When a branch or Public Services department is short staffed due to a team member’s failure to report to work or need to leave work for any reason, the department supervisor should be notified immediately. (Employees should not attempt to call their supervisor if they are on vacation or out of town. In such case the “acting supervisor” may be called.) The supervisor will attempt to resolve the issue by possibly coming in to work, calling other department staff or contacting persons on the substitute list. In the event a replacement is not found and the issue is not resolved the employee should contact the following staff members in this order:

1. **Immediate Supervisor**

Employee attempts to contact their supervisor.

1. **Rawlings Person-In-Charge (PIC)**

**719-289-1000**

1. **Amy Nelson**

Rawlings Director & Security Supervisor - Please notify if there are staffing shortages at the Rawlings Library or security guard shifts that need to be filled at any district locations.

**X205**

Work phone: 553-0205

Cell phone: 248-3196

1. **Sherri Baca**

Associate Executive Director

**X652**

Work phone: **562-5652**

Cell phone: **248-1278** (for staff use only)

1. **Jon Walker**

Executive Director

**X625**

Work phone: **562-5625**

Cell Phone: **251-0041** (for staff use only)