

Personnel Policy

Working Environment

- Discrimination/Harassment
 1. Wilmington Library does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.
 2. Harassment of any kind will not be tolerated. Guidelines can be found in our Sexual Harassment Policy.
- Grievances
 1. Issues should be reported in writing to any Board Member within 30 days of incident.
 2. If the issue cannot be resolved by the Board Member, it should be escalated to the full board, then CEF, and finally the Department of Labor.
- Reporting Unethical, Improper, or Unlawful Behavior
 1. All complaints should be written and given to the Board of Trustees.
- Guidelines for Compliance
 1. All staff and board members shall take required training annually.

Schedule and Conditions of Operation

- **Holidays:**
 1. The Library is closed on the following holidays:
New Year's Day
Juneteenth
Independence Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
 2. The Library Director whose religious beliefs require the celebration of religious holidays other than those for which the Library is closed may be permitted to use up to two days per year for this purpose without requiring compensatory time.
- **Weather and Other Emergency Closings:**
 1. The closing of the Library may be required by natural, mechanical or other emergencies.

2. In the event of any emergency closing of a full day, all scheduled work will be considered to have been worked and will be paid for the hours scheduled.
3. The extent to which the Library Director shall be paid should any emergency closing extend beyond a day will be determined by action of the Board of Trustees.
4. The responsibility of closing the Library building rests with the Library Director.
5. If the AuSable and/or Lake Placid Central School District should close, the Library shall close as well.

- **Working Hours:**

1. The Library shall be open a minimum of 20 hours per week. The schedule will be posted. The Library Director will work an extra 15 minutes per day each that the library is open to perform duties that cannot be done while the library is open.

- **Staff Training**

1. We recognize the importance of staff training. If the training should fall on a day that the library is open, all efforts should be made to have a replacement in for the day.
2. The number of annual training days shall not exceed 6, unless otherwise approved by the Board of Trustees.

Attendance

The Library Director shall be present whenever the Library is open. In the event the Director cannot be present, they shall inform the President of the Board of Trustees. Efforts should be made to find a substitute which can be a Trustee of the Library Board, member of the Friends of the Library or a volunteer trained by the Director. The substitute shall not be paid.

Compensation

All wages will be paid bi-weekly with the pay day being Wednesday.

Leaves

- **Paid Time Off**

1. After 90 days of employment, staff shall receive 48 hours of paid time off (PTO). This shall be used for sick and/or vacation time. More PTO can be awarded during annual reviews.

- **Holidays**

1. Employees shall receive 7 paid holidays annually. These can be found in the Library Policy or under the Holiday section of this document.

- **Emergency**

1. In the event that the employee needs to leave work for a personal emergency, all efforts should be made to find a volunteer and use PTO for compensation
- Family and Medical Leave – as required by NYS law
 - Jury – as required by NYS law

- Unpaid

1. Any unpaid time off is to be negotiated by the Board of Trustees if PTO is not used.

Compensation Benefits

- Social Security – as required by NYS law
- Worker's Compensation – as required by NYS law
- Disability Benefits – as required by NYS law

Facility Access:

The Director is responsible for the issue and control of keys to its spaces. Keys may only be issued according to the following Key Eligibility criteria below. The Director shall maintain records of all Key Holders. Unauthorized fabrication, duplication, possession, or use of the keys, is a violation of the Library's policies and may be recovered at any time. Keys to the Library are the property of the Library and may be recovered at any time. Keys to the Library are authorized at the discretion of the Library Director and the Board of Trustees and may be recovered at any time. Locks and alarm codes may be changed as appropriate to ensure the security of the facility.

Key Holder Eligibility:

1. Library Staff
2. Members of the Board on the Alarm Call List
3. Clinton, Essex, Franklin Van Driver
4. Volunteer working for the Director

Performance Evaluation

1. All staff shall be reviewed annually before the budget meeting in October. Appointments and re-appointments shall occur in November. Any compensation awarded at the beginning of the new calendar year.

Discipline/Termination

1. An employee who fails to maintain proper standards of conduct as outlined in either this policy or departmental rules and regulations, shall be subject to disciplinary action up to and including discharge. Examples of transgressions that may result in disciplinary actions include but are not limited to:

- a. Neglect or failure to perform the duties of the employee's position.
- b. Substandard work quality or quantity.
- c. Disobedience of orders.
- d. Willful misconduct.
- e. Possession of or working while under the influence of alcoholic beverages or prohibited controlled substances.
- f. Harassment or discrimination of a coworker.
- g. Falsifying records or information.
- h. Habitual tardiness.
- i. Excessive absenteeism.
- j. Leaving work without permission.
- k. Possessing weapons of any kind.
- l. Discourteous treatment of library patrons.

2. Disciplinary action shall emphasize giving employees the opportunity to correct behavior. However, the seriousness of each offense shall be judged on its own merits and discipline assigned accordingly. Corrective action may be in the form of:

a. Oral reprimand: The Board President shall issue an oral reprimand notifying the employee of expected levels of conduct. A written record of the oral warning shall be made.

b. Written reprimand: In the case of a serious offense or when an employee's performance or conduct has not improved as a result of one or more oral reprimands, the supervisor shall issue a written reprimand. This written record shall notify the employee of unacceptable conduct, document the specific acts or omissions upon which the discipline is based, and state the expected corrective action. This shall be signed by the employee and the supervisor.

c. Termination: The Board of Trustees may discharge an employee at any point in the disciplinary process.

Resignation

Staff shall give a written notice two weeks in advance of their departure.