

Lima Public Library

Personnel Policy

Approved by: Lima Library Board of Trustees.
Adopted on: March 16, 2016

Board Members:

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I. Statement of Purpose

The purpose of this document is to establish uniform rules, policies and fringe benefits for the Town of Lima library employees.

Background

The Board of Trustees governs the Town of Lima Library. At this time there are five Trustees appointed by the Lima Town Board. The Library Board is responsible for the overall fiscal affairs of the library and other business at the policy making level. The administration and management of the library is the responsibility of the Director, who is under the sole direction of the Library Board. The Director assigns library staff member's duties, but the Director retains direct responsibility to the Board of Trustees for the performance of all library staff members.

II. Equal Employment Opportunity.

The Lima Public Library is committed to equal employment opportunity. The library supports New York State and Federal laws prohibiting discrimination on the basis of race, ethnic identification, religion, age, sex, marital status, or non-job related disability. The library is prepared to accommodate handicapped employees in whatever way is practicable, in relation to space and equipment needs at the employees work location. Requests for this type of assistance may be made through the Director and will be determined by the Director in consultation with the Board of Trustees.

III. Personnel, Professional and Support Staff.

The staff is composed of professional, clerical and support personnel, sufficient to meet the objectives of the Library. The qualifications and responsibilities of these positions will generally follow the New York Library Association's "Typical Class Specifications for Civil Service positions" in public libraries.

IV. Employment Classification.

Full Time

Full time employees are those employees that are regularly scheduled and paid for a minimum of a thirty-(35) hour week. The Director shall be a full-time salaried employee; and it shall be a requirement of the position of Director that any applicant for said position must be possessed of a B.S. degree. An M.L.S. degree is desirable but not mandatory.

Part Time

Part time employees are those who regularly work less than 35 hours per week.

This distinction recognizes that the definition of a full-time employee differs between the Civil Service definition and the customary definition of full-time employment adapted by the Town of Lima for its employees.

Probation Period:

All new employees will serve a probationary period. The performance of all new employees will be reviewed by the Director after serving three months. If employee performance is found to be less than satisfactory, such conclusion will be communicated to the employee, and that party will be given an opportunity to improve work performance in the immediate two (2) months following the date of review.

If performance is not improved to the reasonable satisfaction of the Director, the employee will be terminated.

Notwithstanding the foregoing, an employee can be dismissed for cause at any time if the cause is reasonably deemed to be sufficient to justify immediate termination. Examples of such cause include, but are not limited to theft or gross misconduct involving a library patron or staff member.

V. Work Week and Wage Information.

Each workweek consists of six (6) days and runs from **Wednesday through Tuesday**. All employees work a variety of schedules including some evenings and Saturdays. Individual work schedules are the responsibility of the Director. Discrepancies, if any, may be brought to the attention of the Board only after the Director has been given an opportunity to resolve them first.

Overtime at time and one-half rate will be paid for all hours worked in excess of 40 hours during an employee's normal scheduled workweek. Compensatory time may be taken in lieu of overtime pay. The overtime or compensatory time will be at the rate of time and one-half of the regular hourly rate and is at the employee's discretion.

Wages are to be paid biweekly, or as may otherwise be prescribed by the Library Board, from time to time, upon notice to staff. Payroll checks are issued by the Town Supervisor's office.

VI. Vacation Policies, Personal Leave and Holiday Pay

No paid vacation may be taken until an employee has completed twelve (12) months of continuous service. A staff member will be entitled to vacation credits only upon completing twelve (12) months of continuous employment. The amount of vacation an employee earns in the first year from his/her date of hire to the end of the calendar year is at the rate of (1) day for every two (2) months of employment not to exceed one week of vacation as defined in the Personnel Policy. The staffing needs of the library shall be the controlling factor in determining whether a vacation is approved. Employees must obtain prior approval from the Director prior to scheduling vacation dates.

If an employee has reached maximum accrual of vacation time and staffing needs result in the necessity of rescheduling vacation, such scheduling shall not result in loss of vacation accrual.

The Director must approve all vacation leaves, which is defined as a vacation exceeding twelve (12) consecutive working days. The Board of Trustees must approve by majority vote all vacation leaves in excess of twelve (12) consecutive working days. Because the defined work week consists of six (6) days, even though an employee will not customarily work for six (6) consecutive days, this direction as to vacation planning is intended to ensure that no employee may schedule a vacation for a period exceeding two (2) calendar weeks without the prior approval of the Director **and** the Board of Trustees.

Entitlement to vacation time shall be accorded as provided below, and is based on the number of years of service as of January 1st, and the part-time or full-time status of the employee.

Full-Time Staff:

1-2 years of service	-	1 week
2-10 years	-	2 weeks
11-15 years	-	3 weeks
16 years or more	-	4 weeks maximum

Part time Staff:

1-3 years of service	-	1 week
4-10 years	-	2 weeks.
11 years or more	-	3 weeks maximum.

For purposes of clarification “one week” of vacation is deemed to be equivalent to the employees customary work week, such that a part-time employee working portions of two (2) days in a customary work week, will be entitled to a vacation of two days. The number of hours paid will be the hours regularly paid during a customary workweek.

The above stated vacation policy is effective for any employee hired after 10/01/05. Employees hired prior to 10/01/05 will maintain their current schedule for vacation policy.

Vacation cannot be rolled over from one calendar year to the next. Any unused vacation time will be lost.

Personal Leave

All full-time employees shall be granted a maximum of three [3] days of non-cumulative personal leave with pay. Personal leave days may be used for religious observances, funerals, and/or extreme emergency.

The employee must inform the Director of the basis for the need to use personal leave time. The Director must approve and authorize all Personal leave requests. Personal leave cannot be used on the day before or after a holiday or vacation.

Holiday Pay

If the holiday falls on the day of the week that an employee is regularly scheduled, he or she will receive holiday pay for those hours.

VII. Benefits

Sick Leave:

Full Time Employees

After completing one full year of employment service, all full-time employees, including the Director, shall be entitled to earn sick leave of one (1) day per month of service up to an annual maximum of twelve (12) days. Sick leave is earned incrementally, such that only after the completion of one month of service shall one day of sick leave accrue to the benefit of the employee. In no event shall more than twelve (12) sick days be earned in any one twelve (12) month period.

Part-time Employees

Each part-time employee may earn sick leave as follows:

1-3 years of service	-	1 week.
4 years of service or more		2 weeks.

For purposes of clarification “one week” of vacation is deemed to be equivalent to the employees customary work week, such that a part-time employee working portions of two (2) days in a customary work week, will be entitled to a sick leave of two days. The employee will be paid sick time for the number of hours the employee was scheduled to work that day.

Sick leave cannot be rolled over from one calendar year to the next. Any unused sick leave will be lost.

Use of Sick Leave

Sick leave constitutes absence for reasons of illness or injury, quarantine regulations, or when through exposure to a contagious disease and when the employee’s physician certifies in writing that the employee’s presence at the place of work may jeopardize the health of others. Up to ten [10] days of accrued sick leave may be used by the employee in connection with the employee’s active caregiving for a serious illness of a member of the employee’s immediate family or any relative who is a member of the employee’s household. Additional unpaid time may be granted at the discretion of the Director.

When an employee is sick, it is expected that the employee notify the Director or staff on duty of the employee’s illness and inability to report to work before the employee’s normal time of arrival, but in no event less than two (2) hours prior to the normal work reporting or arrival time of the employee. Failure to do so is a violation of the employee’s responsibility and will be taken into account in performance evaluations.

When leaving the workplace prior to the normal time of completion of the workday, the employee should notify the Director or staff member on duty.

Maternity Leave

After completing twelve (12) months of employment service, unpaid sick leave will be extended for the length of medically required absence in connection with the employee’s maternity leave requirements, up to a maximum of eight [8] weeks in any twelve- (12) month period.

No sick leave or related time off is allowed for the initial three- (3) month period of employment, or while an employee is on probation.

Bereavement Leave

In the event of the death of an employee’s spouse, parents and/or children, [including foster and step] brother, sister, grandparents, grandchildren, mother-in-law, father-in-law, daughter-in-law, son-in-law, or other relative who is a member of the household, the employee shall be excused from work at the employee’s request for up to but not to exceed three (3) working days with pay. In the event of the employee’s brother-in-law, sister-in-law, or spouse’s grandparents, the employee shall be excused from work for one day to attend the funeral with pay.

VIII. Performance Evaluations

The work of all employees is subject to continuous informal evaluation by the Director. In addition to such ongoing, informal evaluation of performance, a formal, written evaluation may be made and in such event will be discussed with each employee at least annually. The employee will be given a copy of written evaluations and will have an opportunity to add written comments to the evaluation.

In case of a disagreement regarding the written performance evaluation prepared by the Director, an employee has the right to address concerns regarding the evaluation with the Board of Trustees. In such event, the employee shall be required to deliver to the Board a copy of the written evaluation together with the employee's written basis for disagreement with one or more terms of the evaluation, and a request that the Board reviews the evaluation. The Board will review such evaluation issues at the next regular meeting of the Board at which a quorum is present. A written response will be issued, in which case the Board will indicate whether it affirms the Director's written evaluation, or disaffirms such evaluation. If the Board does not agree with the assessment of the Director, or in some other manner agrees with the employee that the evaluation was unfair or incorrect, the Board will render a written opinion to be furnished to the employee and to the Director, giving the basis for its decision.

IX. Resignation/Retirement

All professional and full-time employees are required to give at least one month's written notice at the time of resignation/retirement. All others are to give two [2] weeks' written notice in advance of the last day of employment.. All full-time employees will receive any unused earned vacation pay only for that calendar year.

X. Termination and Discharge

Staff may be terminated or demoted because of lack of library funds, failure to perform their work, disciplinary reasons, or other just causes. For reasonable cause, the Director may suspend a staff member for up to one [1] week, after receiving approval from the Board of Trustees. The staff member will receive a written statement of the reasons for the suspension.

If the performance of an employee falls below what is considered satisfactory in the reasonable discretion of the Director, the employee will be warned of the nature of the deficiency and put on probation before the employee is terminated or discharged. The procedure outlined in Section VIII of this policy governing Performance Evaluations will be used in all appropriate instances in the event of substandard or unacceptable work performance.

XI. Grievance Procedure

All grievances should be brought directly to the Director in writing. If an employee feels that the grievance has not been resolved satisfactorily, the employee may state the grievance in writing to the Board of Trustees. The board will respond, in writing, within five (5) days of the next regularly scheduled Board meeting.

XII. Miscellaneous

Social Security

As required by law, the employer pays the employer's portion of Social Security and withholds and pays the employee's portion according to the legal rate assessed on the specified portion of their salaries.

Disability Benefit

All full-time employees are covered by disability benefit insurance as required by law for non-work related disability.

Worker's Compensation Coverage

All employees are covered by worker's compensation insurance through the Town of Lima.

Hospitalization and Medical Benefit

All full-time employees will be offered health insurance coverage through the insurance plan then provided through the Town of Lima. Coverage would be effective starting the first of the month following the 30th day of employment. The employer and the employee share the cost of health insurance. All full time employees of the Library shall be entitled to health insurance coverage at an employee expense equal to that offered to other full-time employees of the Town of Lima. Whether the employee expense is determined as a percentage of the total expense or a stated cost thereof shall be determined on an annual basis by the Town Board of the Town of Lima.

Health insurance coverage for all employees shall terminate upon resignation or retirement of the benefited employee. Employees may continue to participate in group health insurance benefits (COBRA) but shall be exclusively responsible to pay their own premium for such coverage on a regular basis as shall be required by the Town's insurer. In no event shall the Library Board of Trustees contribute to or fund such insurance benefits after retirement or termination of employment.

Eligible employees will have a timely opportunity to opt in or opt out of the Town of Lima Health insurance plan for purposes of being covered under the plan of their spouses or significant others. Employees who elect alternate coverage will be entitled to receive payment equal to that offered to other full time employees of the Town of Lima.

Retirement Plan

The Lima Public Library is a participant in the New York State and Local Employees Retirement System through the Town of Lima. All full-time employees are required to participate and join the system. Persons employed in part-time positions may apply for membership but are not required to do so. The benefits determined by NY State Retirement System are based on date of entry in the retirement system, tier earnings, age, and other matters.

Jury Duty

All full-time employees shall be granted a leave of absence of up to ten [10] working days with pay, when they are required to report for jury duty.

Travel Reimbursement

Mileage at a Board approved rate per mile, plus parking and tolls where appropriate, will be allowed for use of an employee's own car for Library business. It is understood that the Board-approved rate shall not exceed the then current IRS promulgated reimbursement rate. For example, as of January 1, 2002 the permitted IRS mileage reimbursement rate is 36.5 cents per mile driven in the employee's private vehicle. If any employee must go from the Lima Public Library building to some other place on library business as shall be authorized by the Director, such travel shall be considered part of the working day. This reimbursement or travel allowance will be paid upon submission of a voucher by the employee, together with suitable proof of the mileage traveled and any toll or parking receipts available. In no event will the reimbursement be paid until after such expense is incurred and the actual amount of the reimbursement is finally determined. When an employee drives the employee's private vehicle for authorized library business, the employee's insurance coverage shall control as to liability for any automotive accident or mishap.

Civil Service Examinations

When an employee is scheduled to work, the employee shall be allowed time off with pay, to take open, competitive and promotional Civil Service Examinations related to employment by the Library. If the employee shall submit proof that the employee actually completed the examination, the employee will be reimbursed for the examination fee.

Staff Development and Conference Policy

The Director and full-time professional staff employees are expected to keep informed of developments in libraries, the library profession, and the field of information science; all full-time and/or professional employees are encouraged to take advantage of approved, job-related seminars, workshops and courses offered through libraries and other institutions. Employees who attend continuing educational opportunities paid for [in full or partially], by library budget funds are required to file written reports, which will be shared with the Director and library community as appropriate.

The Board of Trustees may authorize by prior resolution the attendance of job-related seminars, workshops and courses directly pertinent to professional development of the employee in the field of library science. In each such case, upon the written recommendation of the Director, the Board will be authorized to allow professional staff to attend such program at the expense of the library, including but not limited to tuition and reasonable reimbursement for travel and necessary expenses. The Director shall be permitted and encouraged to attend a reasonable representation of such programs or workshops and shall not be required to obtain the prior, written approval of the Library Board unless such program shall require an absence from the library of more than two (2) days or involve unusual expense.

In no event shall the total annual expenditure of any and all employees, including the Director, exceed the annually budgeted sum appropriated by the Library Board for this purpose without the express, prior authorization of said Board. All employees attending a conference, workshop, seminar or similar program are expected to plan carefully to maximize the resources available and to minimize expenditures. Any amount exceeding that budgeted for an individual program or seminar will be the responsibility of the staff member expending it. In general, while an employee is at a conference or workshop, each day of attendance is considered a normal workday.

Dress Code

The Library is a public agency and each staff member is a representative of the library, conveying much to the public by attire. A person who is groomed and dressed appropriately expresses proper care for personal position, the employer, and most importantly the people who use the library. Staff members are expected to dress appropriately and maintain a pleasant and courteous manner toward the public and staff.

Working Environment

Smoking: Research shows that breathing second-hand smoke is a significant health hazard for non-smokers, and that it is in the best interests all persons, employees and patrons alike, to protect nonsmokers from involuntary exposure to second-hand tobacco smoke in various indoor areas, including places of employment such as the Lima Public Library. This policy is consistent with that which was previously adopted by the Town Board of the Town of Lima applicable to all Town buildings.

The Lima Public Library is a smoke-free work area. Absolutely no smoking is permitted in the building. Smoking anywhere on the grounds of the public library is strongly discouraged. Smoking will be permitted, however, outside of the building in the area behind the building adjacent to the parking lot. Smoking in any other area of the library grounds is a violation of this policy and shall be deemed to be an improper action on the part of any employee, which may subject that employee to disciplinary citation, or action.

Alcohol/Substance Abuse: It is the policy of the Lima Public Library to maintain a work environment that is free of substance abuse. This protects the safety of the public with whom we interact and the employees with whom we work. Any employee with an alcohol/substance abuse problem is urged to seek help, obtain information regarding available treatment programs, and develop a plan of action for dealing with his/her substance abuse problem. Employees violating this policy or failing to seek assistance will be subject to disciplinary action.

Discrimination/Harassment: All employees are entitled to a work environment free from unwanted and illegal discrimination and harassment. Title VII of the Federal Civil Rights Act of 1964 makes it “ an unlawful employment practice for an employer... to discriminate against any individual with respect to his compensation, terms, conditions, or privileges of employment, because of such individual’s ...sex”. Such discrimination is also made unlawful by state law [Executive Law, Article 15 - Human Rights Law]. Such illegal discrimination and harassment undermines the integrity of the employment relationship and dignity of individual employees, impairs the efficiency and productivity of employees in delivering library programs and services, and erodes public confidence in government. Illegal discrimination and harassment will not be tolerated and is therefore prohibited.

XIII. Library Operations

Library Hours:

The normal hours of operation are set by the Board of Trustees and are posted at the Library.

The Director shall set administrative schedules to ensure the staff is ready to begin service promptly and not curtail service unreasonably.

Library Closings:

If the library is closed due to weather conditions or other emergencies, staff members scheduled to work will be compensated as if they had worked. The library will be closed if a sheriff’s advisory has been issued. The library director has the authority to determine if it is unsafe for employees to remain at work any longer or if they need to be sent home due to deteriorating weather conditions.

Holiday Closings:

Holiday closings are approved each year by the Board of Trustees and are posted in the library. Holiday closings shall be approved by the board each year at the November meeting.

XIV. Changes

This personnel policy manual may be altered by action of any three- (3)-voting members of the Board of Trustees by the adoption of a Resolution so providing. This personnel policy may be revised only by a vote of the required number of Trustees at a regularly scheduled Board meeting. The President of the Board will each year at the Board’s organizational meeting appoint one or two trustees, at the discretion of the President, to review this policy with the Director and recommend annual revisions as necessary.

This personnel policy is to be reviewed at least every two- [2] years by the Board of Trustees.