

Personnel Policy for Elizabeth B Pert Library Hector, NY

Introduction

The personnel policy for the Elizabeth B Pert Library establishes the guidelines and expectations for the behavior, conduct, and responsibilities of all staff members. It is designed to foster a productive, respectful, and inclusive work environment that supports the library's mission to provide excellent public service, promote lifelong learning, and engage with the community. All library staff members are expected to adhere to these policies in their work and interactions with colleagues, patrons, and the general public.

1. Equal Employment Opportunity

- The Elizabeth B Pert Library is an equal opportunity employer and is committed to providing a workplace free from discrimination and harassment.
- The library does not discriminate based on race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, or any other characteristic protected by law.
- Employment decisions are based on merit, qualifications, and business needs, and the library is committed to fostering a diverse and inclusive workforce.

2. Recruitment and Hiring

- The library will recruit, hire, and promote individuals based on their qualifications, experience, and potential to contribute to the organization's goals.
- Job postings will include clear descriptions of the roles and required qualifications, and hiring decisions will be made by the Board of Directors.
- The library encourages applications from diverse candidates and seeks to provide opportunities for individuals to grow and develop within the library system.

3. Job Classification and Compensation

- The library will ensure that each position is clearly defined in terms of duties, responsibilities, and required qualifications.
- Compensation will be determined based on the library's pay scale and adjusted for the scope of responsibilities, experience, and performance.
- The library will regularly review compensation structures to ensure they are competitive, equitable, and aligned with market standards.

4. Work Hours and Scheduling

- Full-time, part-time, and temporary employees are expected to adhere to the designated work schedules as set by their supervisors.
- The library's regular operating hours will guide the scheduling of shifts, and any changes to schedules will be communicated in advance.
- Employees are required to accurately record their work hours, and overtime will be approved in advance by a supervisor as necessary.
- Staff are encouraged to take regular breaks and ensure a work-life balance, with flexibility provided where possible.

5. Attendance and Punctuality

- Regular attendance and punctuality are essential to the efficient operation of the library.
- Employees should notify their supervisor as early as possible in the event of an illness, personal emergency, or any other situation that prevents them from attending work.
- Patterns of excessive absenteeism or tardiness may result in corrective action, as outlined in the library's discipline policy.

6. Performance Expectations

- Employees are expected to perform their duties to the best of their abilities, maintain a positive attitude, and contribute to a collaborative work environment.
- The library encourages professional growth and provides opportunities for training and development to enhance skills and improve job performance.
- Regular performance evaluations will be conducted to provide constructive feedback, set goals, and discuss professional development opportunities.

7. Code of Conduct and Professional Behavior

- All library employees must conduct themselves professionally and courteously, both in interactions with patrons and with fellow employees.
- Employees must adhere to library policies and procedures, and are expected to demonstrate respect, integrity, and accountability in their work.
- Inappropriate behavior, such as dishonesty, harassment, discrimination, or violence, will not be tolerated and may lead to disciplinary action, including termination if warranted.
- Personal and professional conflicts should be handled through appropriate channels, including open communication, mediation, or, if necessary, formal grievance procedures.

8. Harassment and Workplace Violence Prevention

- The library is committed to providing a safe and respectful work environment where all employees are free from harassment, intimidation, and workplace violence.
- Any form of harassment, including sexual harassment, bullying, or discriminatory actions, will not be tolerated.
- Employees should report any incidents of harassment or violence to their supervisor or library board immediately, and such concerns will be investigated promptly and addressed appropriately.

9. Leave and Time Off

- Employees are entitled to paid and unpaid leave as defined in their employment agreement, including vacation time, sick leave, and holidays.
- Requests for leave should be submitted in advance, when possible, and will be reviewed by supervisors.
- Emergency leave, such as for illness or family emergencies, should be communicated as soon as possible.

10. Health and Safety

- The library is committed to maintaining a safe and healthy working environment for all employees.
- Employees are expected to follow all health and safety protocols, including safe handling of materials, use of equipment, and reporting unsafe conditions.
- Any workplace accidents or injuries should be reported immediately to a supervisor to ensure proper documentation and follow-up.
- The library will provide necessary resources and training to support a safe working environment.

11. Employee Conduct Outside of Work

- While personal conduct outside of work may not affect employment, employees are expected to avoid behavior that negatively impacts the library's reputation or creates conflicts of interest.
- Employees should ensure that personal activities do not interfere with their ability to perform their work duties.

- Employees are encouraged to maintain a healthy work-life balance and demonstrate professional behavior both inside and outside the workplace.

12. Disciplinary Action

- The library believes in addressing performance or conduct issues in a fair and consistent manner.
- Disciplinary action may be taken for violations of library policies, including but not limited to performance issues, misconduct, violations of safety protocols, or breaches of confidentiality.
- The library will follow a progressive disciplinary process, which may include verbal warnings, written warnings, suspension, and, in cases of severe or repeated violations, termination.

13. Grievance Procedures

- Employees who believe they have been subjected to unfair treatment or who have concerns about workplace conditions may file a grievance.
- Grievances will be addressed fairly, confidentially, and promptly, and employees will be protected from retaliation for filing a grievance in good faith.
- The grievance process encourages open communication and seeks resolution through discussion and, when necessary, mediation.
- All grievances can be filed with the Board of Directors.

Conclusion

The Personnel Policy for the Elizabeth B Pert Library is designed to create a work environment that is supportive, professional, and respectful. All library staff are expected to adhere to the guidelines set forth in this policy to ensure the efficient operation of the library and a positive experience for both employees and the community we serve. By following these standards, we help foster a productive workplace that aligns with the library's mission to provide accessible, equitable, and quality services to the public.