



Personnel Policy

1. Civil Service

The employees of the Lyons Public Library are public employees and as such are subject to Civil Service. The Wayne County Department of Human Resources administers Civil Service for the library, including reviewing job applications, scheduling and conducting civil service exams for competitive positions, and establishing and certifying candidate eligibility lists. The library complies with New York State Civil Service Law, and if a conflict occurs between this policy and the law, the law shall take precedence.

2. Organizational Structure

The Lyons Public Library is a school district public library, governed by a seven-member Board of Trustees. The Trustees are responsible for hiring the Library Director. Within the guidelines of these policies and Civil Service regulations, the Library Director shall determine the recruitment, hiring, supervision, and termination procedures for all other staff.

2.1 Job Titles

Job titles for personnel are as follows:

- Library Director
- Assistant Director
- Youth Services Specialist
- Adult Services and Outreach Specialist
- Technology and Communications Specialist
- Library Clerk
- Account Clerk
- Library Page
- Custodian

While official job titles are assigned by Wayne County Civil Service, the library may assign internal job titles and the tasks performed internally may not equal other staff with the same title. For the purpose of this policy, special circumstance of tasks and responsibility for a specific position will be outlined in additional job descriptions that are position-specific and beyond those titles assigned by Wayne County Civil Service.

3. Equal Employment Opportunity

The Lyons Public Library provides equal employment opportunity to all persons in personnel matters. The Lyons Public Library shall recruit, hire, train, and promote in all job titles without regard to age, race, creed, color, national origin, sex, sexual orientation, gender expression, ability, genetic disposition or carrier status, or marital status of any individual. Compensation and terms, conditions, and privileges of employment shall be administered without regard to age, race, creed, color, national origin, sex, sexual orientation, gender expression, ability, genetic disposition or carrier status, or marital status of any individual.

Lyons Public Library complies with the Americans with Disabilities Act (ADA) of 1990 by taking steps to make its facilities barrier-free and accessible and making other adjustments to reasonably accommodate staff with different abilities.

4. Schedule of Operations

4.1 Work Week

- The work week shall consist of seven days (Sunday through Saturday).
- All employees work a variety of schedules including some evenings and/or weekends.
- Individual work schedules will be established on a monthly basis.

4.2 Library Closings

- Holiday closings

The library will be closed for holiday observations as approved by the Board of Trustees.

- Employees will be paid for Board-approved holidays based on each employee's typical work schedule.

- Emergency closings

- If the Library is closed due to maintenance, weather conditions, or other emergencies, staff members scheduled to work are to be compensated as if they had worked.

5. Job Descriptions and Compensations

- The staff consists of full-time and part-time personnel. The qualifications and responsibilities of these positions will follow the job descriptions in this manual.
- Salaries and wages are reviewed and adjusted annually by the Board of Trustees. The effective date for salary and wage change is July 1.
- Starting wage for new hires for the upcoming fiscal year will be set at the June board meeting.

5.1 Breaks and Meals

Each staff member who works a shift of more than six hours, which extends over the period from 11 a.m. to 2 p.m. is entitled to a thirty (30) minute lunch break, to be scheduled by her/his supervisor. Each staff member who works a shift starting before 11 a.m. and continuing later than 7 p.m. shall be allowed an additional meal period of at least twenty (20) minutes between 5 p.m. and 7 p.m. Each staff member who works a shift of more than six hours starting after 1 p.m. is entitled to 45 minutes for a meal period at a time approximately midway between the beginning and end of the shift. If the staff member leaves the building to eat a meal, the mealtime is unpaid. If the staff member stays in the building to eat, the mealtime is paid.

Each staff member is allowed one ten (10) minute break when working four (4) consecutive hours or more. Service to the public must be taken into account in the utilization of work breaks. Work breaks **may** not be combined with lunch breaks to extend the meal period or at the beginning or end of the work period to shorten the workday.

5.2 Benefits

5.21 Vacation Time

Vacation time accrues at the following rates and is used as time off compensation for regularly scheduled work hours:

1-10 years of employment	0.0400 hours (equivalent to 2 weeks per year)
10+ years of employment	0.0612 hours (equivalent to 3 weeks per year)

Staff members shall provide no less than (1) week’s advance notice of desired vacation time to the Director.

With prior approval of the Director, each staff member may use vacation time in units of no less than 1 day. One (1) day is equivalent to number of hours typically worked in a typical scheduled weekday work shift. The nature of the work or other circumstances may make it necessary to limit the number of staff members on vacation at the same time.

Employees may carry over the equivalent of one and a half weeks of vacation time past the close of the library’s fiscal year. For this purpose, a “week” is defined as the typical number of hours each employee is scheduled to work each week. For noncompetitive employees, this would be a maximum of 26.25 hours of vacation time. For competitive employees, this would be a maximum of 52.2 hours. Rollover vacation time must be used by June 30; any remaining accrued time (above the rollover allowance) from the previous year not used by June 30 will be removed from employees’ vacation accrual. Exceptions may be granted by the Director or the Board of Trustees on a case-by-case basis.

5.22 Sick Leave

Sick leave accrues at a rate of 0.033 hours (approximately 1 hour per 30 hours worked) and is to be used for personal and immediate family illness or personal and immediate family medical appointments. Immediate family, for the purpose of sick leave, is defined as children, spouse/domestic partner, parents, grandparents, or other member of the household. Sick Leave does carry over to the following fiscal year; however, employees may use a maximum of 40 hours of Sick Leave per year. Exceptions may be granted by the Director or the Board of Trustees on a case-by-case basis.

5.23 Holidays

Staff will be paid when the library is closed for federal holidays. The amount of holiday pay will equal the typical number of hours each employee is scheduled to work each week divided by five (5) days. For instance, if an employee is typically scheduled to work ten (10) hours per week, the amount of holiday pay would be two (2) hours (i.e., 10 divided by 5).

Part time staff will receive one paid holiday during the Christmas holiday closings. One (1) day is equivalent to the number of hours worked in a typical scheduled weekday work shift.

5.24 Director’s Benefits

The director will receive two (2) personal days, noncumulative.

Vacation leave will accrue at a rate of 0.06122 (or 1.8366 hours per 30 hours worked).

Sick leave will accrue per pay period at a rate of 0.0333 (or 1.0000 hour per 30 hours worked).

Sick leave and vacation leave can be carried over into the next budget year according to the library's Personnel Policy. If director ends employment, sick leave and vacation leave will be paid out according to the library's Personnel Policy.

The Director's health insurance benefit is equal to that provided by the Lyons Central School District Board of Education under similar circumstances. Payment is made to the supplier of the insurance, equal to 90% of the current premium. If the Director already has health insurance, a buyout will be made for the value of this benefit, payable to the Director incrementally each pay period.

All benefits are delineated in the "Library Director Annual Memorandum of Agreement" approved by the Board of Trustees.

5.25 New York State Retirement

All employees have the option of membership in the New York State Retirement System. Enrolled employees will be covered by the provisions of the state Retirement and Social Security Law. The benefits determined by New York State Retirement System are based on date of entry, tier, earnings, age, and other determinants.

5.26 Bereavement

An employee who has a death in the immediate family (spouse, parent or parent-in-law, child or child-in-law, stepchild or stepchild-in-law, grandchild or grandchild-in-law, sister or sister-in-law, brother or brother-in-law, grandparent or grandparent-in-law, or other relative who is an actual member of the employee's household) shall be granted a leave of absence with full pay for two work days, which may be non-consecutive.

5.27 Jury Duty

Employees shall be granted a leave of absence with pay any time they are required to report to jury duty or service. For purposes of this section, pay shall mean regular base pay less the daily jury rate. Employees are expected to work all available reasonable hours outside of those actually required for jury duty, in accordance with the employee's regular work schedule.

5.28 Unpaid Leave

All staff members are eligible for unpaid leave after the completion of two years of employment. Unpaid leave may be granted for a period of up to four months by the Board; extensions will be considered on a case-by-case basis. At least 30 days' notice is required for unpaid leaves longer than one month. The Director may grant unpaid leaves of one month or less to staff members. In the case of a leave request by the Director, it may be granted by the Board president. A request for leave must be in writing, and the reason for and duration of the leave must be clearly stated and adhered to. Education, professional development, parenting, and extended health care are among the reasons that might be considered valid. For leave requests of longer than one month, the Board will review each case separately for determination of approval. If approved, the position will be

kept open, or a similar position will be made available. Unpaid leave will not begin until the employee has exhausted accrued vacation time. While on unpaid leave, the employee does not accrue additional vacation, holiday, personal, or sick leave time. In the case of a leave taken by the Director, 1/250 of her/his annual salary is to be subtracted for each day of leave taken.

6. Employee Conduct

6.1 Grooming/Dress

The Lyons Public Library is a public-service agency, and each staff member is a representative of the library. A person who is groomed and dressed appropriately indicates care for the position and for the people who use the library. Staff members (paid and volunteer) are expected to be dressed and groomed appropriately when the library is open to the public, and to maintain a pleasant and courteous manner toward the public and other staff members. Inappropriate clothing includes but is not limited to: ripped/torn clothing; dirty clothing; short shorts; mini-skirts; tube tops; midriff bearing tops; t-shirts with derogatory, obscene, foul sayings and/or graphics.

6.2 Food

No food is allowed at the front desk. Staff may eat in the office or in the kitchen. Beverages are allowed at the front desk but must not be kept near the computers or in plain sight of the public.

6.3 Tardiness

All employees are required to report to work at their scheduled time, unless they have notified the Director or another staff person. Any unexcused tardiness shall be considered a violation of this rule. An employee who is tardy three times shall be subject to written warning. Continued unexcused tardiness may be considered as grounds for dismissal after a hearing before the Board, or as grounds for loss of compensation in quarter-hour increments, i.e. five minutes late results in a 15-minute payroll deduction.

6.4 Absence

Any absence not reported to the immediate supervisor at least one hour prior to the time the employee is scheduled to commence work, and any absence not qualifying for vacation or other authorized leave shall be subject to a written warning. Further unauthorized leave may be grounds for dismissal.

7. Personnel Files

The Library Director shall maintain a personnel file for each employee, containing the employee's personnel application, evaluations, time sheets and all letters of commendation, reprimands, and any other actions taken during employment with the library. Each employee shall have the opportunity to review her/his personnel file, in the presence of a Board member or the Director.

8. Performance Evaluation

The work of all employees is subject to continuous informal evaluation by the Director and the work of the Director is subject to continuous informal evaluation by the Board.

A written evaluation of each employee's work shall be conducted once per year. The Director will develop an evaluation instrument that evaluates performance based upon the employee's primary job responsibilities and upon factors universal for every staff member. Such factors include, but are not limited to: communication with the public; ability to work with others; creativity;

attendance; initiative; attitude toward work, and organization and planning of work.

8.1 New Staff Members

New staff members shall be evaluated by the Director six (6) months after the starting date. If the evaluation is satisfactory, a wage increase is allowed.

A new Director shall be evaluated by the Board six (6) months after the starting date.

8.2 Director Evaluation

The Director shall be evaluated by the Board annually. The Board shall discuss the Director's performance in executive session at a regularly scheduled board meeting. The Board will then meet with the Director to discuss the evaluation.

9. Substance Abuse

For the protection of the staff and the public, it is the policy of the Lyons Public Library to maintain a work environment free of substance abuse. The Lyons Public Library is a smoke-free work area. Absolutely no smoking or vaping is permitted in the building or on the grounds of the library. The unlawful use, possession, dispensation, distribution, manufacture, or sale of a controlled substance by an employee at the worksite, during work hours, or while the employee is on duty or on official library business, is prohibited.

Employees with an alcohol/substance abuse problem is urged to seek help, obtain information regarding available treatment programs, and develop a plan of action for dealing with their substance-abuse problems. Employees may use physician prescribed medications, as long as the use of such drugs does not adversely affect job performance or the safety of the employee or other individuals in the workplace. Employees violating this policy or failing to seek assistance will be subject to disciplinary action.

10. Staff Development

The Library Board recognizes the value of training and educational programs in improving staff performance.

10.1 Director/Full-time Staff

Payment for registration will be made once the conference or convention has been approved by the Board. Payment for transportation and related expenses will be made upon presentation of a written report to the Board. The Director may attend these meetings, and/or designate another staff member to attend, as long as the staffing needs of the Library are adequately met. In addition to the regular OWWL Library System meetings, the professional staff members may spend additional working days attending classes, conferences, or conventions without prior approval of the Board, so long as they are sponsored by the OWWL Library System. Other conference and conventions must have prior approval of the Board.

10.2 Part-time Staff

The Director may approve the attendance of the non-professional staff members at training and other programs that would improve their job performance, within the constraints of the library budget. For employees paid by hourly wage, payment at the regular hourly wage will be made for time spent in the actual training sessions, meetings, conventions, and conferences. Staff will also be compensated for mileage and meals.

11. Discrimination

The Lyons Public Library is committed to equal employment opportunity. The Board supports state and federal laws, which prohibit discrimination on the basis of race, ethnic identification, national origin, religion, age, gender, sexual orientation, gender expression, marital status, or-ability. In all instances, the Library Board will seek to employ the most qualified individual. In accordance with

the provisions of the Americans with Disabilities Act (ADA), the library will try to accommodate differently abled employees in whatever ways are practicable, in relation to space and equipment needs at the employee's work location. Requests for such assistance may be made to the Director and will be resolved by the Director in consultation with the Board.

12. Harassment

All employees are entitled to a work environment free from unwanted and illegal discrimination and harassment. Such discrimination and harassment undermines the integrity of the employment relationship and the dignity of individual employees, impairs the efficiency and productivity of employees in delivering library programs and services, and will neither be tolerated nor allowed.

See also the Library's Sexual Harassment policy.

13. Grievances

It is important to attempt to resolve differences or difficulties at the complaint level before they develop into grievances that could be harmful to morale. Staff members who believe they have a grievance shall first discuss the matter with the Director within three working days after the occurrence of the matter that created the grievance.

If the grievance cannot be settled in this informal manner, the aggrieved staff member shall give a written statement to the President of the Board within five working days after the discussion with the Director. The Board shall respond, in writing, not later than ten days following the second regular meeting following receipt of the written grievance. The Board is the final authority in the matter.

14. Resignation

Full-time employees are expected to file written notice of intent to resign with the Board President at least one month in advance of the last date of employment.

Part-time employees are expected to file written notice of intent to resign with the Director at least two weeks in advance of the last date of employment.

15. Poor Performance/ Dismissal

Grounds for dismissal shall be:

- Ethical or moral misconduct on the job
- Insubordination
- Inefficiency of the job
- Failure to perform on the job
- Failure to comply with the provisions of the personnel policy

Employee whose performance, attitude or personal philosophy of library service does not meet the standards, requirements, and philosophy of the Library will be warned of the inadequacies of their performance verbally and in written form by the Library Director or Assistant Director.

The Library will follow Wayne County Civil Service procedures for dismissing personnel.

In cases where continued employment would be seriously detrimental to the staff member, to other staff members, or to the Library, the Director may effect an instant dismissal, with a certified letter of notification to be a formality following the action. The hearing procedure and severance pay outlined in another part of this policy would be available to the dismissed staff member.

16. Severance Pay

Any staff member who has resigned, retired or been dismissed is entitled to any unused vacation hours or personal days. Unused accrued sick time is not paid to the departing employee.

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