

**Buffalo & Erie County Public Library**  
**PERSONNEL POLICIES AND PROCEDURES MANUAL**

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**SUBJECT: Time Off for Civil Service Examinations**

**CHAPTER: II**

**SECTION: 3**

**EFFECTIVE DATE: 1/81**

**REVISION DATE: 5/06, Modified for the B&ECPL effective 1/1/15**

**STATEMENT OF POLICY**

B&ECPL employees covered by a collective bargaining agreement should refer to their contract for rules regarding time off to take Erie County Civil Service examinations. Time off for civil service exams may be granted pursuant to contract provisions.