

In Late May the Personnel Committee considered 4 issues via email:

Temporary Covid Leave Policy

Our [Temporary COVID-19 Paid Leave Policy](#) will expire June 30. Since time off to avoid spreading this novel contagion is a cheap remedy, the Committee recommends extending the expiration date further. There was not, however, consensus on just how long to extend it, so let's discuss!

Prohibiting Using PTO to Extend an Employee's Separation Date

Section 5.1.3 of the Employment Handbook ("Separation from Employment", p. 18) states:

You will be paid for 50% of accumulated but unused PTO when you leave the BDL with at least 2 weeks' notice. Payouts of accumulated PTO are forfeited if you leave without that notice or if you are discharged.

This language definitely implies that PTO may not be used to extend a separation date. After all, if we could just set a date in the future equaling the amount of PTO in our bank, then why have the line about getting paid 50%? You'd always get 100% by "taking vacation" after your "last" day.

The Committee recommends that the following sentence be inserted at the end of that section to make the intention crystal clear: "PTO may not be used to extend your official date of separation from the library."

Requiring BDL Staff to Clear Requests for Funding with the Director

The Committee recommends clarifying policy to require that attempts to ask for money are always cleared through the Director by adding the following to our existing Section 7.14 ("Solicitation, Distribution, and Gifts", pp.32-33):

Branch Managers may solicit donations from their Friends of the Library groups without involving the Director, so long as such requests conform to BDL Policy. All other requests of funding from the public from any BDL staff, whether it is from a service club, a grant opportunity, a fundraiser, direct solicitation, or other, must be approved by the Director. The BDL does not wish to wear out the good graces of the community by having multiple staff seek funds from the same group or from frequent or numerous fundraising efforts.

Creating a PTO Donation Bank

Under Federal tax law, there are only two situations whereby employees could donate PTO hours to other employees in need: when an employee has suffered a severe illness or has been the victim of a natural disaster. The BDL does not currently have such a program in place.

The Committee recommends that we add the following section to our Handbook:

5.1.5 • PTO Donation Policy

The Library recognizes that employees may have a family medical emergency or be affected by a major disaster, resulting in a need for additional time off in excess of their available PTO time. To address this need, all eligible employees will be allowed to donate accrued PTO hours from their unused balance to their co-workers in need of additional paid time off, in accordance with the policy outlined below. This policy is strictly voluntary.

Eligibility

Employees must be employed with the BDL for a minimum of one year to be eligible to donate and/or receive donated PTO time.

Guidelines

Employees who would like to make a request to receive donated PTO time from their co-workers must have a situation that meets the following criteria:

Medical Emergency, defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available.

Major Disaster, defined as a disaster by the President under §401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), or as a major disaster or emergency declared by the President pursuant to 5 U.S.C. §6391 for federal government agencies. An employee is considered to be adversely affected by a major disaster if the disaster has caused severe hardship to the employee or to an immediate family member of the employee that requires the employee to be absent from work.

In both situations, an immediate family member is defined as a spouse, child, or parent.

Donation of PTO Time

- The donation of PTO time is strictly voluntary.

- Donated PTO time will go into a leave bank managed by the Assistant Director for use by eligible recipients.
- Recipient identity will not be disclosed to donating employees.
- The donation of PTO time is on an hourly basis.
- The minimum number of PTO hours that an eligible employee may donate is 4 hours per calendar year; the maximum is 40 hours or no more than 50 percent of the employee's current balance.
- Employees cannot borrow against future PTO time to donate.
- Employees who are currently on an approved leave of absence cannot donate PTO time.
- Employees who donate PTO waive all rights to that donated PTO.

Requesting the Use of Donated PTO Time

- Employees who would like to request donated PTO time are required to complete a PTO Donation Request Form and submit it to the Assistant Director.
- Requests for donations of PTO time must be approved by the Assistant Director, the employee's immediate supervisor, and the Library Director.
- If the recipient employee has available PTO time in his or her balance, this time must be used prior to any donated PTO time. Donated PTO time may only be used for time off related to the approved request.
- Employees who receive donated PTO time may receive no more than 480 hours (12 weeks) within a rolling 12-month period.
- Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act.
- Donated PTO will be provided at the requesting Employee's rate of pay, even if the PTO was donated by an employee who has a higher rate of pay.

Submitted by John Rucker