

**PERSONNEL POLICY**  
**KINNEY MEMORIAL LIBRARY**  
(revised March 21, 2017)

**1. SALARIES AND HOURS**

**A. Work Week**

1. The Library Director's work week is thirty (30) hours, with said hours to be performed in the library building or Four County Library System meeting locations.
2. The Library Director must be in attendance during regular library hours, unless she is taking benefit hours.
3. The Library Substitute's work week is not to exceed open library hours. The Library Substitute's work week is "as needed" to fill in for the Library Director's absence.
4. The Library Assistant's regular work week is not to exceed eight hours. The Library Assistant's work schedule will be agreed upon by the Library Board and the Library Director. Should the Library Assistant have to miss work, he/she may make up his/her hours on another agreed upon day or simply not claim those missed hours for the week.
5. Exceptions and/or special circumstances regarding the above protocols will be approved by the Library Board.

**B. Salary Payment**

1. All library employees are paid every two weeks.
2. Salary may be withheld for the first two weeks of employment.
3. Director
  - a. The Library Director's salary is set by the Library Board.
  - b. Time sheets are completed and reviewed bi-weekly by a Library Board member, including benefit time.
  - c. A Library Board member will submit those hours to the payroll company.
4. Substitute and Assistant
  - a. The Library Assistant and Substitute are paid an hourly rate set by the Library Board.
  - b. Their time sheets are completed and reviewed bi-weekly by a Library Board member. The Library Assistant and Substitute do not receive sick, vacation or personal time.
  - c. A Library Board member will submit those hours to the payroll company.
5. Deductions
  - a. All employees have the following deductions withheld from each paycheck: federal income tax, NYS income tax and Social Security.
  - b. Retirement benefits will be offered to employees.
  - c. Health insurance is not provided.

### **C. Work Schedules**

1. The Library Director (or Substitute) is expected to be on duty at the start of the scheduled work period. If for some reason the Library Director will be late, he/she should make arrangements for the Substitute to cover the opening of the library.
2. Habitual tardiness or unexplained absences will be cause for disciplinary action by the Library Board.
3. The Library Director should use his/her discretion as to when to take a break.

## **2. LEAVE POLICY**

### **A. Holidays**

1. The library will be closed on the following holidays if they occur on the days that the library is open:

New Year's Eve Day  
New Year's Day  
Martin Luther King Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veteran's Day  
Thanksgiving Day  
Christmas Eve Day  
Christmas Day

2. The Library Director will be paid for the holiday if it occurs on her regular work day. (This would equal six (6) hours).

### **B. Personal Time**

1. The Library Director may have eighteen (18) personal hours per year, but may not carry them over.

### **C. Sick Leave**

1. If the Library Director will be absent because of illness, she must contact the Library Board and the Library Substitute or Library Assistant as soon as possible.
2. The Library Director will receive seventy-two (72) sick hours per year and may carry over no more than eighteen (18) sick hours over into the next year.

3. Sick Leave may be taken for the following purposes:
  - a. Personal illness
  - b. Doctor or Dentist appointments
  - c. Illness in the family (family to be understood as parents, spouse or child)
  - d. NOTE: Since the Library Director does not work 37-40 hours per week, he/she is encouraged to make appointments during times when he/she is not working.
4. The Library Director may return to work after an extended illness if he/she has a doctor's written permission.
5. The Library Assistant and Substitute do not receive sick leave.
6. The Library Director, Library Assistant and Library Substitute are covered by Worker's Compensation and Unemployment Insurance.

#### **D. Vacation**

1. Vacation may be taken beginning three months after employment begins.
2. Vacation Leave is granted as follows:
  - a. The Library Director receives thirty (30) hours paid vacation when initially hired.
  - b. The Library Director will receive an additional six (6) hours of vacation at the completion of one (1) year of service; six (6) more hours at the end of the second year, and so on, not to exceed sixty (60) hours of vacation after completing five (5) years of service.
  - c. At the discretion of the Library Board, the Library Director may carry over into the ensuing year unused vacation time up to the amount of thirty (30) hours.
3. The Library Director must notify the Library Board when he/she is going to take vacation leave, and must make arrangements with the Library Substitute or Assistant to cover the library in his/her absence.

#### **E. Other Leave with Pay**

1. Personal Business – Since the library Director does not work a full 37-40 hour week, he/she is encouraged to do personal business when she is not working.
2. Death in the family – The Library Director is entitled to up to fifteen (15) hours of bereavement leave for a death in the family. The family is understood to include spouse, children, parents, grandparents, siblings and grandchildren.
3. Jury Duty – Leave is granted with pay for the purpose of serving on city, county or federal juries when subpoenaed to serve in court during regular working hours.
4. Serving with Reserve Units – Public libraries must grant up to thirty (30) days leave with pay per year for the National Guard or Armed Forces reserve units for ordered military duty.

#### **F. Leave Without Pay**

1. Maternity Leave – Maternity Leave, up to three (3) months before delivery and three (3) months after delivery will be granted upon request.

2. Educational Leave – If the Library Director returns to school full time to complete his/her education, leave without pay may be granted.
3. Family Leave Act – Leave is granted in accordance with federal law.

### **3. BENEFITS**

#### **A. Health Insurance**

1. The library does not provide health insurance for its employees.

#### **B. Disability Insurance**

1. The library does carry disability insurance for its employees.

#### **C. Unemployment Insurance**

1. The library does carry unemployment insurance for its employees.

#### **D. Retirement and Social Security**

1. All library employees are covered by Social Security.
2. Information on retirement benefits may be obtained from the Library Board of Trustees.

### **4. END OF EMPLOYMENT**

- A.** In the event that the Library Director resigns or retires, vacation time will be prorated. Any unused vacation time will be paid. Personal, sick time and holidays are not included.
- B.** In the event the Library Director is terminated, no remaining benefits will be paid.

NOTE: Using the outline provided by the NY Library Association for content and format, this policy was adapted and revised for the Kinney Memorial Library.