

# *Pine Plains Free Library*

## **VI. A. Personnel Policy**

### **Employment Opportunity & Work Environment**

#### **Equal Employment Opportunity**

The Library is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, sex, color, age, creed, or religious affiliation. Any employee who feels that s/he has been the object of discrimination should contact the director and should begin the staff grievance procedure as described in this policy.

#### **Immigration Law Compliance**

The Library is committed to employing only United States citizens and aliens who are authorized to work in the United States. The Library does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act, each new employee, as a condition of employment, must present documentation establishing his or her identity and employment eligibility.

#### **Disabilities: Nondiscrimination and Accommodation**

The Library complies with all applicable aspects of the Americans with Disabilities Act and applicable State laws providing for nondiscrimination in employment against qualified persons with disabilities. The Library also provides reasonable accommodation for such persons in accordance with these laws.

It is Library policy to:

- Ensure that qualified persons with disabilities are treated in a nondiscriminatory manner in the pre-employment process and that employees with disabilities are treated in a nondiscriminatory manner in all terms, conditions and privileges of employment,
- Provide applicants and employees with disabilities with reasonable accommodation, except where such an accommodation would create an undue hardship on the Library.

#### **Drug Free Workplace**

In compliance with the *Drug-Free Workplace Act of 1988*, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited while performing work at the Library, whether that work is carried out in the workplace building or not. All employees shall abide, as a condition of employment, by the terms of this notice and shall notify the library Director or Board within five (5) days of any criminal drug statute conviction for a violation occurring in the workplace. Failure to comply with the above requirements shall be grounds for appropriate personnel action against such employee up to and including termination, or such employee may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

## **Sexual Harassment**

Sexual harassment, either verbal or physical, is an unlawful employment practice and will not be tolerated. The Pine Plains Free Library accepts and adheres to all definitions and procedures outlined in the law as regards to sexual harassment. Any employee who engages in sexual harassment will subject themselves to disciplinary action up to and including discharge.

## **Compensation**

### **Wages - General**

- Set annually, as per Annual Budget. Salaries will inevitably reflect, to some extent, the economic realities of the municipality, and they will predominantly be based on the levels of responsibility, experience, and education required of the position (see job descriptions) for which they have been established. Salary surveys for the library's region will be helpful in determining equitable compensation.
- Paid monthly, unless otherwise noted. The Director and Tier 1 clerk are paid twice a month.

### **Library Director (Library Manager)**

- Yearly salary, based on 35 hours/week, 52 weeks/year, which includes off-site hours for conferences, meetings and workshops during non-work hours as well as payment for expenses and for mileage at the prevailing IRS rate.

### **Library Clerk (s)**

- Hourly wages.
- Conferences, meetings, workshops, etc., during non-work hours are paid on an hourly basis. Hours are submitted by the Director to the payroll company as needed.

### **Substitute**

- A trained and/or experienced Librarian will be paid based upon the level of responsibility, experience, and education.
- A substitute just covering the desk will be paid as per the Budget Worksheet.

## **Benefits**

### **Worker's Compensation Insurance**

If an employee is injured on the job, he or she may be entitled to workers' compensation benefits. All accidents, no matter how small, must be reported to the Library Director within 24 hours of when they occur except in rare and extenuating circumstances. The Library Director must be given a written report of the incident using the "Accident Report" to be found within the "Disaster Plan" (Internal Policies, IV.B.)

Neither the Library nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the Library, or during an employee's employment by another Employer.

**Social Security**

All employees are covered under the Social Security Act, providing Old Age, Survivors, and Disability Insurance (OASDI), and required deductions from pay will be made for that purpose. The Library also pays a matching amount into this program.

**Deductions**

The law requires that the Library make certain deductions from every employee's compensation. Any other mandatory deductions to be made from your paycheck, such as court-ordered attachments, will be explained whenever the Library is ordered to make such deductions.

**Vacations**

The director will have paid vacation time each year equal to the number of hours worked during a normal two-week period.

**Holidays**

The Library is closed New Year's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, the evening of Christmas Eve, Christmas Day, and the evening of New Year's Eve.

**Conferences**

An hourly employee who is attending a Board approved workshop, conference or course receives regular pay if the training takes place during his/her regular work hours. The Library Director makes every effort to find a volunteer replacement or to hire a substitute. In order for the staff to take advantage of the budgeted training funds, the Director should notify the Board [of planned attendance] before the monthly Board meeting, if possible. Conferences during non-work hours are paid on an hourly basis, salaried employees are not compensated. Board of Trustee approved staff mileage will be reimbursed at the prevailing IRS rate.

**Emergency Closings**

Certain emergencies may occur such as severe weather conditions, flood or fire where employees work schedules may be disrupted. If any of these things occur, closing of the facility will be at the discretion of the Library Director. When a closure happens, part time employees will not be paid.

**Jury Duty**

Any staff member serving jury duty is paid for hours normally worked. The Library Director makes arrangements for substitute coverage.

**Bereavement**

The Library Director makes arrangements for coverage for a maximum of three days. If more time is needed, arrangements for coverage will be made in conjunction with the Board.

**Retirement/Resignation**

An hourly employee wishing to resign or retire from employment must notify the Director in writing and give at least three weeks notice. The library Director is expected to give at least 45 days written notice to the Board of Trustees' President.

# **Employee Behavior**

## **Employee Code of Ethics**

Library employees significantly influence or control the selection, organization, preservation, dissemination of information and committed to intellectual freedom and the freedom of access to information. An employee should:

- Provide prompt, accurate and friendly service
- Treat all library users with equal respect and consideration
- Consider every question valid
- Provide information expressing various viewpoints
- Be committed to intellectual freedom, encouraging the exchange of ideas and information and resisting all efforts to censor library resources.
- Foster and support teamwork, cooperation and involvement to all levels of the organization.
- Treat co-workers with respect and honesty and work as a team with the Library Board in support of the library's goals.
- Respect and protect the privacy of library patrons to the fullest extent permissible by law.
- Distinguish clearly, in actions and statements, between personal philosophy and attitudes and those of the library.
- Avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the library.

## **Confidentiality**

Staff and patron information is confidential and should not be discussed with any person or persons outside the Library. Copying, removing, allowing unauthorized access to Library or patron documents, information, files or mailing lists, or any form of distribution of patron information is not allowed. Any breach of this confidentiality requirement is grounds for termination. The Library will deny access to employee files to creditors, collection agencies and other outside sources, except where written consent has been given or a subpoena has been issued.

## **Media Contact**

Information is not to be given to the media by an employee other than the Library Director. In the event the media makes contact, the employee should request the name, phone number, and organization represented and gives that information to the Library Director who will return the contact.

## **Employee Safety Policy**

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

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

## **Disciplinary Action**

An employee may be dismissed for any action or behavior that causes the Library's image or operation to be diminished. This includes but is not limited to: incompetence, misconduct, inattention to assigned duties, or unapproved absences from work. The Library wants each employee to be successful in his/her job and will work with employees to eliminate deficiencies. While notice of intent to terminate can be expected, the Pine Plains Free Library reserves the right to dismiss an employee without notice in cases involving theft, drug or alcohol abuse, criminal activity, or in instances of significant misconduct.

## **Grievance Procedure**

Every employee shall have the opportunity to express concerns relating to the physical surroundings in which the employee works, procedures and conditions of the specific position, relationships with fellow workers or supervisors, and library rules as they apply to staff. A concern or grievance should follow the procedure below:

- If possible, discuss the problem with the Director. In the case of the Director having a concern, this should be discussed with the Trustee Board President.
- If the Director is part of the problem, or if the Board President is part of the Director's problem, the concern/grievance should be submitted in writing for the library board and be delivered to the Director, who will deliver the statement to the Board President. The Board President will, in turn, present the concern, during closed session, to the full Board at the next or a special Board meeting.
- The Board's representative will respond to the employee within five (5) days of the board meeting at which the issue is discussed, either providing a determination, solution, or a strategy for how the board will address the issue over time.

## **Outside Employment**

An employee may engage in additional employment so long as it does not interfere with the proper and effective performance of the duties of his/her position or result in a conflict of interest. All employees will be subject to the Library's scheduling demands, regardless of any existing outside work requirements or interests. If the Library determines that an employee's outside work or activities interfere with performance or the ability to meet the requirements of the Library, as they are modified from time to time, or an employee's conduct at outside employment is considered unbecoming, the employee may be asked to terminate his/her outside employment if he or she wishes to remain with the Library, or may face termination of employment by the Library

## **New Employees**

New employees will be provided with training appropriate for their position, and clear expectations and objectives. Before a probationary employee can achieve regular status and be eligible for available benefits, the new employee must meet two requirements:

1. The employee must satisfactorily complete six (6) months of continuous, active employment; and
2. The employee must be formally reviewed by the Library Director or immediate supervisor to determine if they have successfully performed their duties and responsibilities during the six (6) month introductory period.

**Computer/Internet Use**

The rules for computer and internet use apply equally to employees, except that these resources should not be used for personal business during work hours.

**Performance Evaluations**

Each employee will meet with the Library Director for an annual performance appraisal. Employees will be given several weeks notice of this meeting, which will generally be scheduled by April of each year. Employees will be evaluated based upon several factors and referred to the job description for the evaluation process.

Evaluations will provide the basis for promotions and raises, if any, to be recommended in the next fiscal year. Areas of improvement will be identified, if necessary, and employees will develop with the Library Director steps towards a timeframe to address these concerns. The Library's goal is to assist all employees to meet expectations and work with them to create a welcoming atmosphere for Library users. Employees should be strongly focused on quality customer service, continuous service improvement, and developing and maintaining the highest standards of library service (including reference, readers' advisory, programming, material selection and collection maintenance.)

In the case of the Library Director, the Board of Trustees need to do such evaluation using again the form provided with the job description. This again should be done in April of each year, and areas of improvement need to be identified, if necessary.

Note: The words librarian/director/manager are interchangeable.

Adopted: March 17, 2014