MANNSVILLE FREE LIBRARY
PERSONNEL POLICY

Revised & Adopted by the Board of Trustees - February 8, 2022

The following are rules and regulations of the Mannsville Free Library.

***Equal Opportunity and Affirmative Action*:** It is the policy of the Library to administer its personnel system in agreement with the New York State Equal Opportunity and Affirmative Action Policies.

***Hours*:** The library is open 18 hours per week. The Library Director will schedule substitute employees as needed, so that the library is adequately staffed.

***Overtime*:** Overtime is defined to be any hours over the regularly assigned hours that each employee works. Any overtime is to apply either towards time off (compensatory time), or as salary at the employee's regular hourly time rate. No overtime is to be worked without the approval of the Board of Trustees.

***Employee Benefits*:**

Social Security: All employees are covered under the Social Security Act.

Medical Benefits: No medical benefits will be provided by the Library for part-time work.

Retirement: No retirement benefits will be provided by the library for part-time work.

Annual Leave: The Library Director is entitled to annual leave as specified on the Yearly Employment Agreement.

Paid Holidays: The Library will observe the following legal holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas. If the holiday falls during normal business hours of the Library, the Library will be closed. There will be no holiday observance closures either the day before or the day after a holiday unless granted by Board approval.

Disability: In the event that an employee cannot perform their duties because of illness or incapacity, they will become eligible for New York State Disability Insurance or New York State Workers' Compensation. The employee's full compensation will be reinstated upon return to work.

***Training and Staff Development*:**
The Board of Trustees wishes to encourage attendance at courses and conferences related to both library services and employees' duties as a means of enhancing the library's offering to the community. Accordingly, it pursues a policy of paying expenses to staff members as outlined below, with prior Board approval:

Time off with pay, full or partial fee reimbursements, and mileage payments at the prevailing recommended state level should be granted.

***Leaves without Pay*:**
Leave without pay may be granted at the discretion of the Board of Trustees. All requests for a leave of absence without pay must be submitted in writing to the Board. The Board reserves the right to stipulate any conditions for such leave.

The Board will abide by any & all federal and state guidelines for leave granted under the Family & Medical Leave Act.

***Emergency Closings*:** For closings due to weather or other emergency circumstances, the Library will mimic the SJCS District closings, under the discretion of the Library Director and/or Board President. Public posting of closures is required.

***Salary Administration*:**
All positions in the library are categorized and a salary schedule for each type of position has been established by the Board of Directors in order to provide fair and reasonable compensation for all library employees.

***Job Descriptions*:** All staff members should be provided with a written job description for their position.

***Performance Evaluation*:** Each employee will be evaluated periodically against his/her job description. It is the policy of the library to have a written evaluation of all employees conducted at least once annually.

The Director will be evaluated by each member of the Board. The Board President will compile all Board responses into a summary document, which will be reviewed by the Trustees, and then shared with the Director.

The Director shall personally conduct annual evaluations of the work performance of all staff members/substitutes, and share these evaluations with the Board.

The purpose of such reviews shall be to help employees make progress in their work and learn where they stand. All performance reviews must be accompanied by a personal conference in which the employee may examine the review and have an opportunity to ask questions and/or add comments.

Disagreement with any performance rating may be expressed in writing to the Board of Trustees for review and discussion with the employee.

Performance evaluations will be considered as one factor in determining salary increases, promotions, or dismissals.

Evaluations, as well as any written comments that the employee adds to the evaluation, should be kept in a locked personnel file. All employees have access to their evaluations and may examine them at any reasonable time.

***Rules of Conduct*:** Most employees never violate Library rules or give the Administration reason to impose discipline. However, there is the possibility that Library employees could require discipline, up to and including dismissal, for actions that are detrimental to the Library or to other employees. The following is a list of some, but not all, acts which would result in disciplinary action, up to and including dismissal.

- Repeated unexcused absences or tardiness.
- Persistent negativity or numerous petty complaints that undermine the morale of co-workers, or interfere with the normal flow of work.
- Misuse of time: extended breaks or lunch hours; persistent or extended personal telephone or cell-phone calls.
- Interrupting working employees with personal or frivolous conversations.
- Disrespectful behavior toward management, patrons, or other Employees.
- Insubordination (Refusal to do work or carry out a reasonable request).
- Any act of dishonesty, deception or fraud.
- Abandonment of job or failure to report to work without notifying a Supervisor.
- Committing deliberate damage to Library property.
- Unauthorized use of Library facilities, tools or equipment.
- Disorderly conduct, such as striking another employee, use of abusive language, etc.
- Falsifying Library records.
- Allowing unauthorized person(s) access to Library facilities.
- Possessing, or being under the influence of, alcohol or illegal drugs while at work.
- Harassment of any nature, including sexual harassment.
- Possession of firearms or other weapons on System property.
- Illegal use of e-mail or communication systems
- Use of Library computers and property for personal work.
- Removing, sending, or furnishing Library records and information to unauthorized persons.
- Abuse or violation of State or Federal laws adversely affecting employment.
- Any conduct contrary to common decency or morality, or liable to incite, or provoke against anyone because of race, color, sex, religion, national origin, veteran status, or disability.

The examples above are not intended to be an inclusive list of inappropriate behavior subject to disciplinary action. These examples are given only as guidelines. The Mannsville Free Library Board reserves sole managerial discretion to determine what conduct or behavior is subject to discipline, and to determine the severity and timeliness of such discipline.

***Firing*:** An employee may be dismissed for incompetence, unfitness or for just cause. The notice of dismissal shall be in writing and shall state the specific charges.

***Resignation*:** The library employee should provide two weeks notice. The employee's written and signed resignation should be dated when received and retained in the personnel file.

***Staff Grievances*:** Dissatisfaction with alleged unfair treatment, work schedules and assignments, library policies and procedures, or working conditions should be brought to the attention of proper levels of authority within the Library. Many can be settled informally and verbally by the Library Director. However, if a matter is deemed important to the employee, the following steps may be taken:

- Within two weeks after the occurrence of the event, an employee shall first orally discuss the event with the Library Director.
- Within three working days, the Library Director shall communicate his/her decision to the employee.
- If an employee feels the decision needs further review, they may communicate their concern in writing to the Board President, for review by the Board of Trustees.

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Employee / Position Board President

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Date