

**Personnel**

**Created:**

**Revised: 04-2008, 05-2023**

**Reviewed:**

**A. Management Policy:**

Personnel Policies are a statement of the relationship between Powers Library's employees and Powers Library trustees. Specific responsibilities and expectations are set down for both parties.

1. The library board shall select, appoint, and when necessary for valid reasons, dismiss the director of the library.
2. The board shall establish all other positions and all wage and benefit levels for all library staff however, daily management of other staff and wages is the responsibility of the director.
3. The library board shall provide an effective orientation for new directors to assure that the director understands
  - a. the policies and processes related to the daily operation of Powers Library,
  - b. reporting and budgetary requirements that assure accountability and compliance with the law,
  - c. the expectations of the board in regard to administrative processes and protocol, particularly as they relate to conducting effective and efficient board meetings, and
  - d. rules and requirements for state certification and any assistance which is provided by Powers Library to acquire and maintain appropriate certification.
4. The library board shall conduct annual appraisals of the library director's performance, at which time personal and management goals can be discussed and negotiated.

**B. Administrative Policy:**

The person appointed as Powers Library Director shall be charged with the sole administration of Powers Library.

1. The director shall be responsible to the library board in matters pertaining to and concerning the library; be present at monthly board meetings and prepare and present such reports and meeting documents as requested.
2. The director will work collaboratively with the Accountant and Board Treasurer to maintain financial records in an efficient manner; present periodic reports to the library board; assist the library board in the draft of the annual budget and the presentation of the adopted request to the municipal governing body.
3. The director shall hold regular meetings with staff and or volunteers for training and interpreting board policy.
4. The director will be responsible for preparing annual performance assessments for library staff and volunteers.

## **Powers Library – Moravia, NY**

5. The director shall have the responsibility for collection development for all materials in the library; this includes selection, ordering, processing, weeding, and inventory of the collections according to the guidelines in the policy.
6. The director will recommend changes in or additions to library policies as needed.
7. The director will perform preparatory work to assist the board with regular library planning.

### **C. Salaries:**

A classification and salary schedule has been adopted by the Powers Library Board. The plan is subject to regular revision so that it will remain equitable for both the library and the staff.

### **D. Vacation and Leave of Absence Policy:**

Vacation and all leaves of absence without pay are considered on a case-by-case basis, and agreed to by the employee and the director. A leave of absence for the Director must be agreed to by the Director and the Board.

Maternity/paternity/adoption leave is unpaid with a guarantee of position upon return. Extended sick leave or leave for graduate or certification training will be at the board's discretion.

Personal leave is compensated as one day's pay for situations of a legal nature that cannot be scheduled for non-working days, such as real-estate closings, court appearances, or civil service exams.

Emergency closings of Powers Library due to bad weather or problems with the building (no power, no heat) can occur from time to time. Regular hourly wages will be paid to scheduled employees for the hours of the unexpected closure.

In some instances, it may be necessary to deny requests for leaves of absence. Leaves are a privilege and can be granted only if the best interests of the library can be maintained.

### **E. Bereavement Leave:**

Powers Library employees are eligible for up to three (3) days bereavement leave with pay in the event of a death in the immediate family, defined as spouse, child, brother, sister, or parents of either the employee or the employee's spouse.

## **Powers Library – Moravia, NY**

### **F. Military Leave:**

Powers Library employees who are duly enrolled members of the National Guard, State Guard, or any other organized reserve component of the Armed Forces of the United States shall be allowed a military leave of absence which has been ordered. The leave, under normal circumstances, will not exceed fourteen (14) days excluding Sundays and legal holidays. A copy of the order requiring attendance at military training sites shall accompany all requests for a military leave. If deployed, military employees will be granted temporary leave without pay until their return.

The library can assure no loss of wages if the employee wishes to turn all earnings from the training period into the library board.

### **G. Jury Duty:**

In the event a library employee is called for jury duty, Powers Library will release them and assure no loss of wages. If fees and expenses paid to jurors do not equal or exceed wages normally paid by the library, these fees can be turned in to the library board and the employee will be paid their wages as usual.

### **H. Work Schedule Policy:**

Major changes in the director's schedule or other circumstances may not be made without approval of the Powers Library Board. Requests for such shall be made in writing to the library board. Requests for changes in the work schedule of other staff or volunteers shall be made in writing to the Powers Library director.

Employees are part-time, which is defined as less than thirty (30) hours per week.

A temporary employee can substitute for a regular employee. A volunteer from the Board of Trustees would qualify as a temporary employee.

Powers Library staff may need to be supplemented with unpaid volunteers. Volunteers will take advantage of training by the Director as time and projects allow. Volunteer work assignments will not include confidential areas of the library.

Break times are granted as follows: for 6 or 7 hours worked, one 30-minute paid meal break is allowed; for each 4-hour period worked, one paid 15-minute "coffee" break is allowed.

Employees may, with the Director's permission, combine the two breaks into one 45-minute paid break per full day worked.

## **Powers Library – Moravia, NY**

### **I. Meetings, Conventions, and Workshops:**

The Powers Library Director, staff and trustees attending continuing education opportunities to aid Powers Library shall be allowed expenses, such as mileage reimbursement, at the discretion of the library board according to the amount appropriated in budget for such.

The director, staff and trustees are encouraged to attend and participate in continuing education activities.

### **J. Disciplinary Policy:**

An employee of the Powers Library may be dismissed for any action or behavior that causes Powers Library's image or operation to be diminished. This includes, but is not limited to: incompetence, failure to rectify issues documented during job reviews, gross insubordination, misconduct or abuse – particularly towards library patrons, inattention to assigned duties, closing the library during advertised hours (outside of emergency conditions), or unapproved absences from work.

Disciplinary action will be reviewed by the Board before steps are taken. When warranted, the appropriate disciplinary action may be taken:

1. a substandard performance appraisal,
2. verbal and/or written warnings,
3. suspension, and/or
4. extended probation.

Normally termination would be the final step if corrections are not forthcoming.

While notice of intent to terminate can usually be expected, Powers Library reserves the right to dismiss an employee without notice in cases involving theft, misappropriation of funds and or property of Powers Library, drug or alcohol abuse, criminal activity, or in instances of significant misconduct. In any of these cases, the Board may choose to carry the complaint to outside authorities.

It is important that complete and clear records be maintained of all disciplinary processes for the protection of the employee and of the library.

Powers Library wants each employee to be successful in his/her job and will work with employees to eliminate deficiencies.

## **Powers Library – Moravia, NY**

### **K. Resignation and Retirement Policy:**

A library employee wishing to resign or retire from employment must notify the Director or the library board as soon as practicable. Powers Library requests a minimum notice of two weeks when possible. For the library director, a notice of at least one month is preferred.

The employee must submit a formal, written resignation statement giving the exact date that employment is to be terminated. Between the time of notice and the time when employment ends a final performance appraisal will be conducted.

### **L. Grievance Procedure:**

It is the intent of Powers Library that every employee shall have the opportunity to express their concerns relating to the physical surroundings in which the employee works, procedures and conditions of the specific position, relationships with fellow workers or supervisors, and library rules as they apply to staff. A concern or grievance should follow the procedure below:

1. If possible, discuss the problem with the director. In the case of the director having a concern, this should be discussed with the board president.
2. If the director is part of the problem, or if the board president is part of the director's problem, the concern/grievance should be submitted in writing for the library board and be delivered to the director, who will deliver the statement to the board president. The board president will, in turn, present the concern, during closed session, to the full board at the next or a special board meeting.
3. The board's representative will respond to the employee within five (5) days of the board meeting at which the issue is discussed, either providing a determination, solution, or a strategy for how the board will address the issue over time.

### **M. Equal Opportunity Employment Policy:**

It is the policy of Powers Library to provide an equal employment opportunity for all qualified and qualifiable persons. Equal employment opportunities shall be according to the provisions of State and Federal laws and regulations.

## **Powers Library – Moravia, NY**

### **N. Drug-Free Workplace Policy:**

In compliance with the *Drug-Free Workplace Act of 1988*, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited while performing work for Powers Library, whether that work is carried out in the workplace building or not. All employees shall abide, as a condition of employment, by the terms of this notice and shall notify the library director or board within five (5) days of any criminal drug statute conviction for a violation occurring in the workplace.

Failure to comply with the above requirements shall be grounds for appropriate personnel action against such employee up to and including termination, or such employee may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program.