

Personnel Policies

The Cuba Circulating Library Association is an Equal Opportunity Employer. No person shall be denied a volunteer or paid position in the library on the basis of any legally prohibited discrimination involving but not limited to: race, religion, color, political beliefs, national or ethnic origin, sex, sexual orientation, age, marital or family status, veteran status or disability.

The Cuba Circulating Library Association complies with the Americans with Disabilities Act (ADA) by providing an equal opportunity to all qualified persons with disabilities. The Association also provides a reasonable accommodation to applicants and employees with disabilities.

The Cuba Circulating Library Association is committed to having a professional environment where employees and visitors are free from any form of harassment. An employee who believes the words or actions of a coworker, vendor or visitor violates the policy should report the behavior to the Director who will investigate the complaint and take immediate action to stop the conduct.

The Cuba Circulating Library Association strives to adhere to the highest standards of honesty, good faith and fair dealings. No employee shall accept gifts, gratuities, or favors which could influence his or her actions affecting the library. No employee shall have a position of influence or a material financial influence in another entity which could pose a conflict of interest for decisions made affecting the Cuba Circulating Library. If a possible conflict of interest exists for a contract or arrangement for goods or services between an employee of the library and an outside entity, it must be disclosed to the Library Director or President of the Board of Trustees in writing.

1. Recruitment and Hiring

A. Positions

- a. The Library Director and Youth Services Coordinator are salaried professional positions of at least 32 hours a week. Other staff - Library Assistants, Senior Library Assistants, a Financial Secretary and a page, are paid hourly. The Library contracts some other positions as needed.
- b. The Library Director supervises all staff. The Board of Trustees supervises the Director.

B. Recruitment

- a. Open positions are first made known to current staff who have priority, if qualified for the position. Open positions for Library Director and Youth Services Coordinator will be advertised locally, in all Southern Tier System Libraries, at the School of Information Science at SUNY Buffalo, and other organizations and agencies appropriate for announcing library positions. Other open positions will be advertised locally or regionally as deemed necessary for recruitment.

C. Hiring

- a. Structured interviews with a committee of Board members will be held for the Library Director and Youth Services Coordinator. The current Library Director may be part of the interview team for the Director and Youth Services Coordinator positions, and the current Youth Services Coordinator may be part of the interview team for Library Director and the Youth Services Coordinator.
- b. Structured interviews with the Library Director and one other staff will be held for Library Assistant positions.
- c. Other positions will be filled by the Library Director, with or without structured interview, but always on the basis of merit and qualifications.
- d. Prior to being hired, a candidate will have his/her name checked against the New York State Sexual Offenders Registry. Anyone with a criminal conviction will be ineligible to be hired.

2. Salary and Benefits

A. Salary and wages

- a. The Library Director and Youth Services Coordinator shall be paid fair and equitable salaries comparable to other professional staff (librarians, teachers) in the local area, subject to the library budget.
- b. Library Assistants, Financial Secretary, pages and other staff shall be paid hourly wages comparable to similar positions in the community, and subject to the library budget.
- c. **The Board of Trustees will use established pay ranges and cost of living changes to determine salaries/wages each year for the Youth Services Coordinator and Library Director**

	2017 Starting Hourly Pay
Page	\$9.70
Library Assistant	\$10.48
Senior Library Assistant	\$12.27

2.5% or minimum wage increase between steps depending on whichever is greater between steps. An employee who performs in a satisfactory manner and successfully completes their probationary period receives an increase on January 1. Annual COLA is determined on Jan 1. All steps then increase by that amount.

- d. The **Payroll Procedure** is as follows:
 - i. Payroll Period will consist of 14 consecutive days beginning on a Monday and ending on a Sunday.

- ii. Payroll checks will be distributed on the first Wednesday following the end of the payroll period.
- iii. Employee compensation will be either a bi-weekly salary or an hourly rate determined by the Board of Trustees.
- iv. Bi-weekly compensation for hourly employees will be determined by the number of hours worked in the payroll period times the rate of pay.
- v. Bi-weekly compensation for salaried employees will be determined by dividing the salary by twenty six.
- vi. Changes in compensation will be effective the first payroll period of the new year.

e. Workman's Compensation and Disability

- i. Staff injured on the job and unable to work may qualify for Compensation Insurance. Claims should be made through the Library Director.
- ii. Staff injured off the job and unable to work may qualify for Disability.

B. Insurance

a. The Library will pay 50% of the cost of a single BCBS POS 250d health insurance plan or equivalent, available through the Cuba Chamber of Commerce, for the salaried positions of the Director and the Youth Services Coordinator. The employee is responsible for the remaining 50% premium. \$250 in lieu of medical coverage to be paid out at the completion of each employment year.

b. The Library does not provide life, health or dental insurance for its part time employees. However, health insurance may be available for those employees through the Cuba Chamber of Commerce.

C. Retirement

a. The Library will match up to 3 % of an employee's gross annual wages/salary, with a maximum of \$1837, if the employee wishes to participate in an IRA Retirement plan. This will be done by payroll deduction. An employee is eligible to retain the amount matched by the employer after one year of employment.

D. Earned Leave

- a. **Holiday leave:** The Library Director and Youth Services Coordinator are paid for holidays that the library is closed.
- b. **Vacation:** Beginning with their fourth month of employment, the Library Director and Youth Services Coordinator receive two weeks (64 hours) of paid vacation a year. Beginning with their fourth month of employment, hourly staff receives one week (of their average, regular work week) of vacation a year. Hourly employees earn an additional 4 hours vacation for every additional year of employment, up to two full weeks of vacation a year. Vacation must be used in the year in which it was earned, unless granted an exception by the Board.
- c. **Sick days:** Beginning with their fourth month of employment, sick leave is accrued by all staff at the rate of 4 hours a month, with a maximum of forty eight (48) hours.

If sick leave extends over three (3) days, a Doctor's note may be required. Sick leave is not carried over to the next calendar year however, after a year of employment, the employee starts the year with a bank of 48 sick day hours.

- d. **Personal Medical Leave:** An employee may take a personal medical leave due to illness or injury that makes the employee unable to perform his/her job. The Board of Trustees will be given request for leave as soon as is possible along with the projected amount of time to be taken, The Board of Trustees may grant up to 6 weeks of unpaid leave in the first year of employment and up to 12 weeks of unpaid leave per year after the initial year of employment.
- e. **Bereavement Leave:** One week of paid mourning leave is granted, equal to the number of hours an employee usually works in a week, per year. Mourning leave is used for the death of a spouse, child, sibling, parent, grandparent or in-law of the employee.
- f. **Jury Duty:** If called to jury duty, employees will be paid equal to the number of hours that employee usually works for up to one week's jury duty.

E. Family and Maternity Leave

- a. It is important for the development of families that Cuba Circulating Library Association entitle salaried employees to take reasonable leave for the care of a child (son or daughter), spouse or domestic partner, or parent who has a serious health condition. Therefore, Cuba Circulating Library Association will grant any eligible employee an unpaid leave for up to twelve (12) work weeks in any twelve month period for such care.
- b. Definitions of spouse, son, daughter or parent shall be defined as per the Federal Family Medical Leave Act.
- c. An eligible employee shall, by letter, inform the Cuba Circulating Library Association Board of Trustees of the employee's intention to take family leave and shall set forth the effective dates of the commencement and expiration of the leave. Said notice, unless circumstances dictate otherwise, shall be provided at least seven (7) calendar days prior to the effective date of the commencement of the leave.
- d. While on family or personal medical leave the eligible unit member shall be covered by the medical plan in effect for the salaried employee.
- e. The employee, upon termination of the leave, will be restored to such employee's former position and to all previously held rights, benefits, salary and privileges.
- f. **Maternity Leave** – Employees are required to notify the Board of Trustee President as soon as a pregnancy is known. This information will be considered

confidential unless otherwise indicated by the employee. Upon the birth or adoption of a child, an employee would be granted six (6) weeks paid leave.

3. Conditions of Employment

A. Job Descriptions

- a. The Director and Board of Trustees establish employee classification and job descriptions according to prevailing library practices and the needs of the Cuba Circulating Library. All job descriptions are available to all current employees as well as to applicants.
- b. It is the Library Director's responsibility to keep these descriptions current.

B. Probationary Period

- a. The probationary period is the first three months of an hourly staffer's employment, during which time the employee may work closely with another staff member. The probationary period for salaried positions is 12 months. At the end of the probationary period, the employee may receive a written evaluation of work.

C. Hours of Work

- a. Evening and Saturday work is a condition of employment in the library and is a part of the customary and usual work-week. Salaried employees should not exceed 32 hours a week. Salaried employees may complete some work, such as book selection or program preparation at home, or work extra hours on Saturdays and may take compensation time for those hours.
- b. Checking email outside the library is not required for full time or part-time staff.

D. Work Environment

- a. Employees are expected to be prompt. Employees are expected to find their own replacement if possible if they are unable to work. If a replacement cannot be found, the Director is to be notified. There should be at least 2 employees on duty in the evening. There should be enough employees to handle the work flow at all other times, ensuring that customer service is prompt.
- b. The conduct of personal business while at work, including phone calls, is discouraged.
- c. Staff should not park on the streets near the Library. There is parking available in the lot across the street from the Library.
- d. The Library building is a non-smoking environment. Smoking is not permitted anywhere in the building or within 15 feet of the main entrance of the library in accordance with New York State Law

E. Personal Appearance

- a. Employees are expected to dress in a professional manner which reflects their position. Jeans and t-shirts are not appropriate work attire for those positions requiring contact with the public at the circulation desk.

F. Breaks

- a. An employee receives a paid 15 minute break for each complete 4 hours worked. If an employee is at work more than 6 hours a day, that employee receives up to an hour of unpaid meal time, with the stipulation that the circulation desk be covered at all times.

4. Training

A. Staff Development

- a. Staff is expected to attend pertinent training and meetings, including monthly staff meetings. With the approval of the Library Director, workshop fees are paid by the Library. Mileage to meetings and training is paid at the prevailing Internal Revenue Service rate.

5. Evaluations

A. Employee Evaluations

- a. Evaluations of all staff will be done annually in December. Prior to the meeting, the employee will be given a copy of the evaluation form (see appendix II. H. iii) on which to note special accomplishments of the year. Thus the employee and Director work together on the evaluation and also work together on the goals for the coming year. The form is signed by both the Director and the employee. The Director is evaluated in the same manner annually by the Board of Trustees in accordance with their hire date.

6. Harassment / Discrimination

A. Employee Grievance

- a. An employee with a grievance will define that problem in writing and submit it to the Director or the Personnel Committee. If the problem is not resolved to the satisfaction of the employee within fifteen (15) working days, a written complaint with details should be submitted to the Board of Trustees by the employee. After hearing from the employee and the Director, the final decision of the Board of Trustees will be rendered in writing within thirty (30) days of the receipt of the complaint. If the complaint is not resolved to the satisfaction of the employee, any further action is the sole responsibility of the employee.
- b. Whistleblowers Policy* See Attached Cuba Circulating Library Association Whistleblower/Ethical Behavior Policy for further details.

B. Resignation

- a. The Director and Youth Services Coordinator should give six (6) weeks notice of resignation. Other staff must give two weeks notice of resignation.

C. Customer Service

- a. The first duty of all employees is to serve the customer. Courtesy and a spirit of excellence in customer service are the first requisites of a staff member. All customers are served in a first-come, first served basis, and business-like and cordial conduct is presupposed at all times. Personal conversations should be kept to a minimum and should never take precedence over customer service. Maintaining confidentiality of customer records and customer behavior is a requisite of the job.

D. Employee considerations

- a. Library employees are fine exempt on materials checked out but are expected not to abuse this benefit. Library employees are also able to make copies at half the public's cost.
- b. Employees may not take new books first before the public. All fiction must circulate at least once before a staff member can take it. All nonfiction must either circulate once or be on the New Book Shelf for two weeks before staff may take it.

E. Employee Acknowledgment

I have received my copy of the Personnel Policies of the Cuba Circulating Library and I understand that it is my responsibility to read and comply with these policies.

Employee Signature

Date

Revised policies approved by Board of Trustees July 14, 2003

Revised wages approved by the Board of Trustees July 12, 2004

**Revised statement regarding when payroll is written approved by
Personnel Committee on 12/13/2004**

**COLA of 2.5% granted by Board at February 2006 meeting, effective with
next payroll.**

**COLA of 5% effective January 2007 granted by the Board at the November
2006 meeting.**

**Employee check against NYS Sexual Offenders Registry approved August
2007.**

COLA of 2.5% effective January 2008 granted Dec. 2007.

COLA of 2.5% effective Jan. 2009 approved by the Board on 11/10/08.

Revised policies approved by Board of Trustees May 9, 2011.

2% increase effective 1-1-12 approved by Board of Trustees on 12/12/2011

Addition of health insurance benefit for salaried employees 06/18/2012

Addition of health insurance buyout for salaried employees 11/10/2014

Revised policies approved by Board of Trustees 1/9/2017, 2/13/2017