

MHLS SUSPENSION OF SERVICE, EMERGENCY CLOSING, OR EARLY RELEASE POLICY

Introduction

The Mid-Hudson Library System employs a workforce that includes staff that both work from our facility in Poughkeepsie and staff, classified as “telecommuting eligible” who can work from home. While some services are dependent on the physical location of our office building, such as delivery services, others, such as consulting and continuing education, are not.

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Emergency Closing or Early Release

From ~~time to time~~ time-to-time MHLS ~~or a part of it~~ may suspend on-site operations or release employees who work solely in the office building because of an emergency such but not limited to, a power failure or hazardous weather conditions. Listed below are guidelines regarding emergency closings or early releases.

Closing Procedures

- Authority to close MHLS or release employees from work rests with the MHLS Executive Director or ~~his/her~~ their designee(s).
- If a decision to suspend MHLS operations that rely on the physical location of our office building or Auditorium ~~close MHLS~~ is made before the start of work in the morning, a telephone calling tree is used to inform all impacted employees of a closing or late opening in a timely manner. Staff who have jobs that are classified as “telecommuting eligible” will be expected to work from home in this instance.
- If the decision to close the facilities is made after the start of work, impacted MHLS staff will be notified by email. Staff who have jobs that are classified as “telecommuting eligible” that were working in-out of the building when this notification is issued are expected to continue to work from home until their normal end time once they arrive home.
- Suspending operations that rely on the physical location of our office building or Auditorium ~~Closing MHLS~~ does not automatically extend to the work of delivery and facilities services positions, ~~ILS support services positions, Facilities services, and staff positions eligible for telecommuting.~~ Employees holding these positions should confer with their supervisor regarding their work status during an emergency closing or early release. Supervisors should make clear beforehand, when possible, which staff are expected to work in the case of an emergency closing or early release, what their obligations are, and establish procedures to let them know whether they will be needed to work.

Staff Closing Pay During Emergency Closing or Early Release

- Since the nature and effect of the emergency may vary, the pay policy to be followed may also vary.
- Only employees who are not eligible for telecommuting and who are regularly scheduled to work on a day of closing are eligible for closing pay.
- The hours of a suspension of services, a emergency closing or early release are paid at regular rates of pay for those regularly scheduled to work on these days with the exception of pay for:
 - staff whose job responsibilities require them to stay or work on-site, such as the Facilities Operation Manager and/or their designees; or
 - when a supervisor makes a direct request of an employee to stay on-site or come on-site during an emergency closing or early release.-

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Computation of Pay for Exceptional Circumstances, noted above Time Worked During an Emergency Closing or Early Release by Employees Holding Delivery and Facility services positions, I.S support services positions, Facilities Services, and staff positions eligible for telecommuting:

- o Part time staff paid on an hourly basis will get ~~time and a half at~~of their regular rate of pay for hours worked on-site during a Suspension of Services, # Emergency Closing or Early Release, added to their Closing Pay.
- o For full-time non-exempt staff paid on a salary basis, hours worked on-site are either compensatory time earned or paid at regular rate of pay up to 40 hours worked and time and half for hours worked over 40, added to their Closing Pay.
- o For full-time exempt staff paid on a salary basis, hours worked on-site are compensatory time earned.

Telecommuting Staff Who Experience Power/Internet Outages at Home

- An employee that is telecommuting may experience a local extended power/internet outage or other disaster that would result in an inability to perform required tasks. In this case:
 - o If the MHLS facility is open, the employee is expected to re-locate to the office building for the workday, with no penalty for commuting/travel time, or to use accrued paid leave time.
 - o If the MHLS facility is not open, due to conditions described in this policy, the employee must notify their supervisor and agree on work products for the day. They will not be asked to use accrued paid leave time.

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Employees on Leave During an Emergency Closing or Early Release

- An employee who is not eligible for telecommuting and who would have been regularly scheduled to work at the office building who is absent due to illness (sick leave), personal leave, floating holiday or vacation leave will not be charged for their leave time.

Absence or Lateness – MHLS Not Closed

- Occasionally severe weather conditions cause an employee that is not eligible to telecommute to decide not to report to work or to arrive late to work. Employees must follow the MHLS Absentees Attendance and Punctuality Policy.
- Employees are not paid for time they lose by not reporting or being late to work.
- Employees may request from their supervisor to use accrued paid leave time.

Approved by the MHLS Board of ~~Directors~~ Trustees:– December 5, 2015

Revised by the MHLS Board of Trustees: [DATE]

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