**EJ Cottrell Memorial Library**

**Personnel Policy**

 **Equal Employment Opportunity**

The EJ Cottrell Memorial Library (hereafter referred to as “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.

 **COMPENSATION**

**Wages and Salaries**

As negotiated and approved by the library board of trustees.

 **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.

 **PAID TIME OFF AND LEAVE**

**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. If receiving health benefits, the same benefits continue throughout the leave.

**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**

**Heath Insurance**

Not offered

**Other Insurance**

All employees are covered by Unemployment, Workers’ Compensation and Disability Insurance, which is paid in full by the Library.

**Holidays**

List all the holidays the library is closed here, and the terms for how part time and full time employees get paid. What happens if a holiday falls on a day the library is normally closed, and what happens if an employee was not scheduled to work on the holiday, etc.

**Inclement Weather & Unforeseen Circumstances Closures**

Generally, the library follows the public school’s decision with regard to these closings.

**WORK PRACTICES**

**Performance Evaluations**

Insert details here about how often employees are evaluated, who does the evaluation, and what forms are used for the process.

**Training**

Insert details here about how employees may obtain or participate in 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**
Insert library’s computer and internet usage policy here as it relates to staff.

**Dress Code**Insert library’s dress code here.  **Disciplinary Action Procedure**
1. The supervisor and/or Director will give one verbal warning due to actions of inappropriateness and/or failure to meet job requirements under job description.

2. The Director will give a written warning upon an employee’s second offense.

3. The third offense may result in further disciplinary action up to and including termination.

In the event of gross misconduct, insubordination or illegal behavior, immediate dismissal may result.

**Grievance Procedure**

Insert language about how library handles grievances from employees.

**Workplace Safety and Harassment Prevention**

Insert rules and practices regarding workplace safety. Also, refer to your library’s Sexual Harassment Prevention Policy, or any other policy that describes workplace safety.

**EMPLOYEE ACKNOWLEDGEMENT**

I have received my copy of the Personnel Policy and I understand that it is my responsibility to read and comply with these policies.

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Employee Signature Date

A signed copy of this Personnel Policy will be filed in the employee’s personnel folder, which may be inspected by the employee at any time during employment.

***Adopted by the EJ Cottrell Memorial Library Board of Trustees 07/17/2025***