

## **Arkport Public Library**

### **Personnel Policy**

#### **Equal Employment Opportunity**

The Arkport Public Library (hereafter referred to as “Library”) maintains a strong policy of equal employment opportunity. We take affirmative action to ensure equal employment opportunity for all employees and applicants. We hire, train, promote, and compensate employees on the basis of personal competence and potential for advancement without regard for race, color, religion, sex, sexual orientation, national origin, age, or physical impairments.

#### **At Will Employment**

The Library is an “at will” employer. It is the Library’s policy not to specify any length of employment and hire all employees “at will.” At will means the employee may terminate their employment at any time for any reason without cause or advance notice and the Library may terminate an employee at any time, with or without cause or advance notice provided the Library does not violate federal or state laws.

#### **Job Title and Descriptions**

Library employees (both full-time and part-time) are assigned a job title when hired. Library job titles have a job description that details the type of work required and expected by the Library. A job description will be presented to all Library employees as part of the hiring process including their professional or non-professional status and hourly rate of pay. Library employees are expected to know and perform the duties assigned to them as outlined in their job description.

## **COMPENSATION**

#### **Wages and Salaries**

Pay periods are biweekly. Employees are responsible for accurately filling out a time sheet for each pay period on time, which means making sure that during their last scheduled shift for the pay period their time sheets are completed with names, dates, times, hours worked per shift, break times, and total number of hours worked.

In order to keep correct records, time sheets should be filled out at the beginning and end of each shift. Time in and time out for unpaid breaks must be noted on the time sheet. When employees are not scheduled on any given day during the pay period, they must write “NS” (not scheduled)

in order to signify they were not present that day. Time sheets are to be completed, accurate, and signed by employees before payroll has to be processed.

### **Overtime**

Non-professional employees, employees paid an hourly wage and earning less than \$1,125 per week (\$58,559 per year (2024)), are entitled to time and ½ pay when they work more than 40 hours per week.

## **PAID TIME OFF AND LEAVE**

### **Paid Time Off (PTO)**

No paid time off is given at this time.

### **Bereavement Leave**

Paid funeral leave for immediate family is 3-paid days per occurrence on scheduled work days. This leave is for immediate family and includes: grandparent(s), parent(s), spouse/partner(s), child(ren), sibling(s) and in-law(s).

### **Jury Duty**

In the event a library employee is called for jury duty, the library will release him or her and assure no loss of wages. Employee will be paid for hours scheduled- the difference between the jury pay and wages.

### **Military Leave**

The Library will abide by the Uniform Services Employment and Reemployment Rights Act (USERRA) by granting a military leave of absence to employees who are absent from work because of service in the U.S. uniformed services. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impracticable. Military leaves of absence are unpaid; however, employees may use any earned but unused PTO for military leave. Medical benefits can be continued through COBRA as that law applies.

### **Family and Medical Leave**

Employees may take up to 12 weeks of unpaid, job-protected leave during the calendar year for specific family and medical reasons. To be eligible, an employee must have worked at the library at least 1,250 hours over 12 months.

Leave is granted for birth and care of a newborn, care of a newly adopted child, care for a seriously ill immediate family member (partner, child, and parent), and a personal serious health condition.

The employee is guaranteed the same or equivalent job if returning within the 12-week period. If receiving health benefits, the same benefits continue throughout the leave.

Employees must use all accumulated PTO as part of the leave. Visit New York State – Paid Family Leave website for more details. <https://paidfamilyleave.ny.gov/>

### **New York Sick Leave Law**

The library will maintain and provide time off to employees based on the New York Sick Leave Law. Visit New York State – Sick Leave Law website for more details. <https://www.ny.gov/new-york-paid-sick-leave/new-york-paid-sick-leave>

## **BENEFITS**

### **Health Insurance**

No health insurance is provided at this time.

### **Other Insurance**

All employees are covered by Unemployment, Workers' Compensation and Disability Insurance, which is paid in full by the Library.

### **Retirement and Pension Plans**

No retirement benefits are provided at this time.

### **Holidays**

The library will be closed (no service), and staff members will receive the following holidays off without pay:

1. New Year's Day-January 1
2. Martin Luther King Jr. Day-third Monday in January
3. President's Day-third Monday in February
4. Memorial Day-last Monday in May
5. Juneteenth-June 19
6. Independence Day-July 4
7. Labor Day-first Monday in September

8. Indigenous Peoples' Day-second Monday in October
9. Veterans Day-November 11
10. Thanksgiving Day-fourth Thursday in November
11. Black Friday-last Friday in November
12. Christmas Eve Day-December 24
13. Christmas Day-December 25
14. New Years Eve-December 31

### **Inclement Weather & Unforeseen Circumstances Closures**

The Library will make every effort to open to the public as scheduled, consistent with safe access for the public and staff. The Library will close, delay or close ahead of schedule when the weather becomes hazardous to the health and/or safety of the public and/or library staff. A delay in opening will be determined by the Library Director.

Any available means to notify the public of a deviation of operating hours will be utilized. (telephone system, website and social media).

## **WORK PRACTICES**

### **Performance Evaluations**

All employees have the right to know how they are performing in the estimation of their supervisor.

For that reason, the Board of Trustees considers it important that there be regular communication between supervisors and employees. That communication should include:

- (1) what is expected of the employee,
- (2) the setting of goals,
- (3) the recognition of achievement,
- (4) the recognition of problems, if they exist, and the suggestion of solutions, and
- (5) an opportunity for the employee to voice his or her concerns.

At appropriate periodic intervals, supervisors should meet with employees to discuss the items listed above. Such meetings should be held at least annually, utilizing the Employee Performance Evaluation Form. All employees should receive at least one formal performance appraisal during

their first six months of employment. Additional evaluations will be conducted for each employee at least yearly. Each employee will be given an opportunity to discuss performance appraisals or any critical comments made in writing with the Director and to respond in writing. Employee responses will be kept as a part of that employee's permanent personnel record.

The Library Director shall have their performance and salary evaluated annually in accordance with the anniversary date of the Library Director's hiring by the Board of Trustees.

The performance evaluation will be developed by the Board of Trustees based on the following:

- Goals and objectives as mutually established by the Board and Director.
- Execution of duties and responsibilities as described in the Director's Job Description
- Accomplishment of the library's goals as described in the Strategic Plan.

Assessment for the performance evaluation may utilize the following means:

- Survey of the Library's Board of Trustees
- Analysis of library performance – Annual Statistical Report to the State

Considerations for determining salary change may include:

- Overall results of assessment as summarized in written performance evaluation
- A comparison to other agency leaders or library directors within the region

In the case of a newly hired Library Director, a six-month progress report shall be conducted based on realistic objectives established by the Board of Trustees and the Library Director at time of hire. The new Library Director will also have a one-year anniversary evaluation to begin the annual evaluation process detailed in this policy. Objectives for one-year anniversary are similar to the objectives established at time of hire.

The Library Director may submit a written reply to the Library Board in the form of a letter that serves as supporting documentation to the review process. The letter can support or disagree with comments shared by the Library Board within the written review.

A written copy of all evaluations furnished by the Board, and signed by the Board President and Library Director, along with supporting documents shall be filed in the Library Director's personnel file, and made available to the Board of Trustees or Library Director upon request.

## **Training**

The purpose of this policy is to provide library employees with professional development opportunities that increase their knowledge, skills, and abilities to enhance their contributions to the library and to the profession.

All library employees are encouraged to attend webinars, workshops, seminars, conferences, or exhibits. The library supports employee participation in these activities and allocates funds to be used for approved travel and registration expenses. Approval of a request is subject to the availability of funds.

All library employees are encouraged to attend onsite learning opportunities. The library supports utilizing staff knowledge and expertise as inhouse speakers and presenters. When needed, the library will bring in outside experts to present information on required topics and strategic areas of interest.

## **Breaks**

Employees are entitled to one 15-minute break for every 3-hours worked, and a 30-minute meal break for every 6-hours worked.

## **Computer Usage and Email**

Phone, Internet/Wi-Fi, e-mail, and computer usage should be used for productive performance of work duties. Employees must exercise workplace discretion while utilizing the technology supplied by the Library and understand that the Director reserves the right to monitor use patterns.

Brief and occasional personal use of the phone, Internet/Wi-fi, e-mail, and computer is acceptable as long as it is not excessive or inappropriate, occurs during a break in a shift, and does not result in the: 1. Interruption of the Library's business 2. Neglect of customer service, abuse of paid-time on the clock 3. Harm to the Library/staff/patrons/devices 4. Expense to the Library

Any employee who takes advantage of the access to Internet/Wi-Fi, e-mail, or computer usage may be denied future access, and, if appropriate, be subject to disciplinary action up to and including termination.

## **Dress Code**

The Library enjoys an excellent reputation in the community, and the presentation of a positive, professional image is considered important to maintaining said reputation. The public has

confidence in Library staff, and staff should have confidence and pride in themselves as demonstrated via appropriate attire.

### **Appropriate Attire**

Employees must report for work in proper attire and practice high standards of personal hygiene and grooming.

All Library dress will be defined as “business casual” which shall be understood to include though might not be limited to:

- Khakis, jeans, capris, dress slacks, or leggings
- Shorts, skirts, or dresses no shorter than three (3) inches above the knee
- Tops with necklines that provide adequate coverage of the chest, and which meet the waistline of the pants, shorts, or skirt being worn so that no skin is visible at the midriff (minimum of fingertip length when worn with leggings.)
- Shoes that are business appropriate

Hats may also be worn whenever working outdoors, so long as their appearance meets the standards otherwise provided herein.

The employee is expected to dress according to the standards set by the library. Supervisors are responsible for ensuring that standards of dress are maintained. Supervisors should be consulted when an employee is unsure of appropriate attire.

### **Inappropriate Attire**

Employees who dress inappropriately may be asked to leave and return in appropriate attire, and will not be paid for such intervals. Repeated infractions could result in termination.

Examples of inappropriate attire:

- Halter tops, sleeveless shirts with no overgarment, or other tops that do not adequately cover shoulders and/or cleavage;
- Clothing that displays inappropriate messages;
- Torn or soiled clothing;
- Sleep or athletic apparel;
- Miniskirts/dresses

## **Body Art**

The library respects the rights of individuals who engage in body art (e.g. tattoos, piercings, etc.). Any visible display of body art must be appropriate for the workplace. Inappropriate pictures or words should be covered while at work.

## **Relaxation of Dress Code**

The dress code may be relaxed on special occasions, for specific positions, during special work assignments, or as needed for medical accommodations. The Director will approve any such relaxation of dress code.

## **Disciplinary Action Procedure**

1. The supervisor and/or Director will give one verbal warning due to actions of inappropriateness and/or failure to meet job requirements under job description.
2. The Director will give a written warning upon an employee's second offense.
3. The third offense may result in further disciplinary action up to and including termination.

In the event of gross misconduct, insubordination or illegal behavior, immediate dismissal may result.

## **Grievance Procedure**

### **Step I. Written Grievance**

If informal attempts to resolve staff grievances are not successful, a library staff member may then file a formal grievance. The grievance must be in writing, signed by the staff member, and submitted to the president of the board within ten (10) working days of the occurrence which gave rise to the grievance, or within ten working days of the date the staff member had reason to know of the occurrence.

The written grievance should:

- Identify the policy or rule which is alleged to have been violated,
- Contain a concise statement of the facts surrounding the grievance, and
- Contain the remedy sought.

Any grievance which does not include these essential elements may be rejected.



Within five (5) working days from receipt of the written grievance, the library board president or their designated representative will schedule a meeting with the staff member, the staff member's representative, the immediate supervisor, and any other individuals the department head determines will assist in the discussion and resolution of the problem. This meeting shall be held within fifteen (15) working days from receipt of the written grievance.

The department head or their designated representative will provide the staff member with a written answer within five (5) working days after the completion of this meeting and forward a copy of the grievance and answer to the executive director of STLS.

## **Step II. Review by Staff and Labor Relations**

In the event the grievance is not resolved at Step I, the grievant may, within five (5) working days from receipt of the Step I answer, file a written appeal with Staff and Labor Relations in the Division of Human Resources of STLS.

The Director of STLS will, within five (5) working days from receipt of the written appeal, schedule a meeting with the parties involved. This meeting shall be held within fifteen (15) working days of receipt of the written appeal.

The Director of STLS and Labor Relations will provide a written decision to the staff member and other necessary individuals within ten (10) working days from the close of the meeting.

## **Workplace Safety and Harassment Prevention**

The following policies are adopted to help ensure that the Arkport Public Library staff and visitors are afforded a safe and productive workplace.

REFERENCES: Sexual Harassment Prevention Policy

Whistleblower & Ethical Behavior Policy

**Smoking**—The Arkport Public Library is a smoke-free work area. Absolutely no smoking is permitted on the property or premises, including buildings, and outbuildings.

**Alcohol and Substance Abuse**—It is the policy of the Arkport 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. The manufacture, use, distribution, possession, sale, or purchase of illegal drugs on Arkport Public Library property is prohibited. Being under the influence of illegal drugs or alcohol on Arkport Public Library property is prohibited. The employment status of any person found to be in violation of this prohibition will be subject to a review by the Director and the Board of Trustees consistent with the provisions of

local, State, and Federal Law as a condition of continuing employment. While prescription drugs are not prohibited, they should not render an employee unfit for duty.

**Violence and Firearms in the Workplace**—The Arkport Public Library is committed to providing a safe and productive workplace for its employees. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, implicit or explicit bullying, passive aggressive behaviors, and/or coercion, which involve or affect Arkport Public Library or which occur on Arkport Public Library property will not be tolerated. This includes acts or threats of violence that occur on Arkport Public Library property, regardless of the relationship between the Arkport Public Library and the parties involved. Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions at the Arkport Public Library, or to create a hostile, abusive, or intimidating work environment for one or several employees. This includes any and all threats or acts of violence occurring off Arkport Public Library premises involving someone who is acting in the capacity of a representative of the Arkport Public Library. The Arkport Public Library prohibits the possession and/or use of any and all kinds of firearms or other weapons on all premises owned by the Arkport Public Library.

Any employee found guilty of violating these prohibitions may face immediate disciplinary action and/or termination, and reporting to the appropriate law enforcement agencies.

Staff are encouraged to utilize reporting mechanisms that are part of operations when they observe or experience any behavior that violates a safe and productive workplace environment as described in this policy.

## **EMPLOYEE ACKNOWLEDGEMENT**

I have received my copy of the Personnel Policy and I understand that it is my responsibility to read and comply with these policies.

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Employee Signature

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Date

A signed copy of this Personnel Policy will be filed in the employee's personnel folder, which may be inspected by the employee at any time during employment.

Adopted by the Library Board of Trustees on 04/10/2025