

PERSONNEL
General Personnel Policy

STATEMENT: The Red Jacket Community Library is governed by the Board of Trustees. The Library Board is responsible for the overall fiscal affairs of the Library and other business at the policy making level. The administration and management of the Library is the responsibility of the Library Director who is under the direction of the Library Board. Other staff members are assigned duties by the Director, but the Director retains direct responsibility to the Board of Trustees for the performance of staff members.

PURPOSE: Provide general personnel guidelines to the Library Director and staff and summarize employee benefits approved by the board.

POLICY:

1. Schedule of Operations

- A. Hours of Operation: The Library hours of operation are set forth in the General Operations Policy 400-1. All employees work a variety of schedules including evenings and some weekends. Individual work schedules will be established by the Library Director.
- B. Scheduling: The staff schedule is created by the Director to meet the needs of Library patrons. Employees will not receive pay for time worked outside of the schedule unless approved by the Director. Adjustments for appointments must be requested in writing using a Vacation/Time-Off Request form; due to the Director thirty days in advance. Cancellation of requested Vacation/Time-Off must be made in writing to the Director two weeks prior to the date requested off, to allow for scheduling adjustments to be made. Exceptions will be made by the Director when it is in the best interest of the Library.
- C. Attendance: Calling in a work absence should be done as soon as the employee knows they can not be present. A minimum of 2 hours prior to the start of a shift is required.

2. Library Closings

- A. Holiday closings: The Library will be closed for holiday observances as approved annually by the Board of Trustees (see General Operations Policy 400-1). **Full time employees** will be paid for Board-approved holidays. If a holiday falls on the regularly scheduled day off of a full time employee, that employee will be allowed another day off within the week of the holiday closing or as determined by the Library Director within the needs of the schedule. **Part time employees** will not be paid for holidays. They may choose to make up such lost time within the needs of the schedule, as determined by the director.
- B. Emergency closings: In the event of an emergency closing (see General Operations Policy 400-1), the Library Director will notify scheduled staff in person or by telephone. Scheduled staff will be credited with time as if worked. Any previously scheduled vacation time will be charged as such.

3. Job Descriptions and Compensation

- A. The staff consists of **full time employees** who work 35 hours per week; **part-time employees** who work a maximum of 35 hours in a two week period; and **per diem substitutes** who receive no benefits.
- B. Wage and salary ranges are set by the Board of Trustees and will be examined annually to determine what, if any, changes are to be made in keeping with the Library's budget.
- C. Pay dates are bi-weekly for all employees. Automatic deductions are made when applicable by law. Employees will receive pay via direct deposit.
- D. Job descriptions will be written by the Board of Trustees and the Library Director and kept on file in the Library.

4. Professional Standards

- A. **Behavior:** Employees will exhibit professional and ethical behavior as representatives of the Library. Employees should courteously welcome all patrons, offer assistance, and prioritize response to patron requests above other duties during library hours.
- B. **Patron Privacy:** Employees will respect the privacy of Library patrons and keep information about their use of Library materials, facilities, and services confidential in accordance with New York State law and the American Library Association policy concerning Confidentiality of Personally Identifiable Information about Library Users.
- C. **Name Tags:** While the Library is open, all employees are expected to wear appropriate name tags in a place easily seen by all patrons. The objective is to make staff identifiable to patrons and for purposes of accountability.
- D. **Attire:** The personal appearance and attire of employees should convey professionalism and be consistent with a "business casual" dress code that includes business-like jeans and shorts. An employee reporting for work improperly dressed may be instructed by the Library Director to return home to change and will not be compensated for such time away from work. The Director may authorize exceptions to the dress code for special events.

5. Benefits – Vacation, Paid Leave and Unpaid Leave

- A. **Vacation: Full time employees** are eligible for paid vacation benefits. Vacation leave accrues on a calendar year basis. All vacation requests are subject to the adequate staffing of the Library. Standard vacation leave will be as follows: *two week's leave after one year; three week's leave after six years; four week's leave after eleven years. Employees may carry forward a maximum of one week of vacation into the following year. Any remaining accumulated vacation leave not used by December 31st will be forfeited. Part-time employees* are not eligible for vacation benefits.
- B. **Sick Leave: Full time and part time employees** will receive two weeks of paid sick leave based on the average number of hours usually worked in a week per *calendar year*. If an employee works four hours on a given day and is absent due to illness, four hours will be credited as sick leave. *Employees may carry forward a maximum of one week of sick leave into the following year. Any remaining accumulated sick leave not used by December 31st will be forfeited.*
- C. **Worker's Compensation: Full time and part time employees** are covered by Worker's Compensation Insurance. This insurance provides cash benefits and/or medical care for workers who are injured or become ill as a *direct result of their job*. Employees must report any on-the-job accident or illness to the supervisor immediately. Benefits are paid by the Library's insurance carrier for approved claims. More information and claim forms are available from the Library's insurance carrier and the NYS Workers' Compensation Board website
- D. **Short Term Disability: Full time and part time employees** are covered by Short Term Disability Insurance. This insurance provides cash benefits during temporary absence due to *non-job related* illness or accidents. **All employees** are eligible for this benefit from their first day if they are recent employees of another covered employer; otherwise after working four consecutive weeks. Benefits begin on the eighth consecutive day of disability. Benefits are paid by the Library's insurance carrier for approved claims. More information and claim forms are available from the Library's insurance carrier and the NYS Workers' Compensation Board website.
- E. **New York State Paid Family Leave: Eligible full time and part time employees** are covered by New York State Paid Family Leave Insurance. This insurance provides cash benefits during temporary absence to: bond with a newly born, adopted or fostered child; care for a close relative with a serious health condition; or assist loved ones when a family member is deployed abroad on active military service. Leave can be taken either all at once or in full-day increments. Benefits are paid by the Library's insurance carrier for approved claims. Employees are guaranteed that they may return to the same or a comparable job after leave ends. Employees must notify the Library Director at least 30 days before the requested leave start date if possible. If an employee is unable to provide 30 days' notice, they must provide notice as soon as possible. **Full-time employees** are eligible for Paid Family Leave after 26 consecutive weeks of employment. **Part-time employees** are eligible after working 175 days. More information and claim forms are available from the Library's insurance carrier and the NYS Paid Family Leave website.

NOTE: You cannot collect both Short Term Disability and Paid Family Leave benefits at the same time. The total combined Short Term Disability and Paid Family Leave benefit is 26 weeks in a 52-week period.

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Adopted at the 10/7/98 Red Jacket Community Library Board Meeting

- F. Family and Medical Leave Act (FMLA): **Full time and part time employees** may be eligible for up to 12 weeks of unpaid, job-protected leave in a 12-month period for: the birth of a child or placement of a child for adoption or foster care; to bond with a child in the first year; to care for the employee's spouse, child, or parent who has a qualifying serious health condition; for the employee's own qualifying serious health condition; or for qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent. **Full time and part time employees** who are a covered service member's spouse, child, parent, or next of kin may also be eligible for up to 26 weeks of unpaid, job-protected leave in a 12-month period to care for the service member with a serious injury or illness. **All employees** are eligible for FMLA after 12 months of employment *and* at least 1,250 hours of service in the 12 months before taking leave. Employees must notify their supervisor at least 30 days before the requested leave start date if possible. If an employee is unable to provide 30 days' notice, they must provide notice as soon as possible.

FMLA leave is unpaid. An employee does not need to use leave in one block and may take leave intermittently or on a reduced schedule. Employees are guaranteed that they may return to the same or a comparable job after leave ends.

The Library requires employees to use their accrued paid sick and vacation time while taking FMLA leave, as allowed by the Act. Vacation days, sick days and seniority or service time do not continue to accrue while on FMLA leave, except in cases of intermittent leave. Short-term disability insurance will be retained as long as an employee continues to make premium payments. The Library does not offer health insurance coverage. For more information please refer to the workplace poster *Employee Rights under the Family and Medical Leave Act* and the US Department of Labor website.

NOTE: FMLA leave runs concurrently with Disability Leave, New York Paid Family Leave and any other state or statutory leave entitlement to the extent permitted by law.

- G. Bereavement Leave: **Full time and part time employees** may take up to five working days of paid leave in the event of the death of an immediate family member (spouse, child, parent or sibling) or the death of an immediate family member of the employee's spouse or partner. The Library Director or President of the Library Board has the discretion to approve paid Bereavement leave for employees due to the death of people other than those described above.
- H. Personal Leave (Uncompensated Time Off): Leave of absence without pay may be granted by the Library Director or the Board of Trustees for personal reasons not covered by the above benefits, or for employees who are otherwise ineligible for these benefits. Vacation time must be used before such unpaid leave of absence begins.
- I. Administrative Leave: Administrative leave is a temporary leave from a job assignment, with pay and benefits intact. It will be up to the discretion of the Board of Trustees to grant administrative leave.
- J. Jury Duty: **All employees** will receive their regular pay when serving on jury duty. Employees will not be expected to work their regularly scheduled shift on days of jury duty unless they so choose, but there will be no additional compensation if the employee chooses to work.
- K. Military Duty: **All employees** will receive their regular pay less any compensation from the Reserve or National Guard.

6. Benefits – Retirement and Social Security

- A. **All eligible employees** will be included in the New York State Retirement System at their option. Deductions will be taken from each paycheck for employees who choose this benefit.
- B. **All employees** are covered by Social Security. Deductions are taken from each paycheck.

7. Benefits – Continuing Education

- A. Conferences: The Library will pay for conferences, workshops and meetings appropriate for staff development within the budgeted amount. The **Library Director** will be able to attend any conference, workshop, and meeting within the scope of the budget. If the budget allows, **other employees** may attend conferences, workshops, etc. with approval from the Library Director. Board approval is required for attendance at conferences, workshops and meetings which cost over \$500. Staff will be paid for their time at the meeting or given compensatory time off if schedule allows, in accordance with the Fair Labor Standards Act.

- B. Tuition Reimbursement: The Red Jacket Community Library fully supports the advancement of their employees. **Full time employees** seeking further education are entitled to tuition reimbursement up to a maximum of \$5,000 per fiscal year upon completion of courses with a *qualifying* grade or certification of completion. Employees will be required to remain in the employment of the Red Jacket Community Library for a period of between six (6) months and two (2) years depending upon the number of credit hours received or they will be required to repay a pro-rated portion of the reimbursed amount. The employee has the option of receiving the reimbursement in a lump sum or in monthly payments following the successful completion of the course. Employees seeking Tuition Reimbursement must obtain prior approval from the Board of Trustees and sign a contract that will specify the courses to be taken, the qualifying grade or certificate, and the number of months of employment commitment that result.

8. Employee Evaluation

- A. A written evaluation of all employees' work performance will be conducted once a year. The Library Director will base the evaluation on the employee's job description and goals, and meet individually with each employee to discuss the evaluation. The employee will have an opportunity to make written comments on their evaluation. The Library Director will report at the annual meeting that staff evaluation has taken place.
- B. The Library Director will be evaluated in the same manner by the Board of Trustees. Evaluation will be based on the job description and progress toward fulfilling the goals of the Library's long-range plan.
- C. New employees will be on a probation period per civil service guidelines.
- D. Yearly each employee will be presented with a current wage statement to be reviewed, signed, and filed in their employee file.

9. Hiring, Resignation and Termination

- A. The Library Director will make recommendations to the Board of Trustees with regards to all matters concerning the Library personnel. All personnel decisions made by the Board of Trustees concerning Library personnel will be done in accordance with Civil Service Law.
- B. Signing The Oath Statement. Upon appointment, all employees shall take and file an oath of office as required by the NY State Constitution and public officer law. The oath of office must be filed within 30 days after notice of appointment.
- C. Notice of Resignation: **Part time employees** shall provide to the Library Director written notice of intent to resign at least two weeks in advance of the last day of employment. **Full time employees** shall provide to the Library Director written intent to resign at least 30 days in advance of the last day of employment. **The Library Director** shall provide to the Board of Trustees written intent to resign at least 30 days in advance of the last day of employment.
- D. Payment for Unused Vacation and Sick Leave: **Upon resignation**, accrued but unused vacation will be paid at the employee's current rate of pay. Accrued but unused sick time will be forfeited. **Upon termination**, unused vacation and sick time will be forfeited.
- E. Return of Library Property and Final Pay: Upon resignation or termination, employees must return all library property including keys to their supervisor, and provide their log-in ID and passwords to all library-related computer systems and websites, before receiving their final paycheck. The final paycheck will be mailed to the employee (not direct deposit).

10. Personnel Files

- A. The Library Director is charged with the responsibility of maintaining personnel files on staff members. The President of the Board of Trustees is responsible for maintaining the Library Director's personnel file. Each personnel file should contain the following information, at a minimum.
- a. Employment application or resume.
 - b. A record of any background investigations.
 - c. Dates of employment and any unpaid leaves.
 - d. Position, pay rates and changes therein.

- e. Authorization of payroll deductions.
- f. Earnings records for non-active employees.
- g. W-4 Form, withholding authorization.
- h. Termination or resignation data, when applicable.
- i. Performance evaluations.
- j. Copy of constitutional oath.

- B. All staff personnel records are to be kept locked in a file cabinet and in password-protected form on the Library Director's computer system. Access to these files other than by the Library Director, Treasurer, President, Vice President, Personnel Committee Chairperson, or the claims auditor should be requested in writing to the President.
- C. The Library Director's personnel records are to be kept locked in a file cabinet and in password-protected form on the Treasurer's computer system. Access to these files other than by the Treasurer, President, Vice President, Personnel Committee Chairperson, or the claims auditor should be requested in writing to the President.

11. Employee Grievance Procedure

- A. It is important to attempt to resolve concerns at the complaint level before they develop into grievances which could be harmful to morale.
- B. Concerns should be discussed first with the Library Director. If the concerns cannot be resolved, then the employees may consult with the Board of Trustees, by notifying the President of the Board in writing. The employee may further request a meeting with the full board, in executive session, at the next scheduled monthly meeting. Employee agrees that the resolution provided by the Board of Trustees is final.

12. This Policy and the Law: In the event that any provision herein contained shall be deemed to be contrary to the provisions of the Education Law of the State of New York, the Civil Service Law or any other laws affecting libraries, the law shall prevail.

13. Equal Opportunity: The Red Jacket Community Library is an equal opportunity employer and does not discriminate against current or prospective employees because of age, race, color, religion, sex, national origin, gender identity, sexual orientation, or disabilities. In all instances, the Board will seek to employ the most qualified individual.