

Personnel Policy

Date Approved: April 15, 2026

Last Reviewed: April 15, 2026

Equal Opportunity Employment

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Belden Noble Memorial Library (hereafter referred to as “the Library”) will be based on merit, qualifications and abilities. The Library does not discriminate in employment opportunities or practices on the basis of race, color, creed, sex, national origin, age, disability, sexual orientation, military or veteran status, citizenship status, ethnicity, marital status or any other characteristic protected by Federal Equal Employment Opportunity and NYS Human Rights laws. The Library will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Library Director or the Board of Trustees. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of discrimination will be subject to disciplinary action, up to and including termination of employment.

Sexual Harassment

Sexual Harassment by word or deed of any employee or patron will not be tolerated. Behavior that is offensive, intimidating or abusive in nature is prohibited. An employee who feels that she or he is a victim of any form of harassment must file a written complaint with the Library Director or Board of Trustees. All complaints will be treated with confidentiality and no punitive action will be taken against any employee because he or she files a harassment complaint.

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 Library will deny access to these files to creditors, collection agencies and other outside sources, except where an employee has given written consent or a subpoena has been issued.

Employee Status

The Board of Trustees recognizes that managing the Library requires flexibility, and at times adjustments to hours may be appropriate to average the designated number of work hours per pay period. The Board of Trustees must approve any overtime work.

Performance Evaluation

The Board of Trustees will conduct performance evaluations annually. The purpose of these evaluations is to provide feedback, clarify employee duties and identify areas for growth.

Payday

Timesheets should be submitted on or before the last day of the month. Employees are required to maintain an accurate record of all time worked.

Emergency Closings

At times, emergencies such as severe weather, fires or power failures, can disrupt Library operations. In extreme cases, these circumstances may cause the Library to close. The decision to close will be made by the Library Director and an Officer of the Board of Trustees. All scheduled employees will be informed of a closing or late opening in a timely manner. The time off from scheduled work will be paid.

Time Off Policy

The Board of Trustees will consider the year to run from January 1 to December 31. Time off is unpaid. Time off must be scheduled in advance with the Library Director and Board of Trustees, except in the case of illness or emergency. Employees are paid their regular hourly rate of pay for fixed holidays and time off for jury duty. Jury duty compensation will be the difference between jury duty pay and regular pay.

Hours of Operation

The hours of opening and closing shall be set by the Board of Trustees. The Library Director or designee will schedule employees so that the library is adequately staffed.

Holidays

Holidays are determined by the Board of Trustees. Holidays include major national holidays, such as New Year's Day, Memorial Day, Thanksgiving Day, and Christmas Day. The holiday schedule follows the Town of Essex holiday schedule as posted on their website.

If any of such days fall upon the staff member's normally scheduled day, they will receive full pay.

Termination of Employment

A part-time employee who resigns is expected to give the Library two weeks' notice, except in the case of illness or family emergency. A full-time employee who resigns is expected to give the Library one months' notice, except in the case of illness or family emergency. Employees may be terminated for substandard work without notice during a 3-month probationary period. After the probation period, employees will receive oral and written counseling to improve substandard performance. If performance does not improve, the employee will be given written notice that performance must be improved within the next 30 days; if performance does not improve the employee will be terminated. Serious offenses, including but not limited to theft, use of drugs or alcohol while at work, physical assault, bringing a weapon onto library property, or a determination of sexual harassment on the part of an employee, may result in immediate dismissal without counseling. Employees who are terminated may file a grievance with the President of the Board of Trustees within five days of termination. A grievance must be made in writing. If budget cuts necessitate a reduction in staffing levels, the Board of Trustees will determine which positions can be cut to create the least negative effect on Library services.

February 26, 2026