# ***PERRY PUBLIC LIBRARY***

## 70 N. Main Street Make It Part of Your Day

Perry, New York 14530

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Library Staff Policy

Hours/Salary

 The staff of the Perry Public Library consists of Library Director, Youth Services Librarian, Library Clerks, and Cleaner, as determined by the Board. As a school district public library, Perry Public Library’s staff appointments must comply with Civil Service requirements.

 A full time work week shall be set at 37.5 hours per week. *Salaried employees will be awarded comp time for time worked between 37.5 and 40 hours. After 40 hours, time and a half will be awarded as required by New York State law.*

 The Trustees of the Perry Public Library shall set the salaries of all staff.

Personnel Appointments

 The Trustees of the Perry Public Library shall hire the Library Director. All other staff shall be hired by the Library Director.

Benefits

 The Trustees of the Perry Public Library will offer full time, salaried staff health insurance, the amount of which will be determined by the Board of Trustees. The employee will receive a stipend in lieu of health insurance, the amount of which shall be determined by the Board of Trustees (Personnel Committee in consultation with the Budget Committee). Part time employees will not be offered a health insurance stipend.

 Full time salaried employees may be enrolled in the New York State and Local Retirement System. Part time staff may participate in the New York State Retirement System plan, if they so choose.

 Library Staff will be reimbursed for half mileage by the Pioneer Library System for attendance at system-approved meetings and training. Reimbursement for conference expenses must be approved by the Library Board.

 Clerical staff are encouraged to attend staff development opportunities as specified by the Library Director and will be paid at their normal rate of pay for their hours of attendance.

Vacation and Leave

 Full time employees will annually receive the following hours of Paid Time Off (PTO), dependent on the number of years worked at the library. At hire every employee will receive 165 hours of PTO, prorated to the quarter of hire. After five years of employment, 202.5 hours and after ten years of employment 240 hours. PTO hours are awarded every calendar year on January 1, not on the employee’s date of hire anniversary. Salaried employees can bank unused PTO and carry into the new calendar year, up to a maximum of 450 hours.

 Part-time hourly employees will receive two weeks PTO based on their regularly scheduled hours. The Library Director will make it possible for all part-time staff to have flexible schedules, within reason, for unpaid leave for personal or family illness, and other personal needs.

In compliance with the 2020 New York State Sick Leave Law, all employees are able to accrue up to 40 PTO hours based on hours worked throughout the year. Hours begin accruing on January 1. One hour of PTO is accrued for every 30 hours worked. If the employee earns more PTO through this process than was granted to them on January 1, those hours are awarded as work is completed. By law all unused PTO will roll over into the new calendar year. However, part time employees may use only 40 total hours of PTO in any given year.

 For salaried employees, extended unpaid leaves may be granted at the discretion of the Library Director, with approval of the Trustees of the Perry Public Library if needed. For part-time hourly employees only the approval of the Library Director is necessary.

Holidays

 The salaried staff is paid for holidays which fall on days the library would be open. The following are holidays on which the library will be closed: New Year’s Day, Martin Luther King, Jr. Day, Presidents’ Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, December 24th (all day), Christmas Day, New Year’s Eve (after 5:00 pm).

Compensation for Emergency Closings

 If the library has to close for an emergent situation the regularly scheduled staff will be paid. An emergent situation will be defined as any situation where the staff cannot be notified of a library closing within 24 hours of such a closing.

Bereavement Leave

 When a death occurs in the immediate family, the Library will provide time off with pay, up to a maximum of five days, commensurate with the employee’s regular work schedule/work hours. Members of the immediate family are considered to be: parents, spouse, children, siblings, parents-in-law, sons/daughters-in-law, stepchildren, stepparents, foster children.

 In the case of other close relatives who are not considered members of the employee’s immediate family (as defined above), the use of Bereavement Leave will be determined by the Director of the Perry Public Library.

Jury Duty

 Absence for jury duty and required court appearances will be paid at full salary, less any compensation received for such service. Part-time staff will receive the same benefit on a pro-rated basis.

General Employee Conduct

 The staff should always be alert and approachable. Patrons should not be allowed to feel that staff members are completely absorbed in work or conversation among themselves and, thus, too busy to assist. Prolonged visiting with friends and acquaintances, in person or on the phone (including texting) and discussion of personal business, is unprofessional and a breach of good taste. Personal use of the computer should be limited to break times.

 Dress should be appropriate for the job. Staff should take care to present a neat, professional appearance.

Performance Evaluations

 All employees will participate in a performance evaluation each calendar year. This evaluation will be based on the staff member’s primary job responsibilities and upon factors universal for every staff member. Such factors may include: communication with the public, working with others, creativity, attendance, initiative, work attitude, organization and planning of work.

 The instrument used in staff performance evaluations will be devised by the Library Director. Staff will have an opportunity, on an annual basis, to review the standards upon which they will be evaluated. They shall sign the performance plan at the beginning of the evaluation period acknowledging having had the opportunity to review the plan. Staff signature will not signify agreement with the proposed plan.

 The Trustees of the Perry Public Library are responsible for evaluating the performance of the Library Director using an instrument agreed upon by the Trustees.

 Each employee has the right to attach a written statement to his/her evaluation.

 All personnel evaluations will be kept in a confidential location.

Grievance Procedures

 Grievances should be brought to the attention of the Library Director. Any staff member who feels unfairly treated may submit a written grievance to the Library Director and may expect to receive a written response within 5 working days. After notification of the Director of his/her intent, the staff member may request, in writing, a meeting with the Trustees to discuss the grievance. The meeting with the Trustees shall occur within 10 business days.

Termination and Discharge

 Staff may be terminated or demoted for lack of library funds, failure to perform his/her assigned duties, disciplinary reasons or other just cause\*[[1]](#footnote-1). The Director, for reasonable cause, may suspend a staff member for up to 5 days without pay. The staff member will receive a written statement of the reasons for the suspension. Any termination or suspension may be grieved through the grievance process. Civil Service procedures need to be followed as well.

Leave Without Pay:

 Every employee will have the option of requesting a leave of absence without pay. The request for this leave shall be directed to the Library Director who will render a decision on the request within 5 days. In the case of the Library Director requesting a lengthy leave, the Board of Trustees shall approve the request. If a library employee feels they cannot come into the library due to safety concerns they will be excused without prejudice. They can elect to use their PTO hours, or to take any such day without pay.

Retirement/Separation from Employment:

 A person in good standing who retires from employment at the Perry Public Library and is already vested in the NY State Retirement System will be able to receive the benefit of claiming as additional service credit the unused, unpaid PTO hours (up to our library’s maximum of 450 hours, which is 60 days). The New York State Retirement System specifies how this time is converted to service credit. For example, it may not be used to meet levels required for vesting or other milestones. It simply adds service credit to those milestones once they are reached. Specific guidelines can be found through the NY State Retirement System.

 Approved 4/5/2021

1. [↑](#footnote-ref-1)