



## Staff Serving on Committees Policy

*Approved 11/8/2005*

*Revised 2/28/2017*

Everyone who works in the library also has outside interests. These interests may include belonging to groups or organizations. It is in the library's interest to promote cooperation between community based organizations.

If a library employee is asked to serve in some official capacity as part of another group, a determination must be made as to whether that commitment is part of the person's work time or is outside of the person's workday.

Before an employee volunteers for a position that they consider as related to their library responsibilities, they need to get prior approval of the director.

Each case will be decided on the factors of the individual situation. Factors to be considered include:

- The job title that the employee holds.
- Would they have been asked to serve on the board if they did not hold their current position in the library?
- Does the outside agency have any cooperative relationship with the library, or are there realistic plans for future cooperation?
- Would there be a benefit for the library?
- Would there be opportunity for positive public relations for the library?
- How large a commitment in time and effort will be required by the library and the library employee?
- Is the library's personnel budget adequate to cover any additional scheduling needs?

Meetings scheduled during the time the employee is normally scheduled to work may be attended with prior approval, assuming that gap in coverage can be filled, if necessary. If the scheduled meeting is before or after hours, the employee will take off the same number of hours within the work week so they will not have additional hours in the pay period.