

Buffalo & Erie County Public Library

PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: Health-Related Programs & Services

CHAPTER: VIII

SECTION: 6

EFFECTIVE DATE: 12/06

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

I. STATEMENT OF POLICY

As resources permit, the Buffalo & Erie County Public Library provides health-related programs and services to benefit its employees. Examples of such programs/services are blood donation, annual flu shots, and blood pressure monitoring.

In order to facilitate employee participation in these programs, the B&ECPL allows employees sufficient release time away from their department. It is expected that employees will schedule their participation at reasonable intervals and in a way that causes as little inconvenience as possible to their department. Employees must receive clearance from their supervisor before leaving the department for these purposes and advise their supervisor upon returning to work.

II. GUIDELINES

A. Blood Donation

1. The B&ECPL periodically provides on-site facilities for blood collection activities and allows employees sufficient paid release time away from their department to make blood donations.
2. All such blood collection activities are publicized well in advance so employees are able to make necessary scheduling arrangements.
3. Blood drives are conducted periodically at B&ECPL facilities outside the downtown Buffalo area. Employees working at these facilities are granted release time to donate blood on B&ECPL time, with the permission of their department supervisor.
4. Employees working outside the downtown area at locations that do not schedule blood drives or blood mobiles on site may request release time to donate blood. Such release time should not exceed two (2) hours per donation nor more than six (6) donations annually. Such release time is subject to departmental approval.
5. B&ECPL departments with employees represented by collective bargaining agreements that contain specific language concerning time off for donating blood should consult that agreement for rules and policies governing such donations.

B. Other Health-Related Programs and Services

For employees covered by collective bargaining agreements that contain language concerning time off for taking part in health-related programs and services, the appropriate agreement should be consulted.