

HAZELTINE PUBLIC LIBRARY

PERSONNEL POLICY

This personnel policy does not constitute an employment contract. The employees serve at the will of the Hazeltine Library Board of Trustees. The Board may amend this policy at any time. The Library upholds the premises defined in the Fair Labor Standards Act and the American Disabilities Act.

Work Week

The hours of operation will be set by the Board of Trustees and reviewed periodically. Every effort shall be made to consider both patron need and financial resources prior to an increase or reduction of hours. The Library Manager shall work up to 60 hours per two week period. The Library Pages' hours are set at 18 hours per week, not to exceed 20 per week on average for the year.

Public hours are as follow:

Tuesday, Thursday	10 a.m.—5 p.m.
Monday, Wednesday, Friday	1 p.m.— 7 p.m.
Saturday	10 a.m.—1 p.m.

The employee's schedule will be arranged in accordance with the Library's needs, but an effort will be made to consider employees own particular desire as to schedules.

Benefits

Compensation: Pay periods are every 2 weeks. Direct deposit is used. Hours are kept on a time sheet which is sent to Baghet and Laurito at the end of the pay period. The Manager signs off on staff time cards. The treasurer reviews and signs the Managers time card. Salaries are set by the Board of Trustees at the time of hire and reviewed annually. Staff must be employed at least one year to be considered for a salary increase. Increases are based on budget and work performance.

Vacation: Manager receives two weeks of paid vacation per year for the first five years of employment, three weeks after five years, and four weeks after 10 years of service. Page receives 18 hours of paid vacation per year. Employee is eligible for vacation after 6 months of employment. Vacation (maximum of two weeks) may be held over to the next year with Board approval.

Holiday pay: Manager and Page are paid for holiday time; Manager at 7 hours pay per holiday; Page at 3 and ½ hours pay per holiday.

Sick Leave: Manager receives one week of paid sick time. Hours may be flexed if possible to adjust for sick time. Employee is eligible for sick leave after 6 months of employment. Unused sick time may be carried over into the next year(s) with board approval.

Health benefits: Employees are eligible for payment of health insurance premiums as funds are available. Acceptable premiums are traditional health insurance, Medicare Part B, dental, vision, and Aflac. Payment is made upon presentation of policy notice or paid receipt within a 45 day window. Manager is eligible for \$3000/ assistant (page) for \$2000 coverage yearly contingent upon budget.

Personal leave: Manager receives 14 hours of paid leave per year to be used during the calendar year.

Bonus—a bonus may be considered by the Board each year.

Retirement—Manager and Library Page are eligible for the New York State retirement system. Contributions to the system by Library and Manager are according to Tier.

Travel—expenses are reimbursed at the IRS rate up to the amount set in the budget.

Leave of Absence: Unpaid leave of absence will be granted for medical reasons. Maternity leave will be granted as per New York State Law. Library Manager must submit a request in advance stating the nature and duration of leave. All requests go through the Board of Trustees for approval. The Board reserves the right to request documentation from health care professional. The Page submits the request to the Library Manager for review and decision.

Unpaid leave of absence for other reasons may be granted when it is possible to do so without interference with normal library services. Requests for such leave of absence from the Library Manager should be made in writing to the Board of Trustees at least two weeks before such leave is to begin and is subject to the Board's approval. The request should include the reason for the leave, the starting date of the leave, and the intent to return at a specified date. The leave period is established at the discretion of the Board. Requests from the Page are submitted to the Library Manager for review and decision.

Training/continuing education: Job orientation is provided through a combination of existing staff with assistance from the Chautauqua Cattaraugus Library System staff. Attendance at CCLS training sessions are encouraged.

Continuing education is encouraged, and time and mileage reimbursement is provided as set in the yearly budget.

A yearly evaluation is done.

Standards of Behavior: violating the following standards of behavior may lead to disciplinary procedures and/or dismissal.

Violation of the law.

Knowingly violating any library, OSHA, state regulation, or guidelines governing workplace safety.

Direct violation of library policy and procedures.

Removing, sending or furnishing to unauthorized persons library records or information.

Possessing, using, buying, or selling alcohol or illegal drugs or being under the influence while at work.

Repeated absences or tardiness.

Possessing firearms on library property.

Sleeping or dozing on the job.

Insubordination: refusing to perform all job requirements.

Irresponsible personal use of telephone, email, or internet during scheduled hours that interferes with work duties.

Progressive Discipline

1. Verbal warning
2. Two written warnings, signed by Manager and employee, which define
 - steps needed to rectify the situation
 - timeframe to complete steps
3. termination with forfeiture of all benefits.

Resignation

Resignation of Manager shall be given in writing at least one month before the effective date. Resignation by other staff members should be given in writing a minimum period of two weeks before the effective date. Reimbursement for unused vacation time will be based on Board approval. There is no reimbursement for unused sick leave or personal leave.

Jury Duty

Refer to NYJuror.gov for guidelines for NYS jury duty. The state will pay the jury duty fee.

