

Personnel

Policy 3.1

The Board of Trustees will hire the Library Director, who will be the chief administrator of the Library. The Library Director will be responsible for all other personnel matters, including the hiring and firing of staff (with Board approval), training, assignment of duties and all other aspects of personnel administration having to do with the operations of the Library.

I. Employment

A. Equal Opportunity Employment. The Hyde Park Library is committed to a policy of nondiscrimination in all personnel practices to ensure equal opportunity for employment, promotion, and training for all employees. The library administration will not discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, military or veteran status, disability, predisposing genetic characteristics, marital or family status. Persons with disabilities, and persons with pregnancy-related conditions, are entitled to reasonable accommodation.

B. Selection of Staff. Selection of new employees will be based upon educational qualifications, prior job experience and aptitude for the position in question. New York State Civil Service regulations may require that prospective employees be on an existing list of qualified candidates.

C. Nepotism.

1. No Library employee, Trustee, or volunteer may participate in or attempt to influence employment or other business decisions involving a relative or friend, or pressure or cause others to do so.
2. Employees will be hired solely on the basis of their knowledge, skills, abilities, and potential. Relatives of Library staff and the Board of Trustees may be considered as applicants for employment if these criteria are met.
3. If an employee is to be assigned to a position that is under the supervision or control of a relative who has a direct effect on that employee's progress or performance, a management plan must be devised and approved by the Library Director and the Board of Trustees.
4. In dealings with outside firms, either as vendors, clients, or service providers, the same guidelines shall apply.

D. Probation. Appointments are subject to a probationary period of six months. Thereafter, employees may be disciplined or dismissed with cause.

E. Evaluation Procedure

1. All staff of the Hyde Park Library will meet annually with the Library Director for a performance evaluation. These evaluations will take place over several weeks each year, starting in November and finishing in time for the Library Director to make recommendations to the Board of Trustees regarding merit-based salary increases in the coming year.
 - a. The Head of Circulation will assist the Library Director with evaluation of circulation staff.
 - b. The Library's General Evaluation Form is used when reviewing the performance of clerks and pages.

- c. The Senior Employee Evaluation Form is used when reviewing staff in key positions with enhanced responsibilities. (See Form #11: Personnel Evaluation Form.)
- d. Yearly evaluation forms will be signed by the employee and the Library Director and filed in the Personnel File. Personnel Files are secured by the Library Director, and only the Library Director and the Office Manager have access to them. Employees have the right to inspect their Personnel Files, except for confidential materials and materials not required to be disclosed under New York State law. Files are available by making arrangements with the Library Director. (See Personnel File: Policy 3 1. I.)

F. Discipline/Termination of Employment

1. **Notice.** In the case of termination of services, on the part of the employer, a part-time employee will receive two weeks' notice, and a full-time employee will receive one month's notice. An employee who resigns is expected to give the Library the same notice, except in the case of illness or family emergency. Employees may be terminated for substandard work without notice during the probationary period.
2. **Counseling.** After the probation period, employees will receive oral and written counseling to improve substandard work before dismissal. Serious offenses, including but not limited to theft, use of drugs or alcohol while at work, physical assault, or a determination of sexual harassment on the part of the employee, may result in immediate dismissal without counseling.
3. **Grievance.** Employees who are terminated may file a grievance with the President of the Board of Trustees within five days of termination. A grievance must be made in writing.
4. **Civil Service Law.** Discipline and Termination will follow the guidelines of Civil Service Law.
5. **Budget cutbacks.** If budget cuts necessitate a reduction in staffing levels, the Library Director will determine which positions can be cut to create the least negative effect on Library services, and submit a plan to the Library's Board of Trustees for approval before implementation. Longevity will also be a major factor in retaining staff.

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- G. Compensation.** Pay will be based on prior experience, merit and longevity. Annually, the Director will evaluate employees' performance and grant pay increases with Board approval.

H. Outside Employment.

1. Library employees are free to simultaneously hold positions with other employers provided that their other jobs do not
 - . negatively impact the library,
 - a. involve the use of confidential information learned directly or indirectly from their employment at the library, or
 - b. present a conflict of interest with their library position (e.g., working for a company that has a business relationship with the library).
2. Outside employment by the Library Director requires express approval by the Board of Trustees.

I. Personnel File.

1. Included in the Personnel Files are the following items:
 - a. Forms related to hiring
 - b. Letters of reference
 - c. Background check information
 - d. Evaluations
 - e. Reprimands
 - f. Statements of grievance and problem resolution
 - g. Commendations, letters, and memoranda relating to performance
 - h. Memoranda relating to health, maintained in a sub-file
 - i. Emergency telephone numbers
 - j. Other materials deemed necessary and relevant to the function of the Library
2. It is the responsibility of each employee to promptly notify the Library Director or Office Manager of any changes in personal data. Personal mailing addresses and telephone numbers, emergency contacts' names and telephone numbers, and other such reports should be accurate.
and current at all times.
1. Personnel Files are confidential. They are located in a locked cabinet in the Office Manager's office. The Library Director, along with the Office Manager, will have access to these files for business purposes.
 - a. The Library will release the following information about an employee upon a request verified as legitimate by the Library Director:
 - i. Dates of employment
 - ii Position(s) held
 - iii. Additional information will be released only at the employee's request.
 - b. No employee shall disclose any information obtained from personnel records concerning another staff member without the permission of the Library Director.
 - c. Employees should notify supervisors before listing them on references on applications.
4. All employees have the right to inspect their personnel files, except for confidential materials and materials not required to be disclosed under New York State law. Files are available by making arrangements with the Library Director.

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II. Employee Benefits

A. Vacation

1. Library Director
 - a. The Library Director will accumulate one week's vacation after each six months worked up to a maximum of four weeks.
 - b. The Library Director will notify the Board before scheduling leave of five days or longer.
 - c. The Library Director may accumulate one week of vacation time to be taken the following year. However, vacation may not exceed four consecutive weeks.

2. Other Salaried Employees.

a. Other salaried employees receive vacation time according to the following schedule:

Length of Employment	Vacation Time
6 months – 1 year	1 week
2-5 years	2 weeks
6+ years	3 weeks
20+ years	4 weeks

b. Salaried employees granted three weeks of vacation per year may accumulate one week of vacation time to be taken the following year.

3. Hourly Employees

a. Hourly employees receive paid vacations time according to the following schedule:

Length of Employment	Vacation Time
Year of 1 st Anniversary – 5 th year	1 week
Year of 6 th Anniversary+	2 weeks
Year of 20 th Anniversary+	4 weeks

b. Vacation pay for hourly workers is based on normal scheduled working hours.

c. In the actual year of hire, hourly employees are eligible for vacation time based on date of hire. If hired in the first quarter, the staff member will receive 75% of a regular work week; in the second quarter, 50%; in the third quarter, 25%; in the last quarter, no vacation time until the next calendar year, after which he or she would be eligible for a full week's vacation.

B. Paid Holidays. The Library staff will receive eleven paid holidays per year. Only those staff normally scheduled to work on the day on which the holiday falls will receive pay for that day. The paid holidays are New Year's Day, Martin Luther King Day, President's Day, Easter, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day and Christmas Day.

C. Personal Leave

1. The Library Director will receive two days of personal leave per calendar year.
2. Other salaried staff will receive one day of personal leave per calendar year.
3. Personal days cannot accumulate.

D. Sick Leave

1. For salaried works, paid sick leave will accumulate at the rate of one day per month. Unused days may accrue from year to year up to forty-eight days.
2. For hourly workers, there will be up to ten hours of paid sick leave allotted per year.

3. No paid sick leave will be awarded during the probationary period.

E. Bereavement Leave.

1. Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. Bereavement leave of up to five days without loss of pay will be provided to salaried and hourly employees for days regularly scheduled.
2. For the purpose of this policy, members of an immediate family shall be limited to spouse, domestic partner, parents, children, grandchildren, grandparents, brothers, sisters, and any in-laws subject to the discretion of the Director.
3. Employees may, with the Director's approval, use any available paid leave for additional time off as necessary.

F. Health Insurance

1. The Library provides funding towards a medical plan for all salaried workers.
2. There is no "buy-out" option for those who may not wish to take advantage of the plan.

G. Workers' Compensation

1. Employees are entitled to applicable New York State Worker's Compensation for illness contracted or injury sustained on the job.
2. Employees who become ill or are injured on the job should inform their supervisor immediately and complete a report form.

H. Disability Insurance

As required by New York State law, the Library provides short-term disability benefits to employees who are unable to work because of a qualifying disability due to an illness, off- the-job injury or pregnancy. There is no cost to the employee for this coverage.

I. Jury Duty.

Official leave will be granted for jury duty. The Library will pay the employee's salary minus the amount of jury duty compensation.

III. Leaves of Absence

A. Compensatory Time.

There is no cash payment for overtime work by salaried personnel, but compensatory time off may be arranged by the Library Director. In the event of an unusual accumulation of hours, the Library Director has the option to grant payment in lieu of compensatory time.

B. Leaves without Pay.

Request for leaves without pay for educational, maternity or paternity, travel or other purposes may be submitted in writing to the Library Director, who will forward them to the Board for consideration. Each case will be considered on its individual merits.

IV. Professional Attitude and Demeanor.

The first duty of the Library staff is to serve the public. Library staff should offer prompt, efficient, courteous and impartial public service. Creating a friendly, inviting environment is of prime importance. Staff members should keep in mind that they are the immediate representatives of the Library whose demeanor helps shape public perception of the institution as a whole and should behave professionally:

- A. Punctuality is important to effectively maintain the schedule.
- B. Chewing gum, eating, and drinking, will be confined to staff-only areas of the Library.
- C. Except for emergencies, Library staff must refrain from engaging in personal telephone conversations, both text and voice, during business hours. Additionally, they may not use Library computers for personal business while working.
(07/22/2022)
- D. Conversation with either the public or fellow staff members should be kept within reasonable bounds and not become mere visiting. Loud conversation is disturbing to the public and to staff and should be avoided.
- E. Library staff should dress in job-appropriate attire.

V. Resignation

Employees planning to resign should give at least two weeks written notice.

VI. Grievance Procedures

A staff member may discuss a job-related problem with the Library Director at any time. A formal letter of grievance may be submitted when necessary. If the problem cannot be resolved to the satisfaction of the staff member and the Library Director, the President of the Library Board will be advised and will pursue the matter in consultation with the Executive Committee.

VII. Staff Development

- A. Staff members are encouraged to attend job-related conferences, workshops and other professional meetings.
- B. The Library Director's membership in the American Library Association and the New York Library Association will be paid for by the Library.

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