Personnel Policy

This Personnel Policy and any other policies or procedures of the Geneva Public Library (GPL or “the Library”), whether oral or written, are not contracts of employment and should not be relied on as such by any employee, as they may be changed at any time.

1. Civil Service
The employees of the Geneva Public Library are public employees and as such are subject to Civil Service. The Ontario County Department of Human Resources administers civil service for the Library, including reviewing job applications, scheduling and conducting civil service exams for competitive positions, and establishing and certifying candidate eligibility lists. The Library complies with New York State Civil Service Law and if a conflict occurs between this policy and the law, the law shall take precedence.

2. Organizational Structure
GPL is a non-profit organization, governed by a seven member Board of Trustees. The Trustees are responsible for hiring the Director. Within the guidelines of these policies and civil service regulations, the Director shall determine the recruitment, hiring, supervision, and termination procedures for all other staff.

An organizational chart is appended.

3. Working Environment

3.1 Discrimination/Harassment
The Geneva Public Library provides a work environment that is free of illegal discrimination and harassment for both employees and non-employee service providers (vendors, consultants, contractors, subcontractors, and others) in conjunction with a contract. Any party who believes that he or she has encountered discrimination because of age, race, creed, color, national origin, sex, disability, genetic disposition or carrier status, or marital status in connection with his/her employment should discuss the problem with the Director.

A written complaint may be filed with the Director. If the complaint is against the Director, the complainant(s) may file a complaint with the Board of Trustees President directly.

The Director or Board of Trustees President shall make every effort to resolve the problem. If the problem is not resolved satisfactorily, the complainant may file a written complaint with the Board of Trustees, which shall hold a hearing within 30 days of receipt of the complaint and render a written decision within 20 days of the hearing. If the complainant is unsatisfied with the decision of the Board of Trustees, the complainant may file a formal complaint with the New York State or Federal Human Rights Commission.
The Library maintains a Sexual Harassment Policy as part of our commitment to maintaining a workplace free from sexual harassment.

The Library complies with the Americans with Disabilities Act (ADA) of 1990 by taking steps to make its facilities barrier-free and accessible and making other adjustments to reasonably accommodate staff with disabilities.

3.2 Grievances
It is important to attempt to resolve differences or difficulties at the complaint level before they develop into grievances. Employees should first discuss problems with their supervisor and/or the Librarian II. If the difficulty cannot be satisfactorily resolved, or if the grievance involves the supervisor or Librarian II, then the Director should be contacted. Final problem resolution resides with the Director, except if the grievance involves the Director, when final resolution resides with the Board of Trustees.

3.3 Reporting Unethical, Improper, or Unlawful Behavior
The Library maintains a Whistleblower Policy that outlines a procedure for employees to report actions that they reasonably believe violates a law or regulation, or that constitutes fraudulent accounting or other practices.

3.4 Smoking
The Library is a smoke-free work area. No smoking is permitted on Library premises or within 100 ft. of an entrance.

3.5 Alcohol/Substance Abuse
No employee shall use, possess, or sell alcoholic beverages or illegal drugs on the Library grounds. The Library encourages employees with substance-abuse problems to seek treatment; however, seeking treatment for dependency does not exempt employees from disciplinary action.

This policy does not apply to legal beverages served at Library-sponsored events.

3.6 Guidelines for Compliance
The Library expects all employees to comply with all laws, policies and regulations applicable to the Library and to maintain confidentiality of Library records and transactions.

3.7 Computer/Software Use and Security
Library equipment including computer hardware and software are valuable assets. They should generally be used for Library business only, with the exceptions noted below. Employees may not copy or use Library purchased/leased software contrary to the provisions of any license agreement. Employees should follow computer maintenance, software updating procedures, and caution in opening email in order to avoid computer viruses which have the potential to cause damage to Library and system computer networks.

The Library provides Internet access and email to its employees to assist and facilitate business communications and work-related research. These services are for legitimate business use only in the course of an employee’s assigned duties, with the exception that employees may access the Internet for non-business use on personal time, so long as all other provisions of this policy are followed. All materials, information, and software created, transmitted, downloaded or stored on the Library’s computer system are the property of the Library and may be accessed by authorized personnel.
Inappropriate computer use includes but is not limited to: transmitting obscene, harassing, offensive or unprofessional messages; accessing any site that is sexually or racially offensive or discriminatory; displaying, downloading or distributing any sexually explicit material; transmitting any confidential or proprietary Library information.

The Library reserves the right to monitor employee use of the email system. Employees should not consider their Internet usage or email communications to be private when using staff computers, software, or email accounts. Personal passwords are not an assurance of confidentiality, and the Internet itself is not secure.

Any software installed or other material downloaded on the Library’s computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors, or owners of the material.

### 3.8 Dress Code

Staff members must dress appropriately for their work assignment. Supervisors have the authority to determine whether particular outfits are inappropriate for the Library. Supervisors will discuss inappropriate dress with individual staff members.

Library employees are expected to be well groomed and neatly dressed. Each staff member should dress appropriately when working with the public to convey a positive and professional image of both oneself and of the Library, while remaining approachable to Library customers.

Unacceptable attire includes: bare midriffs; spaghetti straps; skirts or shorts shorter than just above knee length; torn, unhemmed, patched, or faded clothing; strapless tops, halter tops, muscle shirts, and low cut blouses.

Clothing or accessories with words or pictures which are political, abusive, demeaning, lewd, suggestive, offensive are prohibited. The Director reserves the right to deem any article of clothing or accessory to be inappropriate. On occasion, the Director may authorize exceptions to the dress code.

Casual attire is allowed for Library Pages, and on Fridays and Saturdays for all other employees in accordance with the above criteria. Some activities, such as cleaning days, outside activities, or craft projects, may call for variations from the dress code.

### 3.9 Social Media

Employees using social media for personal use may only do so during breaks, meal periods, and before or after scheduled work hours. Employees who choose to identify themselves as Library employees on their individual social media accounts are expected to, as best as possible, make it clear that their posted content does not reflect the views of the Library.

When using social media, employees are expected to abide by all applicable Library policies, including, but not limited to, policies concerning harassment, confidentiality, and use of technology. Employees may not post or display comments about patrons, coworkers, supervisors, or the Library which are obscene, vulgar, threatening, intimidating, harassing, discriminatory, or personal attacks.

Only authorized administrators can prepare and modify content for the Library’s social media pages. No users shall use the Library social media accounts for commercial promotions, spamming, or political activity.

### 4. Schedule and Conditions of Operation
4.1 Holidays
Staff are paid for the following holidays on which the Library is closed:
- New Year’s Day
- Martin Luther King Day
- President’s Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving
- Black Friday
- Christmas Eve
- Christmas Day

Additional paid and unpaid holidays may be approved by the Board of Trustees.

Holidays falling on Sunday will be celebrated on Monday.

The Library closes at 5 p.m. on Thanksgiving Eve and New Year’s Eve. These evenings are not paid holidays.

Part-time benefit-eligible employees are paid for holidays at the rate of 1/5 the hours of their average work week.

4.2 Weather and Other Emergency Closings
If the Library closes because of extreme weather conditions or emergency conditions, employees scheduled to work will be credited with time as if worked. Previous time off requests supersede any credited time.

Employees scheduled to attend offsite functions that are canceled due to such conditions are required to cancel the offsite request and make up the time. If the Library is closed but an offsite function is still scheduled, the employee is not required to attend the function but may at their discretion. In instances where they elect to attend, they will not be paid for duplicate hours worked.

With the Director’s or a supervisor’s permission, time-off balances may be used to cover times when the Library is open but an employee believes traveling to or from work would endanger his or her safety.

4.3 Minimum Staffing Level
To be open, the Library must have each desk staffed and one additional employee in the building. In the event that staffing is below that level, the Director or a Supervisor should be notified. If additional staff cannot report to work, the building or individual floors will be closed.

4.4 Working Hours
In accordance with its status as Central Library, the Library is open at least 55 hours a week.

The Director or his/her designee shall create a weekly work schedule. Occasionally, it may be necessary for employees to work hours different than his/her normal schedule to ensure the Library staffs each information desk and adheres to the necessary number of open hours and. Providing work requirements are met and with approval from the Supervisor or Director, the daily work schedule may be shifted.
Employees are expected to adhere to their scheduled weekly work hour totals as much as it is possible given the Library’s time reporting system and the requirements of working the information desks and closing the building. Employees may be asked, but are not required, to work more than their standard scheduled hours to meet the programming or operational needs of the Library. Such requests must come from the employee’s supervisor or the Director and must be approved by the Director or his/her designee.

The Library provides unpaid 1/2 or 1 hour lunch or dinner breaks in accordance with New York State Labor Law. Staff working on Saturdays are entitled to a 15 minute paid break. Staff should refrain from working during their meal and break periods. In instances where a staff member is compelled to work while clocked out for a meal period, they should report the time worked to their supervisor so their time card can be amended. They should also make sure to then take at least a ½ hour meal period accounting for the time worked.

4.4.1 Offsite Meeting Requests and Working From Home
All requests to work offsite require prior approval from the requesting employee’s supervisor or the Library Director. Requests to work from home shall be limited to a maximum of two hours per day.

4.5 Staff Training
The Library conducts staff trainings during normal operating hours but may occasionally schedule training during closed hours. The Board of Trustees must approve trainings held during closed hours. When possible, the Library Director, or his/her designee in charge of scheduling the training, will provide at least one-month’s notice to staff regarding the time of the event. Notice regarding the training shall detail the expectations for staff attendance at the training.

5. Compensation
All Library employees are paid every other week on Thursday. Direct deposit of wages, while not required, is strongly encouraged to minimize delays in payment and the Library’s processing costs.

Non-exempt employees will be paid for hours worked. Hours worked over 40 per week will be paid at a rate of time and a half.

In the interest of recruiting and retaining qualified staff, the Board of Trustees shall annually review salary and wages to ensure that these recognize the contributions of all staff and are equitably established for exempt and non-exempt, full, and part-time staff alike; and that these are competitive with area libraries of comparable size, staffing, and organization.

6. Benefit Eligibility
To be eligible for the benefits provided by this policy, except for those benefits required by state and federal law, employees must maintain a work-schedule that averages at least ten hours a week, with the exception of Pages and Clerk Subs, who are not benefit-eligible under this policy. An employee’s standard work schedules are to be approved by the Director and provided to employees in writing.

To receive full-time benefits as a designated full-time employee, an employee must work an average of 70 hours over each two week pay period. The average includes all approved paid time off, sick time, and offsite meeting requests, and unpaid leave.

The employee’s supervisor and the Director maintain the right to monitor the average hours worked per pay period for each staff member. Employees are responsible for reviewing their own time cards and time off balances and immediately reporting any errors or concerns to their supervisor.
Supervisors are responsible for approving the time cards for all employees assigned to them in the organizational chart. In the case that a staff member has worked significantly over or under their approved scheduled hours for three pay periods in a calendar year, the Director may bring disciplinary notice against the employee subject to the provisions of Section 75 of New York State Civil Service Law. Supervisors reserve the right to modify submitted time off requests to correspond with an employee’s scheduled hours and to correct overlaps in time worked or errors in the date/time of the request. Changes made to an employee’s time card will be explained in the Library’s time management system.

7. Time Off Benefits

7.1 Paid Time Off
Paid Time Off (PTO) gives benefit eligible employees paid time for vacation, personal, and sick time off requests.

7.1.1 PTO Accrual

Exempt Employees and Librarians:

<table>
<thead>
<tr>
<th>Years of employment at the Library</th>
<th>PTO Hours (Days) Accrued</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zero-Four</td>
<td>203 (29 days)</td>
</tr>
<tr>
<td>Five or More</td>
<td>238 (34 days)</td>
</tr>
</tbody>
</table>

Other Full-Time Employees:

<table>
<thead>
<tr>
<th>Years of employment at the Library</th>
<th>PTO Hours (Days) Accrued</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zero-Four</td>
<td>133 (19 days)</td>
</tr>
<tr>
<td>Five-Nine</td>
<td>168 (24 days)</td>
</tr>
<tr>
<td>Ten or More</td>
<td>203 (29 days)</td>
</tr>
</tbody>
</table>

Part-Time Benefit Eligible Employees:

<table>
<thead>
<tr>
<th>Years of employment at the Library</th>
<th>PTO Hours (Days) Accrued</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zero-Four</td>
<td>Employee’s average weekly hours × 2.2*</td>
</tr>
<tr>
<td>Five or More</td>
<td>Employee’s average weekly hours × 3.2*</td>
</tr>
<tr>
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</tbody>
</table>

*The average weekly hours are determined by the average work week of the employee in the previous calendar year or estimated average work week in the absence of a previous calendar year for new employees.

PTO hours will be awarded at the beginning of the calendar year. If an employee reaches five or ten years of employment, or receives an official increase in scheduled hours, as determined by a completed Schedule Change Request form, a prorated amount of the yearly PTO increase will be applied. The prorated calculation is rounded to the nearest start of a month.

New employees will be awarded their yearly PTO hours following two months of employment. The employee’s PTO award will be prorated to the start of a month closest to the employee’s official hire date. The employee’s supervisor or the Director may approve the use of PTO for new employees in their first two months of employment. Such instances would result in an equivalent reduction in the amount awarded following two months of employment.

7.1.2 PTO Carryover
Up to 70 hours of paid-time-off may be carried over at the end of the year. If the employee has a PTO balance greater than 70 hours at the end of the year, the balance of PTO hours greater than 70 will be converted to sick time and added to the employee’s sick time balance.

7.1.3 PTO Requests
In order to accommodate the scheduling and service needs of the Library, whenever possible, PTO requests for longer than one day require prior approval by the staff member’s supervisor and at least two weeks notice before the first day of planned leave. Supervisors may approve requests with less notice at their discretion.

PTO requests shall not exceed three consecutive weeks in duration. Supervisors, in consultation with the Library Director and/or Board of Trustees reserve the right to approve exceptions to these restrictions as well as to deny requests to maintain the operational hours of the Library.

7.1.4 Payout for PTO Leave
Upon resignation, except in the case of dismissal, an employee will be paid at their wage rate on the date of resignation, for any remaining carryover PTO time and unused PTO time awarded in the current calendar year prorated by the number of months worked during that calendar year.

**Example 1:**

*Employee A earns 203 hours of PTO on 1/1/19 and carried over 50 hours of PTO from 2018. They leave employment March 1, 2019 and used 25 PTO hours in January and February.*

*Employee A has worked for two twelfths of the calendar year. They are paid for 25 hours of PTO time carried over (50-25) plus one twelfth of 203 (16.92) for January and one twelfth of 203 (16.92) for February. The total hours paid out for is 25+16.92+16.92= 58.84*

**Example 2:**
Employee B earns 32 hours of PTO on 1/1/19 and did not carry over any PTO hours from 2018. They leave employment July 1, 2019 and used 12 PTO hours from January thru June.

Employee B has worked for ½ of the calendar year. They are paid for a total of 4 hours upon termination. This is calculated by taking the 16 hours of PTO equal to working half of the calendar year and subtracting the 12 hours Employee B has used.

7.2 Sick Time
Under the Library’s Paid-Time-Off model, employees no longer automatically accrue sick time hours, but may receive sick time hours based on their year-end PTO totals. If an employee maintains an existing balance, they may use their sick time hours balance in lieu of PTO for personal and immediate family illness (including pregnancy) or personal and immediate family medical appointments. Immediate family, for the purpose of sick time, is defined as children, spouse or domestic partner, parents, grandparents or other member of the household.

A doctor’s note is required for use of three or more consecutive days of sick time or when doubt exists about an employee’s ability to work.

Sick time may be accrued up to 840 hours. Upon resignation, except in the case of dismissal, an employee with ten or more years of service will be paid at their wage rate on the date of resignation, for 10% of the unused sick time.

7.3 Time Off Without Pay
Employees may request Time Off Without Pay. Such requests must be approved by the employee’s supervisor or the Director. The approval of requests may be affected by the scheduling needs of the Library.

7.4 Bereavement Leave
In the event of the death of an employee’s spouse or domestic partner, parents and children (including foster and step), siblings, grandparents, grandchildren, mother-in-law, father-in-law, daughter-in-law, son-in-law, or other member of his/her household, benefit-eligible employees shall be excused from work at his/her request for a total not to exceed five working days, with pay. In the event of the death of the employee’s uncle, aunt, cousin, brother-in-law, sister-in-law, or spouse or domestic partner’s grandparents, the benefit-eligible employee shall be excused from work at his/her request for one day with pay.

7.5 Family and Medical Leave
As a public agency, the Library conforms to all requirements of the US Department of Labor Family and Medical Leave Act (FMLA), [https://www.dol.gov/whd/fmla/](https://www.dol.gov/whd/fmla/). Below is summary information regarding family and medical leave benefits and eligibility.

In accordance with FMLA, the Library provides eligible employees:
- Up to 12 work weeks of unpaid leave a year,
- Maintains group health benefits during the leave as if employees continued to work instead of taking leave,
- Ensures the employee will return to their same or an equivalent job at the end of their FMLA leave.
Eligible employees may also take FMLA leave for specified reasons related to certain military deployments of their family members. Additionally, they may take up to 26 weeks of FMLA leave in a single 12-month period to care for a covered service member with a serious injury or illness.

When it is medically necessary, employees may take FMLA leave intermittently – taking leave in separate blocks of time for a single qualifying reason – or on a reduced leave schedule – reducing the employee’s usual weekly or daily work schedule. Leave to care for or bond with a newborn child or for a newly placed adopted or foster child may only be taken intermittently with approval from the Library’s Board of Trustees and must conclude within 12 months after the birth or placement.

Leave for the following events must be reported as family and medical leave:

- The birth of a child and the care of the newborn
- The placement of a child with an employee in connection with the adoption or state-approved foster care of the child
- The serious health condition of a child, parent, or spouse or domestic partner of the employee or a qualifying adult or child of a qualifying adult
- A serious health condition of the employee
- Qualifying exigencies arising out of the fact that the employee’s spouse or domestic partner, son, daughter, or parent is on covered active duty or call to covered active duty status as a member of the National Guard, Reserves, or Regular Armed Forces

An eligible employee may elect to use all applicable accrued paid leave balances while taking family and medical leave. After an employee exhausts all paid leave or if the employee is requesting intermittent family and medical leave, the employee must submit a Family & Medical Leave Request to his or her immediate supervisor. For the period of the family and medical leave that is without pay, the employee on family and medical leave will continue to accrue service credit but will not accrue PTO and sick leave.

For the period of the family and medical leave that is without pay, the employee may continue health insurance benefits and will receive the premium sharing from the Library toward the cost of health insurance. The employee is responsible for self-paying by personal check or money order that part of his/her insurance cost that would otherwise be deducted from the employee's paycheck.

In order to be eligible to take leave under the FMLA, an employee must have worked 1,250 hours during the 12 months prior to the start of leave and have worked for the Library for 12 non-consecutive months within seven years of the leave request unless the break in service is due to an employee’s fulfillment of military obligations.

### 7.6 Cancer Screening Leave

New York State Civil Service Law entitles library employees to take up to four hours of paid leave annually, without charge to leave credits, for breast and prostate cancer screening. The screening includes physical exams, mammograms, and/or blood work specifically performed for the detection of breast or prostate cancer.

Cancer screening leave requests should be placed as off-site meeting requests. Travel time is included in the four-hour cap. Absence beyond the four hours must be charged to the employee’s time off balances, or the time will be unpaid. The leave is not cumulative and expires at the close of business on the last day of each calendar year. Employees who undergo screenings outside of their regular work schedule do so on their own time.
To properly request this absence, the employee must receive prior approval by their supervisor. Satisfactory medical documentation, as determined by the director, is required after the employee’s absence for this purpose.

7.6 Jury Duty
Employees should notify their supervisor or the Director upon receipt of a jury summons. Employees will be compensated for hours missed from work when they are required by a court to be present for jury duty. The employee should report to work during regularly scheduled hours when not occupied with court obligations.

7.7 Voting Leave
The Library requests that, whenever possible, employees vote before or after work hours to avoid interference with business operations. However, if an employee does not have sufficient time outside of work hours to cast their ballot, the employee may be eligible for time off to vote. GPL may specify the hours during which the employee may take leave to vote. If there are fewer than four consecutive hours between the opening of the polls and the beginning of an employee’s workday or between the end of an employee’s workday and the closing of the polls, an employee may take up to three hours of paid leave to vote on Election Day. Employees must notify their employers of their need for time off to vote at least two working days before Election Day.

7.8 Military Leave
Employees who are enlisted in the military services, including the Ready Reserves and the National Guard, will be entitled to all rights and benefits afforded by federal and state law.

7.9 Crime Victims Leave
An employee may be entitled to leave to attend criminal justice proceedings if the employee, or their spouse or domestic partner, child, or parent, is a victim of a crime, is seeking an application or enforcement of a protection order, or is a witness in a criminal proceeding. Except in cases of imminent danger to the health or safety of the employee, or unless impracticable, an employee requesting crime victims leave must inform the Director prior to the date of their court appearance. Employees must be prepared to provide GPL with certification to verify the employee’s eligibility for the leave requested, such as a police report, a court order, or evidence that they appeared in court.

Crime victims leave is unpaid; however, employees may use accrued PTO for this purpose.

7.10 Blood Donation Leave
Employees that work an average of 20 hours or more per week will be granted paid leave for blood donation that take place during a scheduled shift based on the table below:

<table>
<thead>
<tr>
<th>Location of Blood Donation</th>
<th>Approved Frequency</th>
<th>Minimum Notice Required*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Onsite Red Cross blood drive</td>
<td>Two two-hour sessions per 12-month period</td>
<td>Two business days</td>
</tr>
<tr>
<td>Offsite location</td>
<td>Three hours of leave per 12-month period</td>
<td>Three business days</td>
</tr>
</tbody>
</table>

*If the donation leave time conflicts with an employee’s scheduled desk or supervisory shift, they must provide at least one week’s notice.
Employees must provide notice to either their supervisor or the Director. Offsite donations require the submission of an offsite meeting request via the Library’s time management system.

7.11 Right of Nursing Mothers to Express Breast Milk
The Library shall provide reasonable unpaid break time, or permit an employee to use paid break time or meal time each day, to allow an employee to express breast milk for her nursing child for up to three years following childbirth. GPL shall make reasonable efforts to provide a room or other location, in close proximity to the work area, where an employee can express milk in privacy.

GPL shall not discriminate in any way against an employee who chooses to express breast milk in the workplace.

7.12 Additional New York State Leave Laws
The Library complies with all applicable New York State and Federal leave laws including those not expressly covered in this policy. Additional information regarding those leaves, as well as the leaves covered in this policy, is available via the NYS Department of Labor website.

8. Compensation Benefits

8.1 Social Security
As required by law, the Library pays the employer’s portion of Social Security for each employee.

8.2 Worker’s Compensation
All employees are eligible for worker’s compensation benefits for injuries sustained while working. Employees are required to immediately inform their supervisor or the Director of any injury occurring on the job and fill out an incident report and paperwork required by the state or the Library’s insurance provider.

8.3 Disability Benefits
All employees (except high school students working less than 35 hours a week) are covered by disability benefits insurance as required by law for non-work related disability. An employee may elect to use PTO and sick leave credits and the Library will request reimbursement provided by law when such credits are used for non-work related disability. The Library will credit the employee’s sick bank for any reimbursement received from the disability insurance carrier.

8.4 New York State Retirement Participation
The Geneva Public Library is a participant in the New York State and Local Employees Retirement System, as of February 14, 2006. All employees (full time and part time) are eligible for the retirement system. Persons employed in temporary or part time positions may apply for membership but are not required to do so. Full-time employees hired after February 2006 are required to join the system as of the date of employment and will be covered by the provisions of the Retirement and Social Security Law.

The benefits determined by New York State Retirement System are based on the date of entry, tier, earnings, age and other matters.

8.5 Deferred Compensation Plans
All employees are eligible to enroll in the New York State Deferred Compensation Plan. Once enrolled, employees may set aside a portion of their wages, up to certain limits in accordance with State and Federal statutes. Participation in the plan is voluntary and the Library will work to provide training for employees interested in enrolling.
Effective May 25, 2016, employees may no longer purchase a tax sheltered annuity through MassMutual. However, employees who have previously purchased the Mass Mutual annuity may continue to defer a part of their present salary. Participation in the tax sheltered annuity program is voluntary.

8.6 Health and Dental Insurance
The Library provides staff who maintain a work schedule of 30 hours or more access to health and dental insurance for medical-care benefits. It determines the health insurance carrier and plans it makes available to staff. The plans, as well as summary information, are made available to staff during the Library’s open enrollment period, which is held beginning in October each year. or at the start of employment for new hires.

Eligible staff may elect Single, Single and Spouse, Single and Child(ren), or Family coverage through an approved plan. Through payroll deduction, staff reimburse the Library for the difference between the Library’s premium co-share benefit available to them and the cost of the additional coverage. Staff contributions towards health and dental insurance premiums are paid on a pre-tax basis without contribution limits.

Health and dental insurance elections must be made during the Library’s open enrollment period or within two weeks following an applicable change of status event. Applicable change of status events include changes to: legal marital status, number of dependents, employment status, a dependent’s eligibility status, and residence.

The Library’s premium co-share benefit is set annually by the Board of Trustees. The co-share must meet the affordability and minimum value requirements determined by the IRS and the Affordable Care Act. For 2020, the co-share amount is $4,225 per year. The co-share is prorated based on the start date for new employees or the start/stop date of eligibility changes for current employees.

The co-share must be first be applied to health insurance premiums. If the co-share is higher than the yearly cost of the health insurance premiums paid by an employee, the remaining amount of the co-share may only be applied to the employee’s dental insurance premiums or to direct contributions to a health savings account (HSA) or flexible spending account (Health FSA) set up by the employee. Employees must complete a Remaining Health Insurance Co-share Election Form by the open enrollment period deadline or within two weeks of their official start date.

For the remaining co-share to be directed towards dental insurance premiums, an employee must also submit a dental plan enrollment application during the Library’s open enrollment period, or within two weeks of your official start date if they are a new hire. For the remaining co-share to be directed towards an HSA or Health FSA, an employee must provide their HSA/Health FSA account information to the Library by the same deadline.

All staff with eligible health insurance plans purchased through the Library may elect to enroll in an HSA or Health FSA set up by the employee. Proof of enrollment, including relevant account information, must be submitted to the Finance Clerk or the Library Director in order to set up payroll deductions. Employees are responsible for ensuring the accuracy of the enrollment information, for complying with eligibility, contribution, and withdrawal rules, and for paying applicable fees to maintain the account. Contributions to HSA and Health FSA accounts will be made on a pre-tax basis.

Contributions to HSA and Health FSA accounts will be made on a pre-tax basis. For 2020, the contribution limits are the following:

- HSA Accounts: $3,550 for an individual and $7,100 for a family
● Health FSA Accounts: $2,750

Staff that maintain a work schedule of 30 hours or more per week, who decline coverage and receive health insurance coverage from an eligible source other than the library, shall receive an annual stipend, paid in June, in the amount of 10% of the amount of the Library’s yearly health care premium co-share benefit. If coverage is obtained from another source for a partial period, the stipend will be prorated based on the amount of time in the previous fiscal year the employee did not purchase coverage through the Library. To decline coverage, staff must complete a Waiver of Group Coverage form must completed by the open enrollment period deadline or within two weeks on an employee’s start date for new hires.

A change in employment classification that would result in loss of eligibility to participate in an approved health insurance plan qualifies an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

9. Benefits Upon Leaving
Upon leaving library employment, all employee benefits will be discontinued, with the exception of any continuation required by Federal or New York State employment laws. Employees will be paid for accrued PTO time, and if eligible, for 10% of accrued sick time, as described in the sections above.

10. Outside Services and Consulting for Professional Staff
The Library is supportive of its staff providing outside services to the public for compensation that is separate from the compensation they receive as an employee of the Library, and for services that are similar to those the staff is responsible for providing to the public as an employee of the library, with the following provisions:

● There are no deficiencies in the staff’s job performance as a result of providing these outside services.
● The planning and delivery of these outside services are to be done on the staff’s own time, taking PTO time as necessary.
● Recipients of these outside services are informed that the services are not provided by the Geneva Public Library and that the Library in no way takes responsibility for these services.
● The Library must be compensated for the use of office supplies and equipment in preparing and conducting these outside services, and compensated for the use of materials and services for which the public is charged to access or use.
● There is no conflict of interest by the staff when developing his or her outside services and developing similar services as an employee of the Library and provided to the public.

11. Internal Communication
Effective and ongoing communication within the Library is essential. As such, GPL maintains systems through which important information can be shared by employees and management.

Bulletin boards are posted in designated areas of the workplace to display important information and announcements regarding library trainings. In addition, the Library uses email and an online communication document, available on all staff computers, to facilitate communication and share access to documents. In instances where staff do not have access to or the expectation of checking email or the online document, or in instances where privacy or regulation stipulates, employees will be informed of library news via confidential letters or in-person communication.

All employees are responsible for checking internal communications on a frequent and regular basis. Employees are also responsible for attending the Library’s Staff Development Days and other
Communication Meetings to the best of their ability given the limitations of their work schedules and other commitments. Employees should consult their supervisor with any questions or concerns on information disseminated.

12. Facility Access
All regular full-time and part-time GPL employees, with the exception of Library Pages, will be issued a key and security code to gain access to the building. Library Clerk Subs will be issued security codes upon the start of employment and may be issued keys at the discretion of the Director.

All lost or stolen keys must be reported to the Director as soon as possible. Upon separation from GPL, and at any other time upon the Library’s request, all keys must be returned to the Director.

13. Performance Evaluation
All staff shall receive, at least once a year, a performance review that objectively assesses their performance and accomplishments relative to the job description and annual goals. All staff shall also receive a Professional Development Plan that includes the specific tasks and goals for their position for the next year by which the staff member shall be evaluated.

The Director shall be evaluated by the Board of Trustees. The Director shall determine the evaluation procedure for all other employees.

14. Discipline/Termination
The Library follows the disciplinary and termination procedures established by New York State Civil Service Law when addressing staff incompetence or misconduct. General guidelines related to removal and disciplinary action for NYS Civil Service employees are available here, http://www.nysl.nysed.gov/libdev/excerpts/cvs75.htm

15. Resignation
All professional positions (Library Director, Librarians, Library Assistants, and Finance Clerk) are to give at least one month’s written notice at the time of resignation. All others are to give two weeks written notice. Failure to give such notice may result in loss of accrued benefits.

16. Changes
These policies are subject to change at the discretion of the Board of Trustees.

Adopted by the Board of Trustees: March 9, 2006
2020 Organizational Chart

Chris Finger- Library Director III, has direct supervision over:
- Tanya Taylor-Librarian I Youth Services
- Deborah Brown- Finance Clerk (15 hours)
- Theresa Osborne- Admin Library Assistant
- Kelsy Hibbard-Baker- Librarian I
- Susan Flick- Library Assistant
- Catherine Morse- FT Library Clerk
- Krista Allis- Cleaner (27.5 hours)

Tanya Taylor- Librarian II has direct supervision over:
- Sheryl Saxby- FT Library Clerk
- Debbie Elliotto- Library Assistant
- Wendy Freier- Library Assistant II
- Trish Kemp- Senior Library Clerk
- Lori Mazzoli- Library Clerk (11 hours)

Debbie Elliotto- Library Assistant II, has direct supervision over:
- Alejandra Rangel- Library Page (10 hours)/ Clerk Sub

Kelsy Hibbard-Baker- Reference & Technology Librarian I, has direct supervision over:
- Daysia Wiggins-Gomez - Library Page (10 hours)
- Ardys Otterbacher- Library Clerk Sub
- Patrick Riley- Library Clerk Sub
- Yuan Fulkerson- Library Clerk Sub

Susan Flick- Library Assistant II, has direct supervision over:
- Fred Schuhle- FT Library Clerk
- Pat Keegan- Library Clerk (12 hours)
- Madison Mazzoli- Library Page (10 hours)
- Nahum Baez-Perez- Library Page (10 hours)

DEPARTMENTS

COLLECTIONS

ADMINISTRATIVE

MARKETING

MAINTENANCE

CIRCULATION SERVICES

REFERENCE SERVICES

YOUTH SERVICES