



PERSONNEL POLICY

The following rules and regulations of the Badenhausen Reading Room are effective January 1, 2022, as adopted by the Board of Trustees of the Badenhausen Reading Room

Equal Opportunity and Affirmative Action

It is the policy of the Badenhausen Reading Room to administer its personnel system in agreement with New York State Equal Opportunity and Affirmative Action Policies.

Hours

Hours: The Reading Room is open 23 hours per week. The Director will schedule employees so that the Reading Room is adequately staffed.

Overtime and Compensatory Time: Overtime is defined to be any hours over the regularly assigned number hours that each employee works. Any time which is overtime is to apply either towards time off (compensatory time) or as salary at the employee's regular hourly time rate. No overtime is to be worked without the approval of the Director. Compensatory time of less than one hour must be taken within the week it was accumulated as scheduled by the Director.

Note: By federal law, an employee is only considered "salaried" if they earn more than \$455 per week. Therefore, employees earning less than \$455 per week must be paid / given compensation time for every hour worked over their contracted number.

Employee Benefits

Social Security: All employees are covered under the Social Security Act

General guidelines for vacation and leave: To assist with scheduling and operational requirements, all foreseeable requests for leave/vacation should be submitted at least 2 weeks in advance of the time when the leave/vacation is to begin. Employees

should submit requests in writing to the Director on the approved form. Records of leave are kept in personnel files and can be reviewed at the request of the employee.

Annual Leave: Part-time staff may take up to one week of unpaid vacation per year.

Sick Leave: Part-time employees may take up to 2 full sick days (ex. A part time employee who works four hours a day would be entitled to take four such days as sick leave.) Employees may use sick leave due to illness or disability of the employee, his spouse, or child. Such leave may be taken in increments of one hour or more. Notification must be made prior to the beginning of the work-day to the Director.

Paid Holidays: The Reading Room is closed on the following legal holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous Peoples' Day, Veteran's Day, Thanksgiving Day, and Christmas. Staff assigned to work on a day when the Reading Room is closed due to a holiday will receive their regular rate of pay.

Disability: In the event that an employee cannot perform their duties because of illness or incapacity, they will become eligible for New York State Disability Insurance or New York State Worker's Compensation. The employee's full compensation will be reinstated upon return to work.

Training and Staff Development

The Board of Trustees wishes to encourage attendance at courses and conferences related to both library services and employees' duties as a means of enhancing the library's offering to the community. Accordingly, it pursues a policy of paying expenses to staff members with prior approval as outlined below:

- Time off with pay, full or partial fee reimbursements and mileage payments at the prevailing recommended state level

Leaves without Pay

Leave without pay may be granted at the discretion of the Board of Trustees for a period not exceeding one year. Requests for a leave of absence without pay must be submitted in writing to the Director. All requests, accompanied by recommendations of the Director, must be submitted for the approval to the Board. The Board reserves the right to stipulate any conditions for such leave.

Salary Administration

All positions in the reading room are categorized and a salary schedule for each type of position has been established by the Board of Directors in order to provide fair and reasonable compensation for all library employees.

Job Descriptions

All positions have written job descriptions. Staff members will be provided with their own job descriptions.

Performance Evaluation

It is the policy of the Reading Room to have a written evaluation of employees against their job description. For a new employee, these written evaluations will be completed at the beginning of the sixth month of employment. Written evaluations for all employees will be conducted at least once annually.

The Director shall personally conduct annual evaluations of the work performance of all staff members.

The purpose of such reviews shall be to help employees make progress in their work and learn where they stand. The performance review must be accompanied by a personal conference in which the employee may examine the review and have an opportunity to ask questions or make comments.

Disagreement with the performance rating may be expressed in writing to the Director and the Board of Trustees.

Performance evaluations will be considered as one factor in determining salary increase, promotions, or dismissals. These performance evaluations shall be made available to the Board of Trustees for annual salary review.

Evaluations, as well as any written comments that the employee should make about the evaluation, should be kept in the personnel file that is locked. All employees have access to their evaluations and may examine them at any reasonable time. On all evaluation forms, the employee is given the opportunity to write his/her comments about any all written comments.

The Director's performance evaluation will be conducted by the Board of Trustees.

Rules of Conduct

Most employees never violate any rules or give the Administration any reason to impose discipline. However, there is the possibility that there will be some employees who will require discipline, up to and including dismissal, for actions that are detrimental to the Reading Room or to other employees.

The following is a list of some, but not all, of the acts which would result in disciplinary action, up to and including dismissal.

- Repeated absences or tardiness.
- Persistent negativity or numerous petty complaints that undermine the morale of co-workers, or interfere with the normal flow of work.
- Misuse of time: extended breaks or lunch hours; persistent or extended personal telephone or cell-phone calls.
- Interrupting working employees with personal or frivolous conversations.

- Disrespectful behavior toward management, patrons, or other Employees.
- Insubordination (Refusal to do work or carry out a reasonable request).
- Any act of dishonesty, deception, theft or fraud.
- Abandonment of job or failure to report to work without notifying a Supervisor.
- Committing deliberate damage to Reading Room property.
- Unauthorized use of Reading Room facilities, tools or equipment.
- Disorderly conduct, such as striking another employee, use of abusive language, etc.
- Falsifying Reading Room records.
- Allowing unauthorized person(s) access to facilities.
- Possessing, or being under the influence of, alcohol or illegal drugs while at work.
- Harassment of any nature, including sexual harassment.
- Possession of firearms or other weapons on Reading Room property.
- Illegal use of e-mail or communication systems.
- Use of computers and property for personal work.
- Removing, sending, or furnishing Reading Room records and information to unauthorized persons.
 - Abuse or violation of State or Federal laws adversely affecting employment.
 - Any conduct contrary to common decency or morality, or liable to incite, or provoke against anyone because of race, color, gender, sexual orientation, religion, national origin, veteran status, or disability.

The examples used above are not intended to be an inclusive list of inappropriate behavior subject to disciplinary action. These examples are given only as guidelines. The Badenhausen Reading Room Board reserves sole managerial discretion to determine what conduct or behavior is subject to discipline and to determine the severity and timeliness of such discipline.

Disciplinary actions:

- Step one: Verbal warning and counsel Creates an opportunity for the Director to bring attention to the existing performance, conduct or attendance issue. The Director should discuss with the employee the nature of the problem or the violation of company policies and procedures. The Director is expected to clearly describe expectations and steps the employee must take to improve his/her performance or resolve the problem. Within five business days, the Director will prepare written documentation of the verbal counseling.
- Step two: Written warning Involves more formal documentation of the performance, conduct or attendance issues and consequences. The Director will meet with the employee to review any additional incidents or information about the performance conduct or attendance issues as well as any prior relevant corrective action plans. The Director will outline the consequences for the employee of their continued failure to meet performance or conduct expectations. The written warning may also include a statement indicating that the employee may be subject to additional discipline up to and including termination, if immediate and sustained corrective action is not taken.
- Step three: Termination of employment The Badenhausen Reading Room Board of Trustees reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action.

Firing

An employee may be dismissed for incompetence, unfitness or for just cause. The notice of dismissal shall be in writing and shall state the specific charges.

Whistleblower

The Badenhausen Reading Room is committed to operating in furtherance of its tax-exempt purposes and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its board members, officers, employees, or volunteers. This policy applies to any matter which is related to the Badenhausen Reading Room's business and does not relate to private acts of an individual not connected to the business of the Badenhausen Reading Room. If an employee has a reasonable belief that an employee or trustee of the Badenhausen Reading Room has engaged in any action that violates any applicable law or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report such information to the Director. If the employee does not feel comfortable reporting the information to the Director, he or she is expected to report the information to the Board President.

All reports will be followed up promptly and an investigation conducted. In conducting its investigations, the Badenhausen Reading Room will strive to keep the identity of the complaining individual as confidential as possible.

The Badenhausen Reading Room will not retaliate against an employee in the terms and conditions of employment because that employee: (a) reports to a supervisor, the director, the Board of Trustees or to a federal, state or local agency what the employee believes in good faith to be a violation of the law or (b) participates in good faith in any resulting investigation or proceeding, or (c) exercises his/her rights under any state or federal law(s) or regulations(s) to pursue a claim or take legal action to protect the employee's rights

The Badenhausen Reading Room will take disciplinary action, up to and including termination, against any employee who, in management's assessment, has engaged in retaliatory conduct in violation of this policy. In addition, the Badenhausen Reading Room will not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement personnel, or a court, truthful information relating to a violation of any applicable law or regulation, by the by the Badenhausen Reading Room or any of its employees.

All staff will be trained on this policy.

Reporting Absences

Advance notice is essential in order to ensure necessary shift coverage can be maintained. It is essential that the call be made only to the Director. No other persons are authorized to accept a call to report an absence. Repeated failure to report absences in a timely and appropriate manner may be the basis for disciplinary action.

Pay Periods

The employees are expected to record their time and attendance on a daily basis. The Director will review these time sheets and forward them to the bookkeeper. Employees are normally paid every other Friday.

Resignation

The employee should provide two weeks notice. The employee's written and signed resignation will be dated when received and retained in the personnel file.

Staff Grievances

Dissatisfaction with alleged unfair treatment, work schedules and assignments, library policies and procedures, or working conditions should be brought to the attention of the Director.

Within two weeks after the occurrence of the event, the employee shall first orally discuss the concern with the Director. Within three working days following that discussion, the Director shall communicate his/her decision to the employee in writing.

Emergency Closings

The Director will authorize closings on days of snow storms or other excessive weather or emergency conditions when the school is closed or no staff members can get to work.

Policy adopted by Badenhausen Reading Room Board of Trustees on January 11, 2022