

Special Announcement 20-08

Non-Teleworkers – Critical On-Site Functions and Administrative Leave

This special announcement conveys revised Library policy for reducing on-site functions to those that are critical during the coronavirus pandemic. This announcement supersedes special announcement 20-07, Reduced On-Site Functions on Mondays and Fridays.

As determined by their service units, non-teleworking employees who perform critical functions will report on-site as scheduled unless they have self-certified as part of a COVID-19 high-risk group. All non-teleworkers will receive paid administrative leave (excused absence) for hours they are not required to work.

The goal is to protect the health and well-being of the Library workforce by further reducing the density of personnel in Library facilities and on public transportation while still providing critical services to Congress and the public.

1. Non-Teleworking Employees Who Perform Critical Functions

Supervisors will engage with non-teleworking employees who perform critical functions to identify periods when the employee must report to work on-site at the Library. Based on the nature of the critical work to be performed, service units may continue to require non-teleworking employees to work a full schedule or may assign work on a reduced schedule on a regular (e.g., hours per day, days per week), intermittent, or on-call basis. Schedules may span the extended Monday through Saturday operating band established in special announcement 20-05, Expanded Building Access for Non-Teleworking Employees.

Service unit heads will determine which on-site 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. Paid Administrative Leave for Non-Teleworking Employees

Until full operations resume, all non-teleworking employees will receive paid administrative leave (excused absence) for periods when they are not required to report for work.

3. Potential Telework

Supervisors will continue to engage with all non-teleworking employees to identify any work the employees are able to accomplish remotely and to adjust work assignments accordingly.

4. Temporary Parking for Critical Non-Teleworking Employees

Non-teleworking employees who are required to report to the Library to perform critical functions will receive temporary parking privileges. Supervisors will relay non-teleworkers' parking requests to their service units, who will coordinate with Integrated Support Services to arrange parking.

5. Teleworking Employees Not Limited to Critical Functions

Teleworking employees are not limited to performing critical functions. As directed by their supervisors, teleworkers should continue to accomplish as much of their regular work and other assignments as possible remotely.

6. Library Buildings Are Open Only for Critical Functions

Library buildings are open to employees only when the employees are on-site to perform critical functions. With supervisor permission, teleworking employees may enter the buildings occasionally to perform critical tasks.

7. Effective Date

This policy is effective Wednesday, March 25, 2020 and remains in effect until modified or canceled.