

Wead Library Part-Time Personnel Policy

Adopted: 1/23/23

Amended: 3/20/23

Mission Statement

The Wead Library provides access to resources that improve and enrich the lives of all members of the Malone community, regardless of origin, age, background, or views. The library building is safe and welcoming, information is organized and up-to-date, and the staff is well trained to provide professional and caring service to all patrons.

Equal Opportunity Statement

The Wead Library shall not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, gender, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status, or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

The Wead 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.

Hours of Operation

The hours of opening and closing shall be set by the Employer subject to negotiation with the CSEA Library Unit. The Library Director or designee will schedule employees so that the library is adequately staffed.

Payroll

Wage payment is based on the Malone Central School District pay schedule.

Time Sheets

Employees will submit their time sheet biweekly to the Library Director or designee. Each employee is to maintain an accurate daily record their hours worked. All absences from work schedules should be appropriately recorded.

Lunches and Breaks

The Wead Library will abide by federal and state laws pertaining to lunch periods. Any Employee working a shift six (6) hours or greater is required to take an unpaid lunch break of 30 minutes, shifts shorter than 6 hours are entitled to a paid 15 min break.

Stipends

The Wead Library Board of Trustees is in agreement that employees can elect to receive \$25 per class hour for time spent conducting classes or programs for the public. The class hour time shall be rounded to the closest 15 minutes. The monetary compensation shall be paid in a separate check twice per year; in January for all classes/programs conducted between July 1 and December 31, and in July for all classes/programs conducted between January 1 and June 31.

All employees shall be allowed an equal opportunity to perform these extra duties. Length of seniority and skill-set shall be a determining factor; however, the work shall be spread as equally as possible among employees. Employees shall never be forced to do a class/program. If an employee initiates the idea for a class/program, they shall have first option for administering the class/program.

Programs will be continually assessed by the employee, Library Director or designee for sustainability based on attendance, feasibility, and alignment with the library's long-term plan.

Vacation

Part-time employees will receive paid vacations as follows: (a week equaling the number of hours regularly scheduled)

1 week

At 10 years (on anniversary date) of continuous service (approved 6/16/1997)

2 weeks

At 15 years (on anniversary date) of continuous service (approved 6/18/2013)

All requested vacation time (paid and unpaid) must receive two weeks' prior approval by the Library Director or designee. In an emergency, the Library Director or designee may waive the prior notice requirement for use of vacation time.

Vacations are not earned prior to being taken. They are a benefit which is "earned" when actually taken in the year allowed. Vacation time will be granted at the beginning of the fiscal year thereafter and must be taken by the end of the fiscal year. Unused vacations shall not accumulate or be paid upon the end of the employment relationship.

Sick Time

Part Time Library employees who regularly work between twelve (12) and seventeen (17) hours per week shall be entitled to forty (40) hours of paid sick leave per year.

Part Time Library employees who regularly work between five (5) and eleven (11) hours per week shall be entitled to twenty-four (24) hours of paid sick leave per year.

When a new employee is hired, they shall be eligible for sick leave (for use during that fiscal year to the following June 30th) in the following manner:

- New employees of the library must work a full month before being eligible to use sick time.
- For those employees who regularly* work between twelve (12) and seventeen (17) hours per week:

- if hired in the months of July, August, September, the employee shall receive forty (40) hours of paid sick leave; if hired in the months of October, November, December the employee shall receive thirty-two (32) hours of paid sick leave; if hired in the months of January, February, March, the employee shall receive twenty-four (24) hours of paid sick leave; if hired in the months of April, May, June, the employee shall receive sixteen (16) hours of paid sick leave.
- For those employees who regularly* work between five (5) and eleven (11) hours per week:
 - if hired in the months of July, August, September, the employee shall receive twenty-four (24) hours of paid sick leave; if hired in the months of October, November, December the employee shall receive fourteen (14) hours of paid sick leave; if hired in the months of January, February, March, the employee shall receive nine (9) hours of paid sick leave; if hired in the months of April, May, June, the employee shall receive five (5) hours of paid sick leave.

* Regularly is defined as the majority of the weekly scheduled hours during the year.

Sick leave covers medical/mental health appointments, personal illness, family illness and death of a relative not covered by the bereavement leave. Family illness shall include spouse, child, sibling, parent, grandparent, or domestic partner. Also included is any other person permanently residing in the home of the employee other than a roomer, tenant, or employee of the employee.

Doctor's certification may be requested by the Employer after three (3) successive days of absence.

These sick days may accumulate to a maximum of forty (40) hours. Sick leave will not be paid out at the end of the employment relationship.

This policy is in accordance with New York's paid sick leave law. The benefits are comparable to the provisions of Section 196-b of the Labor Law.

Bereavement Leave

In the event of death of an employee's family member (spouse, "significant other," domestic partner, child, parent, sibling, grandparent, or guardian), or any other person permanently residing in the home other than a boarder, tenant, or an employee of the staff member, an employee will be given a bereavement/funeral leave as follows:

Part-time employee	Up to 3 days per occurrence
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- Such leave will be paid and not deducted from accumulated leave.
- Three additional days per year may be utilized for the death of other employee relatives not enumerated above. Such leave will be deducted from sick leave.

Jury Duty (approved 09/20/21)

The Wead Library encourages employees to fulfill their civic responsibilities by serving jury duty when required.

Employees must show the jury duty summons to the Director or designee as soon as possible so that the supervisor may make arrangements to accommodate their absence. The employee is expected to work during regularly scheduled hours when not occupied with court obligations. All employees serving on jury duty will receive their normal rate of pay while on jury duty and are not able to receive compensation from the judicial system with the exception of reimbursable expenses.

The Wead Library will continue to provide health insurance benefits for the full term of the jury duty absence. Employee sick leave will continue to accrue during jury duty leave. Either the employee or the Wead Library may ask the court to excuse the employee from jury duty if necessary. The library may ask that you be relieved from going on jury duty if we think their absence would cause serious operational problems for the Library.

Holidays

Holidays are determined within the agreement between the Employer and the CSEA Library Unit. Current holidays included:

- the first day of January, known as New Year's Day.
- the third Monday in January, known as Martin Luther King Day.
- the third Monday in February, known as President's Day.
- the last Monday in May, known as Memorial Day.
- the nineteenth day of June, known as Juneteenth.
- the fourth of July, known as Independence Day.
- the first Monday in September, known as Labor Day.
- the second Monday in October, known as Columbus Day.
- the eleventh day of November, known as Veterans Day, or as observed.
- the fourth Thursday in November, known as Thanksgiving Day.
- the twenty-fourth day of December, known as Christmas Eve.
- the twenty-fifth day of December, known as Christmas Day.
- the staff member's birthday.

If any of such days fall upon the staff member's normally scheduled day, they will receive full pay with no charge to leave accruals.

Emergency Closing Notification Procedure

Following the Emergency Closure Policy (approved 7/20/20) the Library Director or designee will inform any and all employees scheduled for that day or time period.

Personnel Code of Conduct (approved 2/28/22) (revised 1/23/2023) revised 10-21-2023 ²⁰²⁴

The Code of Conduct is intended to promote the orderly and efficient operation of the library as well as protect the rights of all employees.

It is each employee's responsibility to know the rules and abide by them.

Violations shall be regarded as cause for disciplinary action up to and including termination.

All employees must:

- Protect the confidential relationship that exists between a library patron and the library.
- Learn and execute the library policies and to express in a positive and respectful manner any concern or objection with the policies, philosophies or programs of the library.
- Maintain an objective and open attitude of understanding, courtesy, and concern for the patrons' needs. That said, no staff member is expected to take abuse from patrons or other staff.
- Serve all patrons equitably according to their needs.
- Treat fellow members with the same professionalism, courtesy, and friendly manner as expected to be given to library patrons.
- Encourage, promote, and model teamwork behaviors. This should include demonstrating respect for the abilities and knowledge of other staff.
- Keep the Library work environment in a clean and neat condition so that the appearance of the Library is pleasant and enjoyable for both the patrons and staff members.
- Distinguish between personal convictions and professional duties and do not allow personal beliefs to interfere with following library policies.
- Complete the duties & responsibilities of the job.

Following is a sample list of unacceptable acts or behavior including, but not limited to:

- Direct violation of library policies and procedures
- Neglect of duty
- Insubordination
- Disorderly conduct
- Sexual harassment
- Theft, intentional destruction, or defacing library property

A) This list is not exhaustive, and, in some cases, other types of behavior may be deemed unacceptable.

Drug and Alcohol Use:

If an employee reports to work visibly impaired and cannot perform the required job functions, that employee will not be allowed to work. Proper treatment of the employee, including sending the employee home, should be ascertained.

Safety and Health:

Each employee is expected to obey safety rules and to exercise caution in all work activities. Any employee who notices a dangerous or potentially hazardous situation should report it to the Director or the designee. The Director or designee will look into and correct any safety problems. Steps will be taken to eliminate the danger as soon as possible.

Reporting:

It is every employee's obligation to report suspected or actual violations of the Personnel Code of Conduct. Employees are expected to immediately report such information in writing to the Director or designee. If the employee does not feel comfortable reporting the information to the Director or designee, they are expected to report the information to the Wead Library Board of Trustees. Reports will be reviewed following the Whistle Blower Policy procedures.

Penalties:

An employee who violates any of the provisions of this Code of Conduct may be subject to disciplinary action up to and including suspension and dismissal in the manner provided by applicable law and/or contractual obligations. The purpose of any disciplinary action is to correct the problem and prevent recurrence.

A first offense will merit a verbal warning; the second offense will be followed by a written warning; a third offense, the employee will be suspended or terminated. Suspension will be unpaid unless prohibited by contractual obligations. If more than 12 months have passed since the last disciplinary action, the process will normally start over. Depending on the severity of the situation there may be certain types of employee problems that are serious enough to justify a suspension, or termination of employment, without the issuance of a verbal or written warning.

While notice of intent to terminate can be expected, the Wead Library reserves the right to dismiss an employee without notice in cases involving theft, drug, or alcohol abuse, criminal activity, or in instances of significant misconduct.

If the Director or designee make a decision with which the employee disagrees, the employee has the right to make a written appeal to the Board of Trustees. The Library will maintain an accurate record of the action taken at each level of the disciplinary process. Copies of these records will be saved in the employee's file.

In the case of offenses by the Director or designee, the Board of Trustees will receive complaints and enforce this policy and oversee disciplinary actions.

little different in 10/21/24 policy
from 2/28/22 policy
← not in 10/21/24 policy

Whistle Blower Policy (approved 10/18/21)

The Wead Library is committed to operating in furtherance of its tax-exempt purposes and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its board members, officers, employees, or volunteers. This policy outlines a procedure for employees to report actions that an employee reasonably believes violate a law, or regulation or that constitutes fraudulent accounting or other practices. This policy applies to any matter which is related to the Wead Library's business and does not relate to private acts of an individual not connected to the business of the Wead Library.

If an employee has a reasonable belief that an employee of the Wead Library has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report such information in writing to the Director or designee. If the employee does not feel comfortable reporting the information to the Director or designee, they are expected to report the information to the Wead Library Board of Trustees.

All reports will be followed up promptly, and an investigation conducted. In conducting its investigations, the Wead Library will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation. At its discretion, the Wead Library Board of Trustees review and analysis of the report may rely in whole or in part an investigation by independent persons such as, but not limited to, auditors and/or attorneys.

After the investigation has been completed, the employee reporting the violation shall be advised of a summary of the results of the investigation, except that personnel actions taken as a result of the investigation may be kept confidential.

The Wead Library will not retaliate against an employee in the terms and conditions of employment because that employee:

- (a) reports to the Director, designee, the Board of Trustees or to a federal, state or local agency what the employee believes in good faith to be a violation of the law; or
- (b) participates in good faith in any resulting investigation or proceeding, or
- (c) exercises their rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the employee's rights.

Reports of retaliation shall be assessed by the Board of Trustees. The Wead Library may take disciplinary action (up to and including termination) against an employee who has engaged in retaliatory conduct in violation of this policy.

In addition, the Wead Library will not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement personnel or court truthful information relating to the commission or possible commission by the Wead Library or any of its employees of a violation of any applicable law or regulation.

A copy of this (Whistle Blower) policy shall be distributed to all Trustees, employees, and volunteers.

Part-Time Personnel Policy Acknowledgement and Receipt

I understand and agree that nothing in the Part-Time Personnel Policy creates or is intended to create; a promise or representation of continued employment and that employment at the Wead Library is employment at will, which may be terminated at the will of either Library or myself. Furthermore, I acknowledge that this document is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by the Wead Library or me.

I have received the Wead Library Part-Time Personnel Policy, and I understand that it is my responsibility to read and comply with the policies contained within as well as any revisions made to it. There are additional Wead Library policies relevant to my employment and the operations of the Wead Library. These policies can be found in the employee policy binder located in the "director's office." I understand that all employees have access to this binder and are responsible for reading its contents.

Employee Signature

Date