

Special Announcement 20-07

Reduced Onsite Functions on Mondays and Fridays

This special announcement conveys Library policy for reducing onsite functions on Mondays and Fridays during the coronavirus pandemic. Except for employees who perform critical functions, non-teleworkers will receive paid administrative leave for Mondays and Fridays until normal operations resume. The goal is to protect the health and well-being of the Library workforce by reducing the density of personnel in Library facilities and on public transportation while still providing essential services that must be performed onsite.

Previous special announcements established that:

- All Library employees who have telework assignments and are technologically capable of teleworking shall telework. SA 20-03.
- Non-teleworking employees who self-certify that they are at a higher risk for serious complications from COVID-19 shall be granted paid administrative leave. SA 20-04.
- Non-teleworking employees who must continue to report to work may adjust their schedules during broader Monday – Saturday hours of operation. SA 20-05.

1. Non-Teleworking Employees Who Perform Critical Functions Must Report for a Full Work Week

Non-teleworking employees whose functions are deemed critical must continue to report for a full work week. These employees may work with their supervisors to adjust their schedules to report during the expanded Monday through Saturday operating hours established in Special Announcement 20-05.

Service unit heads will determine which onsite functions are critical during the pandemic. Generally, critical functions are ones that: directly support Congress; protect human life or Library property; or, are critical for the continued operations of the Library, including support for Library IT systems.

2. Other Non-Teleworking Employees Will Receive Paid Administrative Leave for Mondays and Fridays

Non-teleworking employees whose functions are not deemed critical during the pandemic are not required to report to work on Mondays and Fridays. They will receive up to 16 hours of paid administrative leave for those workdays each week until normal operations resume.

These employees will report for the remainder of their weekly hours during expanded Library operating hours on Tuesdays, Wednesdays, Thursdays, and Saturdays. During this time, they will contribute to the

important work that needs to be done onsite to support ongoing Library operations.

3. Library Buildings Remain Open to Employees on Monday and Friday

The buildings remain open to non-teleworking employees and to teleworking employees with supervisor permission on Mondays and Fridays.

4. Effective Date

This policy is effective Wednesday, March 18, 2020 and remains in effect until modified or canceled.