

**Honeoye Public Library  
8708 Main Street  
Honeoye, NY 14471**

**PERSONNEL POLICY**

The Honeoye Public Library (HPL) is an Association Library, governed by a Board of Trustees. The Board is responsible for the oversight of the library. The administration and management of the library are the purview of the Library Director who is hired by and reports to, the Board. The Director's responsibilities include supervision of all library staff and volunteers.

**Working Environment**

***Discrimination and/or sexual harassment***

HPL provides a work environment that is free from illegal discrimination and harassment. An employee who believes that he or she has encountered discrimination because of age, race, creed, color, national origin, sex or sexual orientation, disability, genetic disposition or carrier status, or marital status in connection with his/her employment should discuss the problem with the Director. A written complaint may be filed with the Director. If the complaint is against the Director, the complaint may be filed with the President of the Board of Trustees.

The Director or the Board President shall make every effort to resolve the problem; if it is not satisfactorily resolved, the complainant may file a written complaint with the Board of Trustees, which shall then hold a meeting within 30 days of its receipt, and issue a written decision within 20 days of the Board meeting. If the employee is not satisfied with the Board's decision, he/she may file a formal complaint with the New York State or the Federal Human Rights Commission.

The HPL will not tolerate sexual harassment of its staff or volunteers. This includes: unwelcome sexual advances, requests for sexual favors, insulting or degrading sexual remarks, or other unwelcome statements based on sex that create an intimidating, hostile or offensive working environment. Complaints are treated as confidential and will be promptly investigated by the Director.

The Library complies with the Americans for Disabilities Act (ADA) of 1990 by making its facilities barrier-free and accessible and by making adjustments to reasonably accommodate staff with disabilities.

### ***Reporting Unethical, Improper or Unlawful Behavior***

The HPL maintains a "Whistleblower" Policy that outlines a procedure for employees to report actions that they believe violate a law or regulation, or that constitute fraudulent accounting or other practices.

### ***Smoking***

The HPL is a smoke-free work area. No smoking is permitted on the premises.

### ***Alcohol/Substance Abuse***

No employee shall use, possess or sell alcoholic beverages or illegal drugs on the premises. This policy shall not apply to legal beverages served at library-sponsored events.

### ***Dress Code***

Staff members must dress appropriately for the work assignment. Employees are expected to be well groomed and neatly dressed in and should dress to convey a positive and professional image of both oneself and the library, while remaining approachable to library customers.

Unacceptable attire includes: bare midriffs, spaghetti straps or strapless tops, shorts or skirts shorter than just above knee length, torn, unhemmed or patched/faded clothing, halter tops or muscle shirts, and low cut blouses. Clothing or accessories that are political or religious or have: abusive or demeaning language or pictures, or are in poor taste including lewd or suggestive words or innuendo are prohibited.

## **Schedule of Operations**

### ***Work Week***

HPL is open on Monday, Tuesday, Wednesday, Thursday and Saturday for a total of 28 hours. All employees work a variety of schedules as established by the Director.

Employees will be ready to start at the beginning of their shift and will work through to the end.

An employee who works six consecutive hours is entitled to a 15 minute, paid break. The library provides a total of 20 minutes paid lunch or dinner break in accordance with NYS Labor Law.

### ***Emergency Closings***

The Director of person in charge will determine closings necessitated by weather or other temporary emergency situations. Staff will be paid for the time they would have worked if the library were open. Staff scheduled to work will be notified by phone of the closure.

### ***Holiday Closings***

The library will be closed for holiday observations as follows: New Year's Eve and New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day. Staff is paid for the following: Martin Luther King, Jr. Day, Memorial Day, Labor Day and Juneteenth.

### **Wages and Compensation**

***Pay Schedule:*** Employees are paid on the 15<sup>th</sup> and on the last day of each month. Direct deposit is offered.

***Jury Duty:*** Employees shall notify the Director upon receipt of a jury summons. Employees will be compensated when they are required by a court to be present for jury duty. The employee should report to work during regularly scheduled hours when not occupied with court obligations.

***Travel Reimbursement:*** Employees will be reimbursed for travel expenses for attendance at approved meetings or workshops. Mileage costs will be paid by HPL, and the Pioneer Library System at current IRS rates.

### **Benefits**

***Social Security and Medicare:*** As required by law, the library pays the employer's portion of Social Security and Medicare for each employee.

***Workers' Compensation:*** All employees are eligible for workers' compensation benefits for injuries sustained while working. Employees are required to immediately inform their supervisor or the Director of any injury occurring on the job and to fill out an incident report and paperwork required by the State or the Library's insurance provider.

***Disability Benefits:*** All employees are covered by disability benefits insurance as required by law for non-work related disability.

***Vacation:*** Part-time employees do not receive paid vacation time.

***Sick Leave:*** Part-time employees receive 8 hours of sick/personal time per year after their first year of employment. These hours can be used for sick or personal time off and cannot be taken as additional paid time.

***Extended Personal Leave:*** A leave of absence, without pay, may be granted by the Director to employees for personal reasons. Sick/personal time may be used before unpaid leave begins.

***Cancer Screening Leave:*** New York State Law entitles library employees to take up to 4 hours of paid leave annually for breast and/or prostate cancer screening. Travel time is included in the 4 hour cap. Please schedule with the Director.

**Resignation/Retirement/Termination of Employment:** Employees are encouraged to give 2 weeks advance, written notice when resigning or retiring. An employee who is terminated will attend an exit interview with the Director

**The Honeoye Public Library is an Equal Opportunity Employer**

Adopted by the Honeoye Public Library Board of Trustees 3/14/2018