

Buffalo & Erie County Public Library

PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: Daylight Saving Time

CHAPTER: V

SECTION: 13

EFFECTIVE DATE: 1/81

REVISION DATE: 11/89, 7/06, Modified for the Library effective 1/1/15

I. STATEMENT OF POLICY

In the spring of each year, the State of New York converts from Eastern Standard Time to Daylight Saving Time. In the fall, Daylight Saving Time reverts back to Eastern Standard Time. Employees working the third shift when such time conversions take place will be paid for the shift hours actually worked.

II. GUIDELINES

A. Spring

In the spring, workers on shift at the time of conversion to Daylight Saving Time actually work and will be paid for seven (7) shift hours only. Departments have the discretion to permit employees to use benefit time (excluding sick time) or work an additional hour.

B. Fall

In the fall, workers on shift when time reverts from Daylight Saving Time to Eastern Standard Time will actually be scheduled for work and be paid for nine (9) shift hours. Employees working this shift thus are working one (1) hour of overtime, to be paid in accordance with their collective bargaining agreement.