

Edith B. Ford Memorial Library

EMPLOYEE HANDBOOK

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To be completed after approval by the Board.

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Edith B. Ford Memorial Library

EMPLOYEE HANDBOOK

Philosophy

The Library is committed to providing a working environment that fosters growth, opportunity and job satisfaction. To establish such an environment, each of us, including staff, trustees, and volunteers will:

- Respect the individual dignity of others
- Communicate with each other in positive ways
- Maintain a professional attitude
- Be courteous and flexible
- Express dissatisfaction through appropriate channels

Library Mission

The Edith B. Ford Memorial Library provides access to information and programs to inspire lifelong learning for the cultural, educational, and professional enrichment of our community.

Library History

The Library was first established under a provisional charter from the University of the State of New York granted on December 21, 1899 to the "Ovid Free Library". The provisional charter was made absolute by Regents action on May 2, 1912, and amended on October 26, 1962, to incorporate the Library and change the corporate name to "Edith B. Ford Memorial Library of Ovid, New York". It was further amended on June 21, 2001. In 1961, the Library became a member of the Finger Lakes Library System. The Library was incorporated in 1998 and given non-profit 501-c (3) status. The Charter was amended in September 2010 to designate the service area of the library to be coterminous with the towns of Ovid and Romulus.

The Library was originally placed in the Gazette Office, which was, then in the James French home. In 1905, it was moved into the County Clerk's office next to the Court House. The Library remained in its Court House Hill location until February 1962, when, with the help of the Lions Club, it was moved into the new building. In 1961 Dr. Walter B. Ford, a local professor and philanthropist donated the land and the building, which is our present Library. In 2008 extensive renovations were done to the lower level, creating a community meeting room there; and the Library was made handicap accessible.

Open Door Policy

If an employee has a question or concern, he or she may approach any member of management or trustee on this issue.

Equal Opportunity Employment

The Edith B. Ford Memorial Library is an equal opportunity employer. Our policy is to recruit, hire, promote and compensate without regard to race, age, religion, sex, national origin, creed, disability or color. Employment opportunities are open to all qualified applicants on the basis of their experience, aptitude and ability. The library complies with the applicable provisions of federal, state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. The Library also provides reasonable accommodations for such individuals in accordance with these laws.

Individuals who feel they need and are entitled to a reasonable accommodation may make such a request to the Executive Director. Upon receiving such a request, the library may seek medical documentation with respect to the individual's medical condition, work restrictions, and necessity of the requested accommodation, and make a determination regarding whether the requested accommodation is reasonable given the nature and cost of the accommodation, the impact on the operation of the library, the impact on other employees' ability to perform their jobs, and other factors, as allowed by law. Individuals making a request for an accommodation will be informed as to whether or not their request is reasonable and can be granted. In circumstances where more than one accommodation is available, the library reserves the right to determine which accommodation will be implemented.

Equal Pay

The Edith B. Ford Memorial Library does not discriminate between the sexes on pay. The Trustees pay the same wage rate to individuals, whether they are male or female, for comparable work requiring comparable skills under comparable circumstances.

Confidentiality

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 library or patron documents, information, files or mailing lists, or any form of distribution of patron information is not allowed. Any breach of this confidentiality requirement is grounds for termination. The Edith B. Ford Memorial Library follows New State Law related to patron confidentiality.

Media Contact

Information is not to be given to the media by a staff member. In the event contact is made by the media, the staff member should request the name, phone number, and organizations represented and give that information to the Library Director who will return the contact.

Employment Application

All prospective employees will complete an application form. Applicants will be given an opportunity to explain any information on the form. False or misleading information could be grounds for dismissal.

Reference and Background Checks

Employee application information and references are checked during the process of interviewing and hiring. It is expected that the investigation of personal information will be found to be accurate and that former employers will provide satisfactory references. Satisfactory references are a requirement for employment.

The library acknowledges its role as a community center, free and open to the public, and will take every measure consistent with federal, state, and local laws to safeguard its property, and uphold the welfare and safety of vulnerable individuals and the general public. To this end, the library will perform background checks for all employees whose position requires them to be in contact with minors, or the general public, or are responsible for the security of library property.

All information obtained for prospective employees or current employees will be considered confidential. These records, including background checks, will be kept on file for at least one year. In the event of a criminal background check, the following applies:

Prospective Employees –Prospective employees will be advised that a background check will be performed after an offer of employment is made, but before the employee’s tentative start date (i.e. conditional offer of employment). If convictions related to individual health and safety, or, endangerment, or misuse of property are uncovered, the prospective employee will be given notice in writing and the opportunity to explain the circumstances surrounding the conviction. The Library Director (LD), in consultation with the personnel committee of the Board of Trustees, will review the response and communicate a final decision to the prospective employee in writing within 30 days.

Current Employees – the library reserves the right to perform background checks for current employees. Any findings will be shared with the employee, and if convictions related to individual health and safety, and misuse of property are uncovered, the employee will be given notice in writing and the opportunity to explain the circumstances surrounding the conviction. The LD, in consultation with the personnel committee of the Board of Trustees, will review the response and communicate a final decision on continuation of employment to the prospective employee in writing within 30 days. Employees may be placed on paid administrative leave until a final determination is made. In cases involving background checks for the Library Director, the president of the Board of Trustees, or a designated officer of the board, will assume the lead role in the acquisition and review of information, following the same process outlined above. A decision on continuation of employment for the Library Director will be made by a vote of the Board of Trustees.

Volunteers – volunteers will be held to the same standards of review as employees under this policy. However, the legal protections afforded to employees do not extend to volunteers, who may be immediately removed from service without advance notice. The library has no responsibility to either communicate the findings of a background check, or to share them with the volunteer at any time.

Independent contractors – the library expects independent contractors to meet or exceed the standards established in this policy for their employees (or the individual service provider if the contractor is a sole-proprietor). The library reserves the right to 1.) initiate background checks on contractors, and/or 2.) terminate any and all agreements if information is uncovered related to individual health and safety, endangerment, misuse of property, or any other activity that the library deems to be contrary to the protection of its interests. All contracts for services should include reference to this policy and its implications. The Library Director is responsible for implementation of this policy as it relates to independent contractors.

Workplace Harassment

An employee is protected from harassment by any patron or library customer, member of the community, library staff, or board member. Any such harassment should be promptly reported to the Library Director, and/or the President of the Board of Trustees.

Sexual Harassment

The Edith B. Ford Memorial Library is committed to providing a working environment free of sexual harassment. Sexual harassment is a violation of Title VII of the 1964 Civil Rights Act, and Title I of the Civil Rights Act of 1991. It can be defined as follows: sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

While it is impossible to list all circumstances that may constitute sexual harassment, the following are examples of conduct, which, if unwelcome, may constitute sexual harassment, depending upon the totality of the circumstances, the severity of the conduct and its pervasiveness:

1. Unwelcome sexual advances, whether they involve physical touching or not.
2. Sexual epithets, jokes, written or oral reference to sexual conduct, gossip regarding one's sex life
3. Comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess
4. Displaying sexually suggestive objects, pictures, or cartoons
5. Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments
6. Inquiries into one's sexual experiences
7. Discussion of one's sexual activities

Grievance Procedures/Complaint Procedures for Harassment

Any employee who believes they have been subject to discrimination or harassment of any kind should immediately report such concerns to the LD. Also, anyone who observes discrimination or harassment should immediately report the incident to their supervisor, or if it involves their supervisor, report the incident to the Board President. There will be no retaliation or discipline against an employee who makes a good faith report under this policy. The library will conduct a prompt and thorough investigation of any complaint and do its best to maintain confidentiality where possible, but reserves the right to conduct the investigation as it deems appropriate. Employees who violate the library's EEO or sexual harassment policy are subject to discipline including immediate termination.

Employee Status

Full-Time (FTE): A full time position is currently 30 hours or more per week and may be exempt or non-exempt according to law. If non-exempt, and the employee works more than their regularly scheduled hours in a two-week pay period, they will receive 1 ½ times their hourly wage for every hour over 60 hours. Any hours worked between the regularly scheduled hours and 60 hours will be paid at the employee's regular hourly rate. Any hours worked over 40 hours in any one week will be paid at 1 ½ times the hourly rate.

Part-Time:(PTE): A part-time position is currently less than 30 hours per week and may be exempt or non-exempt according to law. Non-exempt part-time employees are paid hourly. If non-exempt, and the employee works more than 60 hours in a two-week pay period, they will receive 1 ½ times their hourly wage for every hour worked over 60. Any hours worked between the regularly

scheduled hours and 60 will be paid at the employee's regular hourly rate. Any hours worked over 40 hours in any one week will be paid at 1 ½ times the hourly rate.

Casual Appointment (CA): These employees generally work less than 20 hours a week, for a special situation like a library-awarded grant. They are eligible for statutory benefits only such as disability and Workman's Compensation as well as FICA payments. Casual appointments may be made for an indefinite duration, and subject to termination at any time.

At Will: The EBFML is an at-will employer and all employees are at will employees according to NY state law. At-will means that an employer is free to discharge individuals 'for good cause or bad cause, or no cause at all,' and the employee is equally free to quit for any reason.

Grants: Regular hourly employees who are performing work paid for by a grant will be paid for at the overtime rate (time and a half). This pay is to come from the grant budget.

Hiring: the Board of Trustees hires the Library Director (LD). The LD hires all other employees with the final approval by the Board of Trustees. The library follows all appropriate Federal and New York State Laws.

Probationary Period

- During the first three months, employees are considered to be probationary employees. All possible assistance will be given to ensure success during this period.
- If during the probationary period you feel that you selected the wrong place of employment, you are free to leave without giving advance notice.
- The library reserves the same right during the probationary period.
- At the end of the probationary period, the respective supervisor (Library Director or Board of Trustees) will conduct a formal review of performance during this period, and present it to the Library Director and/or Board of Trustees with recommendation for continued employment.
- Vacation leave will accrue from the date of hiring but may not be taken until the probationary period is satisfactorily completed unless otherwise approved by the LD or the Board of Trustees.

Payroll

- Pay periods will be for 14 calendar days (bi-weekly) and will run from Wednesday of the first week through Tuesday of the second week.
- Time Sheets for the each period must be submitted on the first day of the next pay period (Wednesday). All employee time sheets must be signed by the Library Director or designee; the Library Director's time sheet will be signed by the President of the Board of Trustees or designee.
- All employees will be paid bi-weekly. For employees who elect direct deposit, pay will be deposited in their checking account the following Tuesday, or Wednesday if Tuesday happens to be a bank holiday. For employees who elect a paper check, these will be mailed out to the address of their choosing. The checks will be requested no later than the Friday after the pay period ends but as mail delivery is outside of the control of the library, there is no guarantee when the employee will actually receive the check in the mail. If mailing is an issue, the check will be made available to pick up in person.
- All employees will have access to an electronic version of their paystubs, which will include the accrued number of Sick Days and Vacation Days available.

Performance Evaluation

- Performance evaluations are confidential, are to be kept on file in the Library and will be made available only to the Board of Trustees and LD.
- Employees have access to their own personnel file only.
- Each employee will have regular evaluations, generally in the months of August or September with salary recommendations to be made to the Board in October for the upcoming budget year (January-December).
- Performance evaluation of the LD will be done by the Board of Trustee Personnel Committee. A written evaluation must be signed and dated by the Board President and the LD.

- Performance evaluation of other employees will be done by the LD. A written evaluation should be signed and dated by the LD and the employee.

Termination of Employment

Resignation

- The LD is expected to give four (4) weeks written notice of intention to resign. This is to be given to the Board President.
- All other employees are expected to give two (2) weeks written notice to be given to the LD.

Dismissal

- The Board of Trustees has the right and the authority to dismiss the LD, and the LD has the right and the authority to dismiss any employee, whose attitude, professional ethics, conduct or performance of duties warrant such action.
- Dismissal Procedure
 - 1) A series of actions should occur which will include but not be limited to: identification of the deficiencies or behavior; an opportunity for the employee to improve or rectify the deficiencies or behavior.
 - 2) The LD will determine dismissal or other employment status and will then notify the Board of Trustees of this action.
 - 3) The decision of the LD and Board of Trustees will be final.

Leave

Holidays - The Library recognizes nine paid Holidays a calendar year as follows:

- ☐ New Year's Day (If on Sunday, following day taken)
- ☐ Memorial Day (observed)
- ☐ Independence Day (if on Sunday, following day taken)
- ☐ Labor Day (observed)
- ☐ Thanksgiving Day (observed)
- ☐ Friday following Thanksgiving
- ☐ Christmas Eve Day (if on a Sunday, then another designated day may be taken)
- ☐ Christmas Day (if on Sunday, following day taken)
- ☐ One additional Holiday, used at the employee discretion and with prior approval, during that calendar year.

Holidays will be given/paid to all eligible staff, with an appointment of 30 hours or more per week. Every December, a calendar will be created detailing the holidays falling on the scheduled shifts of each employee in order to identify the Total and Floating Holiday Hours below. See the Annual Holiday Procedure for employee specifics. Any variance from the procedure should have prior approval from the LD and/or the Board of Trustees. If the library closes early employees scheduled to work will be paid for the hours not worked.

- ⚡ Total Holiday Hours: A holiday eligible employee who works less than 30 hours per week will earn 7 hours per holiday for nine holidays or a total of 63 Total Holiday Hours. A holiday eligible employee who works 30 or more hours per week will earn 8 hours per holiday for nine holidays or 72 Total Holiday Hours.
- ⚡ Floating Holiday Hours: In most cases, the Total Holiday Hours will exceed the Total Scheduled Holiday Hours, in which case the employee can, with approval of the LD, take these excess hours as floating holidays (Floating Holiday Hours). In the unusual case where Total Scheduled Holiday Hours exceeds the Total Holiday Hours, there will be no excess floating hours available. Unused Floating Holiday Hours do not carry over to the next year, and if unused, will be lost.

Sick/Personal Leave

- Paid sick/personal leave for employees will be granted from the beginning of the first full calendar month of employment.
- It accumulates at the rate of 2.5 minutes per hour of normally scheduled work (not including overtime) and can be accumulated up to a total of 240 hours. For contract and other purposes when the employee's workweek is determined, this formula may be converted to hours/week or hours/month.

Most recently approved January 19, 2017

- Accumulated but unused sick/personal leave will be forfeited and the employee is not entitled to compensation for any such unused sick/personal leave when employment ceases regardless of the reason employment ends.
- A physician's note may be required after five days sick leave either to prolong the leave or to ensure the employee is healthy enough to return to work.

Vacation

- Paid vacation for employees will accrue from the date of hire but may not be taken until the probationary period is successfully completed unless otherwise approved by the Board President.
- Paid vacation is accumulated at the rate of 2.3 minutes per hour of normally scheduled work (not including overtime) and can be accumulated up to 120 hours.
- For contract and other purposes when the employee's workweek is determined, this formula may be converted to hours/week or hours/month.
- Notice of vacation leave should be given to the LD and/or Board President.
- Employees will be compensated for any accrued but unused vacation time at the time their employment ends, unless the employee is involuntarily terminated in which case they will not receive any compensation for accrued but unused vacation time.

Leave With Pay

- This applies to specifically approved periods of normal work time such as Snow Days or Early Closings. The employee will be paid for their hours normally scheduled but not worked.

Leave Without Pay

- Requests must be submitted to the Board President and, when possible, shall be submitted a minimum of two weeks before such a leave begins.

Family Leave

- Leave without pay will be granted for three months post delivery or upon the adoption of an infant. The Board may consider paid leave for all, or a portion, of this period.
- Leave before delivery will be negotiated with the Board.
- Leave for other family needs will be negotiated with the Board.

Education Leave

- Extended leave without pay for educational purposes may be considered at any time upon approval of the Board of Trustees.
- Employees are encouraged to attend workshops and mini-courses to enhance their professional skills. These may be considered as part of the workweek and need not be made up.

Benefits

Social Security and Medicare

- The Library will pay the employer's portion of FICA and Medicare for all its employees.

Workers' Compensation, Disability, and Unemployment Insurance

- Employees are covered by Workers' Compensation and NYS statutory disability benefits.
- Employees are not covered by Unemployment Insurance. Public libraries are exempt from having to provide unemployment insurance.
- If an employee is involuntarily dismissed, for reasons other than cause, the Library will offer two weeks of severance pay.

Health Insurance

- The Board will facilitate obtaining group health insurance for full-time employees under the arrangements that may exist at the time of employee eligibility and will contribute to the premiums as determined by the Board. The Board will set up an HRA (Health Reimbursement Arrangement) for full-time employees and will contribute to an account for each full-time employee on a yearly basis with the amount to be determined by the board each year.

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Reviewed and Approved with changes: 09/17/2015, 11/19/2016, 01/19/2017

Retirement

- The Board of Trustees does not provide retirement benefits.

Attendance and Punctuality

- Employees are required to notify their supervisor at least one hour prior to the start of their shift if they are not going to be available for work. If ill, employees must call in each day to advise their supervisor that they will not be in. If an employee is absent from work due to illness for more than five consecutive days, a physician's return to work note may be required to be presented to the LD.
- Excessive absenteeism, habitual lateness and failure to show up or call in when scheduled can be cause for dismissal.

Jury Duty

- If selected for jury duty, employees must provide the LD with a copy of the court summons requiring their attendance. If it appears that a full-time employee will be out for jury duty more than five (5) days, the Board will review any salary compensation.

Snow Days

- The Library will be closed at the discretion of the LD, who will inform the President of the Board of Trustees. Generally, the Library will follow the local school system in closing for snow days. Any employee scheduled to work a snow day will be paid for that day.

General Housekeeping

- All employees, not just maintenance personnel, are expected to do their part in keeping our building clean, neat and organized.
- All employees are responsible for cleaning up after themselves in common areas such as the lunch area and rest room.

Smoking

- No smoking is allowed on library property.

Drug and Alcohol Use

- The library maintains a drug and alcohol free workplace. Employees are strictly prohibited from using, possessing, selling, distributing or being under the influence of any illegal drug or alcohol while at work. The term illegal drug includes synthetic drugs intended to replicate controlled substances as well as medication, which requires a prescription, but a current prescription has not been issued to the employee. A violation of this policy will result in immediate termination of employment. If the library has a reasonable suspicion that an employee is under the influence of alcohol or illegal drugs, the library may require the employee to undergo testing. Also, drug and alcohol testing may be required following a work-related accident if the library suspects drug or alcohol may have contributed to the incident. If an employee refuses drug or alcohol testing under this policy, or makes any effort to avoid or tamper with such testing, they will be immediately fired. The library encourages employees with substance abuse issues to seek professional treatment and will not discharge an employee who merely seeks professional help.

Telephone Calls

- Use of the telephone is primarily restricted to library business.
- Employees are permitted to make or receive personal calls within reason.

Rules of Conduct

- Rules of Conduct are intended to promote the orderly and efficient operation of the library as well as protect the rights of all employees.
- It is each employee's responsibility to know the rules and abide by them.
- Violations shall be regarded as cause for disciplinary action up to and including discharge.
- Following is a list of unacceptable acts or behavior:

- Direct violation of library policies and procedures
- Neglect of duty
- Repeated absences or tardiness
- Any act of dishonesty
- Insubordination
- Disorderly conduct
- Sexual harassment
- Harassment or disparagements of any other nature (verbal or written)
- Alcohol, illegal drug or firearm possession or use
- Theft, intentional destruction or defacing library property

Health and Safety

Employees must make a conscious effort to be aware of safety and health hazards at all times. Following is a list of basic precautions to follow:

- Make sure that the aisles in work areas are free of debris.
- Close cabinet doors and drawers when not in use.
- Remove or cover any sharp edges or objects that protrude from any equipment.
- Observe good lifting practices.
- Report all injuries, no matter how slight, immediately to supervisor.

Library Staff or Trustees should not transport minor volunteers or employees (i.e. pages) during their work hours. Any employee of the library who transports minor library volunteers or employees during his/her off duty hours does so at his/her own risk and the Library assumes no responsibility.

Continuing Education

The Edith B. Ford Library Board of Trustees encourages all members of the library staff to continually educate themselves in their job duties as a regular part of their job description. The Library Board requires its staff to attend relevant committee meetings and continuing education functions conducted by the Finger Lakes Library System.

The Board encourages staff to attend workshops and conferences conducted by presenters of interest and which are relevant to their job description.

The Board agrees to reimburse staff members for conference and program registration costs, fees, meals, travel, and lodging within limits of the constraints of the budget and with prior approval of the Board. Payment for expenses not pre-paid can be made upon presentation of paid receipts. Auto costs for use of personal cars will be reimbursed at the current IRS travel rate per mile.

The Board recognizes that attendance time and travel time maybe counted as work time with the understanding that the Board will reimburse the staff member so that there is no salary loss.

Time should be allotted at Board meetings for reports from staff of information obtained at workshops and conferences. Library staff is expected to share such information with other staff.

The Board of Trustees also encourages its own members to continually educate themselves on the responsibilities and duties of library trustees. Trustees are encouraged to do this at their own costs as part of their volunteer status.

Grievance Procedures for General Work Expectations

Employee grievances shall be given prompt consideration. Grievances shall be brought first to the Library Director. If the discussion with the Library Director does not resolve the matter to the employee's satisfaction, or if the nature of the matter is not appropriate for discussion with the Library Director, the employee is encouraged to make a request to the Chair of the Board's Personnel Committee

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or to the Board President. It should be stated that the matter is a grievance requesting action. The employee and the Library Director shall have the opportunity to present their positions either in writing or in person to the Personnel Committee. The employee is free to express any disagreement with or addition to the summary in writing. The Committee will produce a written report for review and final determination by the Board. The Board will deal with grievances in Executive Session. See also the section on Dismissal but note that grievances are distinct from disciplinary performance.

Workplace Violence Policy (see also written Workplace Policy/Procedure adopted and approved September 15, 2016)

The Edith B. Ford Memorial Library Board of Trustees has established the following rules in order to maintain a constructive library environment in which patrons can be assured of a positive library experience and employees are assured a work environment free from violence or threats of violence including partner violence that may occur on library property. Employees who experience threats of violence should save any threatening mail, email or voice mail messages and / or text messages as well as give a copy to the library director. If an employee obtains a restraining order that includes the workplace, he/she should keep a copy on hand at all times as well as consider providing a copy to local police and the library director. Library personnel are responsible for notifying the library director of any threats, which they have witnessed or received. If the library director is not available, personnel should report the threat to any member of the board of trustees.

FULL-TIME EMPLOYEES (30 or more hours per week)

LIBRARY DIRECTOR (LD) or LIBRARY MANAGER

- The LD/LM is hired by, reports to, and is evaluated by the Board of Trustees. The Salary and Benefits Agreement for this position will be negotiated by the Personnel Committee, the Finance Committee, and approved by the Board of Directors.

Salary and Hours

- The LD is a full-time employee and will be paid an annual salary to be determined by the Board of Trustees.
- The LD is a non-exempt position. LD is paid bi-weekly at an hourly rate.

Other Benefits

- See earlier sections for other benefits.

LIBRARIAN (LIB)

- The LIB is hired by the LD with the approval of the Board of Trustees. The LIB is supervised and evaluated by the LD. The Salary and Benefits Agreement for this position will be negotiated by the Library Director/Manager, and approved by the Personnel Committee, the Finance Committee, and the Board of Trustees. The title of this position may be altered pending an increase in the population served by the library. Suggested benefits are as follows:

Salary and Hours

- The LIB is a full-time position and will be paid an annual wage to be determined by the Board of Trustees.
- The LIB is a non-exempt position. The LIB is paid bi-weekly at an hourly rate.
- The LIB's work schedule is determined by the LD.

Other Benefits

- See earlier sections for other benefits.

ADMINISTRATIVE ASSISTANT (AA)

- The AA is hired by the LD with the approval of the Board of Trustees. The AA is supervised and evaluated by the LD. The Salary and Benefits Agreement for this position will be negotiated by the LD, and approved by the Personnel Committee, the Finance Committee, and the Board of Directors. Suggested benefits are as follows:

Salary and Hours

- The AA is a full-time position and will be paid an annual wage to be determined by the Board of Trustees.
- The AA is a non-exempt position. The AA is paid bi-weekly at an hourly rate.
- The AA's work schedule is determined by the LD.

Other Benefits

- See earlier sections for other benefits.

PART-TIME EMPLOYEES (less than 30 hours a week)

BUILDING ENGINEER/CUSTODIAN (BE/C)

- The LD will determine the job description for this position and hire, supervise, and evaluate this employee.

Salary and Hours

- The BE/C will be paid an hourly wage to be determined by the Board of Trustees.
- The BE/C's workweek is comprised of up to 10 hours; wage to be paid every 2 weeks.
- The BE/C reports to and is evaluated by the LD.

Other Benefits

- See earlier sections for other benefits

LIBRARY CLERK (LC)

- The LD will determine the job description for this position and hire, supervise, and evaluate this employee.

Salary and Hours

- The LC will be paid an hourly wage determined by the Board of Trustees.
- The LC's workweek is comprised of up to 20 hours; wage to be paid every 2 weeks.
- The LC reports to, and is evaluated by, the LD.

Other Benefits

- See earlier sections for other benefits

LIBRARY ARCHIVIST (LA)

- The LD will determine the job description for this position and hire, supervise, and evaluate this employee.

Salary and Hours

- The LA will be paid an hourly wage determined by the Board of Trustees.
- The LA's workweek is comprised of up to 20 hours; wage to be paid every 2 weeks.
- The LA reports to, and is evaluated by, the LD.

Other Benefits

- See earlier sections for other benefits

REVIEW OF EMPLOYEE HANDBOOK

- This Handbook is subject to an annual review by the Personnel Committee.
- Changes must be approved by the Board of Trustees.

[The following appears on a separate page to be taken out and filed in the employee's personnel file.]

Acknowledgment of Receipt of Employee Handbook And Agreement to Conditions of Employment

I acknowledge that I have received and read a copy of the Edith B. Ford Memorial Library *Employee Handbook*. I agree and acknowledge that this Employee Handbook is not an employment contract and does not alter my, or any other employee's status as an employee-at-will. This means that employees may be discharged for any lawful reason or no reason at all, and similarly, employees may quit for any reason.

I have been given the opportunity to ask questions about everything contained in this *Employee Handbook* pertaining to general personnel policies and my privileges and obligations as an employee.

I understand the contents of the *Employee Handbook* and agree to abide by the conditions specified. I also understand that the Board of Trustees has the sole and absolute discretion to amend, supplement or rescind any provision of this *Employee Handbook* as it deems appropriate.

In addition, I agree to the Confidentiality Policy of the Edith B. Ford Memorial Library.

Employee's Signature Date

Director's Signature Date

Board President's Signature Date