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## PERSONNEL POLICY

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Adopted: 2/25/2019. Revised 10/19/2020, 2/15/2021

The Bloomfield Public Library ("Library") is governed by the Board of Trustees ("Board") who are elected by the voters of the Bloomfield Central School District. The Board is responsible for hiring a qualified Library Director ("Director"), overseeing the fiscal affairs of the Library and setting policy for the Library. The administration and management of the Library is the responsibility of the Director who is under the direction of the Board. The Director shall determine the recruitment, hiring, supervision, and termination procedures for all other staff.

#### A. GENERAL GUIDELINES

The Board believes in compensating the Director and its hourly employees at levels commensurate with professional or hourly employees holding similar titles and performing comparable duties at similar sized libraries in the Pioneer Library System.

The employees of the Library are public employees and as such are subject to Civil Service. The Ontario County Department of Human Resources administers Civil Service for the Library, including reviewing job applications, scheduling and conducting civil service exams for competitive positions, and establishing and certifying candidate eligibility lists. The Library complies with New York State Civil Service Law and if a conflict occurs between this policy and the law, the law shall take precedence. Except to the extent otherwise provided by law, if any, each Library employee is employed "at will", and may be terminated by the Library for any reason or no reason in the sole discretion of the Library.

The Library is an equal opportunity employer and will not discriminate against current or prospective employees because of race, creed, color, religion, sex, national origin, age or disability. In all instances, the Library will seek to employ the most qualified individual for any job.

The Library shall comply with all applicable state and federal employment regulations. The Library complies with the provisions of the Education Law of the State of New York, New York State Civil Service Law, and other laws affecting libraries; if a conflict occurs between this policy and the law, the law shall take precedence.

## B. SCHEDULE OF OPERATIONS

### Work Week for Hourly Employees

- a) A forty hour workweek constitutes full-time employment
- b) The workweek shall consist of six days, Monday through Saturday. All employees work a variety of schedules including some evenings and some Saturdays.
- c) Individual work schedules will be established by the Director
- d) Employees will be ready to start at the beginning of their shift and will work through to the end.
- e) One 15-minute paid break is allowed for each 4 hour work period, as staffing levels allow.
- f) In accordance with New York State Labor Law, an employee is required to take a 30minute lunch break or a 45-minute dinner break when working more than 6 consecutive hours. Meal breaks are not compensated. All breaks are to be taken in the library building, but away from the main desk. Breaks may not be used to come in late or leave work early.
- g) Full-time, hourly employees accrue hours in excess of 40 hours per week at a rate of time and one-half. The Director shall report the hours of all full-time employees to the Board monthly.

### Minimum Staffing Level

- a) To be open, the Library must have a minimum of two staff or one staff and one approved volunteer in the building. In the event that staffing is below this level, the Director should be notified. If additional staff or volunteers cannot report, the building will be closed.

## C. EMPLOYMENT POLICIES

### Compensation

The Board sets all salary and wages annually at the annual meeting. Pay period consists of a calendar month. All hourly employees must submit a signed time sheet with an accurate record of the time worked during the month. Actual pay date is the fourth of the following month unless the fourth is a weekend day or Holiday in which case the pay date will be adjusted to the third or fifth. Employees will receive pay via direct deposit.

### Holidays

The Library will be closed for holiday observations as follows (7 days):

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Christmas Eve Day (December 24)
- Christmas (December 25)

- The Board of Trustees will establish a schedule of additional holiday closings at the annual meeting.
- Full-time employees will be paid their regular compensation.
- There will be no paid holidays for part-time employees

#### Vacation Leave

- Full-time employees will be paid their regular weekly compensation for annual vacation leave as follows: two weeks paid leave for years one through three; three weeks paid leave for years four through ten; four weeks paid leave after ten years.
- All vacation requests are subject to the adequate staffing of the Library and should be made at least two weeks in advance. Vacation time must be approved by the Director.
- Vacation must be used within the calendar year. Vacation benefits do not accrue.
- There will be no paid vacation leave for part-time employees.

#### Personal Leave

- Full-time employees are entitled to five days paid personal leave annually. Personal leave does not accrue.
- There will be no paid personal leave for part-time employees.

#### Sick Leave

- Full-time employees are entitled to 40 hours paid sick leave annually, available at the beginning of the calendar year. Full-time employees may carry over unused sick leave into the following year, but are limited to use of no more than 240 hours in a calendar year.
- Part-time employees will accrue one hour of sick leave for every 30 hours worked. Part-time employees may carry over unused sick leave into the following year, but are limited to use of no more than 60 hours in a calendar year.
- Except to the extent otherwise provided by law or regulation, sick leave benefits apply to hours that the employee could not work due to a mental or physical illness, injury, or health condition of such employee or such employee's family member or for the diagnosis, care, or treatment of a mental or physical illness, injury or health condition of, or need for medical diagnosis of, or preventive care for, such employee or such employee's family member.
- Sick Leave must be taken in fifteen minute increments.

#### Extended Leave

- For full-time employees, up to thirty days of uncompensated time off will be allowed for illness in addition to the allotted vacation time, personal leave and sick leave. After such time the position may be declared vacant. However, the Board may extend this limit in special circumstances.
- Extended leaves of absence without pay for employees may be granted by the Director.
- The Board will determine extended leaves of absence for the Director.

### Family Medical Leave

- Eligible employees employed more than 1250 hours in 12 months are entitled to 12 weeks of unpaid Family Medical Leave.
- Employees may use their personal and vacation time before using a Family Medical Leave.
- As a public library, the Library is exempted from the Paid Family Leave Act and chooses not to participate.

### Bereavement Leave

- Full-time employees: In the event of the death of an employee's spouse, domestic partner, parents and children (including foster and step), siblings, grandparents, grandchildren, mother/father/daughter/son/sister/brother-in-law, or other member of his/her household, employee shall be excused from work at his/her request for a total not to exceed two working days, with pay. In the event of the death of the employee's uncle, aunt, cousin, or spouse's grandparents, the employee shall be excused from work at his/her request for one day with pay.
- Part-time employees will be assisted in trading shifts and rearranging the staff schedule.

### Jury Duty

- Full-time employees will receive their regular pay.
- Part-time employees will receive compensation as determined by New York State law.

### Evaluation

- A written evaluation of all employees' work performance will be conducted once a year.
- In evaluating the staff, the Director will meet individually with each employee to discuss the evaluation. Staff will have an opportunity to make written comments on their evaluation and will be provided with a written summary including goals for the next year.
- The Board will evaluate the Director in the same manner.

### Discipline/Termination

- The Library follows the disciplinary and termination procedures established by New York State Civil Service Law when addressing staff incompetence or misconduct.

### Resignation/Retirement

- Full-time and part-time employees should file written notice of intent to resign at least thirty days in advance of the last day of employment.
- Full time employees leaving in good standing will be paid any unused vacation time.
- The use of Vacation, Personal, or Sick Leave after an employee has submitted their resignation is prohibited, without prior approval from the Director.

### Professional Development

- Professional development is encouraged and cannot exceed the approved amount appropriated in the annual budget. Employees wishing to attend educational courses, conference, or training must submit a completed Conference/Training Attendance Request Form to the Director. Any form requesting less than \$500 can be approved by the Director.

Forms requesting amounts greater than \$500 need to be approved by the Board.

Conference/Training Attendance Request Form is appended

- All employees are entitled to be reimbursed for approved conference/travel expenses. Receipts are required for anything over \$15.
- Mileage to match the current Internal Revenue Service rate.
- Meals will be reimbursed up to \$50 per day.
- Employees will be paid their regular salary/wages for time at approved conferences/trainings, travel time included.

#### Additional Benefits

- All employees are covered by Disability Insurance.
- All employees are covered by Workers' Compensation Insurance and benefits of the Social Security Administration
- Employees working 1,000 hours or more annually are eligible to participate in a 403(b) retirement plan. The Bloomfield Public Library will contribute four percent of the employee's salary to the 403(b) retirement fund.

#### D. EMPLOYEE CONDUCT

##### Dress Code

- Although no formal dress code exists, employees are asked to wear clothing that is appropriate for their position and the work that they do. Clothing should be neat, clean, in good taste and not constitute a safety hazard.
- Library issued name badges are required at all times when working.

##### Alcohol/Substance Abuse

- No employee shall use, possess, or sell alcoholic beverages or illegal drugs on Library property. The Library encourages employees with substance-abuse problems to seek treatment; however, seeking treatment for dependency does not exempt employees from disciplinary action. The provisions of this paragraph do not apply to legal beverages served on Library property at an event sponsored or approved by the Library with prior Board approval.