

GREENVILLE PUBLIC LIBRARY

Personnel Organization and Procedure

Our Philosophy

The Greenville Public Library is a working environment that fosters growth, opportunity and job satisfaction. To establish such an environment, each of us will:

- Respect the individual dignity of others
- Communicate with each other in positive ways
- Maintain a professional attitude
- Be courteous and flexible
- Express dissatisfaction through appropriate channels

Equal Opportunity Employment

The Greenville Public Library is an equal opportunity employer. Our policy is to recruit, hire, promote and compensate without regard to race, age, religion, sex, national origin, creed, disability or color. Employment opportunities are open to all qualified applicants on the basis of their experience, aptitude and ability.

It is the Library's belief that employees should be hired based on their skills and experience. Nepotism is defined as giving or showing a hiring preference to a family member of a current employee. If the family member would like to apply for a job he/she are welcome to do so through the usual hiring process. The Library does not give one applicant more weight over another because of a familial relationship with a current employee. It is permissible for a family member to gain an advantage by learning about the job earlier than it is advertised to the public.

Equal Pay

The Greenville Public Library does not discriminate between the sexes on pay. The Trustees pay the same wage rate to individuals, whether they are male or female, for comparable work requiring comparable skills under comparable circumstances.

Sexual Harassment

Sexual Harassment by word or deed of any employee or patron will not be tolerated. Behavior that is offensive, intimidating or abusive in nature is prohibited. An employee who feels that she or he is a victim of any form of harassment must file a written complaint with the Library Director. All complaints will be treated with confidentiality and no punitive action will be taken against any employee who files a complaint.

Confidentiality

Staff and patron information is confidential and should not be discussed with any person or persons outside the library. Copying, removing, allowing unauthorized access to library or patron documents, information, files or mailing lists, or any form of distribution of patron information is not allowed. Any breach of this confidentiality requirement is grounds for termination.

Media Contact

Information is not to be given to the media by a staff member. In the event contact is made by the media, the staff member should request the name, phone number, and organization represented and give that information to the Library Director who will return the contact.

Drug and Alcohol Use

If an employee reports to work visibly impaired and cannot perform the required job functions, that employee will not be allowed to work. Proper treatment of the employee, including sending the employee home, should be ascertained.

Library Organization - Selection of Staff

The Board of Trustees shall hire the Library Director, who shall be the chief administrator of the Library. Selection of the Library Director will be based on educational qualifications required by the State. The Library Director is responsible for hiring and termination of the library staff, assigning hours, duties, and in general, directing personnel in matters concerning the operation of the library.

Probationary Period

During your first 6 months you are considered to be a probationary employee. The staff will assist in every possible way to help you succeed during this period. The library reserves the same right to terminate without advance notice during the probationary period

Employee Status

The Library Director is a full-time employee. The work week of the Library Director shall be thirty-two (32) hours.

Other positions will be classified as full-time if the employee in them works 40 hours per week. Staff work weeks shall be at the discretion of the Director and will work hours as determined at time of hiring. The hours of a full time employee (40 hrs.) shall not be reduced without the approval of the Board of Trustees.

Benefits

Each full time employee (40 hrs.) and the Library Director are eligible for benefits required by Federal and State Law and also Health and N.Y.S. Retirement benefits. For the purpose of retirement, 20 hrs. per week constitutes full time employment for a Library Director.

Worker's Compensation and Disability Insurance

Your benefits under each program are determined by the law and are available for your use in the event of injury or unemployment.

Pay Period and Check Distribution

All employees are required to record their time worked on Time Sheets.

Payroll Period – Normally, employees are paid on a bi-weekly basis. An employee's paycheck will be based on the amount earned during the preceding payroll period.

Distribution – The Library Director or Bookkeeper will deliver paychecks.

Direct Deposit – The Library provides a direct deposit option for employees. If elected, the paycheck will be deposited directly into the employee's account at the designated financial institution. The employee must submit a signed, written authorization for direct deposit to the Bookkeeper.

Meal Breaks

An employee who works more than six hours in a given day may take a paid lunch period of 1/2 hour, but the employee must remain in the library and take lunch when convenient.

Time Off

The following are paid holidays for the Director and full time staff

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Juneteenth	Christmas Day
July 4th	

In the event the holiday falls on an employee's off day, such employee shall be entitled to an additional day off. Such additional day off shall be at the discretion of the Director and shall be utilized within the calendar year of such holiday.

The following are paid holidays for part- time staff

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Juneteenth	Christmas Day
July 4th	

Part-Time workers: If the worker does not normally work on that day of the week, he/she is not paid or otherwise compensated for the holiday. If she/he usually works the day upon which the holiday falls, she/he is paid his/her normal number of hours for that day of the week.

Vacation Time

A **full-time employee** shall be entitled to forty (40) hours of vacation time the first year. Probationary employees shall be entitled to utilize one half of such vacation upon the completion of six (6) months of employment. A full time employee shall be entitled to eighty (80) hours of vacation annually after completing the first year of employment. Vacation time for full time employees may be accumulated upon the approval of the Board of Trustees not to exceed 160 hours. Vacation time may not be used more than two (2) weeks consecutively.

The **Library Director** shall be entitled to eighty (80) hours of vacation time each year. Vacation time of the Library Director may be accumulated upon the approval of the Board of Trustees not to exceed 128 hours. Vacation time may not be used more than two (2) weeks consecutively. After twenty (20) years of service vacation time will increase to 120 hours. After twenty (20) years of service vacation time may be accumulated upon the approval of the Board of Trustees not to exceed 160 hours.

Sick Leave

A **full-time employee** shall be entitled to forty (40) hours of sick leave each year. Sick leave which is not utilized shall be accumulated not to exceed 120 hours. An employee shall not be entitled to payment for such

sick leave upon resignation, termination or retirement. An employee may be required by the Library Director to submit proof of such sickness or illness requiring usage of sick leave.

The **Library Director** shall be entitled to forty (40) hours of sick leave per year. Sick leave which is not utilized shall be accumulated not to exceed 120 hours. The Library Director shall not be entitled to payment for such sick leave upon resignation, termination or retirement.

A **part-time, temporary, or seasonal employee** is eligible for twenty (20) hours paid sick leave after completing the six (6) month probationary period. Part-time, temporary, or seasonal employees are not entitled to accrue paid sick leave.

Bereavement Leave

In the event of a death of an employee's immediate family member, the employee shall be entitled to three (3) consecutive days leave with pay from the employee's regularly scheduled work.

In the event of the death of other members of an employee's family the employee may take a paid leave of one (1) day from the employee's regular scheduled work.

Leave Without Pay

Any request for leave without pay for full time employees must be submitted to the Board of Trustees in writing for consideration.

Emergency Situations

Closing Procedures – In the event that extraordinary weather conditions or other emergencies develop prior to the beginning of the workday, the Library Director may authorize the closing of the library, or, if extraordinary weather conditions or other emergencies develop during a workday, the Library Director may direct that certain employees who perform non-essential services leave work.

During Work – A full-time employee who is directed by the Library Director to leave work due to an emergency closing will be paid for the remainder of the employee's normal workday at the employee's regular rate of pay. A part-time employee who is directed to leave work due to an emergency closing will be paid for the remainder of the employee's normal workday.

Prior to Reporting to Work – If a determination is made to close operations prior to the start of a workday, the Library Director will initiate notification to all affected employees. A full-time employee who is directed not to report to work due to an emergency closing will be paid for the employee's normal workday at the employee's regular rate of pay. A part-time employee who is directed not to report to work will be paid for the workday.

Inclement Weather – Employees are expected to report to work and remain at work during inclement weather conditions unless otherwise notified by the Library Director. Employees should use their own discretion in determining whether they can commute safely to work due to inclement weather. When the Library Director has not officially shut the library, an employee who does not report to work or requests to arrive at work late or leave work early due to inclement weather must obtain authorization from his or her supervisor prior to doing so. The employee takes the time off without pay.

Grievances

Any employee shall have the right to submit any grievance to the Library Director. A decision by the Library Director shall be final with respect to scheduling of hours of work and method of operation of the Library. An employee may submit any other unresolved grievances to the Board of Trustees in writing. Such grievances shall be considered by the Board of Trustees within two (2) weeks of its submission.

Termination - Resignations

All Library Employees are employees at will and may be terminated by the Library Director following notification to the Board of Trustees. Resignations must be in writing. The Library asks that you provide at least two (2) weeks' notice except in the case of illness or family emergency. The Board of Trustees may waive such two (2) weeks' notice requirement. The Library Director will provide four weeks' notice except in the case of illness or family emergency. The Board of Trustees may waive such four (4) weeks' notice requirement.

Attendance and Punctuality

Employees are required to notify the Director at least one hour prior to the start of their shift if they are not going to be available for work. If the Director is not able to be reached employees must contact their scheduled coworker. If ill, employees must call in each day to advise their supervisor that they will not be in. Excessive absenteeism, habitual lateness and failure to show up or call in when scheduled can be cause for dismissal.

Outside Employment

Subject to other policies, the Library has no objection to an employee holding another job (in addition to his/her employment with the Library), as long as he/she can effectively meet the performance standards of his/her position with the Library. However, the Library expects employees to seriously consider the effects that another job may have on endurance, personal health and well-being, performance and effectiveness with the Library. All employees will be held to the same scheduling demands and standards of performance. Exceptions will not be made for those who hold outside jobs.

Staff Development

The Library acknowledges the value of employee attendance at workshops/courses related to both Library services and employees' duties as a means of enhancing the Library's offering to the community. Accordingly, the Library Director will consider granting time to employees for attendance at workshops/courses. Within the library, training or information programs for the staff may be initiated either by the library director or by interested staff members. Mileage rates will be paid at the rate set annually by the Mid-Hudson Library System.

General Housekeeping

All employees, not just maintenance personnel, are expected to do their part in keeping our building clean, neat and organized. All employees are responsible for cleaning up after themselves in common areas such as the lunch area and rest room. It is the policy of the Library that work areas must be kept safe, clean and orderly at all times.

Smoking

No smoking is allowed in the library.

Telephone Calls

Use of the telephone is primarily restricted to library business. Employees are permitted to make or receive personal calls within reason.

Computer / Internet / E-mail Service

The Greenville Public Library provides computer access to Library staff for purposes related to Library duties and responsibilities. The use of this resource is a privilege granted by the Library to authorized users only.

Guidelines

Ownership: The Computer System (hardware, software, servers, network electronics, computers, printers, catalog system, databases, online resources, e-mail, Internet, etc.) and the content produced by staff are the property of the Library. The Library reserves the right to set rules as needed.

Usage: All computer systems, hardware, and software provided to an employee are provided for the purpose of aiding that employee in the performance of the employee's job functions. The personal use of Library's computers must be incidental, limited in frequency and amount, and on the staff's own time. No unauthorized or unlicensed hardware or software may be used or installed on any Library-owned computer

Authority: The Library Director has the full authority of the Board to monitor all computer usage (including reading, retrieving, investigating, collecting evidence, and disclosure of Internet and e-mail messages) and to take appropriate action(s) within the law to protect the Library, its patrons, and staff. In the absence of the Director full authority is granted to the Library Board in instances where timeliness requires immediate action.

Legal Use: Staff may not utilize the Library's computers in violation of any local, state, or federal ordinance, regulation, or law, including copyright law.

Hardware/Software Tampering: There shall be no tampering with setup files to override the authentication or security of any host, network, computer, or software application. This includes intentionally crashing disrupting, or overloading the network.

Prohibited Uses: (unless job duties require otherwise): – In addition to the requirements set forth above, the following uses of Library-owned computers and equipment are prohibited. This list is meant to be illustrative, and not exhaustive.

- Any illegal activity;
- Threats or harassment;
- Slander or defamation;
- Transferring, viewing, or storage of obscene or suggestive messages or graphic images;
- Any unauthorized commercial activity;
- Accessing or attempting to access the data/files of another person, unless otherwise authorized as necessary in the course of performing Library business;
- Using or aiding in the unauthorized use of another person's password;
- Harming or destroying data/files (other than editing or deleting information in the normal course of one's job duties);
- Use of non-business software;
- Gambling;
- Use of entertainment software, such as games and puzzles;
- Installation or use of any unauthorized or unlicensed hardware or software;

Electronic Communication: Employees are expected to communicate in a manner that will reflect positively on both themselves and the Greenville Public Library. In addition to the prohibitions set forth in the above paragraphs, any activities prohibited for any other general computer user are also prohibited with respect to Internet / E-mail service usage. Additionally, it is the responsibility of the employee to adhere to the following requirements:

- Written in a professional manner, factual, and concise.
- Written to protect against harassment and/or the creation of a hostile work environment.
- Messages must not be threatening, insulting, obscene, abusive, or derogatory.

- Clearly identified as to not misrepresent oneself to others - by name, age, gender, or job responsibility.
- Participation in non-business Internet chat groups or instant messaging is prohibited.
- Employees are responsible for saving any E-mail that they want to keep permanently.
- Messages must not involve personal sales or solicitation or be associated with any for profit outside business activity.
- Messages must not involve personal not-for-profit solicitations.

Rules of Conduct

Rules of Conduct are intended to promote the orderly and efficient operation of the library as well as protect the rights of all employees.

It is each employee's responsibility to know the rules and abide by them.

Violations shall be regarded as cause for disciplinary action up to and including discharge.

Following is a list of unacceptable acts or behavior:

- Direct violation of library policies and procedures
- Neglect of duty
- Repeated absences or tardiness
- Any act of dishonesty
- Insubordination
- Disorderly conduct
- Sexual Harassment
- Alcohol, drug or firearm possession or use
- Theft, intentional destruction or defacing library property

Health and Safety

Employees must make a conscious effort to be aware of safety and health hazards at all times. Following is a list of basic precautions to follow:

- Make sure that the aisles in work areas are free of debris.
- Close cabinet doors and drawers when not in use.
- Make sure all exits are clear from boxes, materials, etc.
- Remove or cover any sharp edges or objects that protrude from any equipment.
- Observe good lifting practices.
- Report all injuries, no matter how slight, immediately to the Director.

Personal Appearance

Policy Statement – It is the policy of the Library that each employee's dress, grooming and personal hygiene should be appropriate to the work situation.

General Considerations

The foregoing statements are not to be construed as a participatory contract between the Board of Trustees and/or the Greenville Public Library and individual employees. The Board of Trustees reserve to themselves the right and duty to amend the Personnel Organization and Procedures governing the Greenville Public Library employees in order to further the goals of the Greenville Public Library and to comply with State and Federal regulations to which the Library is subject. If any provisions of this code conflict with applicable State or Federal rules and regulations, then said rules and regulations shall take precedence.

Approved by the Board of Trustees

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