

Livingston Manor Free Library
Personnel Policy
Approved by Board of Trustees: February, 2013

Staff Communications

1. Employees should check the "grey book" for messages at the beginning of each work shift and use it to leave work related messages for other staff members, and
2. Check the circulation desk calendar for schedule changes, programs and meetings.
3. The circulation desk email account is livcirc@rcls.org. The password is 2covdbridg.
4. In general, staff meetings will be scheduled monthly during hours the library is closed.

Schedule

1. The work schedule for hourly employees is posted by the circulation desk. Two staff members should be in the library whenever possible.
2. The director should be notified by an employee at least 2 weeks in advance of required schedule changes, when possible. Once a schedule change is made to accommodate an employee, a reversal of that change may not be possible.
3. Employees will be paid for time involved in work-related meetings, conferences and training opportunities.
4. Employees scheduled to work on both full and partial days that the library is closed will be paid as though they worked. This benefit does not apply to temporary employees.
5. Hourly employees should record hours worked on a time sheet at the end of each shift. Hours should be noted in quarter-hour segments. Daily and bi-weekly hours should be totaled. Time sheets are reviewed by the director.

Salary

1. Library employees are paid every other week on Friday.
2. Rate increases are considered at the annual meeting of the Board of Trustees each January. Salary increments will be based on performance, seniority and budgetary circumstances.
3. Upon three months of satisfactory employment an employee starting at \$9.00/hour will have her/his rate of pay raised to \$10.00/hour. Satisfactory employment is defined as completing a period of training and performing duties completely and in accordance with the policies of the library.
4. Wage deductions include Social Security and Medicare. Federal and state income taxes are withheld at the discretion of the employee.

Meal Breaks

During shifts of six hours or more, thirty minutes may be taken for an unpaid lunch period, between noon and 2 p.m., as long as another staff person or trained volunteer can provide patron services at the circulation desk during that time. You may arrange to arrive thirty minutes early to work in order to get the full amount of paid work time prescribed on a given day.

When only one person is available to work at the desk, she/he may opt to eat lunch on the job and retain that paid time.

Performance Reviews

1. The performance of the director will be formally reviewed by the Board of Trustees prior to the annual meeting.
2. Hourly staff performance is reviewed informally with the director on an annual basis.

Leave Policy for Full-Time Employees

Vacation Leave

1. Full time employees (35-40 hrs. per wk.) are entitled to 120 hours paid vacation leave per year beginning after 3 months employment, pro-rated for the remaining months of the first year.
2. After 5 years of employment, full time employees are entitled to 160 hours paid vacation leave per year.
3. Unused vacation leave cannot be carried over.
4. At the time of retirement or resignation from employment, the library will reimburse the employee for unused vacation leave.
5. If an employee is terminated for just cause, fails to give proper notice, or commits criminal or civil wrongs against the library, the employee will forfeit unused vacation pay.

Sick Leave

Full time employees are entitled to one week of sick leave each year. Sick leave is intended to be used for short term absences from work due to personal illness, injury, doctor's appointments and/or bereavement. Sick leave may not be carried over to the following year and is forfeited upon separation from employment.

Holidays

The library will be closed on the following holidays:

NEW YEARS DAY
MRTIN LUTHER KING JR. DAY
PRESIDENTS DAY
MEMORIAL DAY
INDEPENDENCE DAY
LABOR DAY
COLUMBUS DAY
THANKSGIVING
CHRISTMAS EVE DAY
CHRISTMAS
NEW YEAR'S EVE

Jury duty

A staff member called for jury duty for any number of workdays may collect their normal salary or payments granted by the court and should notify the director of their choice of payment when it is known. This applies to full and partial days of jury service.

Occupational Injury

Staff members who are disabled or injured due to occupational hazards or accidents may be entitled to benefits under Workers' Compensation.

Emergency Closing

In the event of extraordinary weather conditions or other emergencies the library may be closed. Staff members scheduled to work at this time will be notified and will receive regular pay.

Leave Without Pay

Authorized leave without pay, while retaining the right to a job, may be arranged with permission of the director.

Benefits

1. Health insurance benefits may be available for full time employees upon negotiation with the Board of Trustees.
2. A group disability plan provides NYS disability benefits to employees.

Privileges

1. Employees may print, fax, scan and photocopy at no charge. If numerous copies are desired, a fair price can be negotiated.
2. No fines will accrue for staff members, though item due dates should be respected when items have holds.

Dismissal

1. The library director has the right and the authority to dismiss an employee whose attitude, conduct or performance of duties warrants such action.
2. The employee shall have the right to present their case in writing to the Board of Trustees, who will provide written notice of action to the employee.

Resignation

1. The library director must provide four weeks written notice to the Board of Trustees.
2. All other employees are asked to provide two weeks written notice to the library director.

Separation for Financial Exigency

1. Both seniority and quality of service performed will be considered in determining separation needs.
2. The library director is obliged to notify the employee affected at the earliest opportunity and to furnish the employee with references clearly stating that termination of employment was necessary solely due to the library's lack of funds.

Computer Use by Employees

Employees are expected to exhibit the same level of ethical and professional standards when using computers in the library as they would in general in the workplace. Use of computers should be for library business except during lunch or break time.

Phone Usage

Personal phone conversations should be brief. If longer conversations are necessary, they should be conducted out of earshot of library patrons.

Mileage

An employee may receive the applicable mileage allowance, as determined by the IRS for meetings, trainings and conferences.