

Wead Library Part-Time Personnel Policy

Adopted: 1/23/23

Amended: 3/20/23

NEW DRAFT: 11/18/24

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) total 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.

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.

Additional Personnel Policies

Unless otherwise stated, all additional personnel policies approved by the library board of trustees apply to all part-time staff. These additional policies can be found in the employee policy binder located in the office on the library's main floor. They include, but are not limited to Jury Duty, Personnel Code of Conduct, and Whistleblower policies.

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 "office." on the library's main floor. I understand that all employees have access to this binder and are responsible for reading its contents. I understand it is my responsibility to read and comply with any revisions to the policies in the employee policy binder.

Employee Signature

Date