

Buffalo & Erie County Public Library
PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: Emergency Closings

CHAPTER: V

SECTION: 12

EFFECTIVE DATE: 1/81

REVISION DATE: 7/06, Modified for the B&ECPL effective 1/1/15

I. STATEMENT OF POLICY

In the event the Buffalo & Erie County Public Library System Director (or her/his designee) declares the closing of certain B&ECPL libraries, operations, and/or services due to any uncontrollable emergency, employees who have reported to work may leave work unless they have been designated as essential. Resulting time off from work shall be treated as set forth in the collective bargaining agreement for the employees so affected. Employees should refer directly to the collective bargaining agreement for specific guidelines.

II. GUIDELINES

A. Pay Status

1. An employee who is designated as essential by his/her department head because of the nature of the services he/she performs, or who is otherwise

required to work during an officially declared emergency closing, will receive his/her normal pay for hours worked.

2. Employees on paid leave at the time operations are suspended will continue on paid leave, and their paid leave accruals will continue to be charged during the suspension of the operations.
3. The Library Director (or her/his designee) is granted sole authority to declare that library services and activities are suspended due to emergency conditions. Any employee who is excused without a formally declared suspension of operations will have the absence charged to paid leave accruals. If the employee has no accruals it will be treated as Leave Without Pay.
4. Part-time employees who are not covered by a collective bargaining agreement will not be paid for time not worked.

B. Essential Employees

1. An employee may be designated as essential only if there is immediate pressing need for his/her services.
2. If an essential employee does not report to work during suspension of operations, the employee will be subject to disciplinary procedures for unauthorized absence. If failure to report was due to illness or other reason acceptable to the department head, the initiation of disciplinary action will be waived.

C. Non-essential Employees

1. In the event library operations have not been suspended and an employee who has not been declared essential is unable to report for duty because of a severe storm or other related uncontrollable condition, the department head shall grant the employee time off with pay; however, such pay is to be charged at the employee's option to any accumulated leave time, excluding sick leave.
2. In the event that flood, fire, power failure, or uncontrollable weather conditions prevents an employee from reporting to work on time, such tardiness may be excused by the department head. In similar circumstances, employees may be dismissed prior to their regular quitting time.

D. Suspension of Service for Individual Libraries

Should the Library Director or designee declare the suspension of activity in one or more B&ECPL library, approvals referred to above will be based on individual conditions; they will be independent of any other B&ECPL library and will not control or affect any other B&ECPL library.