

CONVERSE FREE LIBRARY  
Lyme, New Hampshire

DATE: April 7, 2020

TO: XX, Assistant Library Director

XX, Library Clerk

XX, Custodian

CC: Dina Cutting, Select Board Admin. Ass't.

FROM: Judy Russell, Library Director

Governor Chris Sununu has issued stay-at-home Emergency Order 17, effective March 27 through May 4, 2020. In order to achieve the Governor's objectives, the Board of Trustees has entrusted me with developing safe and productive work schedules for you.

Using the Order's definitions (see Emergency Order 17, Exhibit A), only the position of Custodian is considered essential (Exhibit A, Other Community-Based Essential Functions) and should resume its normal schedule, performing duties as laid out in the job description, as necessary.

Other positions at the library are being considered discretionary. As Director, and with the agreement of the Board of Trustees (noting Part 6 of Emergency Order 17), I have continued to work at the Library and from home to ensure a continued presence of the library in the community and to provide whatever services and/or assistance to patrons and the greater community I can. I will continue to fulfill my 40-hour workweek through the month of April, using time-accrued benefits should I choose to take time off.

Other staff members' work hours will be determined in consultation with the Director, with work being performed at home, including on-call availability for help with work-related matters, via telephone or computer.

Regardless of being classified as either essential or discretionary, all employees shall remain available for work, unless they are taking sick time due to an illness, or taking a vacation, which has been scheduled and approved. Please continue to complete your weekly time cards (or work sheets I will share with at-home staff), showing actual hours worked and submit as usual. My intent is to keep all employees on their full salary with earned benefits (when available) even if their position is deemed discretionary and /or they are working from home. If you miss work because you are sick, you will use your accrued sick time, personal time, or vacation time benefits.

The Town and the Library will follow the Federal Families First Coronavirus Act.

I wish you continued good health and look forward to library life returning to normal in the coming weeks. Thank you for your flexibility and understanding. If you have any questions, please do not hesitate to call me, at the library or at home.

Judy home: 795-xxxx | Judy mobile: 603-667-xxxx (texting is okay, too)