



HEPBURN
LIBRARY OF NORFOLK

Personnel Policy

Adopted September 16th, 2020

Amended February 17th, 2021

Equal Opportunity and Affirmative Action

It is the policy of the Library to administer its personnel system in agreement with the Town's (Village) Equal Opportunity and Affirmative Action Policies.

Hours

Hours: The library is open 40 hours per week. The Library Director will schedule employees so that the library is adequately staffed.

Overtime and Compensatory Time: Overtime is defined to be any hours over the regularly assigned hours that each employee works. Any time which is overtime is to apply either towards time off (compensatory time) or as salary at the employee's regular hourly time rate. No overtime is to be worked without the approval of the Library Director. Compensatory time of less than one hour must be taken within the week it was accumulated as scheduled by the Library Director.

Note: By federal law, an employee is only considered "salaried" if they earn more than \$455 per week. Therefore, library employees earning less than \$455 per week must be paid / given compensation time for every hour worked over their contracted number.

Employee Benefits

Social Security: All employees are covered under the Social Security Act

General guidelines for vacation and leave: To assist with scheduling and operational requirements, all foreseeable requests for leave/vacation should be submitted well in advance of the time when leave/vacation is to begin. It is encouraged that requests be made at least 2 weeks prior. Staff should submit requests to the Director in writing; Director to the President of the Board in writing. Records of leave are kept in personnel files and can be reviewed at the request of the employee

Annual Leave: Full Time Library employees are entitled to two weeks paid vacation per year. One additional paid vacation day will be earned per year up to a limit of 4 weeks of vacation. Part-time staff may take up to one week of unpaid vacation per year.

Sick Leave: Full Time Library employees are entitled to one week paid sick leave per year. One additional sick leave day will be earned per year, up to the limit of 2 weeks of sick time.

Paid Holidays: The Library is closed on the following legal holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas.

Disability: In the event that the Library an employee cannot perform the Duties because of illness or incapacity, they will become eligible for New York State Disability Insurance or New York State Worker's Compensation. The employee's full compensation will be reinstated upon return to work.

Training and Staff Development

The Board of Trustees wishes to encourage attendance at courses and conferences related to both library services and employees' duties as a means of enhancing the library's offering to the community. Accordingly, it pursues a policy of paying expenses to staff members as outlined below:

Leaves without Pay

Leave without pay may be granted at the discretion of the Board of Trustees for a period not exceeding one year. Requests for a leave of absence without pay must be submitted in writing to the Director. All requests, accompanied by recommendations of the Director, must be submitted for the approval to the Board. The Board reserves the right to stipulate any conditions for such leave.

Salary Administration

All positions in the library are categorized and a salary schedule for each type of position has been established by the Board of Directors in order to provide fair and reasonable compensation for all library employees.

Job Descriptions

All positions should have written job descriptions. Staff members should be provided with their own job descriptions.

Performance Evaluation

It is the policy of the library to have a written evaluation of employees. For a new employee, these written evaluations should be completed at the beginning of the sixth month of employment. Written evaluations for all employees should be conducted at least once annually.

Each employee should be evaluated periodically against his/her job description. The Director shall personally conduct annual evaluations of the work performance of all staff members.

The purpose of such reviews shall be to help employees make progress in their work and learn where they stand. The performance review must be accompanied by a personal conference in which the employee may examine the review and have an opportunity to ask questions or make comments.

Disagreement with the performance rating may be expressed in writing to the Director and the Board of Trustees.

Performance evaluations will be considered as one factor in determining salary increase, promotions, or dismissals. These performance evaluations shall be made available to the Board of Trustees for annual salary review.

Evaluations, as well as any written comments that the employee should make about the evaluation, should be kept in the personnel file that is locked. All employees have access to their evaluations and may examine them at any reasonable time. On all evaluation forms, the employee is given the opportunity to write his/her comments about any all written comments.

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 library 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.
- 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 Hepburn 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.

Disciplinary Actions

Step one: Verbal warning and counsel: Creates an opportunity for the Director to bring attention to the existing performance, conduct or attendance issue. The Director should discuss with the employee the nature of the problem of the violation of company policies and procedures. The Director is expected to clearly describe expectations and steps the employee must take to improve his or her performance or resolve the problem. Within five business days, the Director will prepare written documentation of the verbal counseling.

Step Two: Written warning: Involves more formal documentation of the performance, conduct or attendance issues and consequences. During Step 2, the Director will meet with the employee to review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans. The Director will outline the consequences for the employee of his or her continued failure to meet performance or conduct expectations. The written warning may also include a statement indicating that the employee may be subject to additional discipline up to and including termination, if immediate and sustain corrective action is not taken.

Step Three: Termination of employment: The Hepburn Library of Norfolk reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated with our prior notice or disciplinary action.

Reporting Absences

Advance notice is essential in order to ensure necessary shift coverage can be maintained. It is essential that the call be made only to the Director. No other persons are authorized to accept any call-in to report any absence. Part-time employees who do not accrue paid leave will not be reimbursed for their absence. Repeated failure to report absence in a timely and appropriate manner may be the basis for disciplinary action.

Pay Periods

The employee records his/her time and attendance on a daily basis. The Director then reviews these time sheets and forwards them to the bookkeeper. Employees are normally paid every other Monday.

Firing

An employee may be dismissed for incompetence, unfitness or for just cause. The notice of dismissal shall be in writing and shall state the specific charges.

Resignation

The library employee should provide two weeks notice. The employee's written and signed resignation should be dated when received and retained in the personnel file.

Staff Grievances

Dissatisfaction with alleged unfair treatment, work schedules and assignments, library policies and procedures, or working conditions should be brought to the attention of proper levels of authority within the Library. Many can be settled informally and verbally by the Library Director. However if a matter is deemed important, the following steps may be taken.

Within two weeks after the occurrence of the event, an employee shall first orally discuss the same with the Library Director. Within three working days, the Library Director shall communicate his/her decision to the employee.

Emergency Closings

The Library Director will authorize closings on days of snow storms or other excessive weather conditions when the school is closed or no staff members can get to work. Please see the Disaster policy.



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Vacation Request Form

Please submit this form for approval at least two weeks in advance of your preferred vacation dates. If you have any questions, please ask to see the most recent personnel policy and discuss any questions ahead of time.

Date: _____

Employee Name: _____

Title: _____

Vacation Days Earned: _____

Vacation Dates Requested: ____/____/____ through ____/____/____

Returning: ____/____/____

Total Number of Days Requested: _____

_____ Date _____

Signature of Employee

Approval:

_____ Date _____

Director