

## Personnel Policy

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The following are rules and regulations of the Kinderhook Memorial Library. These are effective October 1, 2008 as adopted by the Board of Trustees of the Kinderhook Memorial Library.

### EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

The Kinderhook Memorial Library is an equal opportunity employer. Our policy is to recruit, hire, promote and compensate without regard to race, age, religion, gender, national origin, creed, handicap, color, sexual orientation or familial status. Employment opportunities are open to all qualified applicants on the basis of their experience, aptitude and ability. The Library does not discriminate between the sexes on pay. It pays the same wage rate to individuals, whether they are male or female, for comparable work requiring comparable skills under comparable circumstances.

### HIRING AND PROBATIONARY PERIOD

Recruitment of new employees will be based upon qualifications outlines in individual position job descriptions listing required skills, knowledge, abilities and educational background. The Board of Trustees is responsible for recruitment of a qualified Library Director. All other recruitment is conducted by the Library Director.

All applicants considered for employment will receive a copy of the job description of the position for which they are applying. All new and rehired employees serve a 3-month probationary period. The probationary period gives the Library Director the opportunity to assess a new employee's ability to perform the assigned duties of their position. The use of a probationary period is not intended to state, imply, or change the status of any employee as subject to employment-at-will, nor should a probationary period be used to infer that employment will continue beyond this period. If during the probationary period that employee feels that they selected the wrong place of employment, that person is free to leave with one week notice. However, if the employee is the Director, two weeks' notice is required. The Library reserves the same right during the probationary period.

### HOURS

The library is open 47 hours per week. The Library Director will schedule employees so that the Library is adequately staffed.

### EMPLOYEE STATUS

Full-time Salaried: Employees who work a minimum of 35 hours per week. Positions are salaried and cannot earn overtime (with the exception of those who do not meet the minimum salary requirement under the Fair Labor Standards Act), however, compensatory time may be given at the discretion of the Director. Compensatory time for the Director will be reviewed by the President of the Board of Trustees.

Part-time Hourly: Employees who work up to and including 34 hours per week.

#### INTERVALS OF PAY

Employees are paid every two weeks on the Friday following the pay period.

#### OVERTIME AND COMPENSATORY TIME

Overtime is defined to be any hours over the regularly assigned hours that each employee works. Any time which is overtime will be paid in accordance with the Fair Labor Standards Act. No overtime is to be worked without the approval of the Library Director.

#### EMPLOYEE BENEFITS

##### Social Security

All employees are covered under the Social Security Act.

##### Health Insurance

The Library offers health insurance coverage for all full-time salaried employees. The employee may be asked to contribute up to 20% of the premium per year.

##### Retirement

At this time, the Library does not offer retirement benefits.

##### Paid Time Off

Every full-time salaried employee will receive 33 days of Paid Time Off per calendar year upon completion of the probationary period, which may be prorated in the employee's first year of employment. These days may be used for vacation, personal business, or personal or family sick leave. These days shall not be carried over in to a new calendar year, with the exception of a maximum of five days per employee that may be banked for use in the event of a long-term illness on the part of the employee or his or her immediate family member. No more than 20 days may be accumulated for this purpose, and there will be no compensation paid for unused time.

All vacation requests are subject to approval of the Library Director. Vacation requests for the Director are subject to approval of the Board President.

Part-time hourly employees are entitled to one week of Paid Time Off per year, after their first anniversary, equal to the average number of hours they worked per week in the previous year. If unused, the hours may be banked for use in the event of a long-term illness on the part of the employee or his or her immediate family member. No more than 40 hours may be accumulated for this purpose, and there will be no compensation paid for unused time.

##### Bereavement Leave

Each full-time salaried employee will be allowed up to five days of bereavement leave per occurrence, per fiscal year for a death in the employee's immediate family. Immediate family members are defined as an employee's spouse, domestic partner, parents, stepparents, siblings, children, stepchildren, grandparents, grandchildren, and corresponding members of spouse's or domestic partner's family. Bereavement leave may not be carried forward to the next year.

#### Paid Holidays

The Library is closed on the following legal holidays: New Year's Day, Martin Luther King Day, President's Day, Easter, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Eve, and Christmas. If the holiday occurs on a day that the Library is closed, equal time off should be allowed at another time. On the day before Thanksgiving Day and December 31 the Library will close at 1:00 p.m.

All employees regularly scheduled to work on these days will receive pay calculated by multiplying their missed hours with their regular wage.

#### Disability

In the event that a Library employee cannot perform his/her duties because of illness or capacity, he/she will become eligible for New York State Disability Insurance, or New York State Worker's Compensation. The employee's full compensation will be reinstated upon return to work.

#### TRAINING AND STAFF DEVELOPMENT

The Board of Trustees acknowledges the value of employee attendance at workshops, courses and conferences related to both Library services and employee's duties as a means of enhancing the Library's offering to the community. Accordingly, to the best of its ability, the Library will consider granting time and compensation to employees for attendance at workshops, courses, and conferences. Opportunities for professional development are also available through our Library System, and the Library will work with employees to take advantage of all professional development opportunities offered through the Mid-Hudson Library System.

#### LEAVES WITHOUT PAY

Leave without pay may be granted at the discretion of the Board of Trustees for a period not exceeding six months. Requests for a leave of absence without pay must be submitted in writing to the Director. All requests, accompanied by recommendations of the Director, must be submitted for approval to the Board. The Board reserves the right to stipulate any conditions for such leave.

#### SALARY ADMINISTRATION

All salaries are set by the Board of Trustees at the time of hire. Salary increases are granted by the Board at the recommendation of the Director based on performance evaluations and financial ability of the Library.

## JOB DESCRIPTIONS

### Title: LIBRARY ASSISTANT

General Statement of Duties: Works together with other public service employees to provide quality service to patrons of the Kinderhook Memorial Library. May be assigned other clerical duties in addition to direct public service.

Job Description: This position involves performing routine library clerical duties necessary for the proper organization and distribution of library materials and providing direct service to the public. Employees in the department routinely participate in the following activities: handling routine circulation, reserve, and overdue functions; issuing borrower cards; collection of fees; searching and updating computer records; stack maintenance; and a variety of other activities. On-the-job training is provided under the supervision of higher-level personnel.

Required Skills and Abilities: This position requires strong interpersonal skills, particularly tact and courtesy in dealing with the public and coworkers, a working knowledge of general office procedures, the ability to understand and follow oral and written instructions, flexibility in work schedule, a good sense of humor, and a positive work attitude.

#### Minimum Qualifications:

- Possession of a high school or equivalency diploma. Bachelor's Degree preferred.
- Experience using computers for internet, finding information, and various software applications including word processing.

### Title: LIBRARIAN

General Statement of Duties: Works with other public service employees to provide quality service to patrons of the Kinderhook Memorial Library. Performs professional librarian duties and learns the specific applications of professional training. Librarians are assigned work progressively more difficult as their experience in the field broadens. Supervision may be exercised over other library personnel.

Job Description: This position involves providing reference services, reader's advisory, instruction, and programs for library users. Librarians also work directly with patrons and other staff in a fast-paced team environment; assist the public in the use of digital devices and computers; act as a subject specialist and develop collections in assigned areas. They work under the supervision of other professional librarians and supervise paraprofessional and volunteer personnel when required.

Required Skills and Abilities: This position requires strong interpersonal skills, particularly tact and courtesy in dealing with the public and coworkers, a working knowledge of general office procedures, the ability to understand and follow oral and written instructions, flexibility in work schedule, a good sense of humor, and a positive work attitude. Decision-making and problem solving, including interpretation of library policy and the exercise of independent judgment are necessary. In-depth knowledge and ability in advanced library procedures, including research and the teaching of research skills are required. Comfort with technology and a commitment to keeping tech skills current are essential. Initiative in project planning and outreach to promote library services in the community is desired. Public desk staffing is routinely involved. Some clerical tasks are assigned.

Minimum Qualifications:

- Possession of a Master's of Library Science/Information Science (MLS/MSIS) or equivalent degree.
- Eligibility for NYS Public Librarian's professional certificate at time of appointment.

Title: LIBRARY DIRECTOR

General Statement of Duties: Under broad policy guidance and direction from the Library Board, the Library Director performs professional and administrative duties in planning, developing, implementing and directing public library services for the Kinderhook Memorial Library. These duties include customer service and community relations, organizational growth, administration and human resource management, financial management, legal compliance, fundraising, and maintaining a strong working relationship with the Board of Trustees.

Job Description: The position of Library Director involves overseeing all aspects of the Library. The Director is responsible for ensuring the highest level of customer service to Library patrons; consistently applying Library policies; effectively communicating Library services to the public; developing and maintaining working relationships and cooperative arrangements with government officials and community organizations. The Director is also responsible for working with the Board of Trustees to develop long- and short-term goals and objectives to ensure the organizational growth of the Library, evaluating the success of those goals; developing and maintaining a collection that is responsive to community needs; ensuring the building and grounds are well maintained; and keeping up with current professional trends and developments in the library field. The Director is responsible for hiring and training all Library staff; encouraging continuing staff development for all staff members; effectively delegating and overseeing all work assignments; ensuring all personnel policies are followed; holding and documenting annual performance evaluations of all staff; as well as actively engaging community volunteers in the work of the Library. Additionally, the Director is responsible for working with the Board of Trustees in developing the Library's budget; ensuring adequate control and accounting of all funds; maintaining official records in compliance with federal, state and local regulations; maintaining positive relationships with government, foundation, corporate and individual donors; and providing appropriate and timely communication to the Board of Trustees.

Required Skills and Abilities: The Director will have thorough knowledge of library science and current trends in the library field including current technology, as well as knowledge and skills in management principles and practices, a working knowledge of budgetary and accounting processes, and an ability to plan, organize, supervise and evaluate the work of employees in diverse library activities. In addition, the Director will have broad experience in collection development and programming for all ages, excellent human relations and written and oral communication skills, and an ability to maintain effective and harmonious working relationships with the Board of Trustees, employees, other agencies, and the general public.

Minimum Qualifications:

- Possession of a Master's of Library Science/Information Science (MLS/MSIS) degree.
- Minimum of two years prior experience working in a public library in a supervisory or administrative position.

## PERFORMANCE EVALUATION

It is the policy of the Library to have a written evaluation of employees. For a new employee, these written evaluations should be completed at the beginning of the fourth month of employment. Written evaluations for all employees should be conducted at least once annually based on his/her job description.

The Director shall personally conduct annual evaluations of the work performance of all staff members. The Board of Trustees will provide an annual written evaluation of the Director. The purpose of such reviews shall be to help employees make progress in their work and learn where they stand. The performance review must be accompanied by a personal conference in which the employee may examine the review and have an opportunity to ask questions or make comments. Disagreement with the performance rating may be expressed in writing to the Director and the Board of Trustees.

Performance evaluations will be considered as one factor in determining salary increase, promotions, or dismissals. The results of these performance evaluations shall be made available to the Board of Trustees for annual salary review.

Evaluations, as well as written comments that the employee should make about the evaluation, should be kept in the personnel file that is locked. All employees have access to their evaluations and may examine them at any reasonable time. On all evaluation forms, the employee is given the opportunity to write his/her comments about all written comments.

## RULES OF CONDUCT

Most employees never violate any Library rules or give the Administration any reason to impose discipline. However, there is the possibility that there will be some employees at the Library who will require discipline, up to and including dismissal, for actions that are detrimental to the Library or to other employees. The following is a list of some, but not all, of the acts which would result in disciplinary action, up to and including dismissal.

- Repeated absences or tardiness
- Persistent negativity or numerous petty complaints that undermine the morale of coworkers, or interfere with the normal flow of work.
- Misuse of time: extended breaks or lunch hours; persistent or extended personal telephone or cell-phone calls.
- Interrupting working employees with personal or frivolous conversations.
- Disrespectful behavior toward management, patrons or other employees
- Insubordination (Refusal to do work or carry out a reasonable request)
- Any act of dishonesty, deception or fraud
- Abandonment of job or failure to report to work without notifying a supervisor
- Committing deliberate damage to Library property
- Unauthorized use of Library facilities, tools or equipment
- Disorderly conduct, such as striking another employee, use of abusive language, etc.
- Falsifying Library records
- Allowing unauthorized person(s) access to Library facilities
- Possessing, or being under the influence of, alcohol or illegal drugs while at work.
- Violating the no smoking designation of the Library and its grounds

- Harassment of any nature, including sexual harassment
- Possession of firearms or other weapons on Library property
- Illegal use of e-mail or communication systems
- Removing, sending, or furnishing Library records and information to unauthorized persons
- Abuse or violation of State or Federal laws adversely affecting employment
- Any conduct contrary to common decency or morality, or liable to incite or provoke anyone because of race, age, religion, gender, national origin, creed, handicap, color, sexual orientation, or familial status.

The examples used above are not intended to be an inclusive list of inappropriate behavior subject to disciplinary action. These examples are given only as guidelines. In the case of an actionable offense, the following procedure will be followed:

1. A verbal notification will be given to the employee.
2. A verbal warning will follow if the offense is repeated.
3. If the offense continues, written notification will be given to the employee, and a copy placed in the employee's personnel folder
4. The Operations Committee will be notified if the offense persists, which will, if necessary bring the matter to the attention of the Board.
5. The Kinderhook Memorial Library Board reserves sole managerial discretion to determine what conduct or behavior is subject to discipline and to determine the severity and timeliness of such discipline.

Board Actions: Offenses referred to the Board would result in actions such as:

1. Monetary penalties
2. Probation
3. Suspension
4. Dismissal

#### CONFIDENTIALITY STATEMENT

All library, patron, and staff information is confidential and should not be discussed with any person or persons outside the Library. Copying, removing, allowing unauthorized access to the Library or patron documents, information, files or mailing lists, or any form of distribution of patron information is not allowed. All internal information about the Library administration is to remain confidential. Staff may not access or distribute administrative files, documents, or information. Staff may not publicly represent the Library administration outside their job description in any way unless through prior arrangement with the Director. Any breach of this confidentiality requirement is grounds for termination.

#### FIRING AND DISMISSAL

An employee may be dismissed for incompetence or for just cause. The notice of dismissal shall be in writing and shall state the specific charges. Layoffs may be made due to lack of funds, discontinuance of activity, or reorganization.

#### RESIGNATION

The Library employee must submit resignations in writing to the Library Director. Notice of resignation must be submitted 14 working days prior to termination of employment. A 30 working

day notice of resignation is required for the Library Director. The employee's written and signed resignation should be dated when received and retained in the personnel file.

#### STAFF GRIEVANCES

Dissatisfaction with alleged unfair treatment, work schedules and assignments, Library policies and procedures, or working conditions should be brought to the attention of the Library Director. The employee must first orally discuss the situation with the Library Director within two weeks after the occurrence of the event. Within three working days, the Library Director shall communicate his/her decision to the employee. Many issues will be settled informally or verbally. If either the Director or employee is dissatisfied with the results of the Director's decision, the grievance may be brought to the Operations Committee of the Board of Trustees by either party.

#### EMERGENCY CLOSINGS

The Library may be closed due to severe weather conditions and/or other unusual circumstances. When the Library is closed, staff will not be charged with lost time. The decision to close the Library will be made by the Library Director. The Library will not necessarily conform to school closings.

#### PROMOTIONS AND DEMOTIONS

Promotions: It is the policy of the Library to fill staff vacancies, when possible, by promotion from within, if a candidate with the appropriate experience and qualifications is available and interested. In keeping with the merit approach to employment, mere length of service, unaccompanied by professional growth and above average work performance, will not be considered in itself a basis for promotion.

Demotions: The Library Director may demote an employee to a lower related classification for reason of the employee's failure to meet the requirements of his/her job description or at the request of the employee. Salary adjustments in cases of demotion shall be made as appropriate. Employees who have satisfactorily passed their probationary period in the position from which they are demoted may appeal the action in accordance with the procedures set forth under Staff Grievances.

#### VOLUNTEERS

The Kinderhook Memorial Library recognizes the importance of utilizing the assistance of volunteers to enhance and expand the services of the Library. In establishing volunteers, the Kinderhook Memorial Library shall not use volunteers to supplant Library staff but to enrich Library services in a comprehensive manner making the services available to the entire public through a coordinated volunteer/staff effort. See the Kinderhook Memorial Library's Volunteer Policy for more information.

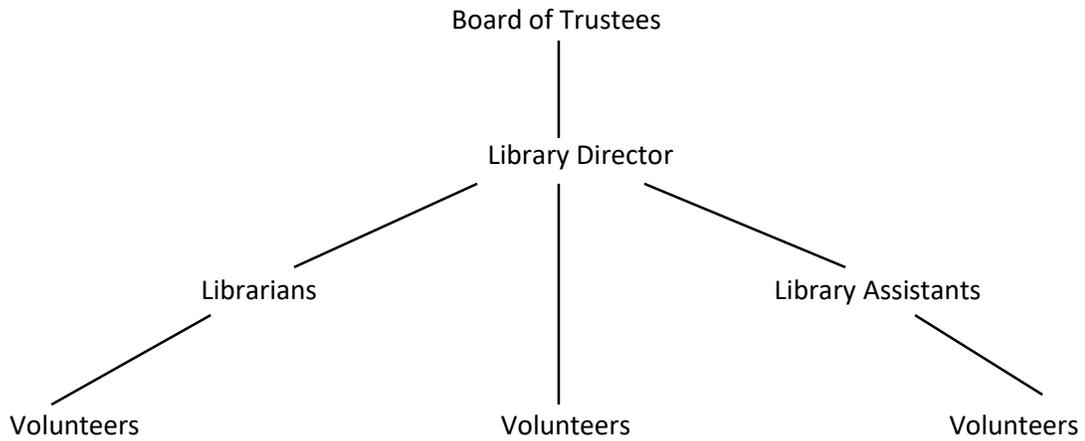
#### PERSONNEL RECORDS

All material in the personnel folder, except letters of recommendation, which the subject has waived his or her right to review, shall be open to the scrutiny of the employee. Letters of recommendation for which the subject has waived his or her right to review will be removed in the presence of the employee. The employee shall have the privilege and right to submit a written reply to any material in his/her personnel folder. His/her answer shall be reviewed by the Library Director or the President of the Board of Trustees, then attached to the appropriate material and placed in the folder. In the event that the employee questions the factual accuracy of any material in the folder,

the employee must submit proof supporting his or her position. No material in the employee's personnel folder will be available to anyone, except the Library Director and the Board of Trustees without the express written consent of the individual employee involved. No employee's file shall be altered for any reason or removed from the Library building.

#### ORGANIZATIONAL CHART

The relationship among the Library Director and Library Staff is indicated as drawn in the following organizational chart.



**Employee Written Statement of Terms of Employment**

**This statement applies to:**

**(Name and Address of Employee)**

Kinderhook Memorial Library

P.O. Box 293

18 Hudson Street

Kinderhook, NY 12106

**Place of Work** (State the place of work of the employee; if there is not fixed or main place of work, the employer must state the main place of business and state that the employee will be required to work in various locations.):

**Date of Commencement of Employment:**

**Hours of Work:**

**Rate of Compensation or Salary:**

**Intervals of Pay (weekly, bi-weekly, monthly, etc.):** See the Library's Personnel Policy for details.

**Holidays:** See the Library's Personnel Policy for details.

**Sick Leave:** See the Library's Personnel Policy for details.

**Paid Leave:** See the Library's Personnel Policy for details.

**Retirement:** See the Library's Personnel Policy for details.

**Notice of Requirements:** See the Library's Personnel Policy for details.

**Details of Disciplinary and Grievance Procedures:** See the Library's Personnel Policy for details.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee)

Signed \_\_\_\_\_ Date: \_\_\_\_\_  
(Library Director)