

NORTH CHATHAM FREE LIBRARY

PERSONNEL POLICIES

This set of Personnel Policies is intended to merely be guide. It is not an employment contract and should not be construed as such. Employment with the Library is at will, terminable either by employee or North Chatham Free Library at any time, without notice, with or without cause, except as otherwise provided by law. Furthermore, no promise, statement or writing made by the Library Director, any other employee, or Board member may be interpreted to constitute an employment relationship other than at will.

The Library Director is the administrative head of the Library and all staff members are responsible to him/her. The Board or designees select the Library Director, who is responsible to the Board. The Library Director and all other employees are paid hourly for actual time worked based on a monthly time sheet. The Library Director will report to the Board on a regular basis and will provide reports for all Board meetings. Performance evaluations for all employees will be done on an annual basis.

The North Chatham Free Library is an Equal Opportunity Employer, which does not discriminate on the basis of race, color, sex, sexual orientation, religion, national origin, nationality, age, or disability. The Library does not tolerate any form of sexual harassment.

VACATION

The Library Director is entitled to two weeks of paid vacation per year. The Assistant Library Director is entitled to one week of paid vacation per year. This vacation must be requested and scheduled in advance, in conjunction with the organizations needs and schedule. Vacation time may not be taken for the first 6 months of employment. No more than one half accrued vacation time may be carried over from one year to the next, and must be taken within the first three months of the next year.

SICK LEAVE

The Library Director may take three (3) paid sick days per year. This time may not be accrued and carried over if not taken. There is no paid sick leave for other employees. Extended absences are coverable by NYS disability insurance. Employees expecting to be out for an extended period should consult with the Library Director or the Board as to how to cover his/her responsibilities in his/her absence.

JURY DUTY

Employees are encouraged to honor their civic duty when called to jury duty. Employees will be paid for their normal work week when serving on jury duty for up to two weeks of service. Any additional time will be unpaid leave. A copy of the jury service confirmation/notice should be given to the Library Director, or in the case of the Director, to the Board Chair or Treasurer.

TERMINATION AND SEVERANCE

An employee may be discharged at any time, for any reason, but at a minimum, continuation of employment in a position shall be based on satisfactory performance by an employee. In the case of unsatisfactory performance or should the North Chatham Free Library be unable to continue an employee in her current position because of budget cuts, reorganization or discontinuation or curtailment of a program or other services, and is unable to devise some other mutually satisfactory assignment, the employee shall be released.

Notification of release shall be given to the employee in writing by the Library Director or the Board with as much advance notice as possible. If the employee has any unused vacation time, it will be paid at the time of severance. Any additional severance pay will be at the discretion of the Board. There will be no compensation for unused sick days.