

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.

**POLICY:**

1. Schedule of Operations

A. The work week shall consist of six days (Monday through Saturday). All employees work a variety of schedules including some evenings and/or weekends. Individual work schedules will be established by the Library Director. 35 hours a week will constitute full time employment.

B. Scheduling: Staff schedule is created by Director and should be adhered to without exception. 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. Form is due to the Director by the 2<sup>nd</sup> Friday of the month prior. Cancellation of requested Vacation/Time-Off must be made in writing and given 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. The Staff Schedule is created to fulfill the needs of the Library patrons.

C. Attendance: Calling in to work 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. Absences of 3 or more scheduled shifts in succession will require a Doctor's note before returning to work. Employee should make all effort to speak directly with the Director in such situations.

2. Library Closings

A. Holiday closings: (See policy 400-1 for holiday listing) The Library will be closed for holiday observances as approved annually by the Board of Directors. 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, 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. Closing necessitated by inclement weather or temporary emergency conditions will be determined by the Library Director or the person in charge, and the President of the Board of Trustees or, if unavailable, another member of the Board. Staff who are scheduled to work will be notified 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 personnel that works 35 hours per week; part-time personnel that works maximum of 35 hours in a two week period; and per diem substitutes that 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.

4. Personal Appearance

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Reviewed: 11/98; 6/00; 10/04; 10/09; 2/13; 5/13; 2/14; 2/16

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

- A. The personal appearance of employees shall be one which emanates pride and professionalism to correspond with the position held. Shorts, tank tops and flip-flops/sport sandals are examples of clothing to avoid. Culottes, dress shorts, and other businesslike shorts are permitted.
- B. During business hours, staff is expected to present a clean, neat appearance. Clothing should be clean and cared-for. It is impossible to cover all contingencies of dress in a manual, so questionable attire should be specifically cleared in advance with the Library Director.
- C. While the library is open, all staff is expected to wear appropriate name tags in a place which is easily seen by all patrons. The objective is to make staff identifiable to patrons and for purposes of accountability.
- D. If an employee reports for work improperly dressed, the Library Director will communicate to the employee the appropriate attire and may instruct the employee to return home to change. The employee will not be compensated during such time away from work, and repeated violations of this policy will result in disciplinary action.
- E. The Director may authorize exceptions to the dress code: Summer Reading Event Nights or Pajama Storytime, for example. Exception: Casual Fridays/Saturdays does allow for the wearing of jeans on either Fridays or Saturdays.

## 5. Benefits

- A. Vacation: Only full time employees are eligible for 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: one week's leave after one year; two week's leave after two years; three week's leave after six years; four week's leave after eleven years. Any accumulated vacation leave not used by December 31<sup>st</sup> will be forfeited.
- B. Sick Leave: All employees will receive two weeks sick leave based on the average number of hours usually worked in a week per fiscal 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. Balance of sick leave not used during the fiscal year (July 1<sup>st</sup> to June 30<sup>th</sup>) will be lost.
- C. Extended Sick Leave: Up to thirty days of uncompensated time off will be allowed for illness in addition to the allotted time sick leave and vacation time. After such time, the position will be declared vacant. However, the Board of Trustees may extend this limit in special circumstances.
- D. Jury Duty: Employees will receive their regular pay less any compensation from the court. 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.
- E. Reserve Military Duty: Employees will receive their regular pay less any compensation from the reserves.
- F. 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.
- G. 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 line item # 6050.15. If the budget allows, other staff 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 comp time if schedule allows.
- H. Bereavement Leave: Leave to the extent of five working days may be granted due to a death in the immediate family (spouse, children, parents, and siblings,) of any full or part time employee or the family of his/her spouse or their immediate family. Full and Part-Time employees can receive paid leave for the equivalent of 3 working days for death of other family members (aunts, uncles, cousins) a death in their immediate family. The Library Director or President of the Library Board has the discretion to approve Bereavement time for employees outside of the people described above.
- I. Uncompensated Time Off: Leaves of absence without pay may be granted by the Library Director or the Board of Trustees for the following: maternity/paternity, extended illness of the employee or immediate family with written documentation, or personal reasons. Vacation time must be used before unpaid leave of absence begins.

J. Retirement: All eligible employees will be included in the New York State Retirement System at their option. All staff are covered by Social Security.

K. Worker's Compensation: Library employees are covered by Worker's Compensation.

L. Tuition Reimbursement: The Red Jacket Community Library fully supports the advancement of their employees. All 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 passing grade or certification of completion. Employees must get prior approval from the Board of Trustees for Tuition Reimbursement and 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 dependent 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.

## 6. Employee Evaluation

A. A written evaluation of all employees work performance will be conducted once a year. The Library Director will 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.

C. New employees will be on a probation period per civil service guidelines. A six month evaluation will be done to determine if this employee will be changed to a permanent position. Once an employee becomes permanent (after the 6 month probation period) they are eligible for the benefits specified in section 5E.

D. Yearly each employee will be presented with a current wage statement to be reviewed, signed, and filed in their employee file.

## 7. Hiring and Firing

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.

## 8. Resignation

A. 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.

B. 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.

C. 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.

## 9. Personnel Files

A. The Library Director is charged with the responsibility of maintaining personnel files on staff persons.

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 data, when applicable.
  - i. Performance evaluations.
- B. All personnel records are to be kept locked in a locking file cabinet. Access to these files other than by the Library Director, Financial Officer, President, Vice President, Personnel Committee Chairperson, or the auditor should be requested in writing to the President.

#### 10. 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.

11. No 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.

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