

EMPLOYEE-IN-CHARGE POLICY

In order to insure a proper operation of the Library one individual is responsible for the Library's operation at all times. In the absence of the Library Director, the Head of Reference shall be designated as in charge. Whenever the Director and the Head of Reference are absent or unavailable the Director shall designate an employee-in-charge as follows:

The daily employee-in-charge schedule will be sent to the Director and the Reference, Children's and Circulation Departments.

Emergency situations require immediate action and are defined as an occurrence that might impact on the safety and welfare of the staff and/or the public, or might interfere with the ability to provide library services to the community. During the absence of the Library Director, the employee-in-charge should inform the Library Director, of any decision made or action taken.

Adopted by the Board of Trustees of the	
Jericho Public Library	November 9, 1987
Revised	October 7, 1997
Revised	August 8, 2005
Revised	December 13, 2010
Revised	June 19, 2017
Revised	October 13, 2020