



Mission Statement

The Palmyra Community Library brings people, information and ideas together in a safe, welcoming environment to enrich lives, provide support and strengthen its community.

Personnel Policy

Purpose

Library staff members are crucial to the mission of the library. It is important that the Palmyra Community Library be a positive workplace that encourages employee productivity and a welcoming attitude. The purpose of this document is to establish rules, policies and benefits for library employees.

Organizational Structure

A Board of Trustees whose seven members are elected by the public governs the library. The library board is responsible for the overall fiscal affairs and policies of the library. The day-to-day management of the library is the responsibility of the director under the direction and review of the board. Other staff members are assigned duties by the director, but the director is directly responsible to the Board of Trustees for the performance of staff members.

Civil Service

The employees of the Palmyra Community Library are public employees and as such are subject to Civil Service. The Wayne County Human Resource Department administers Civil Service for the library.

Schedule of Operations

The workweek consists of six days, Monday through Saturday. All employees work a variety of schedules including evenings and/or Saturdays. Individual work schedules are the responsibility of the library director.

40 hours a week constitutes full-time employment.

Breaks and Lunch

All employees who work for at least 4 hours in one day will receive a 15-minute break. All employees who work at least 8 hours in one day will receive two 15-minute breaks and a 30-minute lunch break.

Dress Code

Staff members must dress appropriately for their work assignment. The library director has the authority to determine whether particular outfits are inappropriate for the library and will discuss inappropriate dress with individual staff members.

Library employees are expected to be well groomed and neatly dressed. When working with the public, each staff member should dress in a manner that conveys a positive, approachable and professional image of our staff, and of the library.

Smoking

The Palmyra Community Library is a smoke-free work area. The use of tobacco and smoking of any kind, including e-cigarettes, are not permitted on library premises.

Alcohol/Substance Abuse

No employee shall use, possess, or sell alcoholic beverages or illegal drugs on the library grounds. The library encourages employees with substance-abuse problems to seek treatment; however, seeking treatment for dependency does not exempt employees from disciplinary action.

This policy does not apply to legal beverages served at library sponsored events.

Computer Use and Social Media

The library provides internet access and email to its employee to assist and facilitate library communications and work-related research. These services are for legitimate library use only in the course of an employee's assigned duties, with the exception that employees may access the internet for non-library use on personal time. All materials, information and software created, transmitted, downloaded or stored on the library's computer system are the property of the library and may be accessed by authorized personnel.

Employees using social media for personal use may do so during breaks, meal periods and before or after scheduled work hours. Employees who chose to identify themselves as library employees on their individual social media accounts are expected to, as best as possible, make it clear that their posted content does not reflect the views of the library.

Job Descriptions and Compensations

Qualifications and responsibilities of library employees are included in the job descriptions in this manual. See Appendix A.

Wage and salary ranges are set by the Board of Trustees and will be examined annually to determine if any changes are to be made in keeping with the library's budget and New York State minimum wage laws.

Employees are paid by direct deposit at the end of every month. If a pay date falls on a Saturday, Sunday, or Monday holiday, employees will be paid on Friday.

Probationary Period

New employees will go through a six-month probationary period unless Civil Service regulations state otherwise.

Nepotism

Employment of members of the immediate families of Library Board members and current employees is prohibited.

Benefits

As required by law, all employees are covered by Social Security and workers' compensation insurance.

All employees are entitled to benefits offered by an Employee Assistance Program (EAP) administered by ESI Group. Benefits include confidential counseling, financial coaching, and wellness resources.

All employees are covered by disability insurance for non-work-related disability. Upon proof of disability, benefits will be determined by the current disability policy in force for the Palmyra Community Library. A statement of disability benefit rights is posted in the library's staff break room.

The Palmyra Community Library is a participant in the New York State and Local Employees Retirement System, as of December 21, 2009. All employees (full time and part time) are eligible for the retirement system. Persons employed in temporary or part time positions may apply for membership but are not required to do so. Full-time employees hired after December 2009 are required to join the system as of the date of employment and will be covered by the provisions of the Retirement and Social Security Law. The benefits determined by New York State Retirement System are based on date of entry, tier, earnings, age and other factors.

Vacation

Upon hire, the Library Manager/Director will be eligible for 2 weeks [80 hours] of paid vacation, and will earn an additional 2 weeks [80 hours] upon successful completion of the probationary period. The Library Manager/Director will earn 4 weeks [160 hours] of paid vacation annually thereafter.

All employees under 40 hours per week, excluding seasonal employees and

substitutes, earn paid vacation leave as follows:

- 1 week after successful completion of the probationary period
- 2 weeks after 5 years
- 3 weeks after 10 years

Weeks are based on the average hours worked per week in the previous year. Vacation time may carry over and accumulate up to a maximum of 5 weeks [200 hours] for full-time employees or 150 hours for hourly employees who are not full-time.

Upon resignation or retirement, earned and accumulated vacation time will be paid up to the equivalent of the vacation time earned in the previous year.

Annually, all employees receive one paid birthday holiday on their birthday or on a day during the week of their birthday.

Training Compensation

All employees are paid for training or workshop time.

Personal /Sick Time Off

All 40-hour per week employees will earn 1 personal/sick day every month for a maximum of 12 days per year. Personal/sick days may carry over and accumulate for a maximum of 30 days.

All employees under 40 hours per week, excluding seasonal employees and substitutes, will earn .5 day every month for a maximum of 6 days per year. Personal/sick days may carry over and accumulate for a maximum of 30 days.

Employees who are ill for more than three consecutive days will need to supply a physician's note.

Unused and accumulated personal/sick time will not be paid upon resignation or retirement.

Maternity Leave

Maternity leave will commence at a time established by the employee's physician. The employee may be covered by disability benefits insurance if proof of disability is provided by the employee's physician.

Employees are entitled to receive up to twelve weeks of maternity leave under terms and conditions determined by the Board. Maternity leave will be unpaid with the exception that an employee may choose to apply unused personal/sick and vacation leave as appropriate. The employee on maternity leave will continue to accrue service credit but will not accrue vacation or personal/sick time. The employee returning from maternity leave will be reinstated to the same position held prior to taking the leave. If the employee decides not return to the position held at the Palmyra Community Library, the Director must be notified of this fact at least two weeks prior to the end of her maternity leave.

Parental Leave of Absence

Upon the birth or adoption of a child, an employee who wishes to take a leave of absence for child care purposes (not for conditions related to medical disability) may apply for a parental leave of absence without pay for a maximum of twelve weeks. Requests for a parental leave of absence must be submitted to the Director six weeks prior to the expected date of delivery, except in cases of adoption.

Rights of Nursing Mothers

The library shall provide reasonable unpaid break time, or permit the use of paid break time or meal time each day, to allow an employee to express breast milk for a nursing child for up to three years of age. The library shall make reasonable efforts to provide a room or other location, in close proximity to the work area, where an employee can express milk in privacy. The library shall not discriminate in any way against an employee who chooses to express breast milk in the workplace.

Cancer Screening Leave

New York State Civil Service Law entitles library employees to take up to four hours of paid leave annually, without using personal/sick time, for breast and prostate cancer screening. The screening includes physical exams, mammograms, and/or blood work specifically performed for the detection of breast or prostate cancer. Travel time is included in the four-hour cap. Absence beyond the four hours must be charged to the employee's time off balances, or the time will be unpaid. The leave is not cumulative and expires at the close of business on the last day of each calendar year. Employees who undergo screenings outside of their regular work schedule do so on their own time. To properly request this absence, the employee must receive prior approval by the director. Satisfactory medical documentation, as determined by the director, is required after the employee's absence for this purpose.

Bereavement Leave

Full-time employees shall be granted a paid leave of absence of up to five days after a death occurs in that person's immediate family (spouse, parents, children, stepchildren, siblings, grandchildren, parents-in-law, grandparents, son-in-law, daughter-in-law, or other relative who is an actual member of the employee's household). Part time employees shall be granted a paid leave equivalent to that employee's average work week after a death occurs in the employee's immediate family. Unusual circumstances will be considered individually. In addition to bereavement days, the director may grant an employee permission to use accrued personal and vacation days as paid leave in the event of the death of an immediate family member. Extended unpaid leave beyond the allotted five days will be at the discretion of the director. The director may also grant an employee permission to use accrued personal and vacation days in the

event of the death of a person other than an immediate family member.

Unpaid Leave of Absence

Staff members are eligible for unpaid leave after the completion of 1 year of employment. Unpaid leave is subject to the approval of the Director and Library Board.

Requests for such leave are submitted in writing to the Director and Board and shall state the reason as well as the beginning and ending dates for the leave. At least 30 days' notice is required before the leave begins. No unpaid leave shall exceed 1 year.

The Director and Board shall respond to the request for an unpaid leave within 15 business days of receipt.

Jury Duty

Employees should notify the Director upon receipt of a jury summons. Employees will be compensated for hours missed from work when they are required by a court to be present for jury duty. The employee should report to work during regularly scheduled hours when not occupied with court obligations.

Holiday Closings

The library is closed for the following holidays: New Year's Day, Martin Luther King Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans' Day, Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.

All 40-hour per week employees are paid for Board approved holidays. All other employees are not paid for holidays.

Performance Evaluations

A performance evaluation for each staff member is conducted annually. The director meets with each employee to discuss job performance and establish goals and objectives. The director's evaluation is conducted annually by the board. A performance evaluation does not guarantee a change in pay status.

Resignation/Retirement

Two weeks' notice is required for resignation or retirement of part-time employees.

Four weeks' notice is required for resignation or retirement of full-time employees.

Termination

Grounds for dismissal shall be:

1. Misconduct on the job.
2. Inefficiency on the job.

3. Failure to perform on the job.
4. Failure to comply with the provisions of the personnel policy.

If the library director considers a staff member's performance unsatisfactory, he/she will notify the staff member verbally and in writing and recommend ways in which the staff member may improve. If performance remains unsatisfactory after a two-week period, the director shall give the staff member two weeks' notice of dismissal.

A library staff member dismissed by the Director shall be notified of such dismissal in writing and in person, or via certified mail if necessary. If the staff member wishes a hearing, a written request must be made within seven days of receipt of the dismissal notice. A hearing before the Board and the Director, or the Board will then be scheduled with at least fourteen days of elapsed time between the dismissal notice and such hearing. If the decision that follows is one of dismissal, the staff member's termination date will be recorded as the date on which the original dismissal notice was given. If the staff member is cleared and/or reinstated by the hearing, the original dismissal notice will be considered a suspension for cause, and restitution of any unpaid salary will be made.

In cases where continued employment would be seriously detrimental to the staff member or the library, the Director may instantly dismiss the employee, with the letter of notification to be a formality following the action.

Accrued vacation and/or sick time will not be paid upon dismissal.

Grievance Procedure

All grievances should be brought directly to the Director in writing. If the employee feels that the grievance has not been resolved satisfactorily, the employee may state the grievance, in writing, to the Board. The Board will respond, in writing, not later than ten days following the second regular meeting following receipt of a grievance.

Equal Employment Practices

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

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