



# Reed Memorial Library

## **Personnel Policy**

### Work Week

Full-time members of the library staff work a 30 hour per week schedule. Part-time members of the library staff work less than a 30 hour per week schedule.

PTO - Personal Time Off, - beginning in January 2017 Reed Memorial Library will be moving to a Personal Time Off bank for eligible employees. PTO combines sick days and vacation days into a single bank, to be used at the employee's discretion.

All staff members earn personal time off (PTO) as follows:

- Full-time members of the staff earn personal time off (PTO) as determined by the Library Board at time of hire, with periodic review.
- Part-time staff members earn one-hour of personal time off for every twenty-five hours worked.
- All PTO must be approved by the library director.
- Each employee is encouraged to take PTO in the year in which it is earned. With the library director's prior approval exceptions may be made and accrued personal time off may be carried over through March of the following year.
- Unused PTO hours should not be added to the timesheet for additional compensation.

### Retirement Plan

Full-time employees are eligible to join the library's retirement plan after one year of service. The plan is a 403(b) retirement program with AXA Equitable. The library will match 50% of an employee's contribution up to a maximum annual library contribution of \$2,500 per employee.

FML/PFL – Family Medical Leave/Paid Family Leave – beginning in January, 2018, Reed Memorial Library will participate in the NY State Paid Family Leave initiative. PFL provides job-protected, paid time off so you can:

- Bond with a newly born, adopted or fostered child;
  - Care for a close relative with a serious health condition, or
  - Assist with family situations when a family member is deployed abroad on active military service
- Eligible employees can take PFL for up to twelve weeks in 2021. Coverage increases over the next four years. Full time employees are eligible after 26 consecutive weeks of employment. Part time employees are eligible after working 175 days, which do not need to be consecutive. The Leave can be taken at one time, or can be taken in full-day

increments. Employees may take the maximum time-off benefit in any given 52 week period.

- For 2021, PFL benefits will be 67% the average weekly wage, for a maximum weekly benefit of \$971.61.

Qualifying Events include:

- **New Child:** Employees can take PFL during the first 12 months following the birth, adoption or fostering of a child. Expectant mothers cannot take PFL for their own pregnancy PFL for the birth of a child begins after the birth. It is not available for prenatal conditions.
- **Serious Illness:** Employees can take PFL to care for a close relative with a serious health condition. These relatives can live outside of NY, and/or outside the country. You cannot take PFL for your own health condition.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves:

- Inpatient care in a hospital, hospice, or residential health facility, or
  - Continuing treatment or continuing supervision by a health care provider.
- **Military Active Service Deployment:** Employees can take PFL to assist with family situations arising when the spouse, domestic partner, child or parent is deployed abroad on active military service or has been notified on an impending military deployment abroad. PFL cannot be used for personal military event.
  - In addition to the above uses, a law signed by Governor Andrew Cuomo in April 2020 guarantees workers job protection and financial compensation in the event they, or their minor dependent child, are under an order of quarantine or isolation due to COVID-19. In these situations, Paid Family Leave may be available for use.

A Close Relative Includes:	
Spouse	Domestic Partner
Child and Stepchild	Parent and Stepparent/Parent-in-law
Grandparent	Grandchild

Additional Information:

- FML/PFL provides job protection, ensuring employees can return to the same job (or a comparable one) when returning from FML/PFL.

- Reed Memorial Library is prohibited from discriminating or retaliating against any employee requesting or taking PFL.
- To request PFL, employees must notify the Library Director at least 30 days before the leave starts if feasible. Otherwise the Director must be notified as soon as possible.
- The Director will provide necessary forms or information from the insurance carrier. All forms must be completed and submitted before or within 30 days after the start of the leave. The insurance carrier must approve or deny the request within 18 calendar days of receiving the completed forms.

#### *Holidays*

Full-time employees are compensated for regular holidays that fall on a routinely scheduled work day. Dates of regular holidays will be determined by the Library Board prior to the beginning of the year.

#### *Unscheduled Closings*

In the event of an unscheduled closing, all employees scheduled to work will be compensated for their full shift.

#### *Jury Duty*

Staff members will be excused for jury duty in accordance with local, state and federal law. While serving on a jury, employees will be compensated for their full shift.

Approved by the Board of Trustees: October 6, 2016

Revised: February 12, 2018, November 6, 2019, April 7, 2021