South Country Library

PERSONNEL POLICY AND PROCEDURES

(Revised/Approved by Board of Trustees June 15, 2006; June 18, 2009;
May 17, 2012)

Introductory Statement

A. This handbook is designed to acquaint you with the South Country Library and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of this handbook. It describes many of your responsibilities as an employee and outlines the policies developed by the South Country Library to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

B. No employee handbook can anticipate every circumstance or question about policy. As the need may arise, the South Country Library reserves the right to revise, supplement, or rescind any policy or portion of the handbook. Employees will, of course, be notified of such changes to the handbook as they occur.

C. The personnel policies of the Board of Trustees of the South Country Library are to be implemented to provide for the efficient operation of the library. Effective compliance with the policies and procedures should result in job satisfaction, harmonious relationships, and efficient work. The South Country Library exists to serve its public and the staff is expected to give user needs first priority. We believe that each employee contributes directly to the South Country Library’s growth and success and we hope that you will take pride in being a member of our team.

D. Employee Categories

Full-Time (Annual Rate) Employees: Employees hired for a full-time position are required to work 35 hours per week and are entitled to full benefits in accordance with this policy.

Part-Time (Hourly Rate) Employees: are hired to work no more than 17 hours per week, except those grandfathered in at 18 hours per week, and are entitled to limited benefits (vacation, sick & personal time, holidays occurring on days which they are regularly scheduled to work).

Library Pages: Employees are part-time and entitled to holiday pay if the holiday falls on their regularly scheduled work day; they are not eligible for any other benefits.
Substitutes: Employees are paid at an hourly wage and are not eligible for benefits.

New Hires: New employees are generally hired at the Clerk I, Librarian Trainee or Librarian I level. Advancement from Clerk I to Clerk II and/or Librarian I to Librarian II will be considered as a promotional opportunity when there is a vacancy in a position which involves the supervision of staff.

E. Recruitment

The selection of staff members is based solely on merit with due consideration of personal and educational qualifications, training and aptitude for the position as listed in the job description.

F. Job Posting

Announcements of all vacancies or new positions will be posted on the staff bulletin board, and may be advertised publicly at the same time. Employees who meet the requirements and are interested should contact the Director or Director's designee.

G. Equal Employment Policy

It is the Library’s policy to employ, maintain, promote, terminate, and otherwise treat any and all employees and job applicants on the basis of merit, qualifications and competence. This policy shall be applied without regard to any individual’s sex, race, religion, national origin, age, pregnancy, marital status, gender, sexual orientation, genetic predisposition or carrier status or physical handicap, except where the doctrine of business necessity or a bona fide occupational qualification can reasonably be established. Any employee or other agent of the Library shall be prohibited from engaging in discriminatory conduct related to work or service. In short, the library does not discriminate against anyone on any basis prohibited by law.

Any employees with questions or concerns about any type of discrimination or harassment in the workplace are encouraged to bring these issues to the attention of their immediate supervisor. Employees may raise concerns without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination or harassment will be subject to disciplinary action, up to and including termination of employment.

Members of the South Country Library Board of Trustees and members of their immediate families shall not be employed by the South Country Library. No more than one member from the same immediate family may be employed to work at the South Country Library. "Immediate family" refers to any Trustee or employee’s spouse, children, mother, father, siblings, stepchildren, grandchildren, or in-laws.

H. Orientation

The orientation shall include information and documents important for the proper performance of assigned work, as well as an explanation of the Personnel Policy.
I. Probation

New appointments are made for a probationary period of 26 weeks. During this time, the employee will receive two evaluations of job performance, one prior to the 13th week and one prior to the 26th week. A satisfactory 26th week evaluation indicates the probationary period has been successfully completed.

After 6 weeks of employment, a new full-time employee may alert the bookkeeper if he/she is interested in applying for health benefits and pension plan. The employee will receive these benefits no later than 3 months after the hiring date.

All employees are entitled to accrue annual leave and personal days as stated in the annual leave and personal days section, but may not use them until successfully completing probation. Sick leave may be accrued as stated in the sick leave section and can be used after 30 days.

Employees may be terminated for substandard work without notice during the probationary period, and no grievance may lie on the matter of termination. Even after successful completion of the Probation, employment remains at will.

J. Confidential Nature of Library Affairs

It is the policy of the South Country Library that the internal affairs of the organization represent confidential information that each employee has a legal obligation to protect.

Employees authorized to have access to confidential information must treat the information as proprietary Library property for which they are personally responsible. Employees are prohibited from attempting to obtain confidential information for which they have not received access authorization. Employees violating this policy will be subject to disciplinary action, up to and including termination and may be subject to legal action.

The Director is responsible for coordinating security and control of Library information and for approving any exceptions to this policy.

All media inquiries and other inquiries of a general nature should be referred to the Director, and all press releases, publications, or other official declarations must be approved in advance by the Director, other than those published in the library's newsletter or in flyers. Inquiries seeking information concerning current or former employees should be referred to the Director.

All information pertaining to patron records including records and reference request information is, by law confidential. It is against the law to disclose this information to anyone, including family members or police organizations. Refer requests for information to the Director who will request a court order before disclosing information.
K. Public Relations/Conduct

Employees should be aware that their behavior and attitude not only affect their work, but also affect the people with whom they work and those they are serving. An employee attitude is often telegraphed to co-workers and the public non-verbally, and is often most evident in stressful situations. By staying calm, even under pressure, employees help maintain a comfortable working atmosphere, promote good relationships with fellow staff members, and project a more positive image. Conversations, efficiency and attitude are important. Conversations should be conducted in a low tone, and should not include any comments or judgments about patron behavior.

When helping a member of the public, listen attentively and show a willingness to be of assistance. Direct the problem to the supervisor if necessary.

No matter how mundane a question may seem, remember, it is important to the person asking it. All patrons deserve the best help staff can give them. When a request is outside an employee’s area of responsibility or ability to answer, seek help from other staff members or refer the person to the appropriate source. Remember each time one answers the phone, writes a letter, attends a meeting, or greets someone from the public, that employee IS the South Country Library.

L. Conflicts of Interest/Gifts & Gratuities

Employees are not permitted to solicit, obtain, accept, or retain any personal benefit from any supplier, vendor, customer, etc. or an individual or organization doing or seeking business with the South Country Library. As stated here, personal benefit means a gift, gratuity, favor, service, compensation in any form, special treatment or anything of monetary value.

Exceptions include: unsolicited advertising or promotional materials of normal intrinsic value such as pens or calendars; awards for meritorious civic service contributions; and unsolicited consumable items that are donated to the entire work group in the appropriate non-work area.

M. Health and Safety

Each employee, supervisor or other involved person should survey the work area frequently to eliminate unsafe conditions such as slippery surfaces, graffiti, uneven walkways, broken furniture or glass, unsafe shelving, unsafe floor or window coverings, improper equipment, fire hazards, etc.

In the event of an injury to an employee or to a member of the public, staff should immediately:

- Notify the appropriate supervisor and the Director or the Director’s designee.
- Obtain appropriate qualified medical attention.
- Submit the accident report to the Director by the end of the workday.
N. Staff Use of Library Materials and Equipment

Staff must exercise extreme caution in the access and use of materials and equipment placed in their trust. Library materials or equipment for personal use must be checked out if they are to be removed from the library. Staff will not be charged overdue fines, but will be subject to disciplinary action if materials are not returned after the system generates a billing notice. Employees must check with the Technical Services Supervisor before borrowing any materials from that department.

O. Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, the South Country Library expects employees to follow the rules of conduct that will protect the interests and safety of all employees and the organization.

When going to a meeting or to lunch, employees must clock out, sign out and then clock in, sign in on return.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned equipment
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of employer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety and health rules
- Smoking in prohibited areas
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or absence without notice
- Unauthorized absence from work station during the workday
- Sleeping on the job
- Gambling on company time or company premises
- Possession of a weapon
- Violation of personnel policies
- Unsatisfactory performance or conduct

Cell phones or other personal mobile devices are not to be used during work time. Cell phones may be used for telephone calls during break times, outside of the building or in non-public areas which are not meant for employees to gather; such as the lunchroom. Cell phones or other
personal mobile devices may be used for non-intrusive activities (such as texting) during break times outside of the building or in other non-public areas.

P. Telephone Use

Personal calls, when they must be made, should be kept brief and to a minimum, and away from public areas. Before making any personal phone calls outside Suffolk County, staff must have permission from their supervisor or the Director. If it is necessary to make a personal call outside of Suffolk County, it is expected that the employee will notify the Assistant Bookkeeper noting the time, date and phone number of the call. Using calling cards or cell phones is preferred. The employee must reimburse the library for the cost of personal calls, faxes or postage. Incoming personal phone calls should be discouraged by all staff.

Q. Personal Appearance - see page 19 for details.

Employees are expected to present a businesslike appearance to the public. In order to ensure that a professional atmosphere is maintained the following items are deemed unacceptable: Shorts, crop tops (short tops that leave the waistline exposed); halter tops; message T-shirts; sports clothing such as sweat suits; warm-up suits, tennis skirts. Work dungarees, may only be worn by Pages, Maintenance and the Computer Technician. Ultimately, it is up to the judgment of supervisors to determine if an employee’s appearance meets the expectations of this policy. Shoes should be safe for the work environment. No caps or head coverings, other than those for religious purposes, may be worn while on work time.

R. Pay Period

For payroll purposes, the Library’s work week for all employees begins at 12:01 a.m. on Monday and ends at 12:00 midnight on the following Sunday.

Pay day for all staff is bi-weekly. Staff must acknowledge receipt of checks/pay stubs from the Bookkeeper.

Paychecks will not be given to anyone other than the employee or mailed without his or her prior written authorization. Any errors in a paycheck should be brought to the immediate attention of your supervisor.

Staff may also opt for direct deposit of moneys into the banks of their choice.

S. Sunday Hours

Sunday Library openings provide voluntary hours for extra pay and are separate from an employee’s salaried hours. An employee will not accrue any leave time or benefits for Sunday hours worked. To be eligible to work on Sundays, an employee must: a regularly scheduled employee in that department, and must be up-to-date on that department’s procedures and
practices. In the case of an Emergency Closing, employees scheduled to work will be paid their usual Sunday salary.

A holiday that falls on a Sunday is paid at the regular pay rate, not at the Sunday pay rate. Staff should not be “scheduled” on that day.

T. Meal and Rest Periods

Employees who work a 7-hour day may take a meal period of one hour but no less than 30 minutes a day, on their own time. They are also given the privilege of two 15-minute rest periods if the schedule permits.

Employees who work 5 ½ hours in a day must take a 30-minute meal period, on their own time. They are also given the privilege of a 15-minute rest period, if the schedule permits.

Employees who work at least 4 hours in a day may take a 15-minute rest period, if the schedule permits.

Break time is a privilege granted and should never be added on to lunch hours or used to compensate for late arrival or early departure.

U. Family and Medical Leave Act

The Family and Medical Leave Act of 1993 (FMLA) affords employees 12 work weeks of unpaid family and medical leave. Employees who have been employed for a total of at least 12 months prior to such a leave are eligible for this benefit. Employees are entitled to 12 weeks of unpaid leave during any 12-month period for any of the following:

1. The birth of a child to an employee or the placement for adoption or foster care of a child with the employee. The FMLA requires that employees who do take such leave must do so within 12 months of the arrival of the child.
2. For the care of a son or daughter, spouse or parent who has a serious health condition.
3. For an employee where a serious health condition renders the employee unable to perform the functions of his/her position.
4. For qualifying exigency leave and/or military care-giver leave.

The 12 month period in which the 12 weeks of leave entitlement occurs is a “rolling” 12 month period measured backward from the date any FMLA is used. Each time an employee takes FMLA leave; the leave entitlement would be the balance of the 12 weeks which has not been used during the immediately preceding 12 months.

While out for one of the above reasons, the employee must use their own accrued time as part of this 12 week leave. Vacation, sick leave, comp time and personal time must be used first. Additional unpaid leave will be granted for up to the 12 week period. If an employee has more than 12 weeks worth of accrued time, FMLA will still run out at the end of the 12 weeks. This means that the employee may not be on approved leave after the 12 week period.
An employee must provide the South Country Library with at least 30 days notice of his/her intention to take leave when the need for such leave is foreseeable; in emergency situations, the Library is entitled to receive such notice as is practicable. In the event leave is foreseeable based upon medical treatments, leaves are to be scheduled so as not to disrupt unduly the operations of the Library. Medical leave may be taken on a reduced leave schedule.

An employee is required to provide medical certification. Forms are available from the Bookkeeper.

For the duration of FMLA leave, the employee’s health coverage will be maintained with the employee paying his/her normal share of the coverage for that period. An employee’s health care coverage will cease if his/her part of the premium payment is more than 30 days late. Leave is unpaid although employees may be eligible for disability payments or worker’s compensation benefits. The employee will be restored to the same or equivalent position upon return to the South Country Library.

V. Health Insurance

Full-time employees are eligible to participate in the Health Plan provided by the Library. See the Bookkeeper for details about this Health coverage. Employees shall contribute towards health insurance premiums in such amounts as are set forth by the South Country Library.

W. Consolidated Omnibus Reconciliation Act of 1985 (COBRA)

The law provides for a temporary extension of health care coverage to full-time employees who have been terminated from their job for any reason other than gross misconduct. Benefits may be continued for up to 18 months and the former employee must pay the full amount of health insurance coverage costs.

X. Employee Assistance Program

All employees are covered by the BOCES Employee Assistance Program (EAP), a crisis intervention, counseling and referral service.

Y. Workers’ Compensation Insurance

The South Country Library provides a comprehensive workers’ compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment.

Z. Pension Plan

Full-time employees are eligible to participate in the South Country Library’s Retirement Plan (TIAA-CREF) after they have been credited with 1,000 hours or more of employment during any 12-consecutive calendar month period commencing with their date of employment. Any new
full-time employee who has attained age 21 and has completed one year of service with another public or private library, is eligible to participate upon employment at the South Country Library.

Part time employees may contribute on their own up to the maximum allowed by law. The Library does not make a corresponding contribution for part timers.

A2. Annual Leave (Paid Vacation)

All employees are entitled to accrue annual leave as set forth below, but employees on probation may not use them until successfully completing probation.

Full-time librarians: The amount of paid vacation time received each year increases with the length of their employment as shown in the following schedule:

Upon initial eligibility, the employee is entitled to 20 vacation days each year, accrued at the rate of 5 hours and 30 minutes per pay period.

At the start of the 3rd year from the employee’s date of hire, the employee is entitled to 21 vacation days each year, accrued at the rate of 5 hours and 45 minutes per pay period.

At the start of the 5th year from the employee’s date of hire, the employee is entitled to 22 vacation days each year, accrued at the rate of 6 hours per pay period.

At the start of the 7th year from the employee’s date of hire, the employee is entitled to 23 vacation days each year, accrued at the rate of 6 hours and 15 minutes per pay period.

At the start of the 9th year from the employee’s date of hire, the employee is entitled to 24 vacation days each year, accrued at the rate of 6 hours and 30 minutes per pay period.

At the start of the 11th year from the employee’s date of hire, the employee is entitled to 25 vacation days each year, accrued at the rate of 6 hours and 45 minutes per pay period.

Part-time librarians: Upon initial eligibility, part-time librarians, are entitled to 7.68% of their scheduled hours worked in a pay period. In addition every 2 years, beginning with the 3rd year of employment and up to and including the 11th year of service, 7.68% of the employees scheduled hours worked will be added to their accrued leave.

Full time clerical staff: The amount of paid vacation time received each year increases with the length of their employment as shown in the following schedule:

Upon initial eligibility the employee is entitled to 13 vacation days each year, accrued at the rate of 3 hours and 30 minutes per pay period.

At the start of the 3rd year from the employee’s date of hire, the employee is entitled to 14 vacation days each year, accrued at the rate of 3 hours and 45 minutes per pay period.
At the start of the 5th year from the employee’s date of hire, the employee is entitled to 15 vacation days each year, accrued at the rate of 4 hours per pay period.

At the start of the 7th year from the employee’s date of hire, the employee is entitled to 16 vacation days each year, accrued at the rate of 4 hours and 15 minutes per pay period.

At the start of the 9th year of the employee’s date of hire, the employee is entitled to 17 vacation days each year, accrued at the rate of 4 hours and 45 minutes per pay period.

At the start of the 11th year from the employee’s date of hire, the employee is entitled to 18 vacation days each year, accrued at the rate of 5 hours per pay period.

At the start of the 13th year from the employee’s date of hire, the employee is entitled to 19 vacation days each year, accrued at the rate of 5 hours and 15 minutes per pay period.

At the start of the 15th year from the employee’s date of hire, the employee is entitled to 20 vacation days, each year, accrued at the rate of 5 hours and 30 minutes per pay period.

Part-time clerical staff: Upon initial eligibility, part-time clerical staff, are entitled to 5% of their scheduled hours worked in a pay period. In addition every 2 years, beginning with the 3rd year of employment and up to and including the 15th year of service, 5% of the employees scheduled hours worked will be added to their accrued leave.

Annual leave must be requested in advance of use. Approval must be granted by the employee’s supervisor and Director. Efforts will be made to accommodate leave requests but staffing needs may preclude approval of all requests. Neither sick leave nor personal time may be claimed while on vacation leave.

Annual leave can accumulate only to the amount earned in 18 months of service except by permission of the Director and approval by the Board of Trustees. Accrued annual leave time will be converted to pay for an employee upon termination but may not total more than 10 days or 70 hours. This compensation shall constitute a form of severance benefit.

No annual leave time will be accrued while an employee is on any type of unpaid leave of absence.

B2. Sick Leave

All employees are entitled to accrue sick leave as set forth below, but employees on probation shall not be permitted to utilize sick leave until after thirty (30) days of employment.

Sick leave is to be used for absences due to personal illness. The Director has the right to require medical certification for any absence longer than 3 days. Sick leave is not for rest or relaxation. Sick leave is for leave on days when an employee cannot work due to incapacity.
5% of an employee’s regularly scheduled work week during a pay period is credited to sick leave, accumulating up to 1/20 of the total number of hours worked in 10 years (maximum 910 hours of accrued sick leave time for full-time employee with no absences). If the maximum accumulation of sick leave is reached, the employee will at the beginning of each fiscal year (July 1) be paid for 1/3 of the unused additional accrued sick leave time and the sick leave total will be reduced to the maximum.

Employees who use no sick leave for any calendar quarter may choose to transfer ½ the amount to their annual leave by filling out a transfer form and notifying the Director. Such transfers may be requested at the beginning of each calendar year.

C2. Extended Leave (Beyond 3 Months)

Leave taken may be extended beyond the 12 weeks covered by FMLA on a month-to-month basis after:

a. letter of request from employee
b. approval of the Board of Trustees
c. proof of continuing serious health condition (if applicable)

Reinstatement to the same or equivalent position is not guaranteed on an “extended leave”, nor is the employee guaranteed the same salary upon his/her return. The employee is responsible for paying the entire health premium during this time, or may apply for a waiver of premiums due to disability through the Health Plan provided by the Library. In any case, a return to work note from a physician must be submitted.

D2. Work Schedule Exchanges

The exchange of workdays is permissible; however, such exchanges must be approved in advance by appropriate supervisory personnel.

E2. Emergency Work Hours

In cases of emergency, employees may be required to work unusual and/or reduced schedules. All employees must keep the Library advised of a current address, telephone number and person to contact in case of personal emergency. Staff scheduled to work will be paid as scheduled if the Library closes.

The Library may also close for dangerous weather conditions or other emergencies, at the discretion of the Director or designee. Every attempt will be made to notify personnel as to whether there will be a closing or delayed opening as early as possible. Often, emergencies may result in delayed openings and scheduled employees should be prepared to report to work at a later time or use time other than sick time if they do not report. Any employee unable to report to work because of the weather on days when the Library is officially open must take either annual leave, personal leave, compensatory time, or leave without pay. Staff on sick leave, annual leave, or otherwise not scheduled during the period of emergency closing are not affected.
F2. Personal Leave

All employees are entitled to accrue personal days as set forth below, but employees on probation may not use them until successfully completing probation.

Each full-time employee is entitled to 3 personal leave days with pay annually, to conduct personal business. Part-time employees are entitled to 3 pro-rated days annually. Probationary employees are not eligible for personal leave with pay. Personal leave requires advance approval of the employee's supervisor and Director. In the case of an emergency, an employee may use a personal leave day, without advance approval, so long as the Library is notified. Personal leave days may not be added to annual leave or sick time. Personal leave days do not accumulate from one year to another.

G2. Holidays

The Library will observe the following holidays: New Year's Day, Martin Luther King Day, President's Day, Mother's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Eve Day. The Library will celebrate the holidays listed above on the date specified on the New York State calendar. To better serve the community, the Director may keep the Library open on designated holidays.

If the holiday falls on a Sunday when the Library would normally be closed, it will be observed on Monday. If the holiday falls on a Sunday when the Library would normally be open, it may be observed on that Sunday (i.e., Library closed) or the Library may open and staff will be compensated as outlined below. If the holiday falls on a Saturday, it may be observed on that Saturday (i.e., Library closed) or the Library may open and staff will be compensated as outlined below.

A decision regarding holiday scheduling will be made by the Director at least one week in advance of such holidays. Staff regularly scheduled to work on that day will receive the normal rate of pay for hours worked plus compensatory time for the holiday. Staff not regularly scheduled to work on that day will not receive pay or compensatory time.

Anyone not needed by their supervisors to work with the public will take these days off as a holiday. If a full-time employee's normal day off falls on a holiday, he/she will receive compensatory time off at the convenience of the Library. Part-time employees will be paid for holidays that fall on days they are regularly scheduled to work; they will be compensated for the hours they were scheduled to work.
H2. Bereavement Leave

Full-time Employees: Bereavement leave of up to and including 5 work days will be granted following the death of an employee’s spouse, domestic partner, child, or parent.

Bereavement leave of up to and including 3 work days will be granted following the death of an employee’s brother, sister, father-in-law, mother-in-law, maternal or paternal grandparent, or grandchild, uncle, aunt, brother-in-law, sister-in-law, niece, or nephew.

Part-time Employees: Bereavement leave shall be granted for up to 5 days or 2 days consistent with the categories of family members applicable to full-time employees but each day for the part-time employee shall be measured by the number of hours which comprises the employee’s normal work day.

Additional bereavement leave may be granted at the discretion of the Director. Bereavement leave time beyond the above granted time will be deducted from annual leave time.

If an employee is on vacation and there is a death in the family, he/she is allowed to change the vacation request to bereavement leave for the appropriate number of work day.

I2. Leave Without Pay

Regular employees may request a leave of absence without pay or employment benefits for a period not to exceed 3 months. Requests should be submitted in writing to the Director as far in advance of the anticipated leave date as possible. The request must state the reason, circumstances, duration & location of the leave. During such leaves of absence, the employee must either discontinue or pay the total cost for maintaining any employee-related discretionary, insurance, health, or retirement benefits, etc.

All approved leaves without compensation must be reported immediately to the Board Personnel Committee and then reported to the full Board at its next regular meeting. Leave of this type is only granted when vacation and personal days are exhausted.

Leaves of more than 3 months must have the approval of the Board of Trustees. Such leaves should follow the above procedures, but the Director will forward the request to the Board Personnel Committee to then be presented to the full Board at its next regular meeting. Reinstatement to the same or comparable position is not guaranteed on leave in excess of 3 months, nor is the employee guaranteed the same salary upon his/her return.

J2. Resignation

A librarian is required to submit a written resignation to the Director at least 4 weeks prior to the effective date. Clerical staff must submit such notification at least 2 weeks prior to the effective date.
When an employee leaves employment at the Library (other than through discharge) he/she is entitled to be paid for ½ of all sick time accrued during the employee’s initial ten (or less) years of service; all vacation time accrued to the employee’s maximum limit; and any compensatory time remaining to a maximum of ten hours.

K2. Compensation Upon Employment Separation

An employee who is terminated or who resigns will receive salary and benefits due to him/her through the last official day of work. Final regular pay will be paid to the former employee when the next normal Library pay period occurs. Any severance pay benefits due to the former employee will be paid within 45 calendar days of the final day of employment.

L2. Jury Duty

Employees serving on jury duty will receive their normally scheduled pay for hours served during their normally scheduled hours. Employees on standby jury duty are expected to be at work.

M2. Military Leave

An employee who enters active military duty in a branch of the U.S. armed Forces will be granted an unpaid military leave for that period of time in which re-employment is protected by law.

Employees required to engage in Military Reserve Duty will receive their regular rate of pay for normal hours to be worked during this period of duty, up to a maximum of 10 days per year.

N2. Voting

New York State Law indicates: “If an employee has 4 consecutive hours, either between the opening of the polls and beginning of his working shift, or between the end of his working shift and the closing of the polls, he shall be deemed to have sufficient time outside his working hours within which to vote. If he has less than 4 consecutive hours, he may take off so much working time as will enable him to vote, but not more than 2 hours of which shall be without loss of pay, provided he/she shall be allowed time off for voting only at the beginning or end of his working shift, as the employer may designate, unless otherwise mutually agreed.”

O2. Performance Evaluation

Each employee will be evaluated at once a year after the probationary period is completed. If an employee’s performance becomes unsatisfactory, additional evaluations may be necessary. All evaluations will be discussed with the employee, who will always be given the opportunity to comment.
P2. Personnel Records

All personnel records are considered confidential and the property of the Library. Personnel records and files will be available or disclosed only to those persons who are authorized by the Board of Trustees.

Employees may, upon reasonable advance notice, inspect their own personnel files in the presence of their supervisor.

Employees may submit in-writing to the Director statements for inclusion in their own personnel file related to items already in their file.

Q2. Attendance

Employees are expected to be punctual and are expected to remain at work for the entire work period excluding meal periods.

As staff meetings are for the benefit of the staff, it is the responsibility of any staff member absenting himself/herself to make himself/herself familiar with the information that was discussed.

Poor Attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

R2. Unauthorized Absence

An employee who is absent from his/her job without excused leave shall be considered absent without authorized leave. Any employee on an unauthorized absence for more than 3 scheduled work days will be deemed to have abandoned the position and will be automatically terminated. Unauthorized leave or unexcused absence will not be compensated in any form.

S2. Dismissals and Disciplinary Procedures

The purpose of this policy is to state the South Country Library’s position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

Disciplinary action may call for any or all of four steps - verbal warnings, written warnings, suspension with or without pay, or termination of employment—depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

By using progressive discipline, the Board of Trustees hopes that most employee problems can be corrected at an early stage, benefiting both the employee and the South Country Library.
The Library recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or in extreme situations, termination of employment, without going through the usual progressive discipline steps. While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment.

However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

T2. Grievance Procedures

A grievance is a specific, formal statement of dissatisfaction about a specific working condition or procedure that directly involves the employee expressing the grievance. After successfully completing probation, any staff member who has a grievance, or the Employee Association on behalf of those concerned, shall follow the procedure below:

1. Staff or Association member shall meet with the Director to discuss the matter.

2. If the staff member is dissatisfied following the discussion, then the grievance shall be put into writing to the Director along with the specific relief requested; the Director may respond in writing, if appropriate. Grievances must be submitted to the Director within 5 days of the initial meeting. The Director or Director's designee must respond within 14 days.

3. If the staff member is still not satisfied, he/she may send the grievance to the Board of Trustees Personnel Committee—along with any other relevant documentation.

4. The matter shall be discussed by the Personnel Committee, and the employee will be given an answer within 30 days.

5. If the staff member still feels the problem has not been resolved, he/she may present the grievance in writing to the entire Board at a regular Board meeting. The decisions rendered by the South Country Library Board of Trustees will be final and binding.

Any grievance that reaches Step 3 of the above procedure shall be reported to the Board at its next regular monthly meeting.

U2. Scheduled Work Hours (Fulfilling)

In order to accrue vacation, sick leave and personal time, an employee must actually meet his/her scheduled hours during a pay period either by working the hours, or using vacation, sick leave or personal time (or a combination of the preceding) to meet those scheduled hours.
V2. Compensatory Time

Compensatory time may be accrued by full time staff in 15-minute increments when it is necessary to meet the needs of the department or library. Permission of the Department Head is required, except in special circumstances such as inability to close the building due to a problem patron.

Part-time staff working more than their normally scheduled hours will be paid for that time unless their Department Head approves the granting of compensatory time in writing. This means that no comp time will be given without a signed form from the employee’s supervisor.

Comp time should be used in a timely manner and generally not accumulated beyond 10 hours. Whenever possible, it should be used during the pay period in which it is accrued.

W2. Religious Observance Days

Religious observance days taken in addition to those included in holidays must be charged to annual or personal leave or compensatory time.

X2. Smoking

There is no smoking policy in all locations within the Library. This policy is consistent with Local Law 12-1984 adopted by the Suffolk County Legislature.

Y2. – Retirement Benefits

Employee must have worked at the South Country Library full time, for twenty consecutive years.

An employee who terminates his/her employment to work elsewhere must transfer his/her plan to the new employer.

Employee must meet the Library Health Plan requirements for eligibility to continue health insurance coverage in retirement.

Employees Hired Prior to January 1, 2010: Employees will pay 50% of the premiums; the Library will pay 50% of the premiums.

Employees Hired on or After January 1, 2010: Employees will pay 70% of the premiums; the Library will pay 30% of the premiums.

“Retirement” shall mean termination of employment within 5 years of the date on which the employee is entitled to receive a retirement allowance, i.e. Social Security, TIAA-CREF.

Employee who fulfills the above requirements but is retiring before being eligible to receive a retirement allowance and who wishes to continue in the Health Plan offered by the Library must
pay the full share cost of their coverage until becoming eligible to receive their retirement allowance, if permitted by the Plan. After that time, the Library will pay the applicable share of the premiums.

Future Boards of Trustees of the Library have the right to change any of these benefits of percentages of costs for those not yet retired.

Those already retired will not have their benefits changed.

A surviving spouse of a deceased retiree will receive continuing coverage for an individual at the 50% rate for three months, after which the surviving spouse may choose to continue in the group plan at his/her own expense, if permitted by the Plan.

**Board Responsibilities - Rights Clause**

To ensure that the Board of Trustees reserves to itself, solely and exclusively, those functions necessary for the efficient and the effective operation of the South Country Library, the following Board rights are listed for illustrative purposes and are not intended to be limited by the existence of any other right.

(a) Unless otherwise expressly stated, the Board of Trustees of the South Country Library has the complete and unrestricted right to direct the affairs of the Library in such a manner as it, in its sole discretion, shall determine.

(b) Without limiting the generality of the foregoing, nothing in the current personnel policy handbook shall be construed to limit the absolute discretion of the Board of Trustees of the South Country Library when making, or the right of the Board to make, all final determinations with respect to personnel (including policies, the addition of new positions, personnel procedures, salary and compensation matters, etc.). Nor shall the current document be construed to in any way, limit the Board of Trustees from revising any policy, administrative procedure, etc. as the Board deems necessary.

(c) The Director’s responsibility is to implement the policies of the Board of Trustees of the South Country Library effectively and efficiently and to assume the administration of these policies. It is also the Director’s responsibility to report all relevant personnel actions and personnel-related recommendations to the Board Personnel Policy Committee, in advance of presentation to the full Board, when possible.

(d) The Board of Trustees of the South Country Library is responsible for the hiring of the Director, annually reviewing the Director’s performance, and for renewing the Director’s employment arrangement.
Z. Personal Appearance (Revised July 2015)

Employees are expected to present a businesslike appearance to the public. In order to ensure that a professional atmosphere is maintained the following items are deemed unacceptable: Shorts, crop tops (short tops that leave the waistline exposed), halter tops, logo T-shirts, sports clothing such as sweat suits, warm up suits tennis skirts. Work dungarees and knee length shorts may only be worn by Pages, Maintenance and the Computer Technician. Ultimately it is up to the judgment of supervisors to determine if an employee’s appearance meets the expectations of this policy. Shoes should be safe for the work environment. No caps or head coverings, other than those for religious purposes, may be worn while on work time.

Library logo shirts can be worn with business casual pants (Khaki, corduroy, trousers or other business casual) and casual footwear any day of the week.

For ALL staff, jeans and casual footwear (sneakers) will be only permitted on Friday with a logo shirt unless otherwise specified.

Staff engaged in program delivery and outreach activities may wear jeans, casual footwear and library logo shirts.

Library logo wear is a casual option and is not mandatory.