

Personnel Policy

Equal Opportunity Employment

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the West Hurley Public Library (hereafter referred to as “the Library”) will be based on merit, qualifications and abilities. The Library does not discriminate in employment opportunities or practices on the basis of race, color, creed, sex, national origin, age, disability, sexual orientation, military or veteran status, citizenship status, ethnicity, marital status or any other characteristic protected by Federal Equal Employment Opportunity and NYS Human Rights laws.

The Library will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Library Director or the Personnel Committee. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of discrimination will be subject to disciplinary action, up to and including termination of employment.

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 or Personnel Committee. All complaints will be treated with confidentiality and no punitive action will be taken against any employee because he or she files a harassment 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. The Library will deny access to these files to creditors, collection agencies and other outside sources, except where an employee has given written consent or a subpoena has been issued.

Media Contact

Information is not to be given to the media by an employee other than the Library Director. In the event the media makes contact, the employee should request the name, phone number, and organization represented and gives 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. In the event the employee is sent home the employee will not be allowed to drive; the Library will provide suitable transportation.

Employee Safety Policy

The Library cannot by itself create a safe and healthy environment. It needs the efforts of all of its employees. The Library's goal is to avoid accidents altogether, but to achieve this goal employees must make a conscious effort to be aware of safety and health hazards at all times.

The following are a limited number of basic precautions.

1. Observe all smoking restrictions defined by NYS law.
2. Make sure that the aisles in work areas are free of debris.
3. Close cabinet doors and drawers when not in use.
4. Observe good lifting practices.
5. Employees should report all injuries, no matter how slight, immediately to their supervisor.
6. Employees should report all unsafe conditions or practices immediately to their supervisor.

All federal and state OSHA safety requirements must be complied with. In the event that any employee is unsure of the rules or has taken on a new responsibility, he/she should contact the supervisor for additional training.

Employee Status

The Library Director is a full-time employee.

Part-time employees work 19 hours or less per week. The workweek for the Library Director is 38 hours. The Board of Trustees recognizes that managing the Library requires flexibility, and at times adjustments to hours may be appropriate to average seventy-six hours per bi-weekly pay period. The Library Director must approve *any* overtime work.

Performance Evaluation

The Library Director will conduct performance evaluations annually. The purpose of these evaluations is to provide feedback, clarify employee duties and identify areas for growth.

Payday

Payroll period spans two weeks from Saturday to Friday with payment by Friday. Employees are required to maintain an accurate record of all time worked.

Emergency Closings

At times, emergencies such as severe weather, fires or power failures, can disrupt Library operations. In extreme cases, these circumstances may cause the Library to close. The decision to close will be made by the Library Director or Director Designee and an Officer of the Board of Trustees. A telephone-calling tree is used to inform all scheduled employees of a closing or late opening in a timely manner. The time off from scheduled work will be paid. Any employee who is absent due to illness, personal leave or vacation will not be charged for times that the Library is closed.

Time Off Policy

The Board of Trustees will consider the year to run from January 1 to December 31. The Library Director is the only employee offered 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 at the front desk. If they are unable to find a replacement, the Library Director should be notified at least two hours prior to the start of their shift.

Part-time employees are paid their regular hourly rate of pay for fixed holidays and time off for jury duty. Jury duty compensation will be the difference between jury duty pay and regular pay.

Full-time employees are paid their regular hourly rate of pay for fixed holidays and time off for jury duty and bereavement. Jury duty compensation will be the difference between jury duty pay and regular pay. Bereavement is for immediate family or those who live in your house, and paid leave is available for up to five days.

Library Director

(1) Holidays:

The Library Director will receive 10 paid holidays per year. These will consist of those days in which the Library is closed during its normal operation and the balance as floating holidays. Holidays are non-cumulative.

(2) Vacations:

- (a) 1st year- one week paid leave
- (b) 2nd year – 5th year - two weeks paid leave
- (c) 5th year & beyond – three weeks paid leave

These days are non-cumulative

(3) Sick & Personal: The Library Director is allowed five sick days per year and five personal days per year. These days are non-cumulative.

The Library Board President must be notified in advance of floating holidays and vacation days, and if at all possible, personal days that will be taken by the Library Director. The Library Director will make sure that there is adequate staff coverage for these days and post a schedule for the staff and the Board of Trustees in the Library office. In the event that the Library Director has to take a sick day, he/she will do his/her best to make sure that the Library is staffed for its full open hours with regular staff, substitutes or volunteers; if this is not possible, the President of the Board of Trustees is to be notified. The Library Director will make note of any days taken off on weekly timesheets and identify them by category.

Worker's Compensation and Unemployment Insurance

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

Benefits

The Library participates in the New York State & Local Retirement System. The Library Director is required to join upon first day of employment.

The Library offers the Library Director medical benefits and provides benefits for his/her dependents if he/she so chooses.

Leaves

Salaried employees may be granted extended unpaid leave as follows:

- (1) Up to 12 weeks for maternity/paternity.
- (2) Up to 4 weeks for bereavement.
- (3) Up to 12 weeks for serious health problems for which medical certification has been provided.

The Board of Trustees will consider each case on its individual merits.

During the unpaid leaves set forth above, Health insurance coverage, if provided by the Library, shall continue. Any payment in lieu of health insurance that is already in effect prior to the unpaid leave request shall continue.

Part-time employees may also request unpaid leave by submitting each request in writing to the Library Director who will in turn forward such request to the Board of Trustees for consideration. Each case will be considered on its individual merits.

General Housekeeping

All employees, not just maintenance personnel, are expected to do their part in keeping the Library 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.

Termination of Employment

A part-time employee who resigns is expected to give the Library two weeks' notice, except in the case of illness or family emergency. A full-time employee who resigns is expected to give the Library one months' notice, except in the case of illness or family emergency.

Employees may be terminated for substandard work without notice during a 3-month probationary period.

After the probation period, employees will receive oral and written counseling to improve substandard performance. If performance does not improve, the employee will be given written notice that performance must be improved within the next 30 days; if performance does not improve the employee will be terminated. Serious offenses, including but not limited to theft, use of drugs or alcohol while at work, physical assault, bringing a weapon onto library property, or a determination of sexual harassment on the part of an employee, may result in immediate dismissal without counseling. Employees who are terminated may file a grievance with the President of the Board of Trustees within five days of termination. A grievance must be made in writing.

If budget cuts necessitate a reduction in staffing levels, the Library Director will determine which positions can be cut to create the least negative effect on Library services, and submit a plan to the Library's Board of Trustees for approval before implementation.

Revised by the Board of Trustees: March 18, 2009