

LANSING COMMUNITY LIBRARY PERSONNEL POLICY

FULL-TIME EMPLOYEES

Salary and Hours

Employees other than Library Manager

- Employees working thirty-five (35) or more hours per week are to be considered full-time.
- Employees will serve a probationary period of three (3) months before becoming permanent employees of the library.

From Tompkins County Civil Service "Probationary Term"

Every employee must serve a probationary period. For all classes it is a minimum of eight and a maximum of 52 weeks. Termination in LESS than eight weeks can take place but only for serious infractions and only after following the due process procedures outlined in section 75. AFTER eight weeks and before 52 weeks an employee can be terminated for unsatisfactory service without prior notification.

No civil service employee is permanent until they have passed probation.

- Employees' hours are determined by the Board of Trustees (BT) on recommendation from the Personnel Committee and the Library Manager (LM).
- Employees are paid bi-monthly at an hourly rate.

Library Manager

- The LM will serve a probationary period of six (6) months before becoming a permanent employee of the library.
- The LM's workweek is comprised of thirty-five (35) hours; salary to be paid bi-monthly.

Benefits

Social Security and Medicare

- The library will pay the employer's portion of FICA and Medicare for all its employees.

Retirement

- All full-time employees will be offered the opportunity to join the State of New York Retirement Plan. Employees who do not wish to participate will sign a form indicating their preference annually.

Compensatory Time

- LM's compensatory time (CT) may be taken in lieu of monetary compensation for overtime.
- CT accumulated by employees can not be carried over into the next year, will be approved by the Personnel Committee and taken at the convenience of the library.

Closings

Exempt

Employees will have the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Martin Luther King Day, Thanksgiving Day and the day after, Christmas Eve (all day), Christmas Day, and New Year's Eve.

Non-exempt

If the library is closed on an employee's regularly scheduled workday, they will be paid their regular wage for that shift.

Leave

Personal Leave

- Paid personal leave for full-time employees will be granted from the beginning of the first full calendar month of employment. Personal leave will be granted at the rate of three (3) days each year.

- Up to twelve (12) unused personal leave days can be carried over into the next calendar year.

Family Leave

- Leave without pay will be granted for three (3) months post delivery or upon the adoption of a child.
- Leave for other family or medical needs will be negotiated with the BT.

Education Leave

- Employees are encouraged to attend workshops and mini-courses to enhance their professional skills. These may be considered as part of the work week and may not need to be made up.

Sick Leave

- Unused sick leave may be accumulated, up to a total of twelve (12) days, at a rate of three (3) days per year.
- Sick leave will be forfeited when employment ceases.

Jury Duty

- If it appears that a full-time employee will be out for jury duty less than six (6) days, salary compensation will be covered by the BT. For longer periods, the BT will review on an individual basis.

Vacation

- Full-time employees begin accruing paid vacation upon employment. At the end of the first full year of employment, an employee will have accrued two (2) weeks of vacation time. Two (2) weeks per year is the maximum vacation during the first three (3) years of employment, except for carry-overs (see below).
- At the end of three (3) full years of employment, a full-time employee is entitled to three (3) weeks of vacation per year.
- No paid vacation can be taken during the first six (6) months of employment. Accrued vacation may be taken during the second six (6) months only at the discretion of the Library Manager or the Personnel Committee.
- For this vacation policy, a “week” is defined as the number of hours a full-time employee regularly works each week.

PART-TIME EMPLOYEES

Salary and Hours

- Part-time employees work less than thirty-five (35) hours a week
- Part-time employees will serve a probationary period of three (3) months before becoming permanent employees of the library.
- Part-time employees' work schedules and number of working hours are determined by the BT on recommendation from the Personnel Committee and the LM.
- Part-time employees are paid biweekly at an hourly rate.

Benefits

Social Security and Medicare

- Same as for full-time employees.

Retirement

- There is no retirement plan for part-time employees.

Leave

Holidays

- Part-time employees will be paid if the holiday falls on their regularly scheduled workday.

Personal Leave

- Personal leave for part-time employees is to be negotiated by LM and BT.

Family Leave

- Personal leave for part-time employees is to be negotiated by LM and BT.

Education Leave

- Personal leave for part-time employees is to be negotiated by LM and BT.

Weather

- Part time employees will be paid if the library is closed for a weather related condition on a day they are regularly scheduled

Sick Leave

- Part-time employees are not granted sick leave.

Jury Duty

- Same as for full-time employees.

Vacation

- Part-time employees are not granted vacation.

ALL STAFF

Performance Evaluation

- Performance evaluations are confidential, are to be kept on file in the library, and will be made available only to the BT and the LM.
- A written evaluation must be agreed to by all members of the Personnel Committee and signed by the President of the BOT and the LM.
- Performance evaluation of each employee will be done by the LM. A written report that has been signed and dated by the LM and the employee is to be presented to the Personnel Committee.
- Performance evaluations will be conducted annually and any increase in compensation will take effect in the new calendar year with the first January pay period, on or about January 15.
- New employees who have not yet completed their six month probationary period (hired after June 30) will not be eligible for any compensation increase until the probationary period is complete, although the Board reserves the right to implement a mid-year pay increase if special circumstances arise.

Termination of Employment

Resignation

- The LM must give four (4) weeks written notice of intention to resign.
- All other employees must give two (2) weeks written notice.

Retirement

- The LM should give the BT at least three (3) months written notice of intention to retire.

Dismissal

- Employee dismissal will be conducted in accordance with civil service rules and regulations.

REVIEW OF PERSONNEL POLICIES

- These policies are subject to an annual review by the Personnel Committee.
- Changes must be approved by the BT.

Voted on and approved November 28, 2016.