

Dover Plains Library Personnel Policies

Equal Opportunity Employment

The Dover Plains Library is an equal opportunity employer. The library does not discriminate on the basis of race, color, ancestry, national origin, religion or religious creed, mental or physical disability, medical condition, genetic information, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, gender expression, age, marital status, military or veteran status, citizenship, or other characteristics protected by state or federal law or local ordinance. Employment opportunities are open to all qualified applicants on the basis of their experience and ability.

Employees with Disabilities: Reasonable Accommodations

Dover Plains Library is committed to complying with the ADA (Americans with Disabilities Act), the NYHRL (New York Human Rights Law, if applicable), and all other applicable laws providing for nondiscrimination in employment against qualified individuals with disabilities. The Library Director will work with employees who have disabilities to develop reasonable accommodations that allow an individual to perform the essential functions of their job in a safe and efficient manner. Employees are encouraged to inform their supervisors of any physical or mental disability and to suggest appropriate methods of reasonable accommodation. The failure to volunteer this information will not subject an employee to adverse treatment or penalty. All information concerning disabilities will be considered confidential and will be released only in accordance with the requirements of the ADA and/or NYHRL.

Immigration and Employment Eligibility

In compliance with the Immigration Reform and Control Act of 1986 (IRCA), Dover Plains Library can only hire individuals who are authorized to work in the United States. Employees are required to submit documentation at the time of their employment proving this authorization, and must complete the Employment Eligibility Verification Form I-9.

If an employee's authorization is for a limited time, they must submit proof of their extended authorization before the initial expiration date or their employment could be terminated for failure to comply with federal law.

Nepotism

The employment of relatives in the library may cause conflicts and problems with favoritism and/or the appearance of favoritism, adversely affecting employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside work might be carried into day-to-day working relationships.

Dover Plains Library will accept employment applications from all interested candidates. However, relatives (father,

mother, brother, sister, son, daughter, grandfather, grandmother, grandson, granddaughter, domestic partners, step or in-law equivalents, et al.) may not be hired in any of the following scenarios:

- A supervisor is related to a direct subordinate
- An applicant is directly related to a Board member or the Library Director
- Where a conflict of interest exists between either the related persons, or between the related persons and the Library, or between the related persons and any of the Library's vendors.

Orientation and Probation

All new full-time and part-time employees will be scheduled to meet with the Library Director on their first day for a general orientation. The orientation will include: a tour of the Library and introductions to working staff; the completion of pertinent personnel and payroll forms; a review of the employee's job description and expectations; review and acknowledgement of receipt of the Employee Policy Handbook, and; a review of Library Policies & Procedures.

All new hires to staff are made for an introductory period of ninety (90) days. during which time the employee may be released at the discretion of the Director. Following the satisfactory completion of the introductory period, the employment of a staff member — unless appointed on a temporary basis — carries with it all possible assurance of continuous employment as long as the staff member diligently performs the duties assigned in accordance with the policies of the Library.

Job Descriptions

Each employee will be provided a copy of their job description annually. All employees are expected to fulfill the tasks listed in their job description.

Employee Status

Director: The Director is a full-time salaried employee

Full-time hourly: Employees working more than 32 hours per week

Part-time hourly: Employees scheduled to work less than 32 hours per week

Per Diem: Employees do not work regularly scheduled hours, but are called in to work on an as needed basis.

Salary/Benefits

The library director's salary and benefits are determined by the Board of Trustees and reviewed annually, at a minimum.

All other library employees' rate of pay is determined by the Library Director in accordance with job performance. Potential raises are made in January in accordance with budgetary decisions about overall personnel cost made by the Library's Board of Trustees.

In keeping with NYS Law, all part-time employees accrue paid sick leave at the rate of one hour for every 30 hours worked. Unused, earned sick leave carries over annually, but only a maximum of 40 hours can be used in one calendar year. Full-time employees get 5 sick days annually and 10 days of paid vacation annually. They become eligible to take these vacation days after their probationary period is completed. Neither unused sick days nor vacation days roll over from one calendar year to the next.

Full-time employees must submit in writing to the Library Director at least one month in advance any requests for use of more than 2 consecutive days of vacation time. Given the small size of the Library's staff, all requests for vacation time around paid holidays and the week between Christmas and New Year's Eve must also be made in advance in writing to the Library Director, regardless of the number of days desired. Given the small size of the staff, full-time employees may not use their entire 10 days of paid vacation time consecutively. As much as possible, the Library Director will work with employees to keep the Library fully staffed and workload around holidays as balanced as possible.

Full-time employees are eligible for individual health insurance with a percentage paid for by the Library, as determined annually by the Board of Trustees. Part-time employees are eligible for health insurance coverage under the Library's umbrella; however, participating part-time employees are responsible for 100% of the premium. In addition, the Library offers supplemental health insurance through AFLAC as well as dental- and vision-only policies under the Library's umbrella. Interested employees must talk to the Library Director.

All employees have the option to participate in a Simple IRA and the Library matches employee contributions up to 3% of their paycheck.

Holidays

The Library is closed on the following holidays approved annually by the Board of Trustees. An updated list of the dates these holidays are observed by the Library is posted annually following the January meeting of the Board of Trustees. Full-time employees are paid for the holiday dates posted. Only those part-time employees regularly scheduled to work on the dates posted will be paid for their regularly-scheduled number of hours.

- New Year's Day
- Martin Luther King Jr Day
- Presidents' Day

- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day
- Christmas Day

Breaks

For each continuous period of 3 hours or more of work, staff members are encouraged to take a paid fifteen-minute break. Every staff member working six or more hours on a given day is encouraged to take a paid half-hour lunch break.

Overtime

Hourly employees are eligible for overtime only with advance approval by the Library Director. All full-time hourly employees whose regular hourly rate puts them above the annual threshold set by NYS law will be exempt and thus not eligible for overtime.

Attendance

All employees are expected to work their scheduled hours and to be on time for their shifts. Employees may trade shifts and/or substitute for each other with the approval of the Library Director.

In the event that an employee will be absent or late, they must notify the Director as soon as possible, but no later than one hour prior to the start of their shift.

If an employee will be out for multiple shifts in a row, the Director should be notified as soon as possible.

Any employee absent from work over two days without notifying the Director will be considered to have voluntarily resigned. Excessive absenteeism can be cause for dismissal.

Habitual lateness is defined as reporting for work late as often as twice in a one-week period. Habitual lateness can be cause for dismissal.

Leave of Absence

Requests for unpaid leave of absences must be made in writing to the Director and are subject to the discretion of the Director. The term “leave of absence” means an approved absence from work without pay for a period of time in excess of three working days.

Jury Duty & Court Appearances

Serving on a jury or testifying as a witness is a civic duty supported by the Library. Employees are responsible for notifying the Director as soon as they receive a formal notice of jury duty selection. The Library will provide compensation to employees for serving as jurors as required by federal and state laws. If the Library has fewer than 10 employees at the time an employee is summoned for jury duty, by law, New York State pays the employee.

Bereavement

In the event of a death in their immediate family (spouse, parent, grandparent, child, mother in-law, father-in-law, brother, sister or member of the household of the employee), full-time employees are granted a maximum of three days of paid leave. Part-time employees are granted a maximum of three days of paid leave up to the total number of hours they are regularly scheduled to work on those days.

Library Closures

At the Director’s discretion, the Library may close unexpectedly. Full-time and part-time employees will be paid for their regularly scheduled hours. Employees who choose not to come in when the library is open will not be paid.

Social Media

Only employees designated and authorized by the Library Director may post, delete, edit or otherwise modify content on Dover Plains Library social media accounts and the Library’s website. Social media content created by an employee as part of their job responsibilities is the property of the Library, not the employee.

Phones

Staff must keep personal phones on silent during working hours. Personal phone use should be conducted during breaks and outside of public areas where patrons may see them.

Library phones are for library business. However, at times, employees may need to receive or make calls during working hours on library phones. When possible, these calls should also be made during breaks.

Dress Code

All library employees are expected to wear business casual dress and wear the name badge lanyard appropriately. If an employee is uncertain what constitutes business casual attire they should speak to the Director.

Personal Property

Dover Plains Library is not responsible for loss or damage to employees' personal property. Employees are encouraged to use the lockers provided for securing their personal belongings during work hours.

Smoking

Smoking and vaping are prohibited in the Library and on its grounds.

Drug and Alcohol Use

The possession, consumption, purchase or sale of alcohol or illegal drugs on the premises of Dover Plains Library is prohibited. Employees shall not be under the influence of alcohol or any illegal drug while on Dover Plains Library premises or while conducting Library business off Library premises. An "illegal drug" is a drug or controlled substance which is (1) not legally obtainable, or (2) legally obtainable, but not obtained or used in a lawful manner.

If an employee reports to work visibly impaired and cannot perform the required job functions, they will not be allowed to work and will not be paid for that time. Any violation of this policy may result in immediate termination.

Computer, Email and Internet Usage

Use of the Internet by employees during working hours is permitted and encouraged where such use supports the goals and objectives of the Library. Employees are expected to use the Internet responsibly and productively for job-related activities.

Employees with Dover Plains Library email addresses should maintain professional standards of communication.

Unacceptable use of the Internet by employees during working hours and/or using a Dover Plains Library email address includes, but is not limited to:

- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet via the library's

email service.

- Using computers to perpetuate any form of fraud, and/or software, film or music piracy.
- Stealing, using, or disclosing someone else's password without authorization.
- Downloading, copying or pirating software, electronic files that are copyrights or without authorization.
- Sharing confidential material, trade secrets, or proprietary information outside of the library.
- Hacking websites or databases
- Sending or posting information that is defamatory to the library, its services, employees and/or patrons.
- Introducing malicious software onto the library's network and/or jeopardizing the library's digital security.
- Sending or posting chain letters, solicitations, or advertisements not related to business purposed or activities.
- Passing off personal views as representing those of the library.
- Engaging in private or personal business activities, including excessive use of social media or working for pay for another business or organization.
- Accessing networks, servers, drivers, folders, or files to which the employee has not been granted access or authorization from someone with the right to make such a request.
- Making unauthorized copies of Library files or other library data.
- Destroying, deleting, erasing or concealing library files, or other library data, or otherwise making such files or data unavailable or inaccessible to the Director or Board of Trustees.

It is a violation of the Library policy for any employee, including the Director and the Board of Trustees, to access email and computer system files to satisfy curiosity about the affairs of others, unless such access is directly related to that employee's job duties. Persons found to have engaged in such activities will be subject to disciplinary action.

The Library has licensed the use of certain commercial software application programs for business purposes. Third parties retain ownership and distribution rights to such software. No employee may create, use or distribute copies of such software that are not in compliance with the license agreements for the software.

If an employee is unsure about what constitutes acceptable Internet usage, then they should ask the Director for further guidance and clarification.

Violation of these policies could result in disciplinary and/or legal action leading up to and including termination of employment. Employees may also be held personally liable for damages caused by any violations of this policy.

Confidentiality

As a Library employee all staff and patron information is confidential and should not be discussed with any person or

persons outside the Library. Copying, removing, allowing unauthorized access to the System or patron information is prohibited. Any breach of this confidentiality requirement is grounds for termination.

Health and Safety

Employees must report all injuries at work immediately to the Director. All employees are eligible for worker's compensation if injured on the job. If you fail to report an accident, you may have difficulty obtaining workers' compensation benefits at a later date.

Performance Evaluations & Personnel Records Access

Performance Evaluations are the permanent record of the employee's personnel file and may be seen, on request, by the employee at any time. This report could affect an employee's eligibility to receive a salary or hourly-rate increase and will be used as the basis for any future reference or recommendation.

The director will meet with each employee three times a year to review their job performance. Each review, both the director and employee will give written responses to questions about performance parameters. They will meet in person to discuss reviews and any concerns raised. Regular reviews allow employees to set goals and correct performance issues raised by the director prior to the end of the year when performance-based raises are determined. Both the director and the employee sign the final print review report. Performance evaluations are permanent parts of personnel files that an employee may review on request.

Failure to address performance issues raised 2 quarters in a row will result in a written warning that includes a performance improvement plan with specific goals and timeline for improvement. Written warnings will be reviewed by the director, the assistant director and the employee. The employee will be asked to read and sign it. Written warnings are added to the permanent personnel file.

Failure to adhere to the personnel improvement plan within the specified timeline will result in termination.

Right of Appeal

In the event an employee is terminated, they may appeal the decision to the Board of Trustees. Such appeals must be made in writing within 30 days of termination to the current President of the Board. Termination will stand until after the Board of Trustees review.

Employee Code of Conduct

The following is a list of acts which may result in disciplinary action up to and including discharge.

- Any violation of local, state or federal law including providing false information on the employment application
- Direct violation of Library policy and procedures
- Theft of any Library, patron or employee property
- Repeated absences or lateness
- Failure to communicate with the director about all absences- planned or unplanned.
- Vandalism; committing or attempting to commit deliberate damage to Library property
- Disorderly conduct such as assault, battery or the use of abusive language directed toward an employee or patron
- Possessing, using, buying or selling alcohol or illegal drugs, or being under the influence of alcohol or illegal drugs during work hours
- Breaches in security procedures and/or refusal to cooperate in a legal investigation
- Violating the Library's anti-discrimination policy
- Sexually harassing another employee or patron
- Insubordination, refusing to perform all job requirements

Resignations

A minimum of two weeks' notice is requested upon resignation. All resignations must be submitted to the Director in writing.

Grievances

If an employee has a grievance about the director, the first step is to raise this concern with the Director and may request another staff member to be a non-participating party at the meeting. If the employee feels that the meeting did not result in a plan to resolve their concern, he or she should submit a letter to the Director and the Director will take it to the next personnel committee. The personnel committee may decide to meet with the employee and director or take up the issue with the full board of trustees. Further action is at the committee's discretion. The employee will be sent a written response.

Approved by DPL Board of Trustees, March 6, 2024.