

Date: November 11, 2021
To: SCLS Personnel Committee and Board of Trustees
From: SCLS Administrative Staff
Re: Proposed SCLS Policy Changes

Updates to the following personnel policies are requested to reflect needs arising out of the pandemic and the needs of the current hybrid working environment.

CURRENT POLICY:

Severe Weather and Emergency Conditions

In the event of severe weather conditions or other emergencies, the manager of each SCLS building (Headquarters and Delivery) may decide to close his/her facility for the full or partial day.

Employees will be paid for scheduled time if the facility is closed. A facility closure is defined as the building is closed and employees are not able to work remotely. Employees who are not scheduled to work will not be paid in the event the facility is closed. If an employee has a scheduled vacation or personal day on the day a facility closes due to inclement weather, or a declared emergency condition, the employee will be considered not scheduled to work that day, and will be required to use his/her scheduled vacation or personal day. If an employee reports to work and finds that his/her building is unexpectedly closed due to an emergency or severe weather, no loss of pay will occur. In the event it is deemed necessary to close a facility for an emergency condition, employees who have the ability to work remotely will continue to work in remote status.

PROPOSED POLICY:

Severe Weather and Emergency Conditions

In the event of severe weather conditions or other emergencies, the manager of each SCLS building (Headquarters and Delivery) may decide to close his/her facility for the full or partial day.

Employees will be paid for scheduled time if the facility is closed. **A facility closure is defined as the building is closed and employees are not eligible nor able to work remotely.** Employees who are not scheduled to work will not be paid in the event the facility is closed. If an employee has a scheduled vacation or personal day on the day a facility closes due to inclement weather, **or a declared emergency condition,** the employee will be considered not scheduled to work that day, and will be required to use his/her scheduled vacation or personal day. If an employee reports to work and finds that his/her building is unexpectedly closed due to an emergency or severe weather, no loss of pay will occur. **In the event it is deemed necessary to close a facility for an emergency condition, employees who have the ability to work remotely will work in remote status.**

CURRENT POLICY:

Working Remotely

Working remotely must be pre-approved by a supervisor. This option is not available to all positions and is dependent on position requirements.

In order for an employee to be approved to work remotely, the following must be available:

- 1) The employee must be accessible during his/her regularly scheduled work day via IM, email and/or telephone access.
- 2) Hours worked remotely must be similar to an employee's regularly scheduled work day, unless approved by his/her supervisor. Changes to an employee's schedule should be posted on the Google Calendar.
- 3) The employee must have access to his/her work from the remote location, either via VPN or by bringing work home at a previous time.
- 4) Working remotely should be pre-planned and must be pre-approved by the employee's supervisor, or by another supervisor, if the employee's supervisor is not available to grant pre-approval. Sending an email to SCLS-HQ to notify staff that you will be working from home, does not constitute pre-approval.
- 5) In the event that working remotely was unplanned or short-notice (e.g. snowed in, staying home with a sick child, the refrigerator broke and the repair person is coming, etc.) employee must 1) contact his/her supervisor for approval to work remotely and 2) upon return to work, submit a Working Remotely Report to his/her supervisor, outlining the work/projects completed remotely. If the remote work was pre-planned and pre-approved (as in #4) then the Working Remotely Report will not be required.
- 6) All variations from an employee's regular work day must be recorded on an employee's monthly time (pink) sheet, including hours worked remotely. This does not replace the Working Remotely Report required in #5.
- 7) If an employee works a partial day remotely, the employee must use leave time for the hours not worked.
- 8) If an employee calls in sick, sick time must be used for that day, unless otherwise approved by the employee's supervisor. SCLS highly encourages employees to rest and recuperate when sick, instead of working remotely on a sick day. Employees are also prohibited from working remotely during leaves of absence without prior approval from a supervisor.
- 9) Working remotely is not available to all positions and is dependent upon position requirements. Staff whose positions have primary functions that must be performed at SCLS or at the member library locations are not eligible to work remotely.

Working remotely is offered as an alternative for employees when the employee cannot be present in the office, when it is more convenient (short-term) to work remotely, or if work can be completed more productively at the remote location. It is not intended to be a permanent or long-term solution on a full-time basis for any position at SCLS. Being present in the office is an essential function of all SCLS positions. Remote work scheduled will be reviewed on regular intervals.

PROPOSED POLICY:

Working Remotely

Working remotely must be pre-approved by a supervisor. This option is not available to all positions and is dependent on position requirements.

In order for an employee to work remotely, the following must be available:

- 1) The employee must be accessible during his/her regularly scheduled work day via IM, email and/or telephone access.
- 2) Staff working remotely may adjust their work times to between 7:00 am - 6:00 pm. Please mark your shared calendars to reflect your time and locations if not at home. Note: an exception to schedule adjustment is the Help Desk position.
- 3) The employee must have access to his/her work from the remote location, either via VPN or by bringing work home at a previous time.
- 4) If an employee works a partial day remotely, the employee must use leave time for the hours not worked.
- 5) If an employee is sick, sick time must be used for that day, unless otherwise approved by the employee's supervisor. SCLS highly encourages employees to rest and recuperate when sick, instead of working remotely on a sick day. Employees are also prohibited from working remotely during leaves of absence without prior approval from a supervisor.

CURRENT POLICY:

Sick time

Absence due to personal illness, medical or clinical appointments, injury, or pregnancy, as well as to care for a spouse/significant other, spouse/significant other's sibling or sibling's spouse, brother/sister, parent, spouse/significant other's parent, guardian, child, daughter-/son-in-law, grandparent, or grandchild whose illness requires the employee's direct care, will be subject to the following policies and procedures. Non-entitled and Temporary/LTE employees will not be paid for time missed due to absences for health or medical reasons.

Definition of "child": A biological, adopted or foster child, stepchild, legal ward, or a child of a person having responsibility for day-to-day care for the child.

Definition of "parent": A biological parent, an adoptive, step or foster parent, or any other individual who was responsible for the day-to-day care of the employee when the employee was a child.

PROPOSED POLICY:

Sick time

Absence due to personal illness, medical or clinical appointments, injury, or pregnancy, as well as to care for a spouse/significant other, spouse/significant other's sibling, sibling, sibling's spouse, parent/guardian, spouse/significant other's parent/guardian, child, child's spouse, grandparent, or grandchild whose illness requires the employee's direct care, will be subject to the following policies and procedures. Non-entitled and Temporary/LTE employees will not be paid for time missed due to absences for health or medical reasons.

Definition of “child”: A biological, adopted or foster child, stepchild, legal ward, or a child of a person having responsibility for day-to-day care for the child.

Definition of “parent”: A biological parent, an adoptive, step or foster parent, or any other individual who was responsible for the day-to-day care of the employee when the employee was a child.

CURRENT POLICY:

Absences of 3 or More Consecutive Days

Employees (full and part-time) utilizing 3 or more consecutively scheduled sick days are required to submit a written statement from a physician indicating that there was a medical reason(s) for his/her absence unless waived by the department supervisor or director.

PROPOSED POLICY:

Absences of 3 or More Consecutive Days

Employees (full and part-time) utilizing 3 or more consecutively scheduled sick days are required to submit a written statement from a physician indicating that there was a medical reason(s) for his/her absence unless waived by the department supervisor or director. The department supervisor will be responsible for tracking attendance and requesting the employee to obtain the doctor’s written statement.

CURRENT POLICY:

End of Employment – Entitled Only

Sick time is forfeited (i.e., is not paid) if an employee ceases to work for SCLS for any reason other than retirement. At retirement, an employee’s health insurance coverage may be extended for one additional month for every 10 work days of accumulated sick time, for up to a total of one year in the case of employees who have accumulated the full 120 work days allowed.

PROPOSED POLICY:

End of Employment – Entitled Only

Sick time is forfeited (i.e., is not paid) if an employee ceases to work for SCLS for any reason other than retirement. At retirement, an employee’s health insurance or dental insurance coverage (employee may select only one) may be extended for one additional month for every 10 work days of accumulated sick time, for up to a total of one year in the case of employees who have accumulated the full 120 work days allowed.

CURRENT POLICY:

Bereavement leave

Entitled: System employees regularly scheduled to work 30 hours or more per week, may take up to three consecutive work days off without loss of pay for the death of a spouse/significant other, spouse/significant other's sibling or sibling's spouse, brother/sister, parent, spouse/significant other's parent, guardian, child, daughter-/son-in-law, grandparent, or grandchild.

Definition of "child": A biological, adopted or foster child, stepchild, legal ward, or a child of a person having responsibility for day-to-day care for the child.

Definition of "parent": A biological parent, an adoptive, step or foster parent, or any other individual who was responsible for the day-to-day care of the employee when the employee was a child.

Non-Entitled and Temporary/LTE: System employees requesting time off for a death in the immediate family will be granted necessary time off without pay.

PROPOSED POLICY:

Bereavement leave

Entitled: System employees regularly scheduled to work 30 hours or more per week, may take up to three work days of bereavement leave, not to exceed a total of 24 hours, within 21 days of the death of a family member, without loss of pay, for the death of a spouse/significant other, spouse/significant other's sibling, sibling, sibling's spouse, parent/guardian, spouse/significant other's parent/guardian, child, child's spouse, grandparent, or grandchild