

PERSONNEL POLICY

Equal Employment Opportunity

The Mabel D Blodgett Memorial Library (hereafter referred to as “The Library”) maintains a strong policy of equal employment opportunity. We take affirmative action to ensure equal employment opportunity for all employees and applicants. We hire, train, promote, and compensate employees on the basis of personal competence and potential for advancement without regard for race, color, religion, sex, sexual orientation, national origin, age, or physical impairments.

At Will Employment

The Library is an “at will” employer. It is the Library’s policy not to specify any length of employment and hire all employees “at will.” At will means the employee may terminate their employment at any time for any reason without cause or advance notice and the Library may terminate an employee at any time, with or without cause or advance notice provided the Library does not violate federal or state laws.

Job Title and Descriptions

Library employees (both full-time and part-time) are assigned a job title when hired. Library job titles have a job description that details the type of work required and expected by Library. A job description will be presented to all Library employees as part of the hiring process including their professional or non-professional status and hourly rate of pay. Library employees are expected to know and perform the duties assigned to them as outlined in their job description. (Job descriptions will be filed in employees personnel folders.)

COMPENSATION

Wages and Salaries

Library Director (part-time hours) – as of 2024, rate was \$19,052 with minimum annual increase of Cost of Living rate.

Library Assistant (part-time hours) – as of 2024, rate was \$8,536 with minimum annual increase of Cost of Living rate.

Overtime

Non-professional employees, employees paid an hourly wage and earning less than \$1,125 per week (\$58,559 per year (2024)), are entitled to time and ½ pay when they work more than 40 hours per week.

LEAVE of ABSENCE

Bereavement Leave

Paid funeral leave for immediate family is 3-paid days per occurrence on scheduled work days. This leave is for immediate family and includes: grandparent(s), parent(s), partner(s), child(ren), sibling(s) and in-law(s).

Jury Duty

In the event a library employee is called for jury duty, the library will release him or her and assure no loss of wages. Employee will be paid for hours scheduled, the difference between the jury pay and wages.

Military Leave

The Library will abide by the Uniform Services Employment and Reemployment Rights Act (USERRA) by granting a military leave of absence to employees who are absent from work because of service in the U.S. uniformed services. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impracticable. Military leaves of absence are unpaid; however, employees may use any earned but unused PTO for military leave. Medical benefits can be continued through COBRA as that law applies.

Family and Medical Leave

Employees may take up to 12 weeks of unpaid, job-protected leave during the calendar year for specific family and medical reasons. To be eligible, an employee must have worked at the library at least 1,250 hours over 12 months.

Leave is granted for birth and care of a newborn, care of a newly adopted child, care for a seriously ill immediate family member (partner, child, and parent), and a personal serious health condition.

The employee is guaranteed the same or equivalent job if returning within the 12-week period.

Employees must use all accumulated PTO as part of the leave. Visit New York State – Paid Family Leave website for more details. <https://paidfamilyleave.ny.gov/>

New York Sick Leave Law

The library will maintain and provide time off to employees based on the New York Sick Leave Law. Visit New York State – Sick Leave Law website for more details. <https://www.ny.gov/new-york-paid-sick-leave/new-york-paid-sick-leave>

BENEFITS

Other Insurance

All employees are covered by Unemployment, Workers' Compensation and Disability Insurance, and paid family leave, as referred to by government documents.

Holidays

All "Major Holidays" the Library will be closed. Because all employees are part time, they do not get compensated.

Inclement Weather & Unforeseen Circumstances Closures

Closing the library due to inclement weather will be determined by the Library Director.

WORK PRACTICES

Performance Evaluations

Employees are evaluated annually by the Board of Trustees.

Training

The Board of Trustees will approve the employee training, while being paid.

Breaks

Employees are entitled to one 15-minute break for every 3-hours worked, and a 30-minute meal break for every 6-hours worked.

Computer Usage and Email

Refer to the Library's "Internet Usage Policy" on our website.

Grievance Procedure

All grievances will be handled by the Board of Trustees.

Workplace Safety and Harassment Prevention

Refer to the Library's "Sexual Harassment Prevention Policy" on our website.

Adopted by the Library Board of Trustees on 06/17/2024