

## Paid Leave During Emergency Closure

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, upon a vote of the board, compensation shall continue as follows: All employees will be paid for the hours normally scheduled to be worked during the duration of the declared state of emergency.

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.

### Quarantine leave:

If any employee (full or part-time employee) who is not personally ill is required to remain absent because of quarantine imposed by a governing authority, or if during a declared emergency and employee determines to self-quarantine and such employee presents a written statement of the attending physician or local health officer proving the necessity of such absence, such employee shall be granted leave with pay for the period of the required absences. Such pay shall cover the hours normally scheduled to be worked during the duration of the quarantine period.

To be eligible for compensation during a time of quarantine, 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.

### Policy Changes as of March 24, 2020 minutes.

Due to the order of NYS Gov. Cuomo the library may need to close or reduce staff in order to isolate both patrons and staff from the corona virus. Beginning March 16, 2020 at 7:00PM (Steuben County order), and March 22 at 8:00PM (State order) Benedek Memorial Library will not be open. This closure will last until the next scheduled board meeting, April 28, 2020. The board will assess the need to continue at that time.

This and the following information are changes for staff as a result of motions made by Bill Fiske, seconded by Tim Allard, and approved by board members.

*Resolved that when the library closes due to a declared state of emergency and all or some employees are instructed not to come into work, upon a vote of the board, compensation shall continue as follows:*

#### **1) Paid leave**

**Staff will be paid at the regular rate of pay for their regularly scheduled shifts and be available to work from home as needed:**

**Candy will be on-call.**

**Rose will work on summer reading.**

**Our cleaner will be on-call.**

**2) Quarantine leave**

**Pay will cover the routine hours. Prior to return to duty such employee may be required to submit a written statement from the local health office having jurisdiction, that return to duty will not jeopardize the health of other employees.**