

**ARDSLEY PUBLIC
LIBRARY
PERSONNEL
MANUAL**

TABLE OF CONTENTS

Introduction	3
History	3
Employment policy	4
Work schedules	4
Separation from employment	5
Employee responsibilities	5
Leaves with pay	5
Administrative leave	5
Emergency closings	6
Sexual harassment policy	6

ARDSLEY PUBLIC LIBRARY

INTRODUCTION

We welcome you as a staff member of the Ardsley Public Library. We hope you will find this manual informative, and that it will answer questions you may have about library personnel policies.

HISTORY

The Ardsley Public Library was granted a provisional charter on June 25, 1971 by the Board of Regents of the State of New York. The library became a member of the Westchester Library System (WLS) in July 1971. An Absolute Charter was granted on February 23, 1978.

The storefront library, located on Center Street, opened on June 25, 1972. The first library building, located on American Legion Drive, was dedicated on October 21, 1984, and a two-story children's wing was added in 1993. The library underwent a 2,200 square foot expansion and library-wide renovation in 2009.

Information regarding the Library Board of Trustees is found in the Ardsley Public Library Board of Trustee manual.

EMPLOYMENT POLICY

The Ardsley Public Library follows the employment policy, pay policy, benefits, and other personnel policies of the Village of Ardsley. Refer to the Village of Ardsley policy manual.

The responsibility for recruiting and hiring the Library Director lies exclusively with the Board of Trustees. The responsibility for recruiting and hiring all other employees lies with the Library Director. The Director will notify the Board of all hires.

Applicants for all positions are expected to provide truthful and accurate information. False information and/or deliberate misrepresentation of facts will be grounds for termination. In accordance with the Immigration Reform and Control Act of 1986, all applicants, upon being made an offer of employment, must produce documents that are specified by the federal government (birth certificate, passport, green card) establishing either their citizenship or authorization for employment in the United States, if they are not a citizen. New employees are also required to sign Form I-9 verifying under oath their employment authorization.

All new employees will be on probation for a period of 52 weeks or a time period subject to Civil Service requirements. The probationary period is intended to be a time of adjustment and growth. It is a period to match employee capabilities with employer needs and to provide an understanding of job responsibilities. New employees with less than satisfactory performance may be terminated at any time during the probationary period.

The Ardsley Public Library abides by all state and federal laws concerning equal opportunity and affirmative action procedures. The Library abides by the Americans with Disabilities Act (approved on July 26, 1990) relating to employment of individuals with disabilities.

WORK SCHEDULES

The standard work week for full-time employees of the Ardsley Public Library is a five-day, 35 hour week. Hours may vary upon scheduling. Special schedule adjustments may only be made by the Director.

One half-hour (unpaid) per day is allowed for meal periods. Staff members are expected to report to work on time, including return from breaks and lunch.

SEPARATION FROM EMPLOYMENT

The Ardsley Public Library follows the resignations policy, retirement policy, and dismissal policies of the Village of Ardsley. Refer to the Village of Ardsley policy manual.

A written letter of resignation by the Director should be addressed to the Library Board of Trustees with 60 days notice.

Notification of retirement of the Director should be made in the same manner as a resignation.

The Director is subject to discipline up to and including immediate dismissal by the Board. The Director, under Civil Service regulations, is subject to Civil Service grievance procedures.

EMPLOYEE RESPONSIBILITIES

The Ardsley Public Library follows the employee responsibilities policies of the Village of Ardsley. Refer to the Village of Ardsley policy manual.

LEAVES WITH PAY

The Ardsley Public Library follows the leaves with pay policies (holidays, vacation, personal days, sick days) of the Village of Ardsley. Refer to the Village of Ardsley policy manual.

The Director reports any time off to be taken in advance (vacation days, personal days, and, if possible, sick days) to the Board and the Village Treasurer.

ADMINISTRATIVE LEAVES

The Ardsley Public Library follows the administrative leave policies of the Village of Ardsley. Refer to the Village of Ardsley policy manual.

EMERGENCY CLOSINGS

The Ardsley Public Library follows the emergency closing policy of the Village of Ardsley. Refer to the Village of Ardsley policy manual.

The Director will notify the Board of an emergency closing.

SEXUAL HARASSMENT POLICY

The Ardsley Public Library follows the sexual harassment policy of the Village of Ardsley. Refer to the Village of Ardsley policy manual.

NOTHING IN THIS POLICY STATEMENT SHALL CONFLICT WITH THE ARDSLEY PUBLIC LIBRARY'S RESPONSIBILITY TO ABIDE BY ALL FEDERAL, STATE AND LOCAL LAWS.

**ADOPTED BY THE ARDSLEY PUBLIC LIBRARY
BOARD OF TRUSTEES
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