

**Lewisboro Library**  
**Personnel Benefits and Policies**

**Staff Definitions**

Full-Time: All staff members who are regularly scheduled for a work week of 35 hours.

Part-Time: All staff members who are regularly scheduled to work between a minimum of 20 hours and a maximum of 34 hours per week.

Hourly: All staff members who are regularly scheduled to work fewer than 20 hours per week.

**Compensation**

Full-time: All full-time staff will be paid on an annual salary basis to be determined by the Board of Trustees in the case of the Director, and by the Director for all other employees, subject to approval of the Board. This is based on a thirty-five-hour work week. The salary is to be paid bi-weekly.

If a full-time staff member is scheduled to work on Sunday, they will be compensated by two hours off for each hour worked on Sunday. Any accrued hours must be taken within three months of issue.

Part-Time: All part-time staff will be paid on an hourly basis, to be paid bi-weekly. Premium pay will be given for hours worked on Sunday and will be paid at a rate of time and a half based on the employee's hourly rate.

Hourly: All hourly staff will be paid on an hourly basis, to be paid bi-weekly. Premium pay will be given for hours worked on Sunday and will be paid at the rate of time and a half based on the employee's hourly rate.

**Performance and Salary Reviews**

Every employee is entitled to a yearly performance and salary review. The Personnel Committee will review the performance and the salary of the Director at the end of the six-month probationary period and annually thereafter and will report their recommendations to the Board of Trustees. The performance review for the Director will be administered by the Chair of the Personnel Committee. The Director is responsible for all other employee annual performance and salary reviews. New employees will be reviewed at the end of the six-month probationary period.

The Personnel Committee may review salaries periodically to determine if they are consistent with salaries paid by other comparable libraries.

**Retirement Benefits**

All full-time staff will receive a contribution to a pension plan equal to 5% of annual base pay to be invested in a plan selected by the board. The current plan is a 403B plan. The plan is in effect from the date of hire and the employee will be vested after six months from that date. All employees may also voluntarily contribute more money to this fund if they so desire.

Part-time and hourly staff may also make voluntary contributions to this plan.

## Medical Benefits

All full-time employees are entitled to health insurance benefits. Beginning with the 2014-2015 coverage period, the library has adopted NYSHIP Empire health care plan. Starting in 2018, the library will pay 90% of premium cost for individual coverage and the employee will pay 10% of the cost. Employees are fully responsible for the differential for family coverage within the parameters set by the NYSHIP requirement that the organization pay a minimum of 50% of the health care premium for individual insurance and a minimum of 35% of the family premium.

## Vacation

Full-time employees will be entitled to paid vacation annually as follows:

- First-year employees will receive two weeks, but they may not be taken until after the employee has completed six months of employment.
- During the second year of employment, the employee will receive two weeks.
- During the third and fourth years of employment, the employee will be entitled to three weeks.
- During the fifth year of employment and thereafter, the employee will be entitled to four weeks.

Part-time employees will receive one week of paid vacation after the end of the six months. After the first year of employment, they will be entitled to two weeks of paid vacation per year. Each week of vacation is equal to the average number of hours worked per week.

Hourly employees are not entitled to paid vacation.

There is no carry-over of vacation from year-to-year except by permission of the Director. The Director needs the permission of the Personnel Committee to carry-over vacation.

## Holidays

Full-time employees will receive twelve and one-half holidays per year to coincide with the Library calendar. Part-time employees are entitled to paid holidays when the holiday falls upon a regularly scheduled work day. Hourly employees are not entitled to any paid holidays.

The holidays are as follows: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving, Christmas Eve, Christmas Day. There will be one half day when the Library closes at 1pm for New Year's Eve.

For full-time employees, when a holiday falls on a non-work day (i.e., Saturday or Sunday), the holiday is observed on Friday (if it falls on Saturday) or Monday (if it falls on a Sunday). If Christmas Eve day falls on a weekend, a floating holiday will be granted. It must be used within 12 months and scheduled with the director's approval.

## Disability and Worker's Compensation

All staff members are covered by New York State Statutory disability compensation which provides for a portion of salary to be paid in the event of disability and worker's compensation in the event of on-the-job accidents.

## Library Emergency Closing

If the library closes due to weather or other emergency, full-time employees will receive full salary. If the library remains open and the employee does not come to work, they must use compensatory time, vacation or a personal day.

If part-time and hourly employees are at work when the library closes due to an emergency, they will be paid for at least two hours of work. If they are notified in advance of a closing and told not to come in, they will not be paid. Part-time employees may use vacation or a personal day if they wish in that situation.

## Sick Leave:

Sick leave must be earned before it can be taken (i.e. a month of employment must have elapsed before a day of sick leave can be claimed). Each full-time employee shall be credited one-day sick leave for each month worked up to a maximum accrual of 40 days and will be carried forward. Full-time employees may not take more than 40 days of sick leave per year.

Part-time and hourly employees who work more than 80 hours per year are entitled to paid sick leave. This sick leave will start to be earned at the commencement of employment, but may not be used until the 90<sup>th</sup> calendar day following the commencement of employment. Each part-time employee shall be credited one-hour sick leave for each 30 hours worked up to a maximum of 40 hours which may be carried forward. Part-time employees may not take more than 40 hours of sick leave per year.

Sick leave may be utilized for multiple reasons, including: an employee's or family member's mental or physical illness, injury or health condition; an employee's or family member's need for diagnosis, care or treatment of a mental or physical illness, injury or health condition; an employee's need for or the care of a family member who needs preventive medical care; the care of a family member when public health authorities have determined that the family member's presence in the community may jeopardize the health of others; or, the closure of the employer's place of business or of a daycare or grade school attended by an employee's child due to a public health emergency.

Sick leave may be utilized to care for a person in an employee's family including: children; spouses; registered domestic partners; parents; grandchildren; grandparents; siblings; and the parents of a spouse or domestic partner. Children are defined as: biological, adopted, or foster children, legal wards, or the child of a worker standing in loco parentis to the child.

An employee who has exhausted either sick leave or vacation may utilize the Family Leave Medical Act or the New York State Paid Family Leave if eligible. A further leave of absence without pay may be granted, upon the approval of the Director. (See Leave of Absence.)

No sick leave allowance will be paid at the termination of employment. Sick leave is not to be considered as vacation pay.

## Personal Days

Personal days may be used conducting personal business, religious observances, vacation, and absences due to extraordinary weather conditions. Full-time employees are entitled to 3 paid personal days per calendar year. Personal leave is not cumulative. Part-time employees who work more than 20 hours per week are entitled to 60% of their average scheduled hours for one week per year as personal time.

For new employees, personal days for the first calendar year of employment are given as follows:

<u>Hire Date</u>	<u>Full-time</u>	<u>Part-time</u>
January 1 – April 1	3 personal days	60% of weekly hours
April 2 – August 1	2 personal days	40% of weekly hours
August 2 – December 1	1 personal day	20% of weekly hours
December 2 – December 31	0 personal days	0% of weekly hours

### Unpaid Leaves of Absence

Leaves of absence without pay may be granted to library employees. All leave requests are considered on a case-by-case basis and approved by the Director; a request made by the director must be approved by the library board. Requests for leaves should be submitted in writing 30 days in advance of the desired start date and include an end date. Sick, personal, and vacation time must be used before an unpaid leave will be approved for reasons other than maternity, adoption, or military training.

When an employee is on unpaid leave he/she is responsible for all health insurance costs and other benefit premiums/deductions that may apply.

In some instances, it may be necessary to deny requests for leaves of absence. Leaves are a privilege and can be granted only if the best interests of the library can be maintained. In addition, there is no guarantee of position availability upon conclusion of the leave of absence.

### Maternity/Child Care Leave

An employee who is pregnant or adopting shall, upon the employee's request, be granted leave without pay. However, the employee may elect to first utilize any accrued sick, personal, or vacation days. All privileges and benefits, except pay, shall be available to the employee. Maternity leave will be available four weeks prior to the anticipated due date if medically necessary (doctor's note is required).

The employee will be expected to return to work within a reasonable time after the end of pregnancy or date of adoption, which normally shall be for a period not to exceed sixteen weeks. The leave may be extended beyond this period based upon medical necessity.

### Paid Leave - New York State Paid Family Leave

Leaves will be granted under the provisions of the current applicable federal and New York state laws. Please check current laws and regulations for updates.

Employees are guaranteed paid family leave to:

- Bond with a new child (including adopted and foster children);
- Care for a seriously ill child, parent, parent-in-law, spouse, domestic partner, grandchild, or grandparent;
- Address certain military family needs.

Length of leave: up to 12 weeks per year

Employees are entitled to return to their jobs after the leave as well as continuation of health care benefits under the same terms and conditions as if the employee had not taken leave.

Amount of benefits:

The amount of money the employee will receive from the state will increase during the first four years of the program and will be capped in relation to the statewide average weekly wage. In 2018, a worker will receive from the state 50% of his or her average weekly wages up to a cap that is equal to 50% of the statewide average weekly wage. This amount will increase over the following 3 years to 67% (approximately 2/3) of the worker's average weekly wages, up to a cap of 67% of the statewide average weekly wage.

### Paid Prenatal Leave

Leave will be granted under New York Labor Law 196-b allowing up to 20 hours of paid leave in a 52-week period for pregnant employees to attend prenatal medical appointments and procedures. Leave can be taken in hourly increments, employees will be compensated at their regular rate of pay or the applicable minimum wage, whichever is greater. Unused leave will not be paid out upon an employee's termination, resignation, or any other separation from employment.

### Unpaid Leave - Family and Medical Leave Act

FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

Eligible employees are entitled to 12 weeks of leave in a 12-month period for:

- The birth of a child and to care for a newborn child within one year of birth,
- The placement with employee of an adopted or foster child and to care for the newly-placed child within one year of placement,
- To care for the employee's spouse, child, or parent who has a serious health condition,
- A serious health condition that renders the employee unable to perform essential job functions,
- Any qualifying exigency arising from the fact that the employee's spouse, son, daughter, parent is a covered military member on "covered active duty;" OR 26 work weeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness IF the employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

An employee must have completed at least one full year of service with the Library and have worked a minimum of 1,250 hours in a twelve-month period preceding the leave to be eligible for such leave.

All the Library's benefits that operate on an accrual basis (e.g. vacation and personal days) will cease to accrue during any period of unpaid leave.

During any otherwise-unpaid portion of FMLA leave, employees will be required to use any accrued, unused compensatory time, sick, vacation, and personal days.

If FMLA leave is for an employee's own serious health condition, the employee may be eligible for short-term disability insurance and/or workers' compensation insurance, in accordance with the terms of that plan. Once such accrued benefits are exhausted, and the employee is no longer eligible for coverage under applicable insurance plans (or if the employee was not eligible for any of these benefits because the leave was for a reason other than the employee's own serious health condition), the balance of FMLA leave will be without pay. All short-term disability will run concurrently with FMLA leave.

All group health benefits will continue during the leave provided the employee continues regular employee contributions to these plans.

If FMLA leave is for the employee's own serious health condition, the employee may be required to present the Library with a note from his or her physician indicating that he or she is capable of returning to work and performing the essential functions of the position, with or without reasonable accommodation. Where required, the Library will consider making reasonable accommodation for any disability the employee may have in accordance with applicable laws.

Similarly, eligible employees who take FMLA leave for reasons related to military service will be required to provide a copy of the covered military member's covered active duty orders or relevant documentation.

#### Bereavement Leave

Full-time employees with a death in the immediate family may take up to three leave days with pay. In this instance, family includes: spouses/partners, brothers, sisters, parents and grandparents of the employee and their spouse, children and stepchildren and their spouses, grandchildren and their spouses. One day is given for other family members. Part-time employees will receive the same benefit on a pro-rated basis depending on the hours they are regularly scheduled to work.

#### Jury Duty

Employees shall be granted leave with pay when required to be absent to serve as a court witness and/or on jury duty. Any employee on jury duty or serving as a court witness shall return to work for the balance of the day when excused by the court from further attendance. If the employee receives compensation from the court, said compensation shall be given to the library. Alternatively, the employee may take vacation or personal leave and retain their court compensation.

#### Military Leave

Employees who are absent from work due to military duty retain employment are entitled to a leave of absence according to the provisions of the state and federal military law currently in effect at the time of the leave. Employees are expected to notify the director as soon as possible regarding their need for military leave and present a copy of their military orders.

Benefits are not affected by a military leave as long as the employee continues to pay any health insurance premiums.

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