



**Clifton Springs Library**  
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## **PERSONNEL POLICY**

The mission of the Clifton Springs Library is to provide free and equal access to cultural and educational experiences. The library celebrates ideas, promotes creativity, connects people, and enriches lives. The library's employees are crucial to this mission. Therefore, the Personnel Policy is designed to create a positive climate for staff achievement and ultimate client satisfaction.

All employees of the Clifton Springs Library will be issued this Personnel Policy on the first day of employment. All employees must be familiar with its contents. The guidelines in this Personnel Policy may be changed from time to time, upon the recommendation of the Director and by the approval of the Board of Trustees, in its sole discretion and without prior notice.

### **Equal Opportunity**

The Clifton Springs Library is committed to a policy of Equal Employment Opportunity with respect to all employees and applicants for employment. Our policy is to comply with all applicable federal, state, and local laws. Employment decisions will be made without regard to an applicant's or employee's actual or perceived race, color, sex, age, disability, religion, creed, citizenship, national origin, ancestry, military status or veteran status, marital status, familial status, gender identity and expression, sexual orientation, and any other status protected by law. In all instances the Clifton Springs Library will seek to employ the most qualified individual.

### **Reasonable Accommodation**

The Clifton Springs Library will endeavor to make reasonable accommodations for a qualified applicant or employee with a known disability unless doing so would result in an undue hardship to the library. If an employee believes he or she needs assistance to perform his or her job duties because of a physical or mental condition, he or she must notify the Director. If an employee requires a reasonable accommodation arising out of a sincerely held religious belief/practice, the Director must be notified.

### **Sexual Harassment**

It is the policy of the Clifton Springs Library that all employees are provided a work environment free from all forms of discrimination and harassment, including sexual harassment. Sexual harassment refers to sexually-oriented behavior that is not welcome, is personally offensive, and/or interferes with work effectiveness. All employees conducting business in and on behalf of the Clifton Springs Library must refrain from engaging in sexual harassment.

All employees have a duty to report any instances of sexual harassment, whether the harassment is directed toward that employee or another employee and whether it is committed by a supervisor,

fellow employee, or non-employee. Employees who believe they have been subject to sexual harassment or have witness conduct they believe could be considered sexual harassment, should report the conduct immediately to the Director. The Director and the Clifton Springs Library Board of Trustees will promptly and thoroughly investigate all reports.

If a report of sexual harassment is found to be valid, immediate and appropriate corrective action will be taken. Employees who violate this policy will be subject to disciplinary action, up to and including termination. This determination will be based on all the facts of the case.

### **Application**

All applicants for employment will complete the formal application form supplied by the library. Failure to answer the required questions or sign the application will be grounds for rejecting the application.

Qualified applicants who appear to best match the job requirements will be invited for an interview. Part of the interview will include a review of the job description. Information about previous employment will be verified.

After all interviews for the position are conducted, any and all applicants may be rejected; otherwise, the library will offer the position to the qualified applicant who best matches the job requirements. The rate of pay will be confirmed at the time the job offer is made.

### **Appointment**

The Board of Trustees creates all positions and establishes salaries. The Board of Trustees appoints the Director. The Director is the only employee overseen by the Board. The Director will serve a 6-month probationary period. At the end of the Director's probationary period, the Board of Trustees will review his or her performance before appointment becomes permanent.

The Director hires all other employees whose appointment is approved by the Board of Trustees at a legal meeting following a 3-month probationary period. The Director is responsible for the management and supervision of all other library employees.

All new employees will receive an Orientation Packet which includes information about the library, this Personnel Policy, other library policies, and a statement of the job description. The Director will review the contents of this packet with the new employee.

### **Workweek & Definitions**

Full-time: Employee who works 35 hours per week

Part-time: Employee who works less than 35 hours per week

The Director works 37.5 hours per week

The library's workweek is Monday – Saturday. The standard workweek for full-time hourly employees is 7 hours per day, 5 days per week. Because of the nature of our business, workdays and hours may vary with the job. All hours must be worked within the standard workweek and cannot be carried over to subsequent workweeks or pay periods. Overtime is not permitted without the written consent of the Director or Board President in the absence of a Director.

## **Salaries**

The Director shall be hourly until the NYS salary threshold is met or exceeded. Other library employees shall receive hourly wages.

The hourly rate of the Director and other employees will be reviewed by the Board of Trustees when the Director and the finance committee develop the Annual Budget. Employees will be notified annually of their pay rate, regular payday, and related information including current vacation and sick balances. Whenever possible, the calendar year shall be the basis of all pay increases. When reviewing pay increases, the Clifton Springs Library considers its financial health, the employee's individual work performance, and other economic conditions.

## **Time Records & Payroll**

All employees are responsible for recording their hours worked and any absences on a time sheet. The time sheet should be signed or initialed by the employee at the end of the pay period. The Director will review all time sheets before they are submitted to payroll. Any employee falsifying time records may be subject to termination.

Employees are paid every two weeks (bi-weekly). Employees have the option of being compensated through direct deposit.

## **Tardiness & Absenteeism**

Employees are expected to report to work at their scheduled time unless they have notified the Director (or other designated staff person if the Director is unavailable) if lateness is expected.

Habitual tardiness will result in a verbal warning followed by a written warning. Excessive tardiness may lead to termination.

Employees are expected to report to work on their scheduled days. If an employee is unable to report for a scheduled shift, the employee must notify the Director (or other designated staff if the Director is unavailable) at least two hours before the start of the scheduled work time.

If an employee fails to notify the Director and does not report of his or her scheduled shift, a written warning will be issued and placed in the employee's personnel file. A second no call-no show shift will result in termination.

## **Breaks**

Employees who work more than 6 hours in a workday which extends over the noonday meal period (11:00 AM – 2:00 PM) are required to take a 30-minute paid meal break during that period. A meal break is required by New York State Law. Lunch periods must be taken between 11:00 AM – 2:00 PM. Meal breaks should be scheduled to ensure coverage at the circulation desk. Any break time that extends beyond 30-minutes will be unpaid.

Employees working a shift between 4 and 6 hours are allowed one 15-minute paid break. This 15-minute break is optional. Work breaks may not be taken at the beginning or end of a shift to shorten the workday. Any break time that extends beyond 15-minutes will be unpaid.

Any staff member under the age of 18 shall not work over five hours without an uninterrupted paid 30-minute break.

Nursing mothers may receive break time each day to express breast milk for up to three years after the birth of a child. A nearby private area or room, which is not a bathroom, will be provided. No employee will be penalized for choosing to express breast milk. Employees requesting this reasonable accommodation should see the Director for more details.

## **Resignation & Termination**

Employment at the Clifton Springs Library is "at will." This means that either the employee or the employer can terminate their business relationship at any time and for any reason.

Employees must tender their resignation in writing. In order to leave in good standing, the Director is asked to give at least 4-weeks notice; all other positions are asked to give at least 2-weeks notice. All resignations must include a reason for resigning. Persons who have resigned forfeit all rights as employees of the library, including staff grievance procedures and amnesty from fines/fees.

If the Director considers an employee's performance unsatisfactory or an employee violates library policy, the Director will warn the employee in writing, pointing out where improvement is necessary and suggesting ways in which the staff member may improve. If performance remains unsatisfactory after a two-week period, termination may occur. In such an instance, termination begins immediately although a terminated employee will receive two-week's pay.

Grounds for dismissal shall be:

1. Misconduct on the job
2. Inefficiency on the job
3. Failure to perform the job
4. Failure to comply with the provisions of the personnel manual

A library employee dismissed by the director shall be notified of such dismissal in writing in person or via certified mail.

## **Emergency Closings**

The decision to close the library is at the discretion of the Director. If the library is closed due to weather conditions or other emergencies, employees will be compensated as if they had worked.

Time taken off by employees due to poor weather conditions when the library remains open must be taken as vacation time, unpaid time, or work adjust time in the same week unless otherwise required by federal or state wage and hour laws. Permission to leave work early due to weather conditions when the library remains open may be granted by the Director with employees using vacation, unpaid time, or work adjust time.

## **Paid Holidays**

The library is closed 12 holidays each year. These include: New Year's Day, Memorial Day Weekend (Saturday and Monday), Juneteenth, Independence Day, Labor Day Weekend (Saturday and Monday), Veterans Day, Thanksgiving, Christmas Eve, Christmas, New Year's Eve. In addition, the library will close early the day before Thanksgiving. Check with the Director for the current year's Holiday Schedule.

The Director shall be paid for all holidays. Staff will be paid for all holidays that fall on their scheduled workdays.

## **Vacations**

Paid vacation time is granted according to the eligibility rules below. Length of consecutive active service is based on anniversary date of employment.

Director:

<u>Length of service</u>	<u>Length of Vacation</u>
1 year	2 weeks/10 work days
2 - 10 years	3 weeks/15 work days
10 – 20 years	4 weeks/ 20 work days
20+ years	5 weeks/15 work days

Full-and part-time staff:

<u>Length of Service</u>	<u>Eligible Vacation Time</u>
1 year	1 week of regular hours*
2 - 10 years	2 weeks of regular hours
10 – 20 years	3 weeks of regular hours
20+ years	4 weeks of regular hours

\*If an employee's regular workweek is 10 hours, after 1 year he or she is eligible for 10 hours of paid vacation time

The Director must obtain Board approval for his or her scheduled vacation time. Employees must obtain the Director's approval for his or her scheduled vacation time. Employees should submit requests for vacation at least 1-month in advance.

With prior approval of the Director, each employee may use vacation time in units of no less than four hours.

In the event of conflicts, the staff member with the greatest seniority shall receive her or his choice of vacation periods. Vacations shall be taken during the calendar year. No vacation credits shall be carried over to the next calendar year unless the Board of Trustees approves an exception. No vacation may be taken during the first six months of employment.

If a designated paid holiday occurs during a staff member's vacation, the holiday will not be charged against vacation credit.

Time spent by a staff member while on paid sick leave, on jury duty, or other full pay status is considered as time worked for determination of vacation credit.

Upon resignation, full-time employees will be paid for unused accrued vacation hours earned up to termination date. An employee who was dismissed forfeits all accrued vacation time.

### **Illness**

Employees shall be eligible for sick leave immediately upon hire. Sick leave time shall be accrued at the following rates:

Director: 1 day per month, maximum of 60 days

Employees working 15 or more hours per week: 5 hours per month

Employees working 11-14 hours per week: 3 hours per month

Employees working 6-10 hours per week: 2 hrs per month

Employees working 3-5 hours per week: 1 hr per month

The maximum number of sick leave hours equals the accrual rate for two consecutive years. For employees working 15 or more hours per week the maximum is 96 hours. For employees working 14 or less hours per week the maximum is 72 hours.

Employees are asked to notify the director or other designated staff of illness or disability at least two hours before the start of scheduled work time. Employees may be required to provide a physician's statement of health status after three consecutive days of illness or disability.

Employees who receive benefits under the NYS Workers' Compensation Act shall have their position held open as required by law. In the event of an accident or illness where such disability payments are made, the employer shall be responsible for the amount of the difference between the benefits paid to the employee by the compensation insurance and the amount of pay to which the employee was entitled under regular sick leave. Such payment will continue until accumulated sick leave time is depleted, but in no case for more than two years from the date of the compensable disability.

Upon termination of employment (resignation or dismissal), no compensation will be given for unused sick leave.

Sick time cannot be used for Vacation/personal time off.

### **Bereavement Leave**

Up to three days of compensated time off for each staff member will be allowed for a death in the immediate family (mother, father, spouse, brother, sister, child, grandparents, and in-laws of all of the above relationships). Time in excess of allotment may be taken as unpaid leave or vacation time at the discretion of the Director.

### **Leaves of Absence**

Staff members are eligible for unpaid leave after the completion of one year of full time employment. Unpaid leave is subject to the approval of the director.

Requests for such leave are submitted in writing to the director and shall state the reason, and the beginning and ending dates for the leave. All leaves with pay and without will be authorized in advance by the Director. Any leave taken without authorization will be without pay and will be noted in the personnel file of the employee. No unpaid leave shall exceed six months. The director shall respond to the request for said leave within 15 working days of receipt.

In the instance of a sudden leave for surgery or illness a doctor's statement will be required of the employee upon returning to work from this extended leave. The doctor's statement shall include the return date, work that may be performed as well as the date at which a full schedule may be resumed.

The library will provide Family Medical Leave in accordance with all current Labor Laws. See the Director for more information.

### **Parental Leave**

Parental leave is an extended leave of absence and is available to all staff members (male and female) based on current Federal and State Equal Opportunity Acts and affirmative action and other civil laws. It may be taken for pregnancy and adoption. The unpaid leave of absence shall not be longer than six months. In the case of a pregnant staff member, the leave shall begin after use of accumulated sick time.

After delivery the staff member may return to work on the date recommended by the physician provided that a written physician's statement is submitted to the director certifying that the staff member is ready to resume her duties.

### **Military Leave**

Members of the state military forces called up by governor and members of U.S. uniformed services are entitled to unpaid leave for active service; reserve drills or annual training; service school; initial full-time or active duty training. A copy of military orders shall be submitted to the director.

Returning employee is entitled to reinstatement to previous position, or to one with the same seniority, status, and pay, unless the employer's circumstances have changed and reemployment is impossible or unreasonable. It is illegal to discriminate against members of the military in employment decisions.

### **Jury Duty**

An employee is responsible for informing the Director of a summons to serve Jury Duty. An employee summoned to serve as a juror is entitled to unpaid time off for service.

### **Staff Development & Travel Reimbursement**

The Library Board recognizes the value of training and educational programs in improving staff performance. Employees wishing to pursue staff development opportunities should make a request to the Director.

All employees who travel to/from workshops, meetings, and continuing education should keep track of their mileage to be submitted to the Director twice a year and will receive the rate set annually by the Pioneer Library System for their reimbursement to member libraries in the travel grant. PLS guidelines are as follows:

*PLS Grants and Fees policy: To support and encourage participation, PLS will continue to offer mileage reimbursement for travel to and from Pioneer Library System sponsored meetings, including Monthly System meetings, System and Central Library workshops and computer lab trainings, PLSDAC meetings, County Advisory Council meetings, PLS Board meetings, and PLS Committee and Sub-committee meetings. Travel to other meetings, such as monthly director meetings and independent visits with local funders or agencies WILL NOT be reimbursed.*

- 1. Mileage is counted from your library/home (WHICHEVER IS CLOSER) to the meeting place.*
- 2. Mileage is paid at 50% of the current IRS approved rate per mile.*
- 3. Claim forms are sent to libraries in May and November for payment in June and December.*
- 4. Only one claim per library per meeting.*

Travel time to and from meetings held at sites other than PLS, Newark, Phelps, or Red Jacket will be part of an employee's regularly scheduled hours. This time is counted from the library or your home (whichever is closest) to the site. When traveling between the library and any meeting regardless of location (example: going from PLS System Meeting to the library) the time is part of scheduled hours.

The library will reimburse employees for all other pre-authorized expenses such as travel mileage, parking, tolls, hotel expenses, or other business related expenses incurred on behalf of the Clifton Springs Library within the staff development and travel budget lines. The employee must complete a travel/expense reimbursement form, attach all itemized receipts, and submit to the Director within 30 days.

## **Code of Conduct**

The Clifton Springs Library must project a non-partisan image to the public. Each staff member must be conscious that he or she is on duty and his/her actions are judged as representative of the library. Accordingly, while a library employee is on duty, he or she may not wear partisan political buttons or other garb. He or she may not participate in a partisan political discussion with either fellow employees or library patrons while on duty in public areas of the library.

All employees shall adhere to the American Library Association Code of Professional Ethics.

Employees will limit use on personal communication devices in order to provide services to patrons and complete assigned work. Excessive use and violations could result in disciplinary action.

Employees are working with the public and, as such, need to dress in an appropriate and professional manner suitable to represent the library. Employees are expected to look neat, clean, well groomed and dress in a professional manner. The purpose of this code is to ensure a functional dress policy, while maintaining a professional environment at the Clifton Springs Library.



The Clifton Springs Library affirms its intent to maintain a drug free work place. Library employees are prohibited from unlawful use, distribution or possession of controlled substances, including alcohol, while on duty. Library employees are also prohibited from working while their abilities are impaired due to the use of alcohol or drugs.

The Clifton Springs Library is not responsible for the lost or stolen personal property of its employees or volunteers.

## **Safety**

Safety is a high priority for the Clifton springs Library. We accept responsibility for providing employees with a safe working environment, and we expect employees to take responsibility for performing their work in according with safety standards and practices. These include:

- ✓ Understand their job fully
- ✓ Know the locations, contents, and use of first-aid and fire-fighting equipment
- ✓ Seek guidance from the Director when unfamiliar conditions occur
- ✓ Report an accident or near accident to the Director promptly
- ✓ Complete an Accident Report form as soon as possible
- ✓ Cooperate in the application of improved work measures
- ✓ Report any damaged or defective equipment to the Director

Employees who notice an unsafe condition must notify the Director. Immediate action will be taken.

A safety violation will be grounds for disciplinary action, the extent of which will be determined by the nature of the violation.

## **Performance Evaluations**

A performance evaluation for each employee will be reviewed annually. The Director will evaluate performance based on the employee's individual primary job responsibilities and upon factors universal for every employee. Such factors may include (but are not limited to): communication with the public, working with others, innovation and creativity, attendance, initiative, work attitude, organization, and planning of work.

The purpose of a performance evaluation is to determine the level of performance of an employee and to establish goals and objectives to help employees best serve to the Clifton Springs Library community. A performance evaluation does not guarantee a change in pay status. The Director will devise the instrument used for performance evaluation.

The Board of Trustees is responsible for evaluating the performance of the Library Director at least annually using an instrument mutually agreed upon by the Board and the Director.

Adopted 8/17/95 Clifton Springs Library Board of Trustees  
Amended 4/16/98 Clifton Springs Library Board of Trustees  
Amended 4/15/99 Clifton Springs Library Board of Trustees  
Amended 11/17/13 Clifton Springs Library Board of Trustees  
Amended 3/15/2018 Clifton Springs Library Board of Trustees  
Amended 1/14/2021 Clifton Springs Library Board of Trustees  
Amended 1/19/2023 Clifton Springs Library Board of Trustees  
Amended 3/21/2024 Clifton Springs Library Board of Trustees