

Buffalo & Erie County Public Library
PERSONNEL POLICIES AND PROCEDURES

SUBJECT: Dual Employment in Library Service

CHAPTER: IV

SECTION: 6

EFFECTIVE DATE: 1/1/13

I. STATEMENT OF POLICY

Unless otherwise negotiated through the process of collective bargaining, no full-time, regular part-time, seasonal, or part-time employee may serve concurrently in another position within the Buffalo & Erie County Public Library system without the written approval of the System Library Director.

II. GUIDELINES

A. Applicability

1. Dual or multiple appointments will not be approved in the same department or in different departments, branches, or contracting libraries absent extenuating circumstances. Should circumstances warrant consideration of a temporary secondary appointment and approval of the System Library Director be granted, the following guidelines shall apply:
 - a. A temporary appointment to a secondary position shall not exceed three (3) months.
 - b. All efforts must be made to ensure that the part-time

employee does not exceed nineteen (19) hours per week when the hours performed under each position are combined.

- c. There can be no conflict in hours, nor will dual compensation be paid by the library to the employee for the same hours.
- d. Said employee must be scheduled at least thirty (30) minutes between work shifts if he/she must travel from one location to another.

- 2. The Library Director will not approve appointment to any secondary employment which would be subject to the time and one-half pay provisions of the Federal Fair Labor Standards Act.
- 3. The Library Director will not approve any secondary appointment, unless such temporary appointment is vital to the operation of the department.

B. Responsibility for Liability

Absent extenuating circumstances as outlined above, should a library cause any part-time employee to work more than nineteen (19) hours per week at their library or in combination with any other library within the system, that library will be responsible for any costs and/or liability associated with said employee working more than nineteen (19) hours per week. The B&ECPL will not provide assistance to any contracting library for such costs and/or liability.

Adopted by B&ECPL Board of Trustees July 18, 2013