

Schuylerville Public Library

Policy: Personnel

1) Introduction

This policy manual contains the current personnel policies of the Schuylerville Public Library and supersedes any prior handbook or manual. In the case of a policy issue not covered by this manual or question of interpretation, the Library Director shall make a working determination and recommend a policy update or change to the Board of Trustees. No policy set forth in this document may be changed without the approval of the Board of Trustees.

2) Equal Employment Opportunity

The Schuylerville Public Library is an equal opportunity employer. The library does not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, national origin, disability, gender identification, sexual orientation, marital status or any other characteristic protected by law, and takes affirmative action to ensure that all employees and applicants are afforded equal employment opportunity without discrimination.

3) Position Descriptions

The staff of the Schuylerville Public Library shall consist of a Library Director I, one or more Librarian I (s), one or more Library Assistant (s), one or more Library Clerk (s). Other positions may be established at the discretion of the Board of Trustees as the need arises.

The Board of Trustees shall be responsible for hiring the Library Director. The Library Director shall hire other members of the library staff. The Library Director will inform the Board of any new personnel or volunteers at the next Board of Trustees meeting.

4) Hiring Procedures

All hiring is performed in accordance with New York State Civil Service Law. Prior to any appointment, the Board of Trustees must create and approve all positions. Recruiting methods include internal postings, advertisements, Civil Service examination announcements, and referrals. Both internal and external candidates will be considered based solely upon merit in accordance with Civil Service regulation. The Board of Trustees appoints the Library Director and all other appointments are made by the Library Director.

Advertising

Advertisements may be posted locally in the Post Office, area libraries, as well as on the Internet. Advertisements may be run in the following newspapers: The Post Star, Schenectady Gazette, The Express, Greenwich Journal and Salem Press, The Record, the Saratogian, and The Times Union.

On-boarding

The Library Director will provide new employees with all required NYS and federal forms and upon completion, will forward them to the Library Treasurer. A brief description of new employees, including name, position and expected work schedule, will be provided to the Board of Trustees within ten business days of the employee's hiring.

5) Personal Appearance

Any time staff is representing the Schuylerville Public Library, he/she is expected to maintain a neat and professional appearance. Attire should be clean and businesslike.

6) Drug & Smoke Free Workplace

The library property is a smoke free environment. Any and all use of tobacco products is prohibited on the premises. The Schuylerville Public Library is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any employee illegally uses drugs or alcohol on the job, comes to work with these substances present in his/her body, or possesses, distributes, or sells drugs in the workplace. Therefore, the Schuylerville Public Library has established the following policy:

1. It is a violation of Library policy for any employee to possess, sell, trade, or offer for sale illegal drugs or otherwise engage in the illegal use of drugs or alcohol on the job.
2. It is a violation of Library policy for anyone to report to work under the influence of illegal drugs or alcohol-that is with illegal drugs or alcohol in his/her body.
3. It is a violation of Library policy for anyone to use prescription drugs illegally. (However, nothing in this policy precludes the appropriate use of legally prescribed medication.)
4. Violations of this policy are subject to disciplinary action up to and including termination.

7) Code of Ethics

A code of ethics was developed by the American Library Association to provide a framework for librarians to use when working with patrons. This code has been adapted to fit our library. Failure to adhere to the ethical guidelines set forth will result in dismissal of the employee.

- a) We provide the highest level of service to *all* library users through equitable service policies; equitable access; and accurate, unbiased and courteous responses to all requests.
- b) We uphold the principles of intellectual freedom and resist *all* efforts to censor library resources.
- c) We recognize and respect intellectual property rights.
- d) We treat co-workers, other colleagues and all community members associated with the library with respect, fairness and good faith *unconditionally and at all times while in the employment of the library.*
- e) *We do not advance private interests* at the expense of the library users, colleagues, or our employing institutions.
- f) We distinguish between our personal convictions and our professional duties and *do not allow our personal beliefs to interfere with fair representation of the aims of our institution* or the provision of access to information resources.

- g) We abide by our Conflict of Interest Policy, which is intended to protect the library's interest when it is contemplating entering into a transaction, agreement or other arrangement that might benefit the private interest of an officer, trustee or key employee of the library or might result in a possible excess benefit transaction.

8) Social Networking

Any employee of the Schuylerville Public Library is also a public representative of the library, and in that capacity, should never purposefully misrepresent or defame the library.

9) Employee Mission Statement

The most important goal of all library employees and associates is continuous promotion of the library and its resources. Employees and associates are expected to reinforce and perpetuate a feeling of goodwill throughout the community towards the library. All of our policies are intended to aid employees with this goal.

10) Employee Schedules & Time Keeping

The Board of Trustees in accordance with New York State regulations shall set a regularly scheduled full workweek for the Library Director. The Library Director will be responsible for scheduling all other staff members. In case of emergency closings, staff will be paid for their regularly scheduled hours. A 30 minute meal break must be taken by all employees who work six or more hours in one shift and should be used between the hours of 11am and 2pm. Every person employed for a period or shift starting before eleven o'clock in the morning and continuing later than seven o'clock in the evening shall be allowed an additional meal period of at least twenty minutes between five and seven o'clock in the evening. Break is to be taken at a time that is mutually convenient amongst co-workers. In some instances where only one person is on duty or is the only one in a specific occupation, it is customary for the employee to eat on the job without being relieved. Employees shall not be compensated for meal break time.

Time sheets must be filled in by employees in a timely and honest manner. Any employee who does not submit timesheets may risk a missed payment. Employees are expected to arrive at work at their scheduled time. Failure to arrive at work at your scheduled time may result in a verbal warning; continued late arrivals may warrant discipline and/or dismissal. Any unexpected requests for time off due to illness/emergency should be given as soon as possible to the Library Director in person or via phone.

11) Salaries

The Library Director and Full-Time Librarian are exempt employees who shall be paid a salary as specified by the Board of Trustees. Distribution shall be in twenty-six equal paychecks. All other staff are considered non-exempt and will be paid bi-weekly based on an hourly rate.

12) Staff Prize Eligibility

No Schuylerville Public Library employee may receive prizes (material or cash) from any library-sponsored or Advocates of the Schuylerville Public Library-sponsored event/drawing.

13) Leave

- **Paid Leave for Salaried employees**

- “Paid Leave” is defined as hours provided by the Library, to be used for any of the following: personal business, sickness/family sickness (except for leave under the New York Paid Family Leave Benefits Law (“PFL”)), vacation, bereavement, or any emergency that necessitates an employee missing work (except for PFL leave). PFL leave is not included within the definition of “Paid Leave.”
- All salaried employees will be eligible to receive Paid Leave as per their employment offer. A maximum of 24 hours of accrued Paid Leave will be carried forward into an individual’s next fiscal year. The Library Director will submit paid leave reports to the Treasurer for all eligible employees on a quarterly basis. Five business days’ notice must be given to the Board President prior to Library Director taking Paid Leave, except in emergency situations.

- **Limits on unpaid leave**

No more than 2 weeks/year of unpaid leave may be taken by Library Director or Library Staff unless extenuating circumstances prevent the employee from performing their job duties, or the employee is approved for unpaid leave as described below. The Board of Trustees has the final discretion on granting any unpaid time off.

- **Military Leave**

The Library will comply with state and federal laws regarding military leave, including the PFL, as described below.

- **Bereavement Leave**

Any employee shall be eligible for 4 days paid leave when an immediate family member dies or 1 day paid leave for other relatives or friends. Immediate family is defined as: spouse, parent, stepparent, sibling, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild. The Library understands the deep impact that death can have on an individual or a family, therefore additional non-paid time off may be granted. One day paid leave is equal to the regularly scheduled shift of an individual employee for the period of one day. The Library may require verification of the need for the leave.

- **Maternity Leave**

A salaried employee who is pregnant and has worked at least 6 consecutive full-time months shall, upon the employee’s request, be granted Maternity Leave with up to 6 consecutive weeks Paid Leave, in addition to any leave the employee may be entitled to receive under the PFL. Employees may use accrued sick/vacation leave if they choose to add to Maternity Leave time. Unsalaries employees may be granted up to six consecutive weeks unpaid Maternity Leave at the discretion of the Board of Trustees, in addition to any leave the employee may receive under the PFL.

- **Parental Leave**

Any salaried employee, male or female, who is a primary caregiver, following the birth or adoption of a child is entitled to up to 6 weeks Paid Leave, after a period of 6 months consecutive full-time employment, in addition to any leave the employee may be entitled to receive under the PFL. Employees may use accrued sick/vacation leave if they choose to add to Parental Leave time. Unsalaries employees may be granted up to six consecutive weeks unpaid

Parental Leave at the discretion of the Board of Trustees, in addition to any leave the employee may receive under the PFL.

- **Jury Duty**

The Library shall pay employees for their first week of jury duty service, and then they may use unpaid leave.

- **Leave for Cancer Screening**

In New York State, any employee of a participating employer in the New York State and Local Employee's Retirement System shall be entitled to absent herself/himself and shall be paid for a leave of absence from their duties for up to four hours annually to undertake a screening for breast cancer. Additionally, all male employees may take up to four hours paid leave annually for the purpose of prostate cancer screening.

- **Election Leave**

The library will comply with the requirements of the N.Y. Election Law for any employee who does not have at least four consecutive hours at the beginning or end of their shift during which polls are open for purposes of voting at a general or special election.

- **New York Paid Family Leave**

The PFL provides job-protected, paid time off to eligible employees through employee-funded insurance. The PFL does not apply to public employers such as the Library. However, the Library has the option to voluntarily opt into the PFL.

The Library has chosen to opt in to the PFL for certain employees for 2018. The Library can later choose to opt out of the PFL for those employees. However, before it opts out, the Library will provide 12 months written notice to all impacted employees of its decision to opt out.

The following policies apply to all employees who are covered under the PFL, as a result of the Library's decision to opt into the PFL for those employees. It does not apply to any other Library employees.

- Benefits – Time

Paid Family Leave benefits phase in over four years. Eligible employees can take PFL for up to eight weeks in 2018, with coverage increasing to 10 weeks in 2019 and 2020, and 12 weeks in 2021. PFL can be taken either all at once or in full-day increments. You may take the maximum time-off benefit in any given 52-week period.

- Benefits – Pay

PFL pay benefits also phase in over four years. PFL benefits are a percentage of the employee's average weekly wage, capped at that same percentage of the New York State Average Weekly Wage, as calculated annually by New York State's Department of Labor. These benefits are 50% of an employee's average weekly wage for 2018, 55% in 2019, 60% in 2020, and 67% in 2021.

- **EXAMPLE 1:** An employee who earns \$1,000 a week in 2018 would receive a benefit of \$500 a week (50% of \$1,000). In 2019, that employee would receive a benefit of \$550 a week (55% of \$1000).

- **EXAMPLE 2:** An employee who earns \$2,000 a week in 2018 would receive a benefit of \$652.96. This employee's benefit is capped at 50% of New York State's Average Weekly Wage — currently \$1,305.92. Half of that amount is \$652.96.

- Eligibility

All eligible employees are entitled to participate in PFL. Employees are eligible if they:

- work a regular schedule of 20 or more hours per week, and have worked 26 consecutive weeks for the Library; or
- work a regular schedule of less than 20 hours per week are eligible and have worked 175 days for the Library (which do not need to be consecutive).

Employees are eligible regardless of citizenship and/or immigration status.

Time spent on paid vacation, sick or personal days can be counted toward an employee's eligibility determination.

- Funding

PFL is funded through employee payroll contributions that are set each year to match the cost of coverage. The rate of employee contributions is reviewed annually, and is subject to change by New York State's Department of Financial Services. In 2018, the Schuylerville Public Library will fund employee contributions.

Employees can use the calculator at ny.gov/PFLcalculator to get an estimate of their weekly deductions.

- Qualifying Events

- New Child: An employee can take PFL during the first 12 months following the birth, adoption, or fostering of a child. Expectant mothers cannot take PFL for their own pregnancies. PFL for the birth of a child begins after the birth. It is not available for prenatal conditions. However, an employee may be entitled to take PFL before the adoption or fostering of a child, if it is necessary to facilitate the adoption or fostering.
- Serious Illness: An employee can take PFL to care for a close relative with a serious health condition. These relatives can live outside of New York State and even outside the country. An employee cannot take PFL for the employee's own health condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves: (1) inpatient care in a hospital, hospice, or residential health care facility, or (2) continuing treatment or continuing supervision by a health care provider. A close relative includes a spouse, domestic partner, child, parent, grandparent, and grandchild.
- Military Active Service Deployment: An employee can take PFL to assist with family situations arising when an employee's spouse, domestic partner, child, or parent is deployed abroad on active military service or has been notified of an impending military deployment abroad. An employee cannot use PFL for the employee's own qualifying military event.

Please note that Library policy allows only one employee at a time to receive PFL to bond with the same child or care for the same family member.

- Employee Rights and Protections

- Employees have job protection, ensuring employees can return to the same job (or a comparable one) when employees return from PFL.
- Employee can keep their health insurance while on leave. If employees contribute to the cost of health insurance, the employees must continue to pay their portion of the premium cost while on leave.
- The Library is prohibited from discriminating or retaliating against employees for requesting or taking PFL.
- Employees do not have to take all of their accrued but unused PTO before using PFL. Instead, employees have the option to choose whether or not to use their accrued PTO during PFL Leave.

- Relationship to Other Types of Leave

- Employees may not receive short-term disability and PFL benefits at the same time. Employees may not take more than 26 combined weeks of short-term disability and PFL in a 52-week period.
- If employees are unable to work and qualify for Workers' Compensation Benefits, employees may not use PFL benefits at the same time as employees are receiving Workers' Compensation benefits.

- Employee Notice

- When the necessity for PFL Leave is foreseeable, employees must provide the Library with not less than 30 days' advance notice. If the need to use PFL Leave is not foreseeable, the employee must provide as much notice as is practicable. The insurance carrier may deny or delay payment to an employee if the employee fails to provide reasonable notice of the PFL Leave.
- For leave taken in daily increments, the employee shall advise the Library and the insurance carrier of the employee's schedule of intermittent leave. The insurance carrier may withhold payment pending submission of a request for payment together with the dates of intermittent leave.

- PFL Leave Request Process

- Notice. Notify the Library at least 30 days in advance of the PFL Leave, if foreseeable, or as soon as possible.
- Obtain the required forms. Contact your employer, employer's insurance carrier, or visit ny.gov/PaidFamilyLeave to obtain the required forms.
- Complete and submit the required forms.
 - Fill out the employee portion of the Request For Paid Family Leave (Form PFL-1, Part A), following the instructions on the cover sheet.
 - Submit the completed Form PFL-1 to the Library. The Library will complete the employer portion of the Form PFL-1 (Part B), and return the completed form to the employee within 3 business days.

- If the Library fails to respond, proceed to the next step below and submit all materials directly to the Library's PFL insurance carrier.
- Obtain supporting documentation. The specific documentation or additional forms required for each type of leave are described on the request for PFL form and at ny.gov/PaidFamilyLeaveApply. The required forms include:
 - Form PFL-2 (for PFL Leave to bond with a child);
 - Forms PFL-3 and PFL-4 (for PFL Leave to care for a family member with a serious health condition); and
 - Form PFL-5 (for PFL Leave related to military duty).

Each of the forms also require the employee to submit supporting documentation.

- Submit completed forms to the insurance carrier. The employee must submit the completed forms and supporting documentation directly to the Library's PFL insurance carrier. Employees can submit the completed PFL forms before or within 30 days after the start of the PFL leave.
- Determination. The insurance carrier must pay or deny the employee's request within 18 calendar days of receiving your completed forms.

Employees may obtain all forms from:

- the Library,
- the insurance carrier, or
- online at <https://www.ny.gov/new-york-state-paid-family-leave/paid-family-leave-forms-employees-employers-and-insurance-carriers#overview>.

The Library assumes no responsibility for submitting or forwarding the completed forms to its insurance carrier. Additionally, the Library is not responsible for determining whether an employee is entitled to take PFL Leave. Instead, the Library's insurance carrier makes this determination. Employees must work with the insurance carrier to ensure that all necessary documentation is submitted to determine whether employees are eligible for PFL Leave.

- Disputes

If the insurance carrier denies an employee's application for PFL Leave, the employee may request to have the denial reviewed by a neutral arbitrator. The insurance carrier will provide the employee with information about requesting arbitration. A neutral arbitrator will decide claim-related disputes.

- Discrimination Complaints

Employees are protected from discrimination and retaliation for requesting or taking PFL.

If an employee believes that the Library has terminated the employee's employment, reduced the employee's pay and/or benefits, or disciplined the employee as a result of the employee taking or asking about PFL Leave, the employee may request to be reinstated by taking these steps:

- Complete the Formal Request for Reinstatement Regarding Paid Family Leave form, PFL-DC-119, which can be found in the forms section of ny.gov/PaidFamilyLeave;

- Send [add Library contact information/email] a copy of the completed Form PFL-DC-119; and
- Send a copy of the completed Form PFL-DC-119 to: Paid Family Leave, P. O. Box 9030, Endicott, NY 13761-9030.

If the Library does not reinstate the employee within 30 days after these steps are completed, the employee may file a PFL discrimination complaint with the Workers' Compensation Board using form Paid Family Leave Discrimination Complaint (Form PFL-DC-120), which is also available on the PFL website, at <http://www.ny.gov/PaidFamilyLeave>. Once the employee's complaint is received, the Board will assemble the employee's case and schedule a preliminary hearing in front of a Workers' Compensation Law Judge.

For more information on PFL, please visit ny.gov/PaidFamilyLeave or contact Human Resources.

14) Harassment

Any discrimination or harassment on account of race, color, religion, creed, sex, national origin, ancestry, age, qualified mental or physical disability, sexual orientation, genetic carrier status, any veteran status, any military service, any application for military service or membership in any other category or any other class protected under the law will not be tolerated.

Procedure for Reporting Discrimination and/or Harassment

If any employee believes that the actions or words of a manager/supervisor, fellow employee, customer, vendor or other individual in the workplace constitutes unlawful harassment or discrimination, the employee has a responsibility to promptly report that behavior to the Library. Any individual who believes he/she has been the victim of any form of discrimination, including harassment, shall promptly give notice of his/her claim to the Library Director, or to any Trustee of the Library. Employees may formally or informally complain, orally or in writing, and are not required to complain within their chain of command. Prompt reporting enables the Library to stop the discrimination, including harassment, before it becomes severe or pervasive. Furthermore, employees are encouraged to promptly report all alleged incidents of harassment, even if someone else is a possible victim.

All complaints of discrimination, including harassment, will be reviewed and investigated promptly and impartially by the Library management and/or its designee. Once management receives notice of any complaint of alleged discrimination, including harassment, it will swiftly determine whether or not a fact-finding investigation is necessary. If it is determined that a fact-finding investigation is necessary, it will be launched promptly. If necessary, intermediate measures may be taken before completing the investigation to ensure that further discrimination, including harassment, does not occur. Moreover, the Library will protect the confidentiality of the allegations to the extent possible. The complaining party will be given notice of the outcome of the investigation of any formal or informal complaint.

An individual who believes he/she has been the victim of any form of discrimination, including harassment, also has the option of filing a complaint with the New York State Division of Human Rights (DHR) and/or the U.S. Equal Employment Opportunity Commission (EEOC).

Discipline and Remedial Action

Please note that while this policy sets forth the Library's goals of promoting a workplace that is free from harassment, the policy is not designed nor intended to limit the Library's authority to discipline or to take remedial action for workplace conduct it deems unacceptable, regardless of whether that conduct satisfies the legal definition of harassment.

Corrective or disciplinary action will be taken against any manager/supervisor, employee, customer, vendor, or other individual in the workplace, found to have engaged in conduct or behavior violating this policy, whether it was caused intentionally, or by actions or conduct that have a discriminatory effect. Such action may include counseling and/or appropriate disciplinary measures, up to and including, termination.

Anti-Retaliation Policy

It is unlawful to retaliate against an employee for filing a complaint of illegal harassment or for participating in an investigation of a complaint. The Library will not tolerate any such retaliatory conduct. If any employee believes that he or she has been subjected to retaliation for having brought a complaint or participated in an investigation of harassment, that employee is encouraged to report the situation as soon as possible to the Library Director or a library Trustee.

Sexual Harassment Prevention Policy

All employees have the right to be free from sexual advances or any other verbal or physical conduct that constitutes sexual harassment. Sexual harassment, whether by management, supervisory personnel, or non-supervisory personnel, is unlawful and will not be tolerated.

Because the Library takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment, where it is determined that such inappropriate conduct has occurred. The Library will act promptly to eliminate the harassment and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth the Library's goals of promoting a workplace that is free of sexual harassment, the policy is not designed nor intended to limit the Library's authority to discipline or to take remedial action for workplace conduct we deem unacceptable, regardless of whether that conduct satisfies the legal definition of sexual harassment.

Sexual harassment is defined as sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature where: (a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

These definitions include any direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits, such as favorable reviews, salary increases, promotions, increased benefits or continued employment, as well as any sexually-oriented conduct that is unwelcome and has the effect of creating a workplace environment that is hostile to male or female workers.

Examples of conduct that, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness, include the following:

- either explicitly or implicitly conditioning any term of employment (e.g., continued employment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors;
- touching a sexual part of an employee's body or any part of an employee's body in a sexual or sexually suggestive manner;
- touching any part of an employee's body after that person has indicated, or it is known, that such physical contact is unwelcome;
- continuing to ask an employee to socialize on or off-duty when that person has indicated she or he is not interested;
- displaying or transmitting sexually suggestive pictures, objects, cartoons, or posters if it is known or should be known that the behavior is unwelcome;
- regularly using sexually vulgar or explicit language in the presence of a person if it is known or should be known that the person does not welcome such behavior;
- derogatory or provoking remarks about or relating to an employee's gender, sexual activity or sexual orientation;
- coerced sexual acts.

The responsibility to investigate complaints of harassment has been assigned to the Library Director. Any employee who believes that he or she has been the subject of harassment should report the alleged act to the Library Director or any library Trustee immediately. They are available to discuss any concerns employees may have and to provide information about the Library's policy on sexual harassment and the complaint process. Employees should not allow an inappropriate situation to continue by not reporting it regardless of who is creating the situation. An investigation of any such complaint will be undertaken promptly in the manner and method listed above.

15) Accident & Incident Procedure

Any staff member who is party to an accident (personal or involving members of the public) or an incident (personal, staff-related, or involving members of the public) is required to fill out an Accident/Incident Report form (located at the Circulation Desk) for the Library Director.

16) Personnel Files

The Library Director maintains a personnel file on each employee. This file contains such information as job application, resume, training, performance appraisals, salary history and other documents relating to the employee's tenure with the organization. Personal information is maintained in this file to enable an employee to be contacted in case of emergency. Any change in personal information should be reported to the Library Director immediately.

The Personnel Files are property of Schuylerville Public Library and access to the information they contain is restricted. Only management personnel who have a legitimate reason to review information in a file are allowed to do so. An employee who wishes to view his or her own file must contact the Director in writing. With reasonable advance notice, employees will be granted access to

their files in the presence of the Director. Copies may be made of material but nothing may be removed from the file.

17) Holidays

Library staff will be paid only for their regularly scheduled time on Library Holidays, i.e.: if an employee is not regularly scheduled to work on a Sunday and a holiday falls on a Sunday, then that employee will not be compensated. Holidays include: New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Christmas Eve Day, and Christmas Day.

18) Employee Benefits

a. Medical Insurance

All employees regularly scheduled to work at least 30 hours per week are eligible to participate in our group plan. All such employees will need to make an election of insurance benefits at the time of hire.

b. Retirement Plan

All employees are eligible to participate in the New York State and Local Retirement System.

c. Mandated Coverage

As required by law, all staff members are protected under New York State/Federal regulations, including worker's compensation.

d. Library use privileges

All paid staff is entitled to the following privileges: reasonable use of the photocopier, computer, fax machine, and telephone for local calls. Overdue fines will not be charged. Staff will be liable for costs for lost/damaged materials.

e. Staff orientation

New staff members will receive a copy of this Personnel Policy and a list of the members of the Library's Board of Trustees. The Library Director will make additional library policies available to staff upon request.

19) Staff Development

Staff members and Trustees are encouraged to take advantage of continuing education and staff development opportunities offered by the Southern Adirondack Library System, New York Library Association and/or other professional organizations. Board approved reimbursement may be given to staff members and Trustees wishing to attend meetings and conferences of these organizations, and to participate in other professionally related activities. Some expenses for travel, registration fees or tuition, and room and board may be reimbursed within budgetary limits (following IRS mileage reimbursement and GSA meal reimbursement regulations).

20) Evaluations

a. Library Director

The Evaluation committee of the Library Board of Trustees shall evaluate the performance of the Library Director annually.

If an evaluation indicates that the Library Director is not performing adequately, the Personnel Committee shall be convened to carry out the following steps.

I. Within ten days of the unsatisfactory evaluation, the Library Director shall be presented with a written plan to assist with the improvement of performance. The plan shall include a time frame in which to accomplish these improvements and set a date for re-evaluation.

II. The Personnel Committee and the Library Director shall meet to discuss implementing the improvement plan.

III. On the re-evaluation date, the Library Director shall be re-evaluated in writing by the Personnel Committee. If the Library Director does not receive a satisfactory rating a detailed written warning, including if appropriate the possibility of dismissal, shall be provided to the Library Director.

IV. The Library Director shall have thirty days to comply with the written warning issued as a result of the re-evaluation. At the end of the period, the Library Director shall again be evaluated in writing.

V. The full Board of Trustees shall review the Library Director's record and take appropriate action based on regulations set forth by New York State Civil Service Law.

- b. **Library Staff:** Employees will be formally reviewed annually. The review process will give the employee and the Library Director the opportunity to discuss matters relevant to job performance in an honest and open forum. The review will be used as a basis for continued employment, based on regulations set forth by New York State Civil Service Law. Evaluations will be stored in employee files.

21) Open Door Policy

The Library promotes an atmosphere whereby employees can speak freely with the Library Director and Trustees about ideas or suggestions for improvement in Library service, career guidance or coaching for individuals. The Library Director is available for consultation and guidance.

Employees should discuss any problems or concerns with the Library Director or a member of the Board of Trustees. The library is committed to maintaining a mutually rewarding work environment and is interested in the success of our employees.

22) Terminations

Resignation

- a) **Library Director:** Resignation must be made in writing to the Board of Trustees and must be given with at least one-month notice before the last day of work.
- b) **Library Staff:** Resignation must be made in writing to the Library Director and is expected to be given at least 10 business days' notice before the last day of work.