

## **SECTION IV. - PERSONNEL POLICY**

### ***PREFACE***

The purpose of this section is to outline the essential policy considerations under which employees of the Central Square Library are to operate. These basics provide information and guidance in concrete form for reference and service as a focal point for staff and board procedure. Both should read and be familiar with its contents. For purposes of this policy section, Board will refer to the Central Square Library Board of Trustees.

### ***Rules of Conduct***

Most employees never violate any Library rules or give the Administration any reason to impose discipline. However, there is the probability that there will be some employees at the Library who will require discipline, up to and including dismissal, for actions that are detrimental to the Library or to other employees.

The following is a list of some, but not all, of the acts which would result in disciplinary action, up to and including dismissal.

- Repeated absences or tardiness.
- Persistent negativity or numerous petty complaints that undermine the morale of co-workers, or interfere with the normal flow of work.
- Misuse of time: extended breaks or lunch hours; persistent or extended personal telephone or cell-phone calls.
- Interrupting working employees with personal or frivolous conversations.
- Disrespectful behavior toward management, patrons, or other Employees.
- Insubordination (Refusal to do work or carry out a reasonable request).
- Any act of dishonesty, deception or fraud.
- Abandonment of job or failure to report to work without notifying a Supervisor.
- Committing deliberate damage to Library property.
- Unauthorized use of Library facilities, tools or equipment.
- Disorderly conduct, such as striking another employee, use of abusive language, etc.
- Falsifying Library records.
- Allowing unauthorized person(s) access to Library facilities.
- Possessing, or being under the influence of, alcohol or illegal drugs while at work.
- Harassment of any nature, including sexual harassment.
- Possession of firearms or other weapons on System property.
- Illegal use of e-mail or communication systems.
- Use of Library computers and property for personal work.
- Removing, sending, or furnishing Library records and information to unauthorized persons.
- Abuse or violation of State or Federal laws adversely affecting employment.

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- Any conduct contrary to common decency or morality, or liable to incite, or provoke against anyone because of race, color, sex, religion, national origin, veteran status, or disability.

The examples used above are not intended to be an inclusive list of inappropriate behavior subject to disciplinary action. These examples are given only as guidelines. The Library Board reserves sole managerial discretion to determine what conduct or behavior is subject to discipline and to determine the severity and timeliness of such discipline.

### ***SALARIES, WAGES AND HOURS—LIBRARY DIRECTOR & LIBRARY ASSISTANT***

#### A. WORK WEEK

1. The Library Director's work week will be approved by the board. Approval for extra time outside the normal work schedule must be requested from the board before undertaken and compensatory time awarded. This compensatory time will not be carried over from year to year. Attendance at Board meetings is required.
2. The Library assistant's work week is part time and scheduled by the Library Director according to library hours and service needs.
3. Two employees will be on duty during M.W.F. library hours except for the Director's half hour break. One person will be on duty Tuesday, Thursday, and Saturday.

#### B. SALARY PAYMENT

1. All library employees are paid every two weeks.
2. Library assistant time sheets are completed, signed by the Library Director and turned in to the appropriate payment source for recording and calculations according to the schedule. A copy is kept in the Library assistant's folder. Since the Library Director is salaried, no time sheet is required.
3. All employees have the following deductions withheld from each paycheck. Federal and New York State income taxes, Medicare, social security, and NYS disability.
4. Story hour and summer reading programs personnel will be compensated at the discretion of the Board.

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### C. WORK SCHEDULE

1. The Library Director will make out the weekly staff work schedule taking the needs of the library and the needs and desires of the library staff into account.
2. Employees are expected to be on duty at the start of their scheduled work period. If whoever is scheduled to open is going to be late or absent, he or she should make arrangements to be sure the library is open and on time

### D. BREAKS

1. The Library Director and Library Assistants are entitled to a ten minute break every 4 hours. The library can never be left unattended when patrons are present.
2. The Library Director is entitled to take a half hour break during an 8 hr. shift.
3. If the library assistant is working two part time shifts back-to-back, a half hour break also applies.

### E. BENEFITS

1. Unfortunately, due to the limited resources available to a small library, benefits to all employees are confined to Social Security, Workman's Compensation and Disability.

## **LEAVE POLICY**

### A. HOLIDAYS

1. The library will be closed essentially corresponding to the NCLS holiday schedule....observed:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving
Independence Day	Christmas

2. The library will close at 2:00PM on New Year's, Thanksgiving and Christmas eves.

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3. The library will be closed on Monday when the holiday falls on a Sunday. Library assistants will be paid for half of the hours normally worked on holidays when the library is closed.

### B. SICK LEAVE

1. The Library Director may take 5 days sick leave per year and then may apply sick or personal days against vacation days or may make them up. If extended illness occurs, the Board will contend with staffing problems/or a possible leave of absence. Extended absence should be reported to the Board president or vice president.
2. The Library Director should keep track of absences and makeup time and keep the record on file.
3. Since the library assistants are part time, there is no paid sick or personal leave.
4. Disability-see NCLS. We will comply with all NYS Regulations regarding disability and compensation laws.

### C. PERSONAL TIME

1. The Library Director is encouraged to make medical, dental or other personal appointments during non-scheduled hours when possible.
2. Sick days may be used as family illness or grief days.
3. Extended absences of the Library Assistant should also be reported to the board president.
4. Jury Duty: Effective February 15, 1998, sections 519 and 521 of the Judiciary Law are amended and provides the following for persons who commence service as jurors on or after February 15, 1998.

Their employers, if they employ more than 10 employees, must pay them at least \$40.00 or their daily wage during the first 3 days of jury service; and, in the event their employees bear this obligation, jurors shall not receive juror per diem for the first 3 days of jury service. They shall not receive any juror per diem at all if their employers pay them their regular wages during jury service.

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### D. VACATION

1. The Library Director receives one week of paid vacation after one year of service and two weeks after two years of service and thereafter.  
The Library Director may take vacation time one or more days at a time or apply days against sick or personal absences.
- Library assistants will be eligible for one week's paid vacation yearly after 1 year of service.
  - a. Vacation pay will be based on the average weekly salary for the previous year.
  - b. Request for vacation will be in writing to the Director at least one month before the start of requested vacation or at the discretion of the Director.

### E. OTHER LEAVE

1. During expected extended leaves, the Library Director should designate a Library Assistant-In-Charge who will see that the basic needs of the library will be covered. The Library Assistant should consult with the Library Director and/or Board as needed.
2. If a leave of absence is advised, the Library Director and Board will consult and agree on the terms.
3. In the event of an emergency closing (snow, hurricane etc.), determined by the Director, the staff will still be paid their regular salary for the day.

In the event of a National, State or County state of emergency or disasters, the library will be closed with Board approval. The length of the closure will also be determined by the Board. Employees will be paid, but must remain on call and willing to report if needed.

## **RECRUITMENT AND APPOINTMENT**

### A. EMPLOYMENT OF THE LIBRARY DIRECTOR

1. The Library Director is appointed by the Board of Trustees in accordance with the regulations of the Commissioner of Education's Regs 90.8 Appointment of Library Personnel: Part

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One (Education Department). Our minimum is a high school diploma or G.E.D.

### B. RECRUITMENT

1. A job description is provided in writing. Resumes of prospective candidates with references are solicited. Applications must fill out an application form. See sample form.
  - a. Ads may be placed in the local newspaper, flyers distributed, a sign put up in the library and word of mouth employed. A deadline will be designated.
2. The Board recruitment committee will have a work meeting to screen resumes and applications down to three. C.S. Library Assistants and local applicants will be given high consideration.
3. Interviews will be set up with the recruitment committee.
4. A second interview may be set up with the finalist and the full board, or a recommendation made directly to the full board.
2. The full Board then approves the final choice for probationary appointment.

### C. APPOINTMENT OF DIRECTOR

1. Probationary appointment is made for three months. Documents to prove identity and eligibility to work, required by the Naturalization Service, will be photocopied. Employment may be terminated without review within the probationary period.
2. After three months, the Board will review the applicant and approve. A contract will be presented to the Library Director for signing.
  - a. A new Library Director will normally begin at a figure decided upon by the Board based upon credentials and other factors.
  - b. Pay increments are not automatic, but are based on the satisfactory performance of duties as determined by the Board and as deemed financially possible. The director will be eligible on the first anniversary of employment and thereafter on January 1.

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3. An employee is assured of permanent employment as long as he/she performs the Library Director's duties competently and in accordance with the policies of the Central Square Library.

### D. EMPLOYMENT OF A LIBRARY ASSISTANT

1. The Library Assistant is hired by the Library Director with the formal approval of the Board.

### E. RECRUITMENT

1. A notice may be placed in the local newspaper, advertised by a flyer, a sign in the library or word of mouth.
2. A job description is provided in writing. An application is completed.
3. The applicant is interviewed by the Library Director. After all applicants are interviewed, the Library Director makes a recommendation to the Board. Approval is made for probationary appointment.

### F. APPOINTMENT LIBRARY ASSISTANT

1. Probationary appointment is made for three months. Documents to prove identity and eligibility to work, required by the Naturalization Service, will be photocopied. Employment may be terminated without review within the probationary period.
2. Permanent part-time employment is made after the probationary period, and review of performance and capability by the Library Director in consultation with the Board. A contract is provided for signing.
  - A. A new Library Assistant will begin at minimum wage.
  - B. Pay increments are not automatic but based on the satisfactory performance of duties as determined by the Board of Trustees and the Library Director and as deemed financially possible. Employees will be eligible for an initial pay increase on the one year anniversary of employment and thereafter on January 1.

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3. Tenure is continued as long as the Library Assistant performs competently and in accordance with the policies of the library.

### ***LIBRARY DIRECTOR'S FINANCIAL DUTIES***

1. To order books, magazines, media and supplies.
2. To receive fines, money for book sales, etc.
3. To keep written track of petty cash income and expenditures. Receipts are to be filled out.
4. To turn petty cash in once a month, with a written total amount, to the treasurer.
5. To collect monies for raffles being sponsored by the C.S. Library's Friends Group. (To accept money from the public, the Library Director must also be a member of the Friends of the C.S. Library.)

### ***TRAINING AND DEVELOPMENT***

#### **A. ORIENTATION**

1. The new Library Director or Library Assistant will read and become familiar with the total C.S. Library policy statements.
2. The new Library Director will receive an orientation from the outgoing Library Director when possible. NCLS should be notified of the appointment of the new Library Director.
3. A new Library Assistant will be informed by the Library Director of library usage and routine procedures.

#### **B. TRAINING**

4. The Library Director and Library Assistant should continue to expand their knowledge of the various aspects of library holdings, procedures and programs and become acquainted with the current Long Range Plan.
5. The Library Director and Library Assistant should be encouraged

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to attend workshops sponsored by NCLS. If workshop is outside of regularly scheduled work hours, the employee will be given comp time. If the workshop is during regular working hours, employees will be paid at their regular rate and a sub will be hired. Mileage will be paid at current federal guidelines.

6. Employees are encouraged to attend other workshops, professional meetings or classes.

### ***EVALUATION (Separate Form)***

#### A. ASPECTS

1. Strengths, weaknesses and progress can be pinpointed through evaluation. Evaluation can help the employee improve performance and more effectively execute library services. It also gives the Library Director an opportunity to communicate new ideas and /or concerns to the Board and should not be taken unduly personally.
2. The Library Director evaluates the Library Assistants. The Board or a committee of the Board evaluates the Library Director. A check-off list may be employed and supplemented with written comments.
3. Both the employee and evaluator receive copies. Employees may evaluate themselves to give to the evaluator. The evaluations may be compared and differences discussed.
4. Evaluations must be done yearly.
5. After resolution, the evaluations are kept in the confidential personnel file for a minimum of 7 years. The Board, the Library Director and the employee have access to the evaluation results.

### ***SEPARATION FROM SERVICE***

#### A. RESIGNATIONS

1. Shall be in writing: the Library Director to the Board; the Library Assistant to the Library Director who will notify the Board.

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2. Two weeks' notice is expected.

### B. DISMISSAL

1. May be done without cause during the three month probationary period. Dismissal of a Library Assistant is done only with the approval of the Board.
2. After the probationary period, some examples of cause for dismissal are insubordination, conduct unbecoming a staff member, serious disregard of library policy, criminal, infamous, or dishonest conduct under the law.
3. Procedure if a verbal discussion cannot resolve a problem.
  - a. For Library Directors, the Board will provide a written statement of the complaint.
  - b. For Library Assistants, the Library Director will provide the statement.
  - c. Employees may supply a written reply to the complaint to the Board.
  - d. If not satisfactory, a meeting of those involved will be scheduled with the Board.
  - e. The legal decision of the Board is final.

## **EMPLOYMENT PRACTICES**

### A. DISCRIMINATION

1. It is the library policy, in accordance with applicable laws, not to discriminate against any applicant or employee nor to tolerate harassment of our employees because of race, color, religion, age, gender, national origin, marital status, veteran status nor physical or mental handicap.

### B. HARASSMENT

1. Harassment of another employee, male or female, will not be tolerated. This policy refers to, but is not limited to, harassment in the following areas: 1) race 2)sex 3) age 4) national origin 5) religion 6) handicap 7) marital status 8) sexual orientation, and 9) veteran status. Harassment includes display or circulation of written or electronic materials or pictures degrading to either gender or racial, ethnic, or religious groups; and verbal abuse or insults directed or made in the presence of

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members of a racial, ethnic, or minority group. Upon report of such an event, an investigation by the Board will be undertaken to determine if prohibited behavior has occurred. Depending on the severity, a sanction from a warning to a discharge will be made.

### C. DISABILITY

1. Equal employment opportunities will be offered to qualified individuals with a disability in regard to hiring, advancement, pay, training and privileges. Reasonable accommodations to enable qualified individuals to successfully function will be made.

### D. PERSONNEL FILES

1. Folders will be kept in the Library Director's office file cabinet and will be available to the Board President and the employee. Documents related to hiring, performance, grievance, reports of hearings and other miscellaneous documents are to be included. Anyone with legitimate access will be cognizant of the need to maintain the Right of Privacy.
2. Normally, the file will be kept indefinitely.

### E. INTERNET USE BY PERSONNEL

Personnel using electronic resources will comply with all stated internet use policies. Personal use of these resources including but not limited to internet/ email/ social media is at the discretion of the library director and shall not interfere with the efficient operation of the library.

### F. WHISTLE BLOWER POLICY

1. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of the library's code of ethics or suspected violations of law or regulations that govern the library's operations.
2. It is contrary to the values of the library to retaliate against anyone who in good faith reports ethics violations or a suspected violation of law. An employee who retaliates is subject to discipline up to and including termination of employment.
3. The library has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor or board member. Directors are required to report complaints or concerns about suspected

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ethical and legal violations in writing to the board. Employees with concerns may also submit their concerns in writing directly to the director or the board.

### G. BOARD OF TRUSTEES AND LIBRARY EMPLOYEE CONFLICT OF INTEREST POLICY

Officers, Board Members and Employees

No Board member or committee member of the Central Square Public Library shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation on the Board. Other than compensation, no employee shall derive any personal profit or gain, directly or indirectly, by reason of his or her employment by the Central Square Public Library except through activities that may facilitate professional advancement or contribute to the profession such as publications and professional service and have been fully disclosed to the Board.

Each individual shall disclose to the Board any personal interest which he or she may have in any matter pending before the Board and shall refrain from participation in any decision on such matter.

The existence of any such conflict and the process shall be documented in the minutes of any meeting in which the conflict was discussed or acted on.

Members of Central Square Public Library Board, committees, and staff shall refrain from obtaining any list of library patrons that results in personal benefit.

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**Statement of Associations**

This is to certify that I, except as described on the reverse of this sheet, am not now nor at any time during the past year have been:

A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with Central Square Public Library that has resulted or could result in personal benefit to me.

Any exceptions to the above are stated on the reverse of this sheet with a full description of the transactions, whether direct or indirect, which I have (or have had during the past year) with persons or organizations having transactions with Central Square Public Library.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Central Square Public Library position:  
\_\_\_\_\_

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### H. VOLUNTEERS

1. Volunteers and community service personnel may be used where practical to perform needed tasks.
2. The library's volunteers are coordinated by the Director and must be at least 16 yrs old. Junior volunteers under the age of 16 required to perform service for specific programs are accepted on a short-term basis. Parents of junior volunteers must sign a consent form for their children to perform service hours at the library.
3. Library volunteers are bound by the rules contained in all library policies and guidelines, especially those that relate to patron privacy and confidentiality. Library volunteers are recognized by the public as representatives of the library and will be guided by the same work and behavior policies as employees. Library volunteers will be familiar with the library's "Library Volunteer Guidelines" document.
4. Volunteers work with the status of "at will" employees and the library director has the right to terminate the volunteer's working association with the library at any time for any reason. Volunteers are covered by the library's property and liability insurance policy.
5. Volunteers are asked to record their hours of service.
6. The library accepts court ordered community service volunteers at the discretion of the director. Court ordered volunteers are required to be interviewed by the director prior to being accepted for service. Junior volunteers under the age of 18 required to perform community service for specific programs are accepted on a short-term basis and must have parents sign a consent form for them to perform volunteer services at the library.