

AGREEMENT

Between

Town of Saugus, MA

And

IUE-CWA Local 201, AFL-CIO

July 1, 2019 – June 30, 2022

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Article I: RECOGNITION

Section 1: The Town recognizes the Union as the exclusive representative of employees described in Section 2 hereof for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment and other working conditions of employment.

Section 2: Unit Description: All library employees of the Town of Saugus who work an average of ten (10) or more hours a week, including full and part-time employees, excluding the permanent Library Director.

Article II: DISCRIMINATION & COERCION

The Town and the Union shall not discriminate against any employee on account of race, color, sex, creed, age marital status, sexual orientation, national origin, union activity or membership.

Article III: UNION SECURITY – DUES DEDUCTION

The Town, for each of its employees included within the bargaining unit who individually, in writing, authorizes the Town to do so, shall deduct Union dues and/or assessments (as certified to the Town by the Union in writing) for his/her membership in the Union and shall remit such deductions to the Business Agent of the Union each month following the month of deductions. Any employee may revoke his/her authorization at any time by individual notice, in writing, mailed by registered or certified letter to the Town Accountant.

Article IV : MANAGEMENT RIGHTS

Except as expressly limited by a specific provision of this Agreement, the Union recognizes and agrees that the Trustees shall continue to have the exclusive right to take any action it deems appropriate in the management of the Library and the action of the workforce in accordance with its judgment. All inherent and common law management functions and prerogatives which the Trustees have not expressly modified or restricted by a specific provision of this Agreement are retained and vested exclusively by the Trustees.

Article V: COMPENSATION

Section 1: CAREER SERVICE AWARD - LONGEVITY (ANNUAL BONUS)

Employees as defined in Article I Section 2, with the required years of continuous service as a permanent Town employee shall receive annually a Career Service Award. Part-time employees who average ten (10) or more hours per week could receive the award prorated by using 36.5 hours as the full award standard and using the average hours worked in the first six (6) months of the year the award is issued.

Years of Continuous Service	Career Service Award
Five (5)	\$500
Ten (10)	\$550

Fifteen (15)	\$600
Twenty (20)	\$650
Twenty -five (25)	\$700

An additional fifty (\$50) dollars will be added at each five (5) year level beyond twenty-five (25) years. Such employees must actually work at least six (6) months in the calendar year to qualify for such award. Payment shall be in one lump sum annually, at the beginning of each fiscal year, and shall be by separate payroll check.

Section 2: GENERAL WAGE INCREASES

Wage increases:

2.5% increase in base salary for Fiscal Year 2020

2.5 % increase in base salary for Fiscal Year 2021

2.5% increase in base salary for Fiscal Year 2022

Increases will be added to each step as outlined in Appendix B.

Retroactive payments are to be made within sixty (60) days of July 1, 2020, or sooner (at the Town’s discretion)

Section 3: STEPS

All employees in Article I Section 2 shall be awarded step raises (5) as outlined in Appendix B Attached.

Section 4: EDUCATIONAL INCENTIVE PAY

Educational Incentive Pay shall be applied to base hourly rates of full-time employees at the following rate:

Associate Degree	2.0%
Bachelor’s Degree	3.0%
Master’s Degree in Library Science	4.0%

NOTE: All percentages are non-cumulative.

Educational Incentive Pay shall be added to base hourly rates upon documentation of successful achievement of the degree program.

Article VI: GRIEVANCE PROCEDURE

Step 1: Within fourteen (14) working days after a Union member of the Union becomes aware of the situation, condition, or action of the Town giving rise to the grievance, the Union shall present to the Director a written statement of such grievance, giving the pertinent information relative to the grievance and indicating the relief requested. Within fourteen (14) working days after such representation, the Director shall give their reply to the Union in writing. A grievance shall be defined as any dispute over the application or interpretation of a provision of this agreement.

Step 2: If a settlement is not reached at Step 1, the Union may, within fourteen (14) working days of the final decision at Step 1, refer the grievance to the Chair of the Library Board of Trustees or a designated representative. Such grievance shall be in writing and give all of the pertinent information relative to the grievance and indicate the relief requested.

Within fourteen (14) working days of the receipt of the grievance, the Chair of the Library Board of Trustees or a designated representative shall arrange to meet with the Union to discuss the grievance. The Chair shall give their final decision in writing to the Union within fourteen (14) working days after the completion of discussion on any grievance.

Step 3: If an agreement is not reached at Step 2, the Union may, within fourteen (14) working days of the final decision at Step 2, refer the grievance to the Town Manager or a designated representative. Such grievance shall be in writing and give all of the pertinent information relative to the grievance and indicate the relief requested.

Within fourteen (14) working days of the final of the receipt of the grievance to the Town Manager or a designated representative shall agree to meet with the Union and discuss the grievance. The Town Manager shall give their final decision in writing to the Union within fourteen (14) working days after the completion of the discussion on any grievance.

** The time limits referenced above may be extended by mutual agreement.

Article VII: ARBITRATION

After the six (6) month Probationary period, no employee shall be disciplined or discharged without just cause. The Town, the Union and the members of the bargaining unit individually agree that any dispute concerning or related to this agreement or its terms, including any dispute involving the payment of wages shall be resolved through binding arbitration. Any grievance which remains unsettled after having been fully processed through the grievance procedure

pursuant to Article VI which involves the interpretation or application of a specific provision of this Agreement may be submitted to arbitration by either party. No request for Arbitration by either party will be considered if it is processed more than thirty (30) days after the final answer is given in accordance with Article VI, Step 3 of the grievance procedure.

By mutual agreement the Town and the Union may extend the thirty (30) day period by seven (7) days to find and agree upon an arbitrator other than AAA. If such a mutually agreed upon Arbitrator is not determined, the grievance shall be submitted to the AAA.

If a case goes to Arbitration, the rules of the American Arbitration Association will be used. It is further agreed that the award of the arbitrator selected shall be final and binding upon all parties to this Agreement, provided that no arbitrator shall have the authority or jurisdiction to add to, detract from, or in any way alter the provisions of this Agreement. Arbitrators shall look to and be bound by Massachusetts case law and statutes.

Article VIII: VACATION

Vacations with pay will be granted in each calendar year to employees as defined in Article I Section 2: twenty-four (24) hour notice must be given when taking one day of vacation.

Part-time employees who average ten (10) or more hours per week are entitled to prorated vacation based on the service schedule referenced in this Article and the Saugus Public Library Benefit Calculation Sheet. The vacation schedule will be as follows:

Years Continuous Service	Paid Vacation
One (1) to four (4) years	Two (2) weeks
Five (5) to nine (9) years	Three (3) weeks
Ten (10) to fourteen (14) years	Four (4) weeks
Fifteen (15) to twenty-four (24)	Five (5) weeks
Twenty-five plus (25+) years	Six (6) weeks

The Town agrees to post the vacation schedule. The senior employee shall have the choice of the vacation should a choice have to be granted.

Employees are allowed to carry over a maximum of five (5) vacation days each year.

Should a holiday designated in Article IX occur within an employee's vacation, the employee shall be granted an additional day of vacation.

Article IX: HOLIDAYS (13)

The following shall be paid holidays:

New Year's Day	Columbus Day
Presidents Day	Veterans Day
Martin Luther King Day	Thanksgiving Day
Patriots Day	Day after Thanksgiving
Memorial Day	Christmas Day
Independence Day	Half Day Good Friday
Labor Day	

Library employees as defined in Article I Section 2 who are normally scheduled to work on the day a holiday falls will be paid for their regularly scheduled hours.

Library employees as defined in Article I section 2 who are not normally scheduled to work on the day that a holiday falls will receive their "average daily hours" in the form of a "holiday owed". Owed holiday hours may be accumulated and/or used with other benefit time (vacations/personal); however, they must be taken within six (6) months of the original holiday.

Should a holiday fall on a Sunday, the following Monday will be the holiday.

Should a holiday fall on a Saturday, library employees as defined in Article I Section 2 who are normally scheduled to work on Saturday will be paid for their regularly scheduled hours.

Employees as defined in Article I Section 2 who are not regularly scheduled to work on Saturday will receive their "average daily hours" in the form of a "holiday owed". Owed holiday hours may be accumulated and/or used with other benefit time (vacation/personal), however; they must be taken within six (6) months of the original holiday.

Average Daily Hours are calculated per the Saugus Public Library's Benefits Calculation Sheet.

An employee required to work Labor Day, Christmas, Thanksgiving, New Year's Day, Memorial Day, Presidents Day, Veterans Day, Independence Day, Martin Luther King Day,

Patriots or Columbus Day shall receive an amount equal to two (2) times their regular holiday pay for all hours worked.

An employee required to work the day after Thanksgiving shall receive an amount equal to one-and-a-half (1 ½) times their regular rate of pay for all hours worked. In no case shall the pay be less than an amount equal to four (4) hours pay at the appropriate holiday rate.

An employee required to work the half day holiday on Good Friday will be subject to the provisions in Appendix A of this agreement.

Article X: UNION INFORMATION

Section 1: The Town shall provide an accessible space on a bulletin board at the Library for Union notices.

Section 2: Contact information on new hires covered by this agreement shall be provided to the Business Agent of the Local within thirty (30) days.

Section 3: The Town shall provide space at the Library for Union meetings that do not conflict with work hours or other scheduled library functions of the space.

Article XI: SAFETY

Section 1:

It is the responsibility of the Town to provide a safe work environment, and the responsibility of employees of the Library to cooperate to create a safe work environment. A Health and Safety Committee consisting of two (2) Union members and the Library director will meet quarterly to discuss any health and safety concerns. An emergency meeting may be scheduled when there is an imminent health and safety issue. If there is no mutual agreement on how to address a health or safety concern, the Union may file a safety grievance. Any and all agreements that might be reached in such a committee, policies and/or solutions will be effectively communicated by the safety committee through emails and/or meetings with the employees. These notifications will also be displayed on the Union bulletin board. This provision in no way limits the employer's inherent managerial authority.

Section 2: Staffing Levels

A minimum of four (4) employees shall be scheduled to work when the Library is open. If, because of employee absence or lateness, the staffing complement falls to three, the Library will be kept open. If staffing drops to one or two, in the interest of the public and safety, the building may be closed to the public, but members would work inside. If staffing drops to three; in the interest of the public and safety, the Director and staff shall make efforts to keep the Library

open by utilizing methods such as rearranging staff coverage, closing off sections and/or utilizing a volunteer as assigned by the Director.

Article XII: HOURS OF WORK

Section 1:

The normal work week for full-time employees shall consist of thirty-six and a half (36.5) hours. The normal full-time work week in the summer (June- August) shall consist of thirty-three and a half (33.5) hours. For permanent part-time employees, who average twenty (20) or more hours per week, the normal work week in the summer shall consist of two (2) hours less.

Section 2:

The hours of all employees will be set by the Director. Regularly scheduled hours shall not be changed without a minimum of two (2) weeks' notice to the Union and the individual, except in an emergency. Such notice will be provided in writing or email after a poll by seniority is done of those in the impacted classification for the new schedule. Volunteer from the top – force from the bottom.

Section 3: Library Closing

In the event the Library is closed due to weather conditions, building temperature, or any other reason, those employees scheduled to work those hours shall be paid for those scheduled hours. If the Library is closed due to financial considerations, i.e., lack of funding from the Town, no employees shall be due pay for any period that the Library is closed. The Director shall have a plan in place to notify employees in the event of a Library closing. This plan will be communicated to all bargaining unit members.

Article XIII: OVERTIME

The Town will pay employees covered by this Agreement at the rate of time-and-one half (1 ½) for hours worked in excess of forty (40) hours in any given workweek or in excess of eight (8) hours in any single workday.

Overtime shall be divided as equally as proficient operations merit among the employees who are qualified to do the work. The Director will keep overtime “offered” lists of those qualified to do the applicable work and rotate who is offered the overtime each time, in order to implement the intent of this article.

If employees from the needed classification are not available, employees from other classifications may be asked. The Town shall keep accurate overtime records.

Overtime shall be computed on a time-and-a half (1 ½) basis and in accordance with applicable State and Federal laws. Hours worked on Sunday shall be paid at a rate of time-and-one-half (1 ½).

Article XIV: JURY DUTY

When an employee as defined in Article I Section 2 is called for service as a juror, they will be paid the difference between the fee received for such services and the amount of straight time earnings lost by the employee by reason of such service, up to a limit of eight (8) hours per day and 36.5 hours per week.

Article XV: PAID ABSENCES

Section 1: Sick Leave

Members of the bargaining unit who work less than 20 hours per week accrue no sick leave.

Members of the bargaining unit in a position, which is budgeted and scheduled by the Director for 20 hours or more per week, will earn sick time at the rate of 1 and ¼ days per month starting on the first day of the fiscal year up to a maximum of fifteen (15) days each fiscal year. Such yearly sick leave shall be accumulated at one-and-one-fourth (1 ¼) days per month starting on the date of permanent employment. Such sick leave will be cumulative. Any unused portion of fifteen (15) days shall be accumulated to the credit of the employee. There will be no limitation on the number of sick leave days permitted to be accumulated.

No member shall be paid out unused sick time at the time of retirement regardless of their part-time or full-time status and regardless of the hours worked per week.

Employees defined in Article I Section 2 will be awarded five (5) personal days on a fiscal year basis. (July 1, 2020, 2021, 2022).

Section 2: Bereavement Leave

An employee defined in Article I Section 2 who is absent from work solely because of the death and funeral of their spouse, mother, father, brother, grandparents of either spouse, sister, child, or grandchild, will be paid for the time lost from their regular schedule by reason of such absence up to the maximum of three (3) days for each absence starting with the date of death. One (1) day bereavement leave shall be granted to attend funeral services for an employee's aunt, uncle, or relative (not already mentioned).

Section 3:

Each employee may be allowed up to three (3) days a year for family emergencies or special circumstances (i.e., real estate closing, involuntary court appearances and unforeseen matters) at the discretion of the Library Director. Such leave shall not be unreasonably denied. When possible such request shall be made forty-eight (49) hours in advance. Personal leave shall be non-accumulative.

Article XVI: JOB POSTING, LAYOFF AND RECALL PROCEDURES

As openings occur, they shall be posted for seven (7) days in the Library allowing all present employees to apply for the posted openings. A copy of the posting shall be mailed to the Business Agent of the Union. To the extent practicable, first consideration for filling job openings will be given to present Library employees with the necessary qualifications. Seniority will also be considered an important factor in upgrading and transfers.

A decision will be made by the Trustees within thirty (30) days after the expiration of the posting period.

Layoffs shall be by seniority (calculated by calendar period worked at the Library) among those with comparable skills.

Subject to funding the Step Schedule in Appendix B will be used for all job openings and transfers. All new positions must be approved by the Trustees before being made available and posted for Union employees to apply. There shall be no Union positions covered by this bargaining unit abolished in order to create a new non-union position.

Recalls to positions in the Library shall be by seniority (calculated by calendar period worked at the Library) among qualified Union members based on work history at the Library. A recalled employee shall be credited with previous time worked for the Step Schedule. Failure to accept notice of recall by registered mail within two (2) weeks shall forfeit recall rights for that employee. It is the responsibility of the employee to keep the Library informed of a current mailing address and phone number.

Article XVII: LEAVES OF ABSENCE

A leave of absence of up to one (1) year may be taken by Library employees for educational, family illness or other circumstances. Such leave will be unpaid and employees will not be provided medical insurance during such leave. Seniority shall not accrue during such leave. The employee on leave will retain the right to return to their job for up to twelve (12) months. Such leave is subject to approval by the Town Manager.

Article XVIII: MISCELLANEOUS PROVISIONS

The Union reserves all bargaining rights under applicable laws in regards to the Massachusetts GIC health plan, including bargaining rights in the event of changes to applicable state law.

The Massachusetts state pension plan and the participation of Library employees in the plan shall be covered by applicable state laws.

Article XIX: SEVERABILITY

This agreement between the parties is intended to be and shall be in full settlement of all issues which were or which the Union or the Town had by law, the right to make the subject of collective bargaining in negotiations between them preceding the execution of the Agreement and shall supersede any existing agreement between them.

Article XX: SCOPE OF AGREEMENT

This agreement between the parties is intended to be and shall be in full settlement of all issues which were, or which the Union or the Town had by law, the right to make the subject of collective bargaining in negotiations between them preceding the execution of the Agreement and shall supersede any existing agreement between them.

Article XXI: DURATION OF AGREEMENT

This agreement shall be effective as of July 1, 2019 and shall continue in full force and effect to and including June 30, 2022, except as herein provided. Should either the Town or the Union wish to modify or extend the Agreement, it shall send written notice to the other party prior to March 1, 2022. This agreement shall continue in full force and effect until a new Agreement is reached and fully implemented.

Appendix A - HALF DAY GOOD FRIDAY HOLIDAY

1. Staff scheduled to report anytime between 8:30 am and 1:00 pm on Good Friday will be required to report for work and work their respective shifts until closing at 1:00 pm.
2. Each staff member who works on Good Friday will receive time-and-one-half for four (4) hours. In no case shall the pay be less than an amount equal to four (4) hours pay at the appropriate holiday rate unless the cause for working less was the employee's and not the Town's.
3. Staff that is not scheduled to work Good Friday will receive a "holiday owed" and will not be paid time-and-one-half.
4. Staff that is scheduled to work on Good Friday must report to work and complete their shift to qualify for time-and-one-half pay. For example, should a staff member utilize a vacation day on Good Friday, they will be disqualified from receiving time-and-one-half pay.
5. Staff scheduled to report anytime between 8:30 am and 1:00 pm on Good Friday will be required to report for work and work their respective shifts until closing at 1:00 pm.
6. Each staff member who works on Good Friday will receive time-and-one-half for four (4) hours. In no case shall the pay be less than an amount equal to four (4) hours pay at the appropriate holiday rate unless the cause for working less was the employee's and not the Town's.
7. Staff that is not scheduled to work Good Friday will receive a "holiday owed" and will not be paid time-and-one-half.
8. Staff that is scheduled to work on Good Friday must report to work and complete their shift to qualify for time-and-one-half pay. For example, should a staff member utilize a vacation day on Good Friday, they will be disqualified from receiving time-and-one-half pay.

Appendix B – WAGE CHART

Effective 7.1.19		HOURLY RATES				
		Step 1	Step 2	Step 3	Step 4	Step 5
		Starting Step				
Librarian - 4200 (51)	FY19	\$ 22.9561	\$ 23.8743	\$ 24.7122	\$ 25.4582	\$ 26.0896
	FY20 + 2.5%	\$ 23.5300	\$ 24.4712	\$ 25.3300	\$ 26.0947	\$ 26.7418
	FY21 + 2.5%	\$ 24.1183	\$ 25.0829	\$ 25.9633	\$ 26.7470	\$ 27.4104
	FY22 + 2.5%	\$ 24.7212	\$ 25.7100	\$ 26.6123	\$ 27.4157	\$ 28.0956
Librarian - 4205 (51P)	FY19	\$ 22.9561	\$ 23.8743	\$ 24.7122	\$ 25.4582	\$ 26.0896
	FY20 + 2.5%	\$ 23.5300	\$ 24.4712	\$ 25.3300	\$ 26.0947	\$ 26.7418
	FY21 + 2.5%	\$ 24.1183	\$ 25.0829	\$ 25.9633	\$ 26.7470	\$ 27.4104
	FY22 + 2.5%	\$ 24.7212	\$ 25.7100	\$ 26.6123	\$ 27.4157	\$ 28.0956
Senior Librarian - (54)	FY19	\$ 26.9530	\$ 28.0294	\$ 29.0050	\$ 29.8773	\$ 30.6233
	FY20 + 2.5%	\$ 27.6268	\$ 28.7301	\$ 29.7301	\$ 30.6242	\$ 31.3889
	FY21 + 2.5%	\$ 28.3175	\$ 29.4484	\$ 30.4734	\$ 31.3898	\$ 32.1736
	FY22 + 2.5%	\$ 29.0254	\$ 30.1846	\$ 31.2352	\$ 32.1746	\$ 32.9779
General Library Assistant - 4210 (56)	FY19	\$ 17.9058	\$ 18.6220	\$ 19.2785	\$ 19.8515	\$ 20.3529
	FY20 + 2.5%	\$ 18.3534	\$ 19.0876	\$ 19.7605	\$ 20.3478	\$ 20.8617
	FY21 + 2.5%	\$ 18.8123	\$ 19.5647	\$ 20.2545	\$ 20.8565	\$ 21.3833
	FY22 + 2.5%	\$ 19.2826	\$ 20.0539	\$ 20.7608	\$ 21.3779	\$ 21.9178
Librarian (part time) - 4205 (57) DISC *	FY19					\$ 27.1309
	FY20 + 2.5%					\$ 27.8092
	FY21 + 2.5%					\$ 28.5044
	FY22 + 2.5%					\$ 29.2170
Library Associate - 4215 (58)	FY19	\$ 17.9058	\$ 18.6220	\$ 19.2785	\$ 19.8515	\$ 20.3529
	FY20 + 2.5%	\$ 18.3534	\$ 19.0876	\$ 19.7605	\$ 20.3478	\$ 20.8617
	FY21 + 2.5%	\$ 18.8123	\$ 19.5647	\$ 20.2545	\$ 20.8565	\$ 21.3833
	FY22 + 2.5%	\$ 19.2826	\$ 20.0539	\$ 20.7608	\$ 21.3779	\$ 21.9178
Sr. Library Associate - (59)	FY19	\$ 21.2839	\$ 22.1315	\$ 22.9074	\$ 23.5997	\$ 24.1847
	FY20 + 2.5%	\$ 21.8160	\$ 22.6848	\$ 23.4801	\$ 24.1897	\$ 24.7893
	FY21 + 2.5%	\$ 22.3614	\$ 23.2519	\$ 24.0671	\$ 24.7944	\$ 25.4091
	FY22 + 2.5%	\$ 22.9204	\$ 23.8332	\$ 24.6688	\$ 25.4143	\$ 26.0443
Senior Library Assistant - (60)	FY19	\$ 18.4429	\$ 19.1830	\$ 19.8515	\$ 20.4484	\$ 20.9617
	FY20 + 2.5%	\$ 18.9040	\$ 19.6626	\$ 20.3478	\$ 20.9596	\$ 21.4857
	FY21 + 2.5%	\$ 19.3766	\$ 20.1541	\$ 20.8565	\$ 21.4836	\$ 22.0229
	FY22 + 2.5%	\$ 19.8610	\$ 20.6580	\$ 21.3779	\$ 22.0207	\$ 22.5735
Librarian Assitant I	FY19	\$ 17.5300	\$ 22.1315	\$ 22.9074	\$ 23.5997	\$ 24.1847
	FY20 + 2.5%	\$ 17.9683	\$ 22.6848	\$ 23.4801	\$ 24.1897	\$ 24.7893
	FY21 + 2.5%	\$ 18.4175	\$ 23.2519	\$ 24.0671	\$ 24.7944	\$ 25.4091
	FY22 + 2.5%	\$ 18.8779	\$ 23.8332	\$ 24.6688	\$ 25.4143	\$ 26.0443
Page	FY19	\$ 12.7500	\$ 19.1830	\$ 19.8515	\$ 20.4484	\$ 20.9617
	FY20 + 2.5%	\$ 13.0688	\$ 19.6626	\$ 20.3478	\$ 20.9596	\$ 21.4857
	FY21 + 2.5%	\$ 13.3955	\$ 20.1541	\$ 20.8565	\$ 21.4836	\$ 22.0229
	FY22 + 2.5%	\$ 13.7304	\$ 20.6580	\$ 21.3779	\$ 22.0207	\$ 22.5735
nb: As of 7.1.16 all step increases will be paid on the anniversary date of hire or anniversary date of promotion.						
* grandfathered: Jacquelyn Miller only						

Appendix C—INCLEMENT WEATHER POLICY

In order to fulfill its mission of public service the Saugus Public Library will make every reasonable effort to open to the public as scheduled, consistent with safe access for the public and the staff.

There are times prior to opening, especially in winter, when the weather could threaten the safety of the public and Library staff and would make reasonably safe travel to the library impossible. At such times, it may be necessary not to open the library as scheduled. Furthermore, there may be occasions when these same conditions will arise during operating hours and it may be necessary to close the Library early. Failure of the facility's HVAC, plumbing or electrical systems could also prompt the Library to delay or forgo opening. The decision to close or postpone the opening of the Library due to inclement weather or other conditions is reached after consultation with the Library Trustee Chairperson, DPW and/or the Town Manager and is at the discretion of the Library Director.

If, on a regular school day, the Saugus Public School system chooses to delay opening or not to open for the day due to inclement weather, the Saugus Public Library will delay opening until at least noon and reassess the situation mid-to-late morning to determine weather to open at noon or later in the day.

On Saturdays or any other non-school day, the decision to close or postpone the opening of the Library due to inclement weather or other conditions is reached after consultation with weather service advisories, Library Trustee Chairperson, DPW and/or Town Manager and is at the discretion of the Library Director.

If the building is to close early, staff and library patrons already in the facility will be notified immediately.

The Library Director will notify all affected staff either in-person or by telephone of any situations related to delaying opening or other closure. The Library Director will also notify all staff via email and post a notice on the library's web site.

If the Library remains closed for an entire day because of an emergency situation, all staff scheduled to work that day will be paid for the number of hours they were scheduled to work. If an emergency closing occurs during hours the Library is open, employees will be paid for any remaining hours scheduled. If the Library opens late due to an emergency situation, scheduled staff who report to work will receive credit for regular scheduled hours for that day.

When the Library has decided to open, but extreme weather conditions make it impossible for an employee to arrive at the regular time, reasonable allowances for lateness will be made. If the employee cannot report to work within a reasonable time, they can utilize vacation or personal

leave equal to their regular work schedule for that day, per the Town of Saugus Human Resources Policy Book.

Agreed:

Amber Brooks

Date

IUE-CWA Staff Representative

Jacquelyn C. Miller

Date

Steward, IUE-CWA Local 201

Scott Crabtree

Date

Town Manager, Saugus