

Personnel Policy

Equal Employment Opportunity

The Cohocton Public 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

1. Employees will be paid every two weeks by direct deposit. Wages are set by the Board of Trustees.
2. All personnel are to receive paycheck stubs listing taxes withheld. All tax forms and reports are to be completed according to the IRS timetable.
3. Wages will be paid bi-weekly through direct deposit on Friday or the previous business day if it falls on a holiday.

4. 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

Paid Time Off (PTO)

1. The Director receives 60 hours paid time off per calendar year (January 1- December 31). This leave cannot be carried over to the next year.
2. The Assistant to the Director receives 30 hours paid time off per calendar year (January 1-December 31). This leave cannot be carried over to the next year. Requests for time-off should be made to the Director as early as possible, preferably with two weeks' notice.

Sick Leave

1. 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>
 - a. Leave is accrued as soon as the employee begins working.
 - b. Leave is accrued at 1 hour for every 30 hours worked.
 - c. Up to 40 hours of paid sick leave may be accrued each calendar year (January1-Decemeber 31).
 - d. 40 hours of unused sick leave may be carried over to the next year.
 - e. The employee may only use 40 hours sick leave per calendar year.
 - f. Leave must be taken in 1 hour increments.
 - g. A doctor's note will be required for the employee to return to work when an employee has taken sick leave for 3 or more consecutive work days.

Bereavement Leave

1. 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

1. 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.

Voting

1. The Library offers Time Off to Vote benefits in accordance with New York State Election Law. Employees will be provided paid time away from work for up to 2 hours if their regularly scheduled shift prohibits the employee from a four hour window away from work to vote. Employees are required to notify the library of their intentions to vote at least 2 days in advance of elections to realize the benefit. The benefit can apply to any local, state, or federal elections where the employee is eligible to vote. The Library Director and the employee will consult the New York State's Time Off to Vote website to interpret program guidelines:

<https://elections.ny.gov/time-vote>

Military Leave

1. 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.

Family and Medical Leave

1. The New York Paid Family leave (PFL) provides eligible employees paid time off to bond with a newly born, adopted or fostered child, for a family member with a serious health condition or address important needs related to a member's military service.
2. PFL is taken out of employee paycheck according to state laws.
3. The library provides a supplement to that legislated amount so that the total weekly remuneration received by the employee during the covered period will approximately equal their total average gross weekly wage.
 - a. The employee must work at least 20 hours a week at the library and meet the New York State PFL criteria to be eligible.
 - b. The library adds \$1,000.00 per person per year to this account until the maximum reserve funding level of \$21,000.00, excluding interest that will accrue, is maintained.
4. 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.

5. 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/>

Leave Without Pay

1. The Board of Trustees will approve any leave without pay for the Director. The Director approves leave without pay for all other employees. The Director will inform the Board of Trustees of this leave of absence at regularly scheduled board meetings.

Benefits

Insurance

1. The bookkeeper is bonded.

Other Insurance

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

Retirement

1. There is no private retirement policy.
2. Social security and Medicare is paid by the Library according to federal laws.

Holidays

1. The Library will be closed on the following holidays or the next day if the holiday falls on a Sunday:
 - a. New Year's Day
 - b. Martin Luther King Jr Day
 - c. Memorial Day
 - d. Juneteenth
 - e. 4th of July
 - f. Labor Day
 - g. Veterans Day
 - h. Thanksgiving
 - i. Christmas
2. Employees will be paid regular wages for the above holidays when the holiday falls on their regularly scheduled day for typical work hours.
3. The Library will be closed on the following days without pay:
 - a. Presidents Day
 - b. Fall Foliage Weekend (first full weekend of October)

- c. Indigenous Peoples Day
- d. December 24, 26 and 31st

Inclement Weather & Unforeseen Circumstances Closures

1. The Director or in the absence of the Director, the Assistant to the Director, will close the Library in extreme weather conditions or equipment failures such as:
 - a. Roads are closed or not plowed.
 - b. Threat of storm that will make travel conditions dangerous.
 - c. There is a problem with the building that makes it unsafe.
 - d. There is no electricity, internet or heat.
2. The Library will be closed when the Wayland-Cohocton Central School district closes due to winter weather.
3. In case of any emergency situations due to weather or unsafe conditions, employees will be paid their normally scheduled hours, if they were scheduled to work.
4. All closures will be reported to the Board of Trustees president.

Mileage

1. Mileage expenses are paid for travel involving library meetings.
2. Employees will record all travel dates and destinations on their timecard.
3. Mileage reimbursement will be the federal rate, set yearly by the IRS and paid monthly in a separate check.

Work Practices

Recruitment

1. The Board of Trustees selects the Library Director.
2. The Director selects all other library employees.
3. The Board of Trustees creates all positions, determines salaries, and formally appoints all employees.
4. All personnel actions must be approved by the Board of Trustees at their scheduled meetings.

Appointment

1. A probationary period of 3 months applies to all newly hired employees.

2. The Director will determine if the employee is eligible to remain in the position after the probationary period. In the case of the Director, the Board of Trustees will determine eligibility.

Performance Evaluations

1. The Director will be evaluated by the President of the Board of Trustees annually in December. Input is obtained from employees and Board members.
2. Other employees will have an annual evaluation by the Director in December.

Training

1. Staff Training
 - a. The present Director will train the replacement if possible.
 - b. The Director will schedule training for all other employees.
2. Conferences and Educational Meetings
 - a. The Director will attend all STLS meetings applicable to their position, if possible.
 - b. Employees will attend conferences and meetings, including those via computer, as it pertains to their duties and interests.
 - i. Scheduled hours will be adjusted to accommodate all day workshops or trainings that take place when employees are not scheduled to work.

Breaks

1. Employees are entitled to one 15-minute break for every 3-hours worked, and a 30-minute meal break for every 6-hours worked.
2. Expression of Breast Milk Breaks
 - a. New York State Labor Law Section 206-c requires employers to provide lactating employees with 30 minutes of paid break time when they need to pump breast milk at work.
 - b. For more information on this topic, please see the New York State Department of Labor's policy at Breast Milk Expression in the Workplace | Department of Labor [Breast Milk Expression in the Workplace | Department of Labor](#) and the New York State Department of Health's Breast Feeding Bill of Rights at <https://health.ny.gov/publications/2028/>.

Dress Code

1. Staff are expected to dress in a professional manner that reflects their position.

Customer Service

1. The Library expects that each employee will treat other staff, volunteers, and patrons with courtesy and cooperation.
2. All employees are expected to familiarize themselves as much as possible with all materials and services so that all patrons may be well served.

Work Environment

1. Employees are expected to be prompt and have all library equipment operational before doors open and shut down after the doors close. Employees are expected to report to work when scheduled and be “in place” at the scheduled time.
2. The conduct of personal business while at work is discouraged, including childcare.
3. Employees may not take library equipment or supplies for personal use unless prior approval from the Board of Trustees has been given.

Drug Free Environment

1. Smoking is prohibited by law on any portion of the premises.
2. The use of controlled substances is prohibited by law whether the work is done in or outside the premises.

Safety

1. Library employees have a right to a safe and healthy work environment. OSHA standards will be followed.
2. Any equipment needed will be supplied to maintain a safe work environment.

Privacy of Personnel Files

1. Personnel files are confidential. The Director and Bookkeeper have access to these files. Everything placed in these files is done with the employee's knowledge.

Personnel Actions

Disciplinary Action Procedure

1. The 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.

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

Grievance

1. The Director should first try to resolve any grievances that arise.
2. If unable to resolve the issue, the Board of Trustees should try to resolve the issue at the regular monthly meeting.
3. At the last resort, STLS should be notified and asked for assistance.
4. A lawyer will be hired for any legal problems.

Sexual Harassment

1. Federal Laws will be followed.
2. All employees, volunteers, and Board of Trustees members are required to complete sexual harassment training annually.

Retirement, Resignation

1. There is no mandatory retirement age.
2. Employees should give at least 2 week's notice to the Director or, in the case of the Director, to the Board of Trustees.

Safety

Security

1. When the Library is closed, the door should be locked and no one other than Library employees, Board of Trustee Members or pre-approved programs or persons shall be on the premises.

Injury Reports

1. The library provides an insurance policy that covers personal injuries.
2. An injury report will be completed and kept on file and reported at the next board meeting.

Incident Report

1. An incident report will be completed according to the Incident Report Procedure and kept on file. When necessary, incidents will be reported to the insurance company and to the Board of Trustees at the next board meeting.
2. All personal reports will be kept confidential.
3. Reports concerning minors will result in notification of parents or legal guardians.

Pandemic Operations

1. During a declared pandemic, the Cohocton Public Library Pandemic Plan will be followed. Employees will be allowed limited hours to work from home and will be paid according to the Cohocton Public Library Closure Payroll Plan.

Adopted by the Cohocton Public Library Board of Trustees in 2005.

Revised on July 26, 2021; September 9, 2022; February 21, 2023; August 21, 2023;
December 15, 2025.

Employee Acknowledgement

I have received my copy of the Cohocton Public Library Personnel Policy and I understand that it is my responsibility to read and comply with this policy.

Employee Signature

Date