

Buffalo & Erie County Public Library
PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: Library Business

CHAPTER: X

SECTION: 3

EFFECTIVE DATE: 1/1/14 (previously incorporated in Work Related Travel, Continuing Education, and Library Business Requests)

REVISION DATE: 9/5/2024

I. STATEMENT OF POLICY

“Library Business” refers to offsite activities conducted by an employee as part of their duties or for the benefit of the library. Library business can occur inside or outside an employee’s regularly scheduled hours. Additionally, when the Library requests or requires an employee to attend a professional development event and there are costs associated with attendance, it shall be deemed “Library Business” for the purpose of this policy. This policy is intended to establish procedures for employees and trustees to attend such library business.

II. LIBRARY BUSINESS REQUESTS

A. Supervisor Approval

1. Employees attending library business must receive permission from their supervisor to attend.
2. If the activity or event is within the employee’s regularly scheduled hours and the event is free and/or employee will not seek financial reimbursement beyond local mileage, no further approval is required.
3. Employees who wish to obtain release time and/or coverage of expenses associated with an external opportunity must receive advance formal authorization as set forth below.

B. Coverage of Expenses

Employees who wish to request coverage of expenses associated with attending library business activities or events must follow the process and guidelines set forth in the [Library Business Expenses](#) policy.

III. COMPENSABLE AND NON-COMPENSABLE TIME

A. Local Travel & Single-Day Events

1. Library business done during the course of an employee's normal working hours will be counted as regular hours worked.
2. An employee's schedule may be adjusted at the discretion of their supervisor so they are able to attend library business on work time. Supervisors should consult with Human Resources to ensure compliance with the respective collective bargaining agreement.
3. Library business done on non-scheduled time may be paid but is subject to preapproval by the supervisor and Human Resources.
4. Time spent traveling to attend library business during an employee's scheduled workday will be counted as hours worked.
5. Employees will be compensated for travel time when performed on a continuous workday basis from one business site to another. Employees will also be compensated for travel time in excess of their normal commute time when traveling to an event at the beginning of their workday or from an event at the end of their workday.
6. Travel time will not be compensated for local travel from a non-business site (including employee's home) to an event or from an event to a non-business site (including employee's home) if such travel is commensurate with the employee's normal commute.
7. Approved local travel and library business done on work time should be documented as regular hours on the employee's timesheet. A note regarding the activity, time attended, and location should be included in the Notes field.

B. Non-Local Travel & Multi-Day Events

1. For multi-day external events and/or travel outside of Erie County's contiguous counties, release time will need to be requested using a [Library Business Request](#).
2. If approved, release time will be granted for working hours during the time of the event as well as travel time to and from the event.

3. Employees will not be compensated for travel time spent going to or from an event when such travel is performed outside of the employee's normal working hours. Exceptions may be made at the discretion of the Purchasing Office in consultation with HR.
4. Employees approved for release time for multi-day events and/or travel outside of Erie County or a contiguous county should document it as time off on their timesheet.
 - a. Employees should sign out for the time of the event/travel and use the Other field to select the number of hours and the "Other Absence Paid" code.
 - b. A note regarding the activity, time attended, and location should be included in the Notes field.
 - c. For full-day absences, "Library Business" should be inputted in the Signature field for that day.

IV. FORMS

[Library Business Request](#)

V. RELATED POLICIES

[Professional Development](#)

[Library Business Expenses](#)

[Release Time](#)

[Mileage](#)