

Policy 3.4: Substitute Coverage for Branch Library Operations

Reviewed and Revised: 1/8/26

Purpose

To ensure uninterrupted public service at branch libraries, the District will provide limited funding for substitute coverage when municipal branch staff are unavailable, allowing libraries to remain open during their regularly scheduled hours.

Policy Statement

Branch library staff, with the exception of Mary Johnston Memorial Library, are employees of the local governing authority (municipality), not of the District. When those employees are unavailable due to approved leave or other absences, the District may fund substitute coverage to maintain library operations.

Policy Provisions

A. District-Funded Substitute Coverage

- a. The District will pay for substitute coverage for a maximum of two (2) weeks per calendar year per branch.
- b. Coverage is intended solely to ensure the branch remains open to the public during its scheduled hours.
- c. A “week” is defined by the number of hours the branch is *scheduled* to be open in a calendar week, not to exceed 40 hours.
- d. The total substitute coverage available for the year is based on the branch’s regular operating hours as of January 1.
 - i. No adjustments will be made to substitute coverage if the branch’s public hours change during the calendar year.

B. Use of Allocation

- a. Time is allocated to the branch, not to any specific municipal library employee.
- b. If a staffing change occurs at the branch, the remaining substitute allocation remains available to the new staff.
- c. Unused time does not carry over into the next calendar year.
- d. No payment or reimbursement will be made for unused substitute hours.

C. Coordination with Governing Authorities

- a. Municipalities are responsible for managing their employees’ leave.
- b. The District does not approve or track employee leave but provides substitute funding to support uninterrupted library service.
- c. Branch staff must comply with their local governing authority’s procedures for leave approval and reporting.

D. Time Sheet and Payment Process

- a. A time sheet must be completed and signed by both the municipal branch staff member and the substitute. (See Appendix A: Substitute Time Sheet)
- b. Time sheets must be submitted within 15 days of the time worked.
- c. Payment will be made to the substitute on the first payroll after the time sheet is received and processed.

E. Additional Coverage Beyond District Allocation

- a. If the governing authority requests substitute coverage exceeding the two-week annual limit, the District will invoice the municipality for:
 - i. Wages
 - ii. Social Security
 - iii. Medicare
 - iv. Workers Compensation
- b. Invoices are typically issued in January for the prior calendar year.
- c. If substitute hours exceed 50 hours before year-end, the District may invoice earlier.