



## Personnel Policies

Review	12/02/2021
Revision	12/02/2021
Issued	08-20-2011
Identifier	Policy SSFL-020

### I. Objective

The Board initiates and implements personnel policies and salary standards to ensure professional working relationships based upon mutual respect and confidence between the Board of Trustees and staff.

**This policy shall not constitute nor be construed as a promise of employment or as a contract between Sharon Springs Free Library (hereinafter "SSFL") and any of its employees.**

### II. Affirmative Action

The SSFL is committed to the implementation and support of affirmative action and will abide by all applicable local, state and federal standards with regard to the selection, retention and promotion of employees. The Executive Committee shall act as SSFL's Equal Employment Opportunity Committee. As a general policy, SSFL is an equal opportunity employer, and does not discriminate in its hiring practices based on age, race, color, gender, sexual orientation, handicap, marital status, national origin, creed, religion military status or status as a Vietnam-era or special disabled veteran or any other protected class specially surveyed by federal, state, and local laws.

### III. Responsibility for Personnel Administration

- A. The Board of Trustees, as the legal employer of the SSFL, has ultimate responsibility to provide for the employment of staff and to adopt personnel policies for the staff. These personnel policies serve as a guide for the library in all personnel matters and may be amended only by majority vote of the Board of Trustees.
- B. The Board of Trustees is responsible for hiring, supervising, evaluating and terminating the Director.
- C. The Personnel Committee is a standing committee of the Board of Trustees that shall be responsible for personnel administration. The Committee's personnel responsibilities include the following:
  1. To assist in fostering Board/staff relationships.
  2. To assist in maintaining qualifications and salary guidelines for staff members in accordance with recognized standards.
  3. To assist the Board in determining personnel policies.

4. To consult with the Director on special problems relating to staff.
  5. To review and ensure that staff position descriptions reflect current duties and responsibilities as determined by position duties and assigned tasks.
  6. The President and Personnel Committee of the Board, in consultation with the Board of Trustees, will complete an annual performance evaluation of the Library Director to include evaluation administration and follow up summary of evaluation feedback to the entire Board. A copy of the executed evaluation will be placed in the Library Director's personnel file.
  7. To monitor the annual evaluations of the staff by the Director and to assist and conduct appeal and review hearings for all personnel.
  8. To ensure that each employee has a signature page from the Personnel and Sexual Harassment policies in their file.
  9. To conduct exit interviews, as possible, with staff who resign.
- D. The Director is accountable to the Board of Trustees. She/he has the responsibility to direct, supervise, and initiate disciplinary action and do annual evaluations for all other employed staff, in accordance with the SSFL personnel policies. In performing these duties, she/he will consult with members of the Personnel Committee about the duties and work area of the staff position under consideration as provided for in the hiring procedures, and will meet regularly with the Personnel Committee. She/he shall recommend action on staff appointments and terminations to the Board of Trustees in a timely manner.

#### IV. Staff Organization

- A. The library's programs, services and funding determine the number and type of workers in the library as determined by the Board. The Director is the administrative head of the library and all staff members report to her/him. The Board of Trustees hires the Director, who reports to the Board.
- B. This set of Personnel Policies is intended to be guidance. It is not an employment contract and should not be construed as such. Furthermore, no promise, statement or writing made by a supervisor may be interpreted to constitute an employment relationship other than "at will." Rather, employment with the library is "at will," terminable by either employee or the Board at any time, without notice, with or without cause, except as otherwise provided by law.

#### V. Appointment of Library Director

The Library Director is appointed by the Board of Trustees in accordance with the Regulations of the Commissioner of Education Regulations 90.8 Appointment of Library

Personnel.

## VI. Personnel Records

### A. Contents of Personnel Files

SSFL shall maintain a personnel file for every employee consisting of information regarding the employee, including but not limited to the following:

1. The application for employment, record of personnel history, including information of education, training and experience.
2. Evaluations and other pertinent information.

An employee, upon request, may have access to his/her personnel file in the presence of a member of the Personnel Committee and/or the President of the Board of Trustees. This file shall be kept accurate and up-to-date, and shall include all materials related to changes of status, job titles salary grades and other matters having a bearing on the individual employee's relationship to the agency. The contents of personnel files are confidential. Only the President of the Board of Trustees and the Personnel Committee will have access to these files.

SSFL shall maintain a separate file of all the personnel memoranda issued to the staff as a whole.

## VII. Evaluations and Promotions

### A. Annual Evaluations

Annual evaluations shall take place in May of each year regardless of hire date. The employee shall be given the opportunity to read the evaluation, to sign it and to file a statement covering any points on which the employee disagrees. Such a statement shall become an integral part of the personnel file along with a copy of the evaluation. A copy shall be given to the employee.

The Board of Trustees shall evaluate the Director as more specifically set forth in section C.(6) above. The Director shall develop staff evaluations, staff job descriptions and evaluate staff members as more fully set forth in Director's job description.

### B. Orientation and In-Service Training

The Director or his/her authorized designee shall give every new employee adequate orientation and in-service training. This is accomplished by:

1. A review and signing of the library's Personnel policy with the new employee.

2. A review and signing of the library's Sexual Harassment policy with the new employee.
3. A review of the library's procedures manual with the new employee.
4. Thorough training on library procedures and practices.
5. At regular intervals, the Director should meet with staff to acquaint them with new policies and/or procedures.
6. Attendance at Mohawk Valley Library System workshops, workshops offered by local educational institutions and/or agencies.

#### C. Promotions

SSFL recognizes the principle of promotions from within the organization. When appropriate, present staff members shall be considered first when a vacancy occurs or when a new position is created. Promotions shall be made with due regard to training, length of service, ability, special skills, and job performance. When other qualifications are substantially equal, length of service prevails.

### VIII. Termination of Service

Employment at will - Employment with SSFL is freely entered into and is a voluntary relationship. SSFL reserves the right to terminate employment where it determines that such action is in the organization's best interest. Similarly, an employee is free to conclude the relationship whenever an employee decides that it is in his or her best interest to do so.

#### A. Length of Employment

An employee's continuation of employment in a position will be based on satisfactory performance.

#### B. Release

The term "release" refers to termination of employment by the library for reasons beyond the control of the employee and bears no relation to an employee's job performance or conduct.

Should the library be unable to continue an employee in his/her current position because of budget cuts, reorganization or discontinuation or curtailment of a department, division or area of service, and is unable to devise some other mutually satisfactory assignment, the employee shall be released. The Director shall give notification of release to the employee in writing ten (10) working days in advance of the date of separation.

## II. Disciplinary Action/Dismissal

Any person having supervisory responsibilities at SSFL is expected to maintain avenues of regular communication with those supervised.

The term "disciplinary action" refers to the issuance of a written warning notice or notices to employees by supervisory personnel, detailing behavior on the part of the employee which is unsatisfactory. The following types of conduct are not all inclusive but included to assist the individual to understand what is expected as a SSFL employee. We require all employees to meet the standards of performance and conduct that have been established for their position. When employee performance does not meet SSFL standards, a Constructive Counseling process is used to ensure understanding of the expectations. Constructive Counseling may include coaching, written warning(s), and termination of employment. The action taken by the Board of Directors in consultation with the Personnel Committee will be appropriate to the problem behavior or performance issue. While SSFL hopes to correct most types of unsatisfactory performance or conduct through constructive counseling measures, some types of performance and misconduct are so severe that they may warrant termination without any prior constructive counseling action.

A. Reasons for giving a written warning notice include, but are not limited to, the following:

1. Excessive or unauthorized absence or tardiness
2. Disrespectful or improper attitudes toward patrons, fellow employees or Trustees.
3. Unsatisfactory work habits.
4. Unsatisfactory personal hygiene and/or appearance.
5. Lack of cooperation in performance of assigned tasks; failure to meet work objectives without an explanation satisfactory to the immediate supervisor.
6. Violation of safety rules, agency regulations, or program performance guidelines of regulatory agencies.
7. Other acts inconsistent with generally recognized standards of good employee conduct or malfeasance.

The term "dismissal" refers to termination of employment by SSFL for unsatisfactory job performance or misconduct on the part of an individual employee.

B. The following types of conduct may result in the summary dismissal of an employee:

1. One (1) verbal and two (2) written warning notices detailing unsatisfactory behavior.

2. Improper or unprofessional conduct including sexual activity related to patrons or other employees or any conduct that violates a patron's or employee's legal rights.
3. Reporting to duty under the influence of alcohol or drugs, or the possession or use of alcohol or drugs on the job.
4. Stealing or the facilitation of stealing.
5. Falsifying time records, forms or other work records.
6. Using abusive language toward patrons, fellow employees, or Trustees.
7. Giving SSFL-related information of a professional and/or confidential nature to unauthorized persons or revealing any patron data from Polaris to anyone.
8. Performing criminal, illegal or other acts deemed inappropriate by the Board.
9. Insubordination toward anyone acting in a supervisory or managerial capacity.
10. Other violations of rules and practices, including violations of legal and professional codes and guidelines that could hold the employer responsible for civil or criminal penalties or jeopardize agency funding or programs.

### III. Resignation

The term "resignation" refers to the voluntary termination of employment on the part of the employee. In the event of resignation, the library should receive written notice thirty (30) calendar days in advance of the last day of employment for the Director and ten (10) working days in advance of date leaving for all other employees.

Accrued vacation credits shall be paid as financial compensation only when adequate notice (as outlined above) is given. In the case of the Director's resignation the Board will make the decision regarding granting of accrued vacation credits. Such credit shall not be allowed if the employee does not give adequate notice.

### IV. Hours

#### A. Hours of Operation

The Board of Trustees will determine the schedule for the hours of operation for the Library. It is expected that the Director will be on duty during the designated hours of operation unless other arrangements have been made. In the absence of the Director, paid staff, a Trustee, or other qualified volunteer will operate the Library. If none of the foregoing substitutes are available, the Library may be closed, at the discretion of the Director or Board of Trustees Executive Board.

## B. Work Week

The Director's workweek shall be determined by the Board.

## C. Overtime for Staff

In general, overtime is unapproved. The Board authorizes all overtime in advance. In the exceptional event that more than 40 hours of work is required of any one employee, hours worked in excess of 40 in a week will be paid at 1 1/2 times the employee's regular rate of pay.

## V. Holidays

The Library observes eleven (11) holidays per year. SSFL will not be responsible for paying employees for holidays and personal days not taken during the calendar year.

The following days are designated as annual holidays, if any fall on a workday:

1. New Year's Day
2. Martin Luther King Day
3. Presidents Day
4. Memorial Day
5. Juneteenth
6. Independence Day
7. Labor Day
8. Columbus Day
9. Veterans Day
10. Thanksgiving Day
11. Christmas Day

The library may be closed (with pay for the Director) at 5:00 p.m. or earlier on:

1. Christmas Eve
2. New Year's Eve

At the discretion of the Board of Trustees, the Library may remain open on any of the above. Staff scheduled to work on the day on which these holidays fall will be paid their regular rate of pay for the regular hours they are scheduled.

## XIII. Leaves of Absence

### A. Paid Time Off

Paid time off is an earned benefit of the Director only. Paid time off accrues from the first day of employment and is to be used in the calendar year in which it is earned unless approved by the supervisor or Board of Trustees.

Paid time off for each year shall be calculated on the following basis:

The Director shall be granted a minimum paid leave for the equivalent of a 36-hour workweek per fiscal year. Additional paid time off may be granted for subsequent service.

Paid time off may not be rolled-over from year-to-year and must be used in the fiscal year in which it is earned, unless otherwise determined by the Board of Trustees. Any unused paid time off will be paid at the end of the fiscal year.

#### Bereavement

Bereavement time off may be used in case of death in the immediate family of the employee, but will not exceed three (3) consecutive days in the event of a death, except at the discretion of the Board of Trustees. Immediate family is an employee's parents, spouse, daughter, son, sibling, brother-in-law, sister-in-law, grandparent or other individual living in the employee's residence.

#### Paid Sick Leave

As mandated by the New York State Sick Leave Policy, sick leave for employees must accrue at the rate of at least one hour for every 30 hours worked. Employees can use sick leave for themselves or when providing care or assistance to a family member. An employee must request to use Sick Leave by making an oral or written request prior to using leave. An employer must keep an ongoing record of accrued and used leave. Unused sick leave is to be carried over to the following calendar year and caps out at 40 hours per calendar year. Employers are not required to pay employees for unused sick leave.

### B. Leaves of Absence/General Provisions

All forms of leave, paid or unpaid, require that the Director ask written permission and subsequent approval of the Board of his/her intended absence in advance of his/her non-attendance at work.

Failure to seek permission or give notice of non-attendance prior to being absent may result in loss of pay for the period of absence, and/or result in disciplinary action.

Any employee's absence for two (2) days or more without notification to the immediate supervisor as to the reason for the absence shall constitute an automatic voluntary resignation. Reinstatement shall be at the discretion of the Board.

1. Maternity and Paternity Leave

Unpaid maternity or paternity leave will be granted.

2. Leave for Civic or Military Responsibility

Military leave without pay shall be granted to the Director who enters the armed services. Such employee shall be afforded the protection of his/her seniority rights. He/she will be reassigned promptly upon return to civilian life if the employee returns within ninety (90) days after being honorably discharged.

Civic responsibilities such as jury duty are considered a responsibility and privilege of every citizen. Execution of such civic responsibilities by individual staff members is encouraged. The employee requesting leave must request that time off two weeks in advance and have received approval in writing from the Board in order to use that time. Employees who are called for jury duty will be granted time off and will be paid their regular base wages for regular scheduled workdays. A copy of the jury duty summons and jury duty check stubs must be provided to their manager immediately after returning from jury duty to verify their jury service. Any reimbursement to the Director for such service will be deducted from pay.

#### XIV. Employee Benefits and Deductions

- A. Pay Day

Paydays shall be bi-weekly, except when the payday is a holiday in which case payday will be the workday prior to the holiday. Employees will accurately complete a timesheet and submit it to the Director for approval.

- B. Payroll Deductions and Insurance

SSFL provides as a matter of policy the following deductions and insurance for the staff:

1. Mandatory deductions for state and federal income taxes.
2. Mandatory deductions for Social Security and Medicare.
3. All employees are covered by Workers' Compensation, with cost paid by the library.
4. The library pays 100% of the premium for New York State Disability Benefits for all employees.

## C. Automobile Insurance and Travel Expenses

1. It is understood that the Director and library staff will attend training approved by the Board. Staff members using their own cars for library business must obtain liability insurance equal to or greater than the New York State required minimum.
2. Employees using their own vehicle in performance of SSFL duties will be reimbursed at the current IRS mileage rate. Cost of other approved modes of transportation will be reimbursed based on proper documentation and the approval of the Director. A signed voucher that includes departure and destination purpose and actual recorded mileage must be submitted for reimbursement. Reimbursement to be made one time per month at the beginning of each month.

### XV. Status as Staff

Any employee shall not use the name, premises and office facilities of SSFL for personal purposes beyond what is permitted the public.

The freedom with which a SSFL employee may express herself/himself on matters of general or community concern shall be subject only to such limitations as apply to any citizen. However, when an employee wishes to speak on an issue in which the SSFL Board has not taken a position she/he shall make every reasonable effort to clarify and emphasize the fact that she/he is not speaking or acting as a representative of the library.

### XVI. Business Atmosphere

The conduct of social or personal business during office hours is discouraged. If any employee finds it necessary to conduct such activities during work hours, it should be conducted as briefly as possible and in the privacy of an office, whenever possible.

### XVII. Change of Address

All changes in an employee's address and/or telephone number must be reported immediately to the Director.

### XVIII. Confidentiality

All employees of SSFL are required to maintain strict standards of confidentiality regarding the information maintained by SSFL, including, but not limited to patron information, proprietary information, techniques, trade secrets and the like.

XIX. Internet and Computer Use

SSFL is a place of business and all onsite staff computers are to be used solely for business purposes.

XX. Appropriate Conduct

SSFL staff are required to review, sign and conduct themselves in accordance with the SSFL Sexual Harassment policy.

XXI. Smoking

SSFL is a smoke-free environment.

XXII. Keys

Only paid staff, the SSFL Board of Trustees, and any other individual(s) specifically authorized by the Board will have keys to open and close the library. Keys are not to be duplicated. Keys are not to be shared. After hours admittance to the library is allowed by paid staff, the Board of SSFL, or any authorized person accompanied by paid staff or a SSFL trustee. All other Admittance is prohibited.

XXIII. Injuries

Any and all workplace injuries are to be reported within 24 hours of occurrence to the Director and the Board President. Staff members will cooperate in completing any and all necessary forms. Staff members are to comply with all workplace safety issues and any and all safety training required by the Director.

XXIV. Change in Hours

The decision to alter the hours of opening and/or closing the office due to inclement weather or other natural emergency will be made by the Director with Board President approval when available. The Director will advise staff and patrons accordingly.

I have read the Personnel Policy of the Sharon Springs Free Library and I agree to adhere to all contents of this policy.

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Signature of Employee

Print Name

Date

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Signature of Supervisor

Print Name

Date