Relief Register staff and they will have at least 2 face to face meetings a year, and additional contact conversations.
- Ensure a Senior Person on Duty in each library. There is no lone working.
- Ensure each Relief Register staff receive a Council email account and have access to Council and Library information.
- Book relief staff for a minimum of 2.5 hour shifts.
- Ensure that bookings are administrated and offered fairly.
- Ensure that relief register staff are fully trained in Library processes and mandatory Council training with at least 37 hours training, to include visits to different libraries including Central Library. Further training will be ongoing.
- Monitor availability and bookings

### **Relief Register Requirements:**

- Contactable and timely responses to booking requests (when shown as available)
- Available to work in any library
- Ensure availability or non-availability are up to date by contacting supervisors at your allocated line managers library
- Available over at least 4 shifts, including a full Saturday or Sunday. Please note evening shifts may only be 2.5 hours.

### **Background Information**

- Relief staff are termed as casual staff working on 0 hours. They do not work a fixed timetable.
- Relief staff are paid for any hours they work. This will be hours requested to work by a booking library or line manager. This includes booked time for training, meetings and 121s.
- Relief will not be paid for any shifts they cancel eg sickness/other arrangements.
- Relief staff do not get annual leave but are paid a monthly average in lieu, based on what they have worked.
- Relief staff do not receive weekend or annual increments and are paid Grade 3 Scp4.
- Relief staff do not get travel expenses or time for making their way to or from work. However, if sent from one library to another during paid works time, they can claim travel expenses.
- Relief register staff do not have formal Council appraisals or probation processes. However, staff will be supervised and developed through Council line management processes.