

LIBERTY PUBLIC LIBRARY PERSONNEL POLICY

*Revisions adopted by the Liberty Public Library Board of Trustees
on May 26, 2009. Revised July 21, 2009, November 23, 2010 & September 23, 2014.
This policy will be reviewed annually during budget discussions.*

DEFINITIONS

FULL-TIME EMPLOYEES

Any employee who is scheduled to work 35 hours or more per week is considered a full-time employee and eligible to receive full-time benefits such as paid holidays, vacation, sick/personal time, and health insurance and as outlined below.

PART-TIME EMPLOYEES

Any employee who is scheduled to work less than 35 hours per week is considered a part-time employee and is not eligible for full-time benefits.

FISCAL YEAR

July 1 through June 30.

HOLIDAYS

All full-time employees receive paid holidays per year as follows: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving, Christmas Eve and Christmas Day.

If a holiday falls on a day when the library is normally closed or when a full-time employee does not normally work, that holiday may be taken as a floating holiday to be used within the same fiscal year. Use of floating holidays must be pre-approved by the employee's direct supervisor.

Part-time employees do not receive paid holidays.

VACATION

FULL-TIME LIBRARY DIRECTOR

Following the probationary period of 26 weeks, the Library Director will receive 2 weeks of paid vacation per year. After 4 years of employment, the director will receive 3 weeks of paid vacation. After 10 years employment, 4 weeks of paid vacation. Up to 5 days of vacation time may be carried over from fiscal year to fiscal year. Any other time beyond 5 days will be lost. Unused time is not reimbursable to any employee upon separation from the library.

FULL-TIME LIBRARY STAFF (CLERKS, ASSISTANTS, etc.)

Following the probationary period of 26 weeks and during the first year of employment, all full-time library staff will receive 1 week of paid vacation. After 1 year of employment, 2 weeks of paid vacation. After 7 years of employment, 3 weeks of paid vacation. Up to 5 days of vacation may be carried over from one fiscal year to the next. Any time beyond 5 days will be lost. Unused time is not reimbursable to any employee upon separation from the library.

PART-TIME STAFF

Following the probationary period of 26 weeks, hourly employees, who work a minimum of 17.5 hours per week, will accrue vacation time as follows. After 1 year of employment, 1 week of paid vacation prorated to the number of hours of the employee's typical work week. After 7 years of employment, 2 weeks of paid vacation prorated to the number of hours of the employee's typical work week. Unused vacation may not be carried over from one fiscal year

to the next. Unused time is not reimbursed. If need for additional vacation arises, unpaid time will be made available whenever reasonably possible.

SICK/PERSONAL TIME

All full-time employees are eligible for 10 sick/personal days per fiscal year. Sick and personal time may be used on an hourly basis. Whenever possible, advance notice of the need to use personal time should be given to the Library Director or his/her designee.

Sick time is accruable up to 140 hours, and can be used as needed while employed at the library. This time is not eligible for monetary reimbursement upon separation from the library.

Part-time employees are not eligible for paid sick or personal time. In case of illness or other extenuating circumstances, part-time employees should contact their supervisor as soon as possible.

Employees who have already accrued more than 140 hours may continue to use those hours, but cannot accrue more than a total of 140 hours.

HEALTH INSURANCE

LIBRARY DIRECTOR

The Library Director is eligible to receive full individual health insurance through the library. In addition, the library will pay for 75% of family coverage with a maximum total of \$15,000 annually to be paid by the library for combined individual and family coverage.

FULL-TIME LIBRARY STAFF

All full-time library staff are eligible to receive individual health insurance through the library. Coverage will begin after 3 months of full-time employment or one year of part-time employment immediately preceding full-time appointment. Family coverage will be available, provided that the employee makes up the difference through payroll deductions. After 7 years of full-time employment, the library will pay 25% additional family/spouse member coverage with a maximum total of \$5,000 annually to be paid by the library for individual and family coverage combined.

INSURANCE BUY-OUTS

Should the Director or any full-time staff member wish to decline library health insurance coverage, they will be entitled to a \$1,500 per year insurance buyout, provided:

- a. The employee has worked full-time at least one year at the library.
- b. The employee provides proof of other health insurance coverage.

Buyouts will be administered once a year on June 30 for the preceding year, and are not prorated.

NYS EMPLOYEES' RETIREMENT SYSTEM

FULL-TIME EMPLOYEES

It is mandatory for all full-time employees to become members of the NYS Employees' Retirement System, which requires a 3% payroll deduction.

PART-TIME EMPLOYEES

Part-time employees may elect to join the NYS Employees' Retirement System, however, it is not mandatory. Employees who join will have a 3% payroll deduction from their wages. Employees who wish to decline this benefit must do so in writing.

JURY DUTY

Full-time employees will receive their regular salary while on jury duty. Part-time employees will not receive any wages during jury duty. Arrangement for jury duty should be made with the supervisor as soon as notice is received.

BEREAVEMENT

Full-time employees will receive up to 3 paid days of leave in the event of the death of any immediate family member. Immediate family members include: spouse, child, parent, parent-in-law, grandparent, sibling, or partner.

MATERNITY LEAVE

LIBRARY DIRECTOR

The Library Director will be eligible for up to 8 weeks of paid leave at her/his regular salary less any disability benefits received. In addition, the Director will be allowed to use any vacation or accumulated sick time to extend this leave. Total leave time is not to exceed 16 weeks. Any additional time, flexible/part-time scheduling or unpaid leave will require prior approval by the Library Board of Trustees.

FULL-TIME LIBRARY STAFF

Full-time library staff will be eligible for disability benefits while on maternity leave. A qualified physician will determine the amount of leave time. Any additional unpaid leave (beyond disability) will require prior approval by the Library Board of Trustees.

SNOW/EMERGENCY CLOSINGS

Full-time employees will receive their regular salary during any closings due to inclement weather or emergencies. Part-time employees will not receive any compensation. The decision to close will be made by the Library Director in consultation with the Board President, if available. Notification of closings will be made to staff by telephone and will also be announced on the local radio stations.

PUNCTUALITY

It is extremely important that all employees report to work on time on a regular basis. If the occasion arises that any employee will be late, they must contact their supervisor as soon as possible with a valid reason. Excessive instances of lateness will be closely monitored and may be cause for dismissal.

EMPLOYEE OPENING POLICY

No employee shall open the library unless there are at least 2 staff members present. If only one employee is in the building 10 minutes after the library was scheduled to open, the supervisor and the absent employee should be called. If they are unavailable, an attempt to contact other staff to substitute should be made. If this is not successful, a sign should be placed on the door stating that the library is closed due to staff illness. The employee may stay for the duration of her/his scheduled work hours completing unfinished work such as shelving books. If the employee chooses to leave, s/he will be required to use vacation or personal time.