

Library Personnel Policy

Adopted: 8/23/2021

Mission Statement

The mission of the Alexander Findley Community Library (AFCL) is to provide a welcoming and enriching environment in which the library community can learn, engage and grow.

Equal Opportunity Statement

The AFCL provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, creed, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, familial status, domestic violence victim status, arrest or conviction records, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. The System complies with applicable state and local laws governing nondiscrimination.

Work Week

The basic work week for full-time employees is twenty-two hours per week. For payroll purposes, the work week starts at 12:01 a.m. Monday and ends at 11:59 p.m. on Sunday. The library is open 22 hours per week. The Library Director will schedule employees so that the library is adequately staffed.

Payroll

Wage payment is bi-weekly on Friday. If the normal payday falls on an organization-recognized holiday, paychecks will be distributed one workday before the aforementioned schedule.

Time Sheets

Employees will submit their time sheet bi-weekly to the library director. Each employee is to maintain an accurate daily record of his or her hours worked. All absences from work schedules should be appropriately recorded.

Overtime

Overtime is defined to be any hours over the regularly assigned hours that each employee works. No overtime is to be worked without the approval of the Library Director.

Fair Labor Standards Act

The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments. Covered nonexempt workers are entitled to a minimum wage of not less than \$12.50 per hour effective December 31, 2020. Overtime pay at a rate not less than one and one-half times the regular rate of pay is required after 40 hours of work in a workweek.

Lunches and Breaks

Any Employee working a shift 6 hours or greater is entitled to a paid lunch break of 30 minutes, shifts shorter than 6 hours are entitled to a paid 15 min break, the time will be set by the shift manager (Director or Clerk). Time must be made up for late returns.

Vacation

Full-time employees will receive paid vacations as follows: 1 week/40 hours

No paid vacation is granted for employees working less than 18 hours per week and temporary employees receive no paid vacation.

All requested vacation time (paid and unpaid) must receive two weeks' prior approval by the Library Director. In an emergency, the Library Director may waive the prior notice requirement for use of vacation time.

Vacation time shall not be accrued from year to year, but may be carried over into the first three months of the following service year with permission of the Library Director.

Sick Time

Full Time Library employees are entitled to one week paid sick leave per year. Sick time for part-time employees is unpaid.

Bereavement Leave

In the event of death in an employee's immediate family (spouse, child, mother, father, sister, brother), or any close relative living under the same roof as the staff member, or "significant other" as designated by the employee to the Library Director by January 2nd of each year, an employee will be given a bereavement/funeral leave as follows:

Full-time employee	Up to 3 days per occurrence
Part-time employee	1 day per occurrence

Jury Duty

The Library will continue to pay its employees for the time when an employee is actually summoned for jury duty on a regularly-scheduled work day and actually appears for such jury duty in courts of competent jurisdiction.

Holidays

The Library is closed on the following holidays: New Year's Eve, New Year's Day, President's Day, Good Friday, Easter Weekend, Memorial Day, Independence Day, Labor Day, Indigenous People's Day, Veteran's Day, Thanksgiving Holiday (Wed-Sat) and Christmas Eve, Christmas Day.

Emergency Closing Notification Procedure

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.

Disability

All employees are covered by New York State disability insurance. The premium for this insurance is paid in full by the library.

Workers' Compensation Information and Procedures

The organization is covered under statutory state workers' compensation laws. Employees who sustain work-related injuries must immediately notify their department supervisor.

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 examples used are not intended to be an inclusive list of inappropriate behavior subject to disciplinary action. These examples are given only as guidelines.

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.
- Misuse of time: extended breaks or lunch hours; persistent or extended personal telephone or cell-phone calls.
- Knowingly violating any library, OSHA, or state regulations, guidelines, or rules governing workplace safety.
- Direct violation of library policy and procedures.
- Sleeping or dozing on the job.
- Disrespectful behavior toward management, patrons, or other Employees.
- Persistent negativity or numerous petty complaints that undermine the morale of co-workers, or interfere with the normal flow of work.
- 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, using, buying, or selling 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.
- 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.

Evaluation

Employees shall be evaluated after six months of employment and such evaluations will be shared with the employee. Each employee will be evaluated yearly.

After the probationary period, employees shall be evaluated on an annual basis by the Library Director.

The Library Director shall be evaluated annually by the Board of Directors.

Separation of Employment

Resignation: Resignation of the Library Director shall be given in writing at least one month before its effective date. Resignations of other staff members will be given a minimum period of two weeks before their effective dates. The employee's written and signed resignation should be dated when received and retained in the personnel file.

Job abandonment: Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The Director shall initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible for rehire.

Termination: Employees of the Library are employed on an at-will basis, and the organization retains the right to terminate an employee at any time. Misconduct warranting immediate termination shall include breach of confidentiality, theft of the Library's money or property, any activity which would jeopardize or increase bond or insurance premiums for the Library and any activity which would violate the New York State law applicable to the Library.

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.

Smoke Free Property

Effective June 19, 2019, Public Health Law §13999-o(6) prohibits smoking within one hundred feet of the entrances, exits or outdoor areas of any public or association library as defined in subdivision two of section two hundred fifty-three of the education law; provided, however, that the provisions of this subdivision shall not apply to smoking in a residence, or within the real property boundary lines of such residential real property.

Personnel records

Each employee shall have his/her own personnel file which shall include the employee's job application, references, I-9 Form, job evaluations, medical and other leave information, retirement information, disciplinary notice and any other matter pertaining to said employee's service to the AFCL.

Employee evaluations will be discussed with the employee by the Library Director within two weeks of the evaluation. The employee will have the opportunity to respond to his/her evaluation within two weeks of the evaluation. All evaluations and responses will be reduced to writing and will be placed in the employee's personnel file.

Employment

Board members, family of board members, and family of current employees will not be considered for employment.

Personnel Policy Acknowledgement and Receipt

I understand and agree that nothing in the Employee Handbook creates, or is intended to create; a promise or representation of continued employment and that employment at the Alexander Findley Community Library is employment at will, which may be terminated at the will of either Library or myself. Furthermore, I acknowledge that this document is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by the AFCL or me.

I have received the AFCL Personnel Policy, and I understand that it is my responsibility to read and comply with the policies contained within as well as any revisions made to it.

Employee Signature

Date