

## CONDITIONS OF WORK

### I. Basic Workweek

A basic workweek for full-time employees is 35 hours, including evening and Saturday hours and excluding any unpaid meal periods. Part-time employees in a non-competitive class can work up to 17 ½ hours in a workweek. Part-time employees in a competitive or labor class can work up to 17 ½ hours in a workweek

7 hours equals one working day and 35 hours equals one working week in terms of reporting to NYSLRS.

Work schedules are established by an employee's supervisors in accordance with the needs of employer.

### II. Attendance

All employees are required to attend work in accordance with the schedule established by the employee's supervisor. Daily time records of hours worked are maintained by a biometric attendance system and monitored by the employee's supervisor.

If an employee is going to be late or absent, they must follow the procedure their supervisor has established. Frequent absences or lateness will be taken into account in deciding matters relating to promotions, salary increases and/or termination.

### III. Rest/Meal Periods

All meal and rest periods are scheduled by employee's supervisor in accordance with the needs of employer.

#### **1. Rest Period**

Employee who work at least 4 consecutive hours receive a paid 15 minute break. These breaks cannot be broken into increments, cannot be taken during the first or last scheduled hour of a shift, and must be taken within the employer's building and/or grounds

#### **2. Meal Period**

If an employee works 7 consecutive hours or more, they must take a 1 hour meal period. If an employee works more than 6 but less than 7 consecutive hours, they must take at least a 30 minute meal period. If an employee works 5 or more up to 6 consecutive hours, they must take at least a 15 minute meal period. Meal periods can be a combination of unpaid time along with the paid 15 minute rest period, however, the employee will be unable to leave the building and/or grounds. The paid 15 minute rest period cannot be combined with 1 hour unpaid meal period.

### IV. Appearance/Conduct

All employees are expected to be neat, well-groomed and appropriately dressed for the job duties that they perform. An employee should see their supervisor for specific details concerning dress.

All employees assume responsibility for safeguarding their personal property.

All employees are required to park on the west and north side of the building.

It is the policy of the employer to prohibit the unlawful distribution, dispensation, possession or use of any unlawful controlled substance in the workplace. Any employee who violates this prohibition is subject to appropriate personnel action up to and including termination.

### V. Development

#### **1. Performance Review**

All employees are subject to periodic review of the performance of their job duties by their supervisor

#### **2. Training/Meetings**

All employees are subject to attend periodic on-site and off-site training sessions or meetings at the discretion of their supervisor and at the time and expense of the employer. Employees whose duties require them to be in overnight travel status require approval from the Board of Trustees.

If an employee uses his or her personal automobile for official travel, the employer provides a mileage allowance based on the IRS standard mileage allowance. This allowance will be for any mileage in excess to an employee's regular commute between their home and place of work.

### **3. Open Door/Grievance**

A grievance is any dispute concerning the meaning or application of the employer's rules, policies and procedures. It is the policy of the employer that all grievances be resolved informally and at the earliest possible time.

Where alleged problems, grievances or injustices exist and when all reasonable efforts on the employee's part at obtaining a solution have been exhausted, the problem should be presented to the immediate supervisor. The supervisor may make any decision within the scope of his/her authority in an effort to bring about an equitable settlement. If the supervisor cannot correct the situation, it should be referred to the Library Director.

The Library Director will use all reasonable efforts to obtain a solution. If this cannot be done then the Library Director will ask the employee to file a formal grievance. The complaint should be clearly marked grievance and be submitted to the Library Director. The grievance will be then brought to the Board of Trustees for a ruling.

### **4. Disciplinary**

In accordance with Section 75 of NYS Civil Service Law, an employee whose performance, attitude or personal philosophy of library service doesn't meet the standards and requirements of the employer will be warned of their inadequacies by their supervisor or the Library Director. If after such warning improvement does not occur than the employee may be terminated. Serious offenses such as but not limited to theft, use of drugs and/or alcohol while at work, or physical assault are grounds for immediate dismissal.

---

**Policy 500-10b**  
***Revised 11/9/2017***