Coburn Free Library

Personnel Policy

Adopted:

Revised:

Reviewed:

Purpose

The purpose of the Coburn Free Library Personnel Policy is to outline the relationship between the Board of Trustees, the executive director and library employees. Specific responsibilities and expectations are provided for all three parties. This policy further outlines the libraries expectations for hiring, evaluations, discipline, and workplace conduct to ensure consistency. Many of these topics are also covered and expanded upon in the Coburn Free Library Employee Handbook provided to employees upon hiring.

Administration

The Board of Trustees

This policy outlines the role of the Board of Trustees in the supervision and management of personnel.

1. Responsible for the selection, appointment, and termination of the Executive Director of the library.
2. Will provide effective training and orientation of the Executive Director with help from the Coburn Free Library's Director Binder. It is the responsibility of the Executive Director to keep the Binder up to date.
3. Perform an annual review of the Executive Director's performance, at which salary, benefits, time, personal and management goals can be discussed and negotiated.
4. Setting and approving the wages and benefits for all library staff as advised by the Executive Director.

The Executive Director

This policy defines and outlines the role of the Executive Director in the supervision and management of personnel.

The executive director is the chief administrative officer of the Coburn Free Library and is responsible for the operation and maintenance of the organization. The executive director implements the policies of the Board and is responsible for establishing service standards in keeping with the libraries mission and long-term plan. This includes the supervision and management of library staff. The Executive Director is responsible for the following.

1. The selection, hiring and termination of library staff.
2. Establishing positions and the number of staffs as determined by library needs and service standards determined by the libraries mission and long-term plan.
3. The training and management of all library staff and library volunteers.
4. Perform annual reviews of staff's performance, at which salary, benefits, time, personal and management goals can be discussed and negotiated.
5. The hiring of contractors and third-party organizations for work outside of the scope of director and library staff capabilities. Hiring must be approved by the Board of Trustees and comply with the Coburn Free Library's Financial Policy and Procurement and Bidding Policy.

Equal Opportunity Employer

The Coburn Free Library's policy is to provide equal opportunity in employment to qualified individuals. We prohibit unlawful discrimination against applicants or employees based on age, race, sex, color, religion, national origin, disability, sexual orientation, or any other applicable status protected by state or local law. This commitment extends to all employment decisions, including recruiting, hiring, promotion, training, compensation, discipline, and discharge. Discrimination in violation of this policy is prohibited and will not be tolerated. Employees who encounter problems or who have questions or concerns about equal employment opportunity should contact the executive director or President of the Board of Trustees.

Job Classifications

Employees at the Coburn Free Library are classified as either full-time (35 hours/week), part-time (less than 35 hours/week) or temporary (hired for a limited period). The executive director holds the only full-time position currently offered by the library. The Coburn Free Library hires staff to fill the following positions: executive director, catalog staff (media), catalog staff (print materials), programming staff, and library assistants. Each role has a job description and a guide to assist employees in learning new roles. New positions may be added as needs arise at the Library.

Volunteers provide their services to the organization without charge and without any expectations or rights to compensation. All volunteers are expected to follow the rules and procedures of the Coburn Free Library. Adult volunteers are managed by the Friends of the Coburn Free Library. Teen volunteers are managed by the executive director or assigned staff.

Evaluation Period

The evaluation period for all new regular employees is 90 days. During this period, each employee has the opportunity to demonstrate the aptitude, attitude, and abilities for the job for which he or she was hired. Employees will be advised of their continued employment status either during or at the conclusion of the 90 days. The Coburn Free Library has the right to extend the 90-day evaluation period for a longer period as it deems necessary.

The evaluation for the Executive director is at the discretion if the board of trustees but is typically 180 days.

Disciplinary Procedure

Disciplinary Action

Examples of behavior that may result in disciplinary action are:

Insubordination, negligent conduct, theft, abuse of property, possession of controlled substances, falsification of library records, and physical or verbal abuse. Behaviors such as these may lead to immediate dismissal.

Behaviors that may result in disciplinary action: Failure to follow policies and procedures, failure or refusal to fulfill duties as assigned, chronic tardiness, excessive absences, improper behavior towards visitors or staff, unsatisfactory quantity or quality of work, and any violation of rules governing employee conduct.

When disciplinary actions are needed, the executive director should adopt a progressive approach to correcting the issue.

Steps of the progressive discipline procedure

These steps act as a guideline; however, management reserves the right to combine or skip steps depending upon the facts of each situation and the nature of the offense. Some of the factors considered are whether the offense is repeated despite coaching and/or warnings. Also considered is the impact the conduct and performance issues have on the library and its visitors.

1. Coaching: Written, clear instruction is provided outlining expectations.
2. Verbal warning with notation: If the performance of an employee is not meeting expectations, the employee will be given a verbal warning and a notation will be made in their file.
3. Written warning: In situations where coaching and verbal warnings have not resulted in the expected improvement, the supervisor will give the employee specific, written feedback detailing the problem and actions needed to correct the behavior.
4. Termination: If the performance is not corrected immediately and/or the correction is not sustained, the employee will be terminated and the Board of Trustees will be notified of the termination.

Grievance Procedures

It is the intent of Library that every employee shall have the opportunity to express their concerns relating to the physical surroundings in which the employee works, procedures and conditions of the specific position, relationships with fellow workers or supervisors, and library rules as they apply to staff. A concern or grievance should follow the procedure below:

1. If possible, discuss the concern with the director. In the case of the director having a concern, this should be discussed with the board president.
2. If the director is part of the concern, or if the board president is part of the director's concern, the concern/grievance should be submitted in writing for the library board. The board president will, in turn, present the concern, during closed session, to the full board at the next or a special board meeting. If the board president is part of the Directors concern the board president may not be present during the meeting, until after the situation is presented to the board.
3. The board's representative will respond to the employee within five (5) days of the board meeting at which the issue is discussed, either providing a determination, solution, or a strategy for how the board will address the issue over time.

Drug-Free Workplace

The library is committed to providing a substance abuse-free workplace for its employees. Substance abuse of any kind is inconsistent with the behavior expected of our employees, subjects all employees and visitors to unacceptable safety risks, and undermines our ability to operate effectively and efficiently. Smoking is not permitted anywhere on the Coburn Free Library grounds.

All employees are prohibited from engaging in the unlawful manufacture, possession, use, distribution, or purchase of illicit drugs, alcohol, or other intoxicants, as well as the misuse of prescription drugs (including medicinal or recreational marijuana). Any drugs which alter an employee's abilities, making them unfit to perform work duties, are prohibited. Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription; however, if these drugs alter the employee's ability to complete their job duties, the employee is asked to take time off until this medication is no longer required during work hours.

All employees are required to report to their jobs in appropriate mental and physical condition, ready to work.

Any employee who violates this expectation may be subject to termination of employment or other corrective action.

Weapon-Free Workplace

To ensure that the library maintains a workplace safe and free of violence for all employees, the library prohibits the possession or use of perilous weapons on library property. A license to carry the weapon does not supersede library policy. Employees possessing perilous weapons on library premises or in the course of performing off-site library duties may be subject to termination of employment.

Perilous weapons include but are not limited to: firearms, explosives, knives, and other weapons that might be considered dangerous or could cause harm.

Anti-Harassment

The library strives to provide a work environment that is pleasant, professional, and free from intimidation, hostility, or other offenses, which might interfere with work performance. Harassment of any sort – verbal, physical, visual – will not be tolerated. Furthermore, harassment based on an individual's race, color, religious creed, age, sex, marital status, nationality, disability, sexual orientation, or any other legally protected class in accordance with all applicable laws will not be tolerated or condoned.

Employees will be required to complete Sexual Harassment Prevention Training annually.

Employees who believe they have been harassed by a library employee, outside contractor, or board trustee should contact the executive director. If the complaint involves the executive director, please contact the board president or human resources staff with the Finger Lakes Library System, as appropriate. The complaint will be promptly reviewed and investigated, and the complaining party advised of the recommended disposition of the claim. Appropriate action will be taken to remedy any such conduct. Sexual Harassment Complaint Forms are located under the front desk in both the master copy binder and the policy binder. Any employee that reports an incident of harassment, provides information, or otherwise assists in any investigation of a harassment complaint is protected from retaliation. Any employee found in violation of this policy will be subject to serious disciplinary action up to and including termination.

For assistance, you may contact the state anti-harassment hotline by dialing 1-800-Harass-3 (1-800-427-2773).