

## **PAGES – PERSONNEL POLICY**

### **1. Nature of Employment**

Employment with the Library is “at will”. Pages are free to resign or be released at any time, with or without cause.

The provisions set forth herein are not intended to establish a contract. The provisions of this policy have been established at the discretion of the Library and may be amended or revoked at any time, at the Library's sole discretion. These provisions supersede all existing policies and practices and may not be amended without the express approval of the Board of Trustees.

### **2. Salary**

The initial salary for Pages shall be set at the then New York State Minimum Wage. Pages will receive an increase of \$.25 to their hourly wages on a Page's employment anniversary. In years where the Minimum Wage is increased by law, all Pages will receive the Minimum Wage Increase added to their current salary. In years where there is no increase to Page salaries as a result of changes to Minimum Wage, hourly wages will be increased \$.25 on a Page's employment anniversary, subject to a satisfactory performance evaluation. These provisions are effective December 31, 2022.

### **3. Work Schedules**

Supervisors will assign Pages their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

### **4. Attendance and Punctuality**

To maintain a safe and productive work environment, the Library expects Pages to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the Library. In the instances when Pages cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisors as soon as possible in advance of the anticipated tardiness or absence. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

### **5. Workers' Compensation Insurance**

The Library provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment.

**6. Personal Appearance**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affects the image the Library presents to the community. During work hours, Pages are expected to present a clean and neat appearance. Pages who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, Pages will not be compensated for the time away from work. Supervisors or Department Heads are to be consulted if Pages have questions as to what constitutes appropriate attire.

**7. Emergency Closings**

At times, emergencies such as severe weather, fires, or power failures disrupt Library operations. In extreme cases, these circumstances may require the closing of a Library facility. When operations are officially closed due to emergency conditions, the time-off from scheduled work will be compensated.

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**Policy 500-10**

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