



Elting Memorial Library Paid Leave & Telecommuting Policy During Forced Library Closures

When the library temporarily closes due to a declared state of emergency, and all or some employees are instructed not to come in to work, compensation shall continue, upon a vote of the board, as follows:

Full-time staff shall be paid at their regular rate of pay. Part-time staff shall be paid for their regularly scheduled shifts; for part-time staff with variable schedules, the weekly amount will be based on an average of the last three pay cycles, or as determined by the board. To be eligible for compensation during a time of emergency closure or reduced hours, employees must be ready, willing and able to work remotely on projects identified by library leadership during their regularly scheduled working hours and must complete such duties as assigned. When performing tasks remotely, employees should note the time worked through the usual process for logging hours.

The Director shall provide a bi-weekly written assessment to the board of how this policy is working.

Approved: June 25, 2020