Effective Date: *8/11/2017* *Review Date:* *08/11/2020*

Standard Operating Procedure

WVLC Agency Calendar

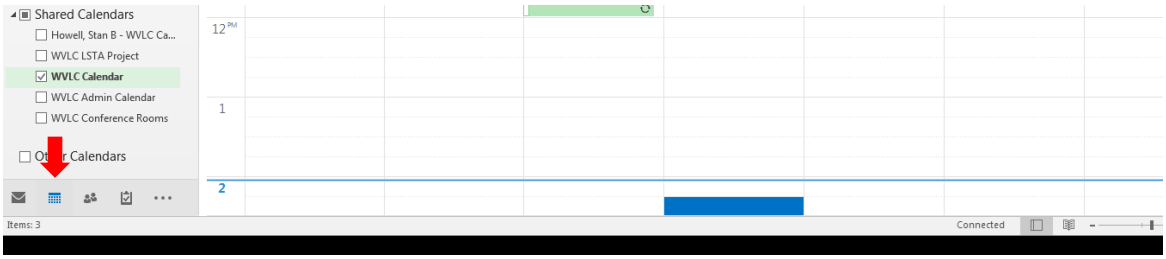
The Library Commission provides a shared agency calendar for staff to log dates they will not be in the office as well as events, meetings, etc. that may be important for all staff to be aware of. The following outlines the procedure for entering items on the shared agency calendar.

General Procedural Policies

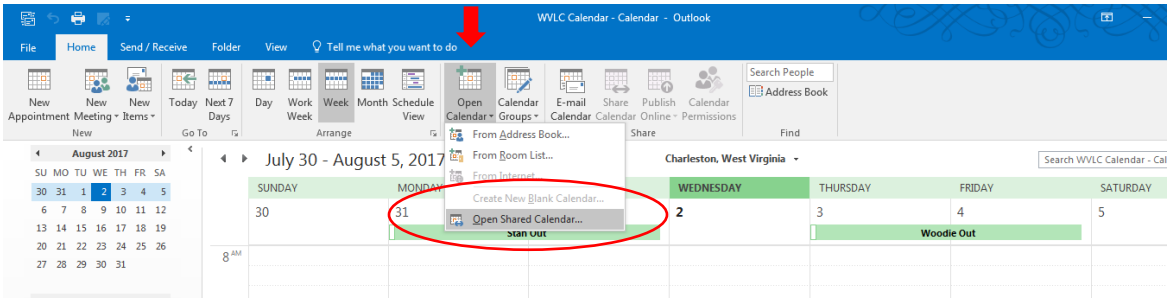
- Staff are responsible for logging any days they will not be in the office for any reason including:
  - Leave (Annual, Sick, etc.)
  - Work related activities (Site visits, conferences, meetings, etc.)
- If an unforeseen out-of-office day occurs and the staff member cannot enter the out-of-office day, it is the responsibility of the staff member's immediate supervisor to enter the it into the calendar.
- The Personnel/HR Coordinator is responsible for maintaining the calendar.
- Because Network Services staff does not have access to the Office of Technology network, they are not required to enter out-of-office days on the agency calendar. The Network Services Office Assistant will provide Network Services staff out-of-office schedule to the Personnel/HR Coordinator daily.

Steps to Load the WVLC Calendar into Outlook

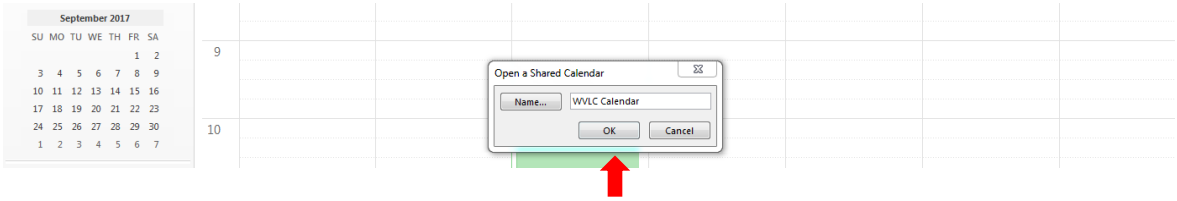
1. Once Outlook is open, navigate to your calendar by clicking on the calendar icon in the lower left corner of your screen.



2. Once your calendar is loaded, at the top of the screen click on **Open Calendar** and select **Open Shared Calendar**.



3. The **Open a Shared Calendar** box will appear, type "WVLC Calendar" in the box and click **OK.**

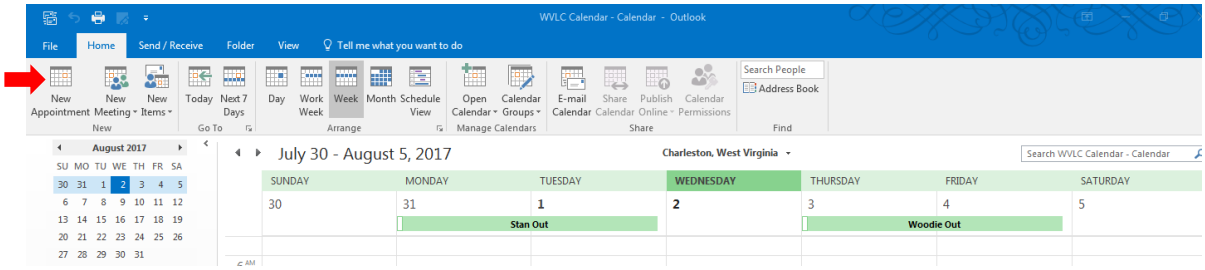


4. The calendar will now be available under your **Shared Calendar list** on the left-side of your screen. Click on the check box next to the calendar name to view the calendar.

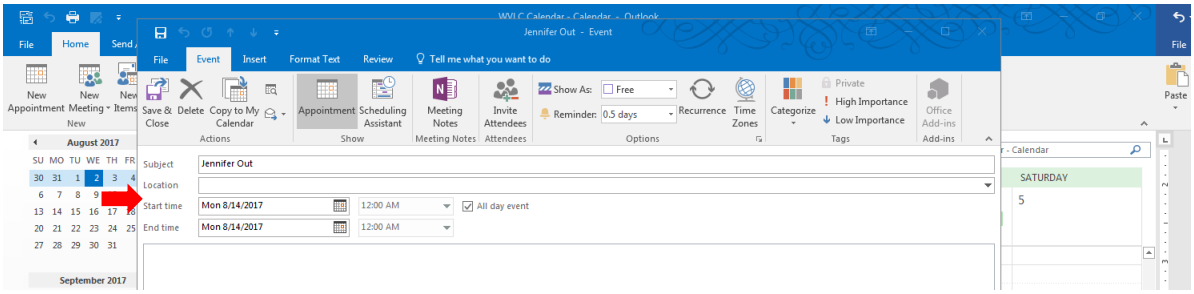
To Enter Personal Leave of Absence Days

For Employees on the Office of Technology Network

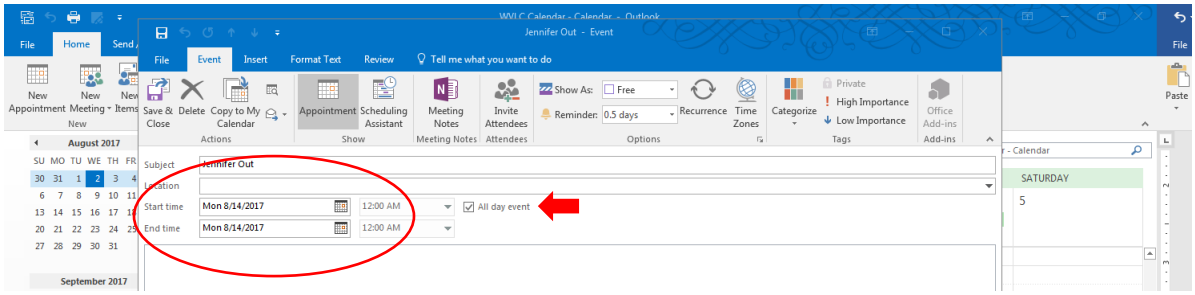
1. When entering annual, sick, etc. days, open the **WVLC Calendar** and click on **New Appointment**.



2. In the **New Appointment Form's Subject line** enter "Your Name" and "Out".



3. Enter the date and time you will be out. If you will be out for the enter day, click the **All Day Event checkbox**. Click **Save & Close** to save the appointment.



4. If an employee calls in and cannot enter the leave in the calendar, the employee's immediate supervisor must enter the leave following the steps above.

For Network Services Staff

1. Network Services Staff will report leave using the division's procedures.
2. The Network Services Office Assistant will e-mail the list of network staff that are out, daily to David Riebe, the Personnel/HR Coordinator, at david.b.riebe@wv.gov.

To Enter Out of Office Work Events/Activities

For Employees on the Office of Technology Network

1. When entering an out-of-office day due to a work-related event/activity follow the steps above for entering Personal Leaves of Absence with the following exceptions:
    a. In the **New Appointment Form's Subject Line** enter "Your Name" and "the Name of the Event/Activity". Example "Jennifer Purchasing Conference".
    b. In the **Location line**, enter the location of the Event/Activity.
2. Enter the date and time you will be out. If you will be out for the enter day, click the **All Day Event checkbox**. Click **Save & Close** to save the appointment.

For Network Services Staff

3. Network Services Staff will report the out-of-office work related event/activity using the division's procedures.

4. The Network Services Office Assistant will e-mail the list of network staff that are out, daily to David Riebe, the Personnel/HR Coordinator, at david.b.riebe@wv.gov. In turn, the Personnel/HR Coordinator will forward a copy of the daily calendar to the Network Services Office Assistant.