

## HOWLAND PUBLIC LIBRARY

### FULL-TIME STAFF PERSONNEL POLICY

***For discussion at 01.05.16 Meeting***

The Howland Public Library ("Library") endeavors to provide equal opportunity for all qualified applicants, and employees, and further prohibits discrimination in employment practices because of race, color, ethnicity, national origin, religion, age, gender, sexual orientation, marital status, or disability.

The Board of Trustees, as governing body of the Library, is responsible for making policy and for appointing a qualified Library Director as administrator. Trustees are legally empowered to act only when sitting as a Board or when delegated a particular responsibility by the Board at a legal meeting.

#### 1. **Appointment of Staff:**

- a. **Director:** Appointed by the Board of Trustees. The Director has a separate Director's Personnel Policy which was originally adopted by the Board on September 27, 2000, modified in December 2001, and adopted as modified on December 19, 2001. **The most current policy, adopted October 6, 2015, supersedes all previous policies.**
- b. **All Other Staff Members:** Appointed by the Director.
- c. No immediate family members of Board or staff shall be employed on a permanent basis without prior approval of the Board of Trustees.
- d. This Personnel Policy is subject to amendment from time to time, including additions, deletions, or modifications of any provisions as may be determined by the Board of Trustees. Employees will be given notice of any such changes. **However, on the date that this policy is adopted, current employees will continue to function under the Personnel Policy in effect on the date of their hire. This policy supersedes all previous policies.**

#### 2. **Positions:**

- a. **Director:** The chief administrative officer of the Library, appointed by and responsible to, the Board of Trustees and its Personnel Committee. The Director must hold an MLS degree from an ALA-accredited library school; and must be eligible for, and pass, the Civil Service test for Library Director II. The Director is responsible for recommending and implementing policy, administering programs, and discharging duties delegated by the Board.

The Director is specifically responsible for:

- 1) Preparing the Library's annual budget, in consultation with the Finance Committee, and for expending funds in accordance with that budget.
- 2) Administering Personnel Policy, including the assignment of duties, staff development, and evaluation of staff performance.

- 3) The discharge of all other professional responsibilities, such as materials selection, technical and reference services, public relations and the utilization, training and recruitment of volunteers.

b. ~~**Assistant Director:** Responsible to the Director. Must hold the MLS degree from an ALA-accredited library school, perform professional tasks as assigned by the Director, and may be responsible for additional supervisory duties as needed in the absence of the Director.~~

c. **Other Professional Staff:** Responsible to the Director. Must hold the MLS degree from an ALA-accredited library school, perform professional tasks as assigned by the Director, and may be responsible for additional supervisory duties as needed in the absence of the Director.

d. ~~**Assistant to the Director:** Responsible to the Director. Performs administrative tasks as assigned by the Director, and may be responsible for additional supervisory duties as needed in the absence of the Director.~~

e. **Clerical Staff (full-time or part-time):** Responsible to the Director.

f. **Part-time Staff (includes clerical, pages, and custodians):** Responsible to the Director.

g. **Job Descriptions:** Descriptions of each Library position including special skills required and qualifications shall be included in the staff manual.

3. **Evaluation of Performance:**

All staff members shall be evaluated annually in writing by the Director. These evaluations shall be read by and discussed with the staff member. Confidential Personnel folders shall be maintained by the Director and stored in a locked cabinet.

4. **Grievance Procedure:** (See attached.)

5. **Termination of Service:**

a. **Resignation:** All resignations shall be in writing. Full-time staff members are expected to notify the Director two weeks in advance.

b. **Retirement:** Full-time Staff Members shall be covered by New York State Retirement Benefits.

c. **Dismissals:**

1) All staff dismissals are made by the Director and are governed by New York State Civil Service Law Section 75.

2) **Probationary Employees:** Written notice of unsatisfactory performance shall constitute a dismissal notice.

6. **Salary Schedules:**

As computed in the current year's budget. It is the aim of the Board to maintain competitive salary schedules for the area insofar as budget limitations permit. Consideration will be given in the preparation of the annual budget to salary

increases.

## 7. **Definitions of the Work Week:**

All full-time employees of the Library are hired to work 40 hours per week. However, with the permission of the Library Director, a full-time employee may opt to work fewer hours with pay and benefits pro-rated. However, full-time employees must work a minimum of 35 hours per week.\*

The work schedule will be developed by the Director to cover all hours the Library is open. All Employees will be expected to work some nights and weekends as needed.

**Sunday Pay:** Employees hired prior to June 30, 2001, shall receive Sunday pay at 1-1/2 times their base hourly rate.

Employees hired after July 1, 2001, who are scheduled to work on Sunday shall receive Sunday pay at their base hourly rate.

Employees that have worked 40 hours and are needed to work on Sunday shall receive 1-1/2 times their base hourly rate.

- a) **Full-time Employees at 40 hours per week:** Compensatory time off or pay at time and a half for extra hours of work other than Sunday hours and for attendance at meetings outside working hours shall begin after 40 hours worked and shall be arranged with the Director and employee. Mileage is reimbursable **at the current IRS rate.**
- b) **Daily Breaks:**
  - 1) **Breaks:** All employees are entitled to a 15-minute paid break per 3½ to 4 hours worked.
  - 2) **Lunch Break:** All employees working a full 7-8 hour day are entitled to a ½-hour paid lunch break.

## 8. **Leave:**

The following policies must be followed unless altered on specific occasions by the Board of Trustees.

### a. **Vacation:**

#### 1) **Full-time Staff (Professional and Clerical):**

During the 1st year: 1 day for every 5 weeks worked,  
to maximum of 10 days

After completion of first year: 2 weeks (10 days)

After completion of fifth year: 3 weeks (15 days)

After completion of tenth year: 4 weeks (20 days)

After completion of fifteenth year: 5 weeks (25 days)

Note "year" here is defined as 12 months of full-time employment, including any vacation, personal, bereavement and/or sick leave allowed under the Personnel Policy. Days absent from employment without pay shall not be counted in the calculation of years of service.\*

- 2) Vacation schedules are arranged with the Director. Seniority within each staff position determines choice.
- 3) Subject to approval of the Director, an employee may carry over up to one week (40 hours) of the vacation days earned in a given year until the following year. **Vacation days that are carried over are non-cumulative.**

~~b. **Leave for Personal Business (Non-Cumulative):** Personal time may not be taken immediately preceding or following vacation or holiday time and is non-cumulative.~~

~~**Full-time Employees Hired After July 1, 2001:** Entitled to 3 personal business days per year, by arrangement with the Director.~~

c. **Sick Leave:**

- 1) **Full-time Employees Hired prior to June 30, 2001:** Entitled to 12 sick days per year, cumulative to 100 days. During the first year of employment, employees shall earn one sick day per month worked. Upon separation employees are entitled to half pay for unused sick days **at their current pay rate.**
- 2) **Full-time Employees Hired after July 1, 2001:** Entitled to 10 paid sick days, cumulative to 100 days. During the first year of employment, employees shall earn one sick day per month worked up to a total of 10 days. Upon separation employees are entitled to be paid for 10% of their unused sick days **at their current pay rate.**
- 3) Earned sick leave may be used for sickness in employee's family or personal illness, but may not be used for vacation time.
- 4) In the event of extended illness, all employees are covered by the group disability policy providing New York State disability benefits. Coverage begins after seven days absence and extends to a maximum of 26 weeks. For purpose of substantiating possible disability claims, sick leave will be verified.

d. **Holidays/Personal Time (Non-Cumulative):**

1) All full-time employees are paid for 16 holidays per year. The twelve holidays that the library is closed are: New Years Day; MLK Day; President's Day; Memorial Day; Independence Day; Labor Day; Columbus Day; Veterans Day; Thanksgiving; Christmas Eve; Christmas Day; New Year's Eve. If one of these 12 holidays falls on a Saturday or Sunday employees will be given a floating holiday to be used when scheduling permits. Only regularly scheduled Sunday staff will be

compensated for Easter. If the Library remains open on any of the 12 designated holidays staff shall arrange for compensatory time off with the Director. Full-time staff is also entitled to four (4) personal days a year.

The 8 paid scheduled Library holiday closings are: New Year's Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve and Christmas Day. The Library shall be closed on Easter Sunday as an unpaid holiday. In addition to the 12 paid scheduled holidays, there shall be 4 personal choice holidays per year.

If a paid holiday falls on a day the staff member does not ordinarily work, the employee may take an additional personal choice holiday off with the approval of the Director.

~~2) All Full-time Employees Hired after June 26, 2002, are paid for 8 holidays per year. The 8 paid scheduled holiday closings are: New Year's Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day. The library shall be closed on Easter Sunday as an unpaid holiday.~~

- e. **Unscheduled Closings:** Any employee scheduled to work on a day the Library has an unscheduled closure shall receive their usual compensation for the day.
- f. **Bereavement (Non-Cumulative):**  
Bereavement leave is granted for death in employee's family. "Family" shall be defined as members of immediate family; namely, parents, children, siblings, grandparents, grandchildren, spouse, and in-laws.  
**Full-time Employees:** Entitled to 3 days.
- g. **Conference Attendance:**  
At the discretion of the Director, professional staff may attend conferences such as ALA, NYLA, and others. Attendance shall be paid within budget constraints.
- h. **Jury Duty:**  
Full-time employees will be given time off with their current pay for their attendance at jury duty. ~~Full-time employees are paid for their attendance at jury duty.~~
- i. **Leave Without Pay:**
  - 1) Full-time employees may be given unpaid leave upon prior approval by the Director (usually one week in advance).
  - 2) On days the library is open, if an employee makes a personal decision not to come to work or to leave early, it will be charged to personal leave, sick leave, vacation time or time without pay.

j. **Disability:** See **Section 8.c. Sick Leave, paragraph 3.**

9. **Health Benefits:\***

**Full-time Employees:** The Library will contribute 75% of an individual fulltime employee's health insurance premium cost in the NYSHIP Core Plus Medical and Psychiatric Enhancements Plan. The remaining 25% is the responsibility of the employee.

Staff who choose a policy other than the NYSHIP Core Plus will receive direct reimbursement up to the amount of 75% of the individual premium cost in the NYSHIP Core Plus Plan upon presentation of documentation from their chosen health plan.

If a fulltime employee selects family coverage, the library will contribute 75% of the cost of the individual's NYSHIP Core Plus Plan and 35% of the additional cost of insuring dependents. The employee is responsible for the remaining 25% cost of the individual NYSHIP Core Plus Plan and the remaining 65% cost of insuring dependents.

It is the aim of the Board of Trustees to maintain the above level of contributions in the Family Plan insofar as budgetary considerations allow.

Full-time library employees will be given the option to accept or to decline health insurance upon hire. Full-time library employees who decline health insurance may elect to begin coverage in NYSHIP as per regulation set forth by NYSHIP.

**Employee Appreciation:** Beginning in 2014, employees will receive appreciation gift of \$20 a year based on five year increments. *(this was passed at 9/2/14 board mtg & never added to policy)*

**Staff Conduct:**

- a. **To the Public:** Since the purpose of the Library is to serve the public, the first duty of every employee is to offer prompt, efficient, courteous and impartial service to all. The staff member at the circulation desk should bear in mind that he/she is the immediate representative of the Library and does much to form public opinion of its services. She/he should endeavor to create a welcoming atmosphere in which the Library user will feel at ease, whatever his age, appearance, race, or apparent social or intellectual status. Staff members must not discuss the individual patron's queries, problems, or opinions with other patrons.
- b. **To the Library:** All staff members should take an active interest in the improvement and development of the Library. Thus all should make themselves familiar with its history, objectives, procedures and future plans, and should consider it their responsibility to offer new ideas and constructive criticisms to the Director.

- c. **To One Another:** In a Library of this small size the relationship between Director and staff, and among staff members, can be informal, but demands friendly cooperation and flexible attitudes and a realization that there are still formalities and proper procedures to observe, as covered in this Personnel Policy. Discretion should be used in discussing personnel matters with other staff, not directly authorized to deal with them, or with the Library's public.

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Adopted by the Board of Trustees 12/19/2001

Amended and Adopted by the Board of Trustees 6/26/2002

\*Amended and Adopted by the Board of Trustees 11/02/04

\*Revised by the Board of Trustees 5/3/11

## **For discussion at 01.05.15 Library Board Meeting**

### **Claims Audit Process**

According to publication "Improving the Effectiveness of Your Claims Auditing Process" from OSC at <http://www.osc.state.ny.us/localgov/pubs/lgmg/claimsauditing.pdf> the following payments are allowed in advance of audit: electric, gas, water, sewer, telephone, fuel oil, and postage. Other payments that do not require a pre-audit prior to payment: fixed salaries of officers or employees regularly engaged at agreed-upon wages by the hour, day, week, month, year, or other authorized period, including any payroll withholdings; principal or interest payments on debt; payments made pursuant to a court order; amounts due upon lawful contracts for periods exceeding one year; retirement contributions by a participating employer in the New York State and Local Retirement System as billed by the State Comptroller. A list of account signatories will be approved at the Reorganization Meeting.

Procedure:

1. The Library Director or designated employee receives the bills on a daily basis.
2. The Library Director or designated employee recommends bills for payment and a voucher is created, which includes a unique number, the suppliers name, a brief description of goods or services, the account chargeable, and the amount of the bill.
3. The bookkeeper records expenses in an electronic format and generates checks to be signed by designated signatory.

4. A Board Member who is not a signatory on the library account will review the vouchers, bills and checks and will initial each voucher after review.

5. At the monthly Library Board meeting the bills will be presented to the Board for approval. Minutes will indicate beginning and ending voucher numbers approved for payment.

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