# Employee Handbook
Gloversville Public Library

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I. MISSION STATEMENT

The Gloversville Public Library commits itself to the residents of the Gloversville Enlarged School District to be a community resource that provides access to information and technology, educational and cultural events while remaining a center for research and recreational pursuits.

II. ORGANIZATION

A. Board of Trustees

The Board of Trustees is the governing body of the Library and consists of seven members elected by the voters of the Gloversville Enlarged School District. The Board will meet a minimum of 7 times per year with the Organization Meeting as one of the required meetings. The Organization Meeting is held as soon as possible after July 1st. All meetings are open to the public.

B. Administrator

The Director of the Library is the chief administrator and is hired by and responsible to the Board of Trustees. The Director is charged with maintenance of library service, appointment of personnel, and all phases of administration.

The Director has a separate employment agreement with the Board of Trustees which outlines hours, duties, compensation and benefits. This employment agreement supersedes the terms in this handbook.

An organizational chart appears on page 14.

III. EMPLOYMENT

Policy of Non-discrimination - In all matters, the Gloversville Public Library does not permit discrimination for or against any individual or group.

A. Civil Service

As a public library, the Gloversville Public Library comes under jurisdiction of Civil Service administered by the Fulton County Personnel Office. Qualification guidelines for professional and non-professional positions in public libraries under Civil Service are adhered to.
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B. Definitions

1. **Professional employee** (Director) - An employee who possess an ALA-accredited Masters degree in Library Science and a public librarian's professional certificate issued by the State of New York.

2. **Non-professional employee** - paraprofessionals or support staff

3. **Full-time employee** - A full-time employee, other than the Director, is defined as one who is regularly scheduled to work 40 hours per week. For the purposes of the NYS and Local Retirement System, a standard work day for full-time employees is calculated as 8 hours per day.

   All full-time employees are “exempt” employees. They hold salaried positions, are entitled to compensatory time, but are not entitled to overtime pay.

4. **Part-time employee** - A part-time employee is defined as one who is regularly scheduled to work a maximum of 29 hours per week. For the purposes of the NYS and Local Retirement System, a standard work day for part-time employees is calculated as 6 hours per day. All part-time employees are “non-exempt” employees paid at an hourly rate. They are not entitled to compensatory time.

5. **Permanent employee** - A permanent employee may be either part-time or full-time, and is someone who has passed the probationary period in a Board approved position or job title.

6. **Temporary employee** - A temporary employee is a person filling the position of a permanent employee who is on extended leave.

7. **Special employee** - A special employee is a person appointed to work on a special project funded by the regular Library budget or other sources and designed to be completed within a limited time.

8. **Volunteer** - Volunteers perform various library tasks without receiving pay.

C. Job Classifications and Descriptions

- Cleaner
- Library Director I*
- Senior Library Clerk (Children’s Room)
- Senior Library Clerk
- Library Clerk
- Page
- Principal Library Clerk
- Summer Assistant
- Volunteer

*Must have a MLS degree from an ALA approved school and a professional public librarian's certificate per NYS Education Law 90.3.
Job descriptions are available (See Appendix A: Job Classifications and Descriptions).

Civil Service job descriptions are general in nature and Gloversville Public Library employees will complete tasks as appropriate for this library. Employees are expected to familiarize themselves with their individual job descriptions and to be responsible for knowledge of duties and requirements of the job.

D. Probationary Period

All employees in a new position are on probation for a minimum of 12 weeks to a maximum of 52 weeks. The probationary period is a time when the employee becomes familiar with the basic requirements and expectations for the job. It is also the time for supervisors to assess the employee’s skills, determine if the employee’s job performance meets the expected standards, and whether employment should continue. At the end of the probationary period, a formal evaluation (see Appendix B: Forms: Evaluation of Staff) will be completed. The probationary period is a time for open communication by both parties.

Any periods of authorized or unauthorized absences up to 10 working days may be counted as time serviced in the probationary period at the discretion of the appointing authority. Any authorized or unauthorized absence in excess of an aggregate of 10 working days shall not be counted as time served in the probationary period. The minimum and maximum period of the probationary term for any employee shall be extended by the number of work days of absence, which pursuant to rule, are not considered as time served in the probationary term.

All new employees will receive an Employee Orientation.

New full-time probationary employees may earn compensatory time off when legal holidays fall on a day the Library is closed or on an employee’s day off. New full-time employees will accrue, but cannot use comp time, during the first 12 weeks of their probationary period.

New full-time employees will accrue, but cannot use personal and sick leave during the first 12 weeks of their probationary period. New part-time employees will accrue, but cannot use sick leave during their probationary period. (Personal time will not be a benefit for new part-time employees hired after January 1, 2008.) Personal and sick leave during the probationary period is calculated on a pro-rated schedule based on date of hire within the July 1-June 30 fiscal year.

New full-time employees will accrue, but cannot use vacation leave during the first 12 weeks of their probationary period. Vacation leave during the probationary period is calculated on a pro-rated schedule based on date of hire within the July 1-June 30 fiscal year.
Employees with a lateral transfers are on probation for 12 weeks. They will carry existing Leave Time and benefits to the new position. They may use existing time during the probationary period.

Employees with a promotional transfer will be on probation for the length of time the new position requires. They will carry existing Leave Time and benefits to the new position. They may use existing time during the probationary period. Additional Leave Time will accrue but cannot be used in the first 12 weeks of their probationary period.

E. Seniority

Seniority is calculated based on the initial date hire for continuous employment. A break in service occurs after an absence of 13 consecutive weeks that is not covered by the Library’s Leave of Absence policy (see p. 7). All benefits of seniority, including pay rates and benefits, are forfeit following a break in service.

A part-time employee who becomes a full-time employee will accrue seniority from the initial date of continuous employment.

IV. COMPENSATION

A. Salary Payment

1. Full-time employees are salaried.

2. Part-time employees are paid an hourly rate.

3. The pay period is twice a month. Employees are paid on the 15th & the last day of the month. If the Library is closed on that day, then payment is made on the workday prior to that date.

B. Automatic Deductions

1. Federal and New York State withholding taxes

2. FICA (Social Security) (see p. 9)

3. Medicare (see p. 5)

4. New York State Retirement (see p. 9)

C. Voluntary Deductions

1. Fulton County Federal Credit Union

2. Health insurance (see p. 5)
D. Overtime

1. The Library's full-time employees, other than the Director, work a 40-hour week. Time worked in excess must receive prior authorization from the Director and is considered "comp time" for which compensatory time off is granted. Each employee is responsible for notifying the Director, in writing (see Appendix B: Forms: Absence Request & Time Earned Notification), of comp time earned so it may be entered into their time record.

2. Part-time employees are paid for scheduled hours worked. Excess hours, except in emergencies or at the request of the Director or the senior employee in charge, are not permitted.

V. BENEFITS

A. Disability Benefits

The New York State Disability Benefits Law provides temporary benefits to eligible wage earners disabled by injury or sickness that is not work related.

B. Fulton County Federal Credit Union

All employees and members of the Board of Trustees are eligible, upon purchase of one share, to become members in the Fulton County Federal Credit Union.

C. Health Insurance

1. All full-time employees are offered paid individual health insurance coverage. Family coverage is available at the employee's expense. Coverage begins after 12 weeks of full-time employment. Benefit information may be reviewed in copies of the insurance policy.

2. Part-time employees may participate in the Library's health insurance group at their own expense after 12 weeks of employment.

3. Employees must enroll in the Federal Medicare program three months in advance of their 65th birthday.

4. Termination of individual and dependent health insurance coverage occurs at:
   a. Termination of employment
   b. Retirement
   c. Death

5. COBRA (Consolidated Omnibus Budget Reconciliation Act of 1986)

An employer with 20 or more employees is required by Federal Law to offer the opportunity to continue health insurance for up to 18 months if termination occurs for reason (except gross misconduct). The Library does provide this coverage to
employees. Payment of monthly premiums is made by the former employee to the Financial Secretary.

D. Leave

Employees are given paid leave and are expected to use this leave when they are unable to work their scheduled hours. Making up missed, prescheduled hours is not allowed.

Employees are required to notify the Principal Library Clerk or Director in writing (see Appendix B: Forms: Absence Request & Time Earned Notification) when requesting use of leave time for vacation, illness or personal reasons. Employees are required to request time ahead of the date and time for scheduled absences and as soon as possible for unscheduled time off. Use of time will be calculated in 15 minute increments.

1. **Compensatory Time (Comp Time)** - Full-time permanent or probationary employees may earn compensatory time off when legal holidays fall on a day the Library is closed or on an employee’s day off. New full-time employees will accrue, but cannot use comp time, during the first 12 weeks of their probationary period. (see III. D. Probationary Period. p. 3)

2. **Death in the family** - Leave with pay will be granted up to one week for the death of an immediate family member or the death of an employee’s spouse’s immediate family member.

3. **Holidays** - The Library is closed on legal public holidays only. If a holiday occurs on a day the library is closed or an employee's day off, the employee will receive compensatory time (see V. D. 1. Compensatory Time).

a. The days on which the Library is closed are:

   New Year's Day (January 1st)
   Martin Luther King, Jr.'s Birthday (3rd Monday in January)
   George Washington's Birthday (3rd Monday in February)
   Memorial Day (last Monday in May)
   Independence Day (July 4th)
   Labor Day (the first Monday in September)
   Columbus Day (2nd Monday in October)
   Veterans Day (November 11th)
   Thanksgiving Day (the fourth Thursday in November)
   Christmas Day (December 25th)

b. The Library closes at 1:00 p.m. on the afternoons of the following holidays:

   New Year's Eve
   Thanksgiving Eve
   Christmas Eve
4. **Family and Medical Leave Act (1993)** (Appendix C)
   
a. Eligible employees:
   - Must have worked for the library at least 12 months
   - Must have been employed for at least 1,250 hours of service during the past 12 months. (Only hours actually worked, not leave time, are counted.)
   
b. Eligible employees are entitled up to 12 weeks of unpaid, job-protected leave.
   
c. Reasons leave may be granted include:
   - Birth of a child or care of a newborn
   - Placement of an adopted or foster care child with the employee
   - Care for an employee’s spouse, child, or parent with a serious health condition
   - A serious health condition that makes the employee unable to perform the functions of the job.
   
d. The employee ordinarily must provide 30 days notice when the leave is foreseeable.
   
e. An employer may require medical documentation to support a request for leave.

5. **Jury Duty** - If an employee is called for jury duty or as a witness in court, they will be granted leave with pay. Where jury duty creates a hardship, the Library may ask to have the employee excused. Employees excused by the judge or clerk early in the day are expected to return to work if they are regularly scheduled. Jury pay is paid to the Library.

6. **Leave of Absence without pay** may be granted with the approval of the Director and the Board of Trustees for professional purposes (vacation, sick leave, etc.) not to exceed one year (see Appendix B: Forms: Leave of Absence Request).

7. **Military Duty** - Those entering military service are granted leave of absence without pay in conformance with federal regulations.

8. **Personal & Sick Leave**

   Permanent employees are granted personal and sick time according to the chart in Appendix D: Personal and Sick Calculations. (Personal time will not be a benefit for new part-time employees hired after January 1, 2008.)

   Personal and/or sick days must be used within the fiscal year they are granted. Absence in excess of allowed hours will result in loss of pay equal to the
earnings for the time not worked. (Also see Disability Benefits p. 5 and Workman’s Compensation p. 9).

Full-time and part-time employees will accrue, but cannot use personal and sick leave during their probationary period. Personal and sick leave during the probationary period is calculated on a pro-rated schedule based on date of hire within the July 1-June 30 fiscal year.

9. **Vacation Leave**

a. The Library Director is granted vacation time per their contract with the Board of Trustees.

b. All permanent, full-time non-professional employees are granted vacation with pay based upon their year of employment. Year of employment is defined as the initial date of hire and is subject to the continuous employment as defined in Seniority (p 4) and Leave of Absence. Vacation leave is calculated as follows:

<table>
<thead>
<tr>
<th>Years of Employment</th>
<th>Vacation</th>
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<tr>
<td>6 months – 1 year</td>
<td>prorated to end of the fiscal year; 5 days maximum</td>
</tr>
<tr>
<td>1-5 years</td>
<td>10 days</td>
</tr>
<tr>
<td>6-10 years</td>
<td>15 days</td>
</tr>
<tr>
<td>11 years or more</td>
<td>20 days</td>
</tr>
</tbody>
</table>

Extra vacation without pay may be granted under special circumstances.

c. All permanent, part-time employees with 5 years of consecutive service are granted 5 paid vacation days within the July 1- June 30 fiscal year. Additional vacation may be requested without pay. Part-time employees without 5 years of consecutive service may request vacation leave without pay.

d. Full-time probationary employees will accrue, but cannot use vacation leave during the first 12 weeks of their probationary period. Vacation leave during the probationary period is calculated on a pro-rated schedule based on date of hire within the July 1-June 30 fiscal year. (see III. D. Probationary Period. p 3)

e. Vacation leave must be taken within the fiscal year it is granted. It cannot be banked, accumulated, or carried forward.
E. **New York State Retirement**

All eligible employees may participate in New York State’s Retirement System. All full-time employees must participate and are required to contribute a percentage of their salary per NYSLRS guidelines. Part-time employees may participate voluntarily.

F. **Social Security**

All full-time and part-time employees are automatically enrolled under Social Security (Federal Insurance Contributions Act). Employees and employers are taxed at rates set by law. Retirement benefits are payable to fully insured persons and are determined by the Social Security Administration.

G. **Travel Time and Mileage**

1. **Travel time** will only be considered for pre-approved, work-related travel. Travel time occurring outside of normal work hours for full-time employees will be accrued as comp time. Part-time employees are to enter travel time on their time cards for compensation.

2. **Mileage** is paid to employees using a personal vehicle traveling on work-related business for a distance of 10 miles or greater at the current rate as approved by the Board of Trustees. Forms must be submitted to the Director for reimbursement. Tolls and parking may also be reimbursed by providing receipts.

H. **Unemployment Insurance**

Employees are covered by New York State Unemployment Insurance.

I. **Workman's Compensation**

The New York State Workers’ Compensation Law provides cash benefits and medical care for workers who become disabled because of an injury or sickness related to their job. If death results, benefits are payable to the surviving spouse and dependents as defined by law.

VI. **EMPLOYEE PRIVILEGES**

A. **Book/Video Purchases**

Current and retired employees may purchase books and videos at discount prices. Payment must be made within 30 days after having been notified of the amount due.
B. **Loan of Library Material**

Employees are not required to pay fines on overdue books or materials. All materials must be checked out.

C. **Parking**

Limited space behind the Library is available for parking of employee vehicles. Space is provided on the basis of seniority. Additional space is available in the city-owned lot adjacent to the Library.

D. **Photocopy**

Personal photocopy privileges are extended to the employees on a limited basis on the copier in the Technical Services Office only.

VII. **EMPLOYEE RESPONSIBILITIES**

A. **Accidents on the Job**

All accidents and injuries involving employees and/or patrons must be orally reported to the Director or Principle Library Clerk. Oral reports are to be immediately followed by a written report.

B. **Appearance**

Neatness in personal appearance is important. Suitable clothing and good personal hygiene are required.

C. **Attitudes and conduct**

1. Punctuality is required so the desks and other schedules may be kept promptly.
2. Each patron should be given friendly, courteous, and prompt service.
3. Co-workers deserve courtesy and good teamwork.
4. Employees are expected to avoid careless or personal use of scheduled work time or property.
5. Proper care of the kitchen equipment and lockers is the responsibility of each individual.

D. **Change in status**

Employees are responsible for informing the Director of any change in name, address, telephone number, and emergency contact information. Employees are also
responsible for informing the Director of any change in health that will impact their adherence to their work schedule or physical ability to perform assigned duties.

E. Employee Notices

Employees are responsible for checking the employees' bulletin board, staff meeting minutes binder, and their mailboxes regularly for notices.

F. Lateness

When employees know they will be late, the Director or Principle Library Clerk should be notified as soon as possible. Habitual lateness is not tolerated and may result in disciplinary action and may result in disciplinary action which can include dismissal.

G. Job Abandonment /No Call No Show

1. Every attempt should be made to notify the Director or Principle Library Clerk of an unscheduled absence.

2. Use of time: Personal, Comp, Vacation, Sick will be used in that order to offset time not worked. If no time is available, there will be no pay for the time not worked.

3. Repeated unexcused absences may result in disciplinary action which can include dismissal.

H. Work performance

A full day's work in both time and quality is expected.

VIII. GRIEVANCE PROCEDURE

A. Between Employees

1st Step – When a difficulty arises between employees, the problem should be discussed by them in an attempt to resolve it.

2nd Step – If no solution is able to be reached at the end of three working days, the employees should meet with the Director in an attempt to resolve the grievance.

3rd Step – Employees have the right to contact the Board of Trustees directly when serious problems have not been solved after consideration by the Director with employees. Such communication will be conducted in written form to the Board through the chair of the Personnel Committee.
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B. Between Director and Employee(s)  

1st Step - The Director is the immediate supervisor of the employee. When a difficulty arises between the Director and an employee, the problem should be discussed between them in an attempt to resolve it.  

2nd Step – If no solution is able to be reached at the end of three working days, the employee and/or Director should contact the Chair of the Personnel Committee, in written form, in an attempt to resolve the grievance.  

IX. WORK ROUTINES  

A. Full-time Employees  

For all full-time employees the workweek is 40 hours per week. Evening and weekend work is scheduled on an equitable basis.  

Full-time employees are permitted a paid fifteen-minute break in the morning and a paid fifteen-minute break in the afternoon. Compulsory, non-paid lunch periods are normally one hour, but may be adjusted to meet a particular daily schedule. The employee is expected to arrange breaks, as per the New York State Department of Labor, so the public desks are adequately staffed.  

B. Part-time Employees  

Part-time employees work as scheduled. Hours may vary from week to week. Part-time employees are permitted a paid fifteen-minute break for each four-hour work cycle. Any employee whose shift is longer than six hours, must take a half hour, unpaid meal break. The employee is expected to arrange breaks, as per the New York State Department of Labor, so the public desks are adequately staffed.  

C. Emergency Closings  

In case of threatening weather conditions or other serious situations, notify the Library Director or Board President immediately. Either the Library Director or Board President will determine if the Library will remain open.  

If the library closes, the Library Director or Board President will attempt to contact each employee. Notice is also given to local radio stations.  

If the Library is open and an employee is unable to get to work, time will be deducted from personal time. If no personal time remains then vacation time will be used. If no vacation time remains then the employee will not be compensated for the hours missed.  

Employees are given paid leave and are expected to use this leave when they are unable to work their scheduled hours. Making up missed, prescheduled hours is not allowed.
D. Time Sheets

Part-time employees are responsible for completing their time sheets for hours worked by the end of the pay period. Hours omitted cannot be paid. Time sheets are to be left in the employee's mailbox.

X. STAFF DEVELOPMENT

A. Civic, educational or library organizations

Employees are urged to take an active part in community life, to become members of local civic, educational, social, and literary organizations, and to participate in their efforts to as great an extent as library duties permit.

B. Continuing Education

Continuing education is essential for all library personnel, professional and non-professional. Continuing education opportunities can include formal and informal learning situations, and need not be limited to library subjects. The Director will authorize employees to attend conferences and workshops and determine the expenses to be paid by the Library. Those requesting or needing library oriented training may be granted limited leave with pay after approval from the Board of Trustees and/or the Director.

C. On-the-Job Training

On-the-Job Training may take various forms including continual sharing designed to keep them current in their job responsibilities.

D. Staff Meetings

Full-time employees are expected to attend staff meetings. Part-time employees are encouraged to attend whenever possible and shall enter such time on their time cards.

E. Performance Evaluation/Review

Evaluations are a staff development tool. The Director will conduct annual evaluations of all employees.

XI. TERMINATION OF SERVICES

A. Resignation/Retirement

An employee should inform the Director of their intent by a written resignation giving at least two weeks notice. Employees who successfully complete probation will receive payment for all existing comp time and half of unused vacation time. No payment will be made for remaining sick or personal time. This applies to both full and part-time employees.
B. Separation

Separation from employment initiated by the Library may occur based upon financial hardship of the Library or discontinuance of a position. Payment for remaining vacation time and two weeks severance will be given.

C. Dismissal

1. During the probationary period, dismissal may occur at any time.

2. After the probationary period, dismissal may be necessary for cause as per civil service guidelines.

3. No payment will be made for any remaining Leave Time.

XII. ORGANIZATIONAL CHART

- Financial & Recording Secretary (contracted, not civil service)
- Board of Trustees
- Library Director I
- Principal Library Clerk
- Senior Library Clerk(s)
- Page(s)
- Cleaner(s)
- Volunteer(s)
- Senior Library Clerk (Children's Room)
- Library Clerk(s)
- Summer Asst.
- Library Clerk(s) (Children's Room)
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Employee Handbook
Gloversville Public Library

References


Appendix A

Job Classifications and Descriptions
LIBRARY CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves the performance of routine library clerical duties necessary for the proper organization and distribution of library materials. No prior knowledge of library procedures is required; on the job training is provided. Work is performed under direct supervision of higher level clerks or Librarians. May supervise pages and volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)
Arranges or files materials according to library filing rules;
Performs routine searches of and updates to computer records;
Issues borrowers cards according to library procedures;
Performs routine circulation, reserve and overdue functions;
Makes and checks routine arithmetic computations;
Operates office machinery such as photocopiers, fax machines or computers;
Answers the telephone and takes messages;
Calls patrons to deliver messages or information on library materials;
Types cards, lists, labels, or short entries on forms.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Working knowledge of office terminology, procedures and equipment as applied to library clerical work;
Working knowledge of business arithmetic;
Working knowledge of library filing and shelving rules;
Ability to understand and follow oral and written instructions;
Ability to operate an alphanumeric keyboard such as a typewriter, terminal, or personal computer accurately—skilled typing is not necessary;
Tact and courtesy in dealing with staff and public.

MINIMUM QUALIFICATIONS:
Graduation from high school or possession of a high school equivalency diploma.
SENIOR LIBRARY CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves the performance of moderately complex library clerical tasks and assisting patrons with both use of the library collection and general policies/procedures of the library. This class requires a greater degree of autonomy than Library Clerk, moderate job complexity and supervisory responsibility. Work is performed under general supervision of a higher level Clerk or a Librarian. Supervision is exercised over library Clerks, Pages and Volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)
Provides information to the public on library policies and procedures;
Reviews filing and other work of pages and clerks;
Maintains departmental work schedules and compiles data for statistical reports;
Maintains interlibrary loan records;
Inspects returned library material for damage;
Assigns and reviews work of subordinate staff;
Arranges or files materials according to library filing rules;
Performs routine searches of and updates to computer records;
Issues borrower cards according to library procedures;
Performs routine circulation, reserve and overdue functions;
Makes and checks routine arithmetic computations;
Operates office machinery such as photocopiers or fax machines;
Answers the telephone, takes messages;
Calls patrons to deliver messages or information on library materials;
Types cards, lists, labels, or short entries on forms or computers;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Working knowledge of library services and practices;
Working knowledge of business arithmetic;
Good knowledge of office terminology, procedures and equipment as applied to library clerical work;
Good knowledge of library filing and shelving rules;
Ability to understand and follow oral and written instructions;
Ability to plan, coordinate, and supervise the work of others;
Ability to operate an alphanumeric keyboard such as a typewriter, terminal, or personal computer accurately—skilled typing is not necessary;
Tact and courtesy in dealing with staff and public.

MINIMUM QUALIFICATIONS:
(a) Graduation from high school or possession of a high school equivalency diploma (AND)
(b) one year of library clerical experience.
PRINCIPAL LIBRARY CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves performance of specialized clerical work. Advanced knowledge of library clerical operations is required. This class differs from that of Senior Library Clerk in that there is a greater degree of independent judgement and decision making. Work is performed under the general supervision of a Librarian, with discretion for planning and carrying out assignments. Supervision is exercised over Library Clerks, Pages, and volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)
Supervises and performs complex clerical library functions (e.g. serial ordering and record maintenance, cataloging from bibliographic copy);
Troubleshoots difficult clerical problems involving independent judgement;
Compiles statistical reports for budget, circulation, and attendance;
Maintains divisional/department records such as time worked on computer or printed files;
Provides information to the public on library policies and procedures;
Assigns and reviews work of subordinate staff and creates work schedules;
Performs routine searches of and updates to computer records;
Performs routine circulation, reserve and overdue functions;
Operates office machinery such as photocopiers or fax machines;
Calls patrons to deliver messages or information on library materials;
Types cards, lists, labels, or short entries on forms.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS;
Thorough knowledge of office terminology, procedures and equipment as applied to library clerical work;
Good knowledge of library services and practices;
Good knowledge of handling and using library materials and equipment;
Good knowledge of library filing and shelving rules;
Working knowledge of business arithmetic;
Ability to express oneself clearly and concisely in written and oral English;
Ability to understand and follow complex oral and written instructions;
Ability to operate an alphanumeric keyboard such as a typewriter, terminal, or personal computer accurately. Speed typing is not necessary;
Ability to plan, coordinate and supervise the work of others;
Tact and courtesy in dealing with staff and public.
MINIMUM QUALIFICATIONS:
(a) Graduation from high school or possession of a high school equivalency diploma
(AND)
(b) three years of library clerical experience.
Note: college credit may be substituted for a maximum of one year of clerical experience. 30
semester credit hours from a regionally accredited college or university or one recognized by
the New York State Education Department as following acceptable educational practices
equals one year; fewer hours may be substituted on a pro rated basis.
LIBRARY DIRECTOR I

DISTINGUISHING FEATURES OF THE CLASS: An incumbent of this position has overall charge of a library and is also a major provider of professional library services. This may be the only professional position in the library. Supervision is exercised over other library personnel. Works under the general supervision of the Library Board of Trustees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)
Plans and implements library programs for patrons of all ages;
Develops the library budget and may do grant administration;
Administers the expenditures of library funds and the collection of library revenues;
Develops long range plans for library service development, evaluating the effectiveness of the library's services and programs in relation to the changing needs of the community;
Recommends new services, policies, and personnel actions to the Board of Trustees for approval;
Supervises the work of library employees;
Administers personnel policies, prepares and/or reviews performance evaluations of staff members, hires support staff;
Prepares state, local, and other statistical or narrative reports as needed or required;
Consults with Library System staff in developing, providing, and promoting library services;
Performs collection development by choosing library materials in appropriate formats;
Provides reference and readers' advisory services and instruction to library users;
Performs original cataloging and classification and record editing;
Performs on-line database searches and search training;
Administers the purchase of library materials;
Designs and produces public relations and library instruction materials;
Represents the library before governmental agencies and community groups in seeking financial resources for the library;
Supervises the maintenance of library property and recommends repairs, alterations and new construction;
Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials.

FULL CHARACTERISTICS:
Good knowledge of the theories, procedures, materials and sources of library science;
Good knowledge of library organizations, procedures, policies, aims and services;
Good knowledge of the applications of computer technology to library operations;
Good knowledge of library materials and collection development issues;
Good knowledge of on-line database systems;
Ability to formulate questions, analyze problems, and carry out decision making process;
Ability to carry out library policies and procedures;
Ability to train and supervise library staff;
Ability to plan and coordinate the work of others;
Ability to read and comprehend library literature and research studies;
Ability to interpret and respond to users' needs quickly and accurately and prescribe
information or materials accordingly;
Ability to express ideas clearly and effectively both orally and in writing to groups and
individuals;
Ability to establish effective working relationships with community organizations;
Tact and courtesy in dealing with staff and public.

MINIMUM QUALIFICATIONS: A Master's Degree in Librarianship from a library
school that is accredited by the American Library Association or recognized by the New York
State Education Department as following acceptable education practices; and 0-2 years\(^6\)
professional library experience.
(Some universities have renamed their programs and no longer designate the degree as an MLS.
Contact the New York State Library's Division of Library Development for assistance.)

(and),

SPECIAL REQUIREMENT: Eligibility for a New York State public librarian's professional
certificate at the time of application. Possession of certificate at time of appointment.

\(^6\) See discussion of minimum qualifications in the information for Librarians and Trustees section of the introduction.
Appendix B

Forms

Absence Request & Time Earned Notification Form

Evaluation of Staff Form

Leave of Absence Request Form
Time Off Request

Employee Name: __________________________________________

**Sick Time/Personal / Vacation / Comp Time**
(consult handbook or Asst. Director for individual time available)

Please include day, date and hours off
Ex: Tues. 1/23/04 12noon- 4pm or Tuesday 1/23/04- Thurs. 1/25/04

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

Supervisor’s approval signature: ___________________________ Date: __________

Time Off Request

Employee Name: __________________________________________

**Sick Time/Personal / Vacation / Comp Time**
(consult handbook or Asst. Director for individual time available)

Please include day, date and hours off
Ex: Tues. 1/23/04 12noon- 4pm or Tuesday 1/23/04- Thurs. 1/25/04

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Supervisor’s approval signature: ___________________________ Date: __________
Gloversville Public Library
Leave of Absence Request Form
58 East Fulton Street
Gloversville, New York 12078

Name of Employee: __________________________________________

Address: __________________________________________________

Tel # (home): ___________  Tel # (work): _______________

Job Title: ________________________________________________

Dates of Request:  To: ___________  From: _______________

Reason for Request:

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

Employee’s Signature: ___________________________  Date: __________

Give to Director:

Approved: ___________  Denied: _______________

Reason: __________________________________________

_________________________________________________________________

_________________________________________________________________

Director’s Signature: ___________________________  Date: __________

Board of Trustees:  Approved: ___________  Denied: ___________  Date: __________

6/07-BM-D://mydocuments/forms/ leaveofabsencerequest.doc
Appendix C

Family Medical Leave Act (1993)
http://www.dol.gov/esa/whd/fmla/
Your Rights
Under The
Family and Medical Leave Act of 1993

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

Reasons for Taking Leave:
Unpaid leave must be granted for any of the following reasons:

- to care for the employee’s child after birth, or placement for adoption or foster care;
- to care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee’s job.

At the employee’s or employer’s option, certain kinds of paid leave may be substituted for unpaid leave.

Advance Notice and Medical Certification:
The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is “foreseeable.”
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer’s expense) and a fitness for duty report to return to work.

Job Benefits and Protection:
- For the duration of FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan.”
- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

Unlawful Acts by Employers:
FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA;
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement:
- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For Additional Information:
Contact the nearest office of the Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor.

Signature ____________________ Date ___________ Witness ____________________ Date ___________

U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division
Washington, D.C. 20210

WH Publication 1420
June 1993
Appendix D

Personal and Sick Time Calculations
**Appendix D**

**Personal and Sick Calculations**

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**Personal and Sick Time off** is set on July 1 of each year based on the employee’s anticipated weekly hours beginning the first week of September.