

**Julia L. Butterfield Memorial Library**  
10 Morris Avenue  
Cold Spring, NY 10516

## **Employee Handbook**

This handbook has been prepared to acquaint you with the policies, procedures and philosophy of the Julia L. Butterfield Memorial Library. This handbook is not a contract of employment.

The Board of Trustees reserves the right to amend, supplement, or rescind any or all provisions of this handbook as deemed appropriate at their sole and absolute discretion.

### **Our History**

The Julia L. Butterfield Memorial Library of Cold Spring, NY was established by a bequest under the will of the late Julia L. Butterfield. The will directed "That a building to be used as a library and reading room be constructed and held in trust for use and benefit of the inhabitants of the villages of Cold Spring and Nelsonville."

Thirty thousand dollars was donated by Mrs. Butterfield to purchase the land and erect a building. Another thirty thousand was left in trust to be used to maintain the building, grounds and to purchase books. She also bequeathed her collection of paintings, the most famous being "A Pic-Nic on the Hudson" by Thomas Prichard Rossiter.

The Library was charted in 1927 with the New York State Board of Regents. In 2006, the Library passed a referendum that allocated secure tax funding for the Library. Today, the Library offers a wide variety of services and programs to all the residents of Philipstown.

### **Mission Statement**

The Julia L. Butterfield Memorial Library exists to provide quality service to the residents of Philipstown in an open and non-judgmental environment with free access to library materials in a variety of formats.

### **Our Philosophy**

Butterfield Library is a working environment that fosters growth, opportunity and job satisfaction. To establish such an environment, each of us will:

- Respect the individual dignity of others
- Communicate with each other in positive ways
- Maintain a professional attitude
- Be courteous and flexible
- Express dissatisfaction through appropriate channels

## **Equal Opportunity Employment**

The Julia L. Butterfield Memorial Library is an equal opportunity employer. Our policy is to recruit, hire, promote and compensate without regard to race, age, religion, sex, national origin, creed, disability or color. Employment opportunities are open to all qualified applicants on the basis of their experience, aptitude and ability.

## **Equal Pay**

The Julia L. Butterfield Memorial Library does not discriminate between the sexes on pay. The Trustees pay the same wage rate to individuals, whether they are male or female, for comparable work requiring comparable skills under comparable circumstances.

## **Sexual Harassment**

Sexual Harassment by word or deed of any employee or patron will not be tolerated. Behavior that is offensive, intimidating or abusive in nature is prohibited. An employee who feels that she or he is a victim of any form of harassment must file a written complaint with the Library Director. All complaints will be treated with confidentiality and no punitive action will be taken against any employee who files a complaint.

## **Confidentiality**

Staff and patron information is confidential and should not be discussed with any person or persons outside the library. Copying, removing, allowing unauthorized access to library or patron documents, information, files or mailing lists, or any form of distribution of patron information is not allowed. Any breach of this confidentiality requirement is grounds for termination.

## **Media Contact**

Information is not to be given to the media by a staff member. In the event contact is made by the media, the staff member should request the name, phone number, and organization represented and give that information to the Library Director who will return the contact.

## **Drug and Alcohol Use**

If an employee reports to work visibly impaired and can not perform the required job functions, that employee will not be allowed to work. Proper treatment of the employee, including sending the employee home, should be ascertained.

## **Employee Status**

Full-Time: Employees work 30 hours or more per week.

Part-Time: Employees work 29 hours or less per week.

## **Probationary Period**

During your first three months you are considered to be a probationary employee. The staff will make every possible assistance to help you succeed will be given during this period. If during the probationary period you feel that you selected the wrong place of employment, you are free to leave without giving advance notice. The library reserves the same right during the probationary period.

## **Payday**

Employees are paid bi-weekly on Monday. Timesheets must be submitted by the Wednesday prior to payday. Timesheets must be completed and submitted to the Director in order to receive your paycheck on Monday.

## **Performance Evaluation**

Performance evaluations will be conducted annually by the Director. The purpose of these evaluations is to provide feedback, clarify your work and identify areas for growth.

## **Resignations**

Resignations must be in writing. Library asks that you provide at least two weeks notice. The Library Director will provide four weeks notice.

## **Time Off Policy**

The Board will consider the year to run from January 1 to December 31. Employees will be individuals that are regularly scheduled to work throughout the year. In the following policy, "one week" means the hours a staff member customarily works each week. The employees shall be considered in two categories: Salaried employees those being paid a yearly salary. Hourly employees those being paid an hourly salary. Leave may not be accumulated to the next calendar year.

### **Hourly Employees:**

1<sup>st</sup> year- two weeks paid leave  
2<sup>nd</sup> year – 4<sup>th</sup> year - three weeks paid leave  
5<sup>th</sup> year & beyond – four weeks paid leave

### **Salaried Employees**

1<sup>st</sup> year- two weeks paid leave  
2<sup>nd</sup> year – 4<sup>th</sup> year - three weeks paid leave  
5<sup>th</sup> year & beyond – four weeks paid leave

Time off must be scheduled in advance, except in the case of illness or emergency. Employees are accountable and responsible for finding a substitute for their time off, except in the case of an emergency. A substitute list is provided for you at the front desk.

Employees are paid their regular hourly rate of pay for fixed holidays and time off for jury duty, military duty or bereavement.

## **Worker's Compensation and Unemployment Insurance**

Your benefits under each program are determined by the law and are available for your use in the event of injury or unemployment.

## **Attendance and Punctuality**

Employees are required to notify the Director at least one hour prior to the start of their shift if they are not going to be available for work. If the Director is not able to be reached employees must contact their scheduled coworker. If ill, employees must call in each day to advise their supervisor that they will not be in. Excessive absenteeism, habitual lateness and failure to show up or call in when scheduled can be cause for dismissal.

## **General Housekeeping**

All employees, not just maintenance personnel, are expected to do their part in keeping our building clean, neat and organized. All employees are responsible for cleaning up after themselves in common areas such as the lunch area and rest room.

## **Smoking**

No smoking is allowed in the library.

## **Telephone Calls**

Use of the telephone is primarily restricted to library business. Employees are permitted to make or receive personal calls within reason.

## **Rules of Conduct**

Rules of Conduct are intended to promote the orderly and efficient operation of the library as well as protect the rights of all employees.

It is each employees responsibility to know the rules and abide by them.

Violations shall be regarded as cause for disciplinary action up to and including discharge.

Following is a list of unacceptable acts or behavior:

- Direct violation of library policies and procedures
- Neglect of duty
- Repeated absences or tardiness
- Any act of dishonesty
- Insubordination
- Disorderly conduct
- Sexual harassment
- Alcohol, drug or firearm possession or use
- Theft, intentional destruction or defacing library property

## **Health and Safety**

Employees must make a conscious effort to be aware of safety and health hazards at all times.

Following is a list of basic precautions to follow:

- Make sure that the aisles in work areas are free of debris.
- Close cabinet doors and drawers when not in use.
- Make sure all exits are clear from boxes, materials, etc.
- Remove or cover any sharp edges or objects that protrude from any equipment.
- Observe good lifting practices.
- Report all injuries, no matter how slight, immediately to the Director.

**Acknowledgment of Receipt of Employee Handbook  
And  
Agreement to Conditions of Employment**

I acknowledge that I have received and read a copy of the *Employee Handbook*.

I have been given the opportunity to ask questions about everything contained in this handbook pertaining to general personnel policies and my privileges and obligations as an employee.

I understand the contents of the handbook and agree to abide by the conditions specified. I also understand that the Board of Trustees has the sole and absolute discretion to amend, supplement or rescind any provision of this handbook as it deems appropriate.

In addition, I agree to the Confidentiality Policy of the Julia L. Butterfield Memorial Library