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Contract Database Metadata Elements

Title: **North Bellmore Library and North Bellmore Library Staff Association (1997)**

Employer Name: **North Bellmore Library**

Union: **North Bellmore Library Staff Association**

Local:

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Expiration Date: **04/30/99**

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North Bellmore Library And North
Bellmore Library Staff Assn

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7/1/97 - 6/30/99 ¹²⁵⁸ 28300 ^{L1} WC

1. Agreement is for a two (2) year period.
2. Salary steps will continue for new employees and employees who have not yet reached step 7. There will be no increments after step 7.
3. A longevity increment of \$1000 for professionals and \$750 for clerks will be given at the beginning of the 10th year of continuous full time service in the Library. ~~This will be open for discussion in the next contract.~~
4. Sunday pay for professionals will be \$150 in the first year of the agreement and \$155 in the second year.
5. Trainees will be paid \$11 the first year and \$13 the second year. A full time trainee may be hired.
6. Full time staff members who are below step 8 on the salary scale will receive a 3½% increase plus the current 1996-97 increment for each of the two (2) years. Staff members who have gone past step 7 on the scale will receive the 3½% increase each year, but no increment.
7. Part time professionals will receive \$1/hr additional in the first year and another \$1/hr additional in the second year.
8. Part time professionals will accrue time at the rate of one (1) hour per fifteen (15) hours worked. This time may accumulate to 150 hours.
9. A "Letter of Memorandum" will indicate that this negotiated agreement will not be changed for the term of the agreement.

NYS PUBLIC EMPLOYMENT
RELATIONS BOARD
RECEIVED

AUG 21 1997

EXECUTIVE DIRECTOR

Barbara

North Bellmore Public Library

PERSONNEL POLICY

Effective July 1, 1997

In general, the starting salary is based on the employee fulfilling the minimum requirements of the position in question. A maximum of one year credit may be allowed for each two years of previous experience at the discretion of the Board of Trustees. The starting salary of any employee is not necessarily governed by the above, and it is within the jurisdiction of the Board to set such salaries at its discretion.

WORK WEEK: Full-time employees work a 35 hour week. Sunday work is on a voluntary basis wherever possible.

Full-time employees unable to work a particular day of the week for religious reasons may make up the time on Sundays at the regular rate of pay.

MEAL PERIOD: A 30-minute meal period will be arranged by the Supervisor for each individual working more than four hours. Said meal period is not part of the work day and no compensation will be given for this time.

REST PERIODS: Fifteen minute rest periods are granted in both the AM and PM, one during a 4-hour period and two during a 7-hour period. Breaks are during library time.

PAYCHECKS: Distribution of paychecks will be on alternate Thursdays. In the event of a holiday on a scheduled payday, paychecks will be distributed the day before.

Part-time employees will be compensated for their earned time in the following pay period.

COMPENSATORY TIME: Full-time staff working 9 AM to 3 PM on Saturday during the summer will receive a full day off during the week.

HOLIDAYS: Full-time employees receive 13 1/2 paid holidays per year as per schedule approved annually by the Board of Trustees. Schedule attached. Half of staff will receive full day Christmas Eve and half will receive full day New Year's Eve. Part-time employees regularly scheduled for a particular day will be paid for that day if the Library is closed for a holiday.

When the Library is open for public service on a religious holiday, staff members have the right to

request leave on that day and may apply that leave time against either Personal Leave or Annual Leave as they elect.

ANNUAL LEAVE:

Discretionary powers may be exercised by the Director for the good of the Library in granting vacations through the entire year. All annual leave is subject to Library scheduling.

Annual leave is calculated on the basis of 35 work hours per week and must be used within the fiscal year in which it is earned. In the event an employee wishes to save part of that leave for the following fiscal year, the employee may apply to the Board for such permission, no later than 60 days prior to termination of fiscal year.

I. Policies:

- A. No vacation shall be granted in advance of its being earned.
- B. No vacation shall be granted until an employee has been employed a minimum of six months.
- C. Those employed less than one year, but more than six months, may be granted vacation time on a pro-rated basis.
- D. Only one staff member of each area of service may be on vacation at one time, unless an exception is granted by the Director.

II. Vacation Allowances - Full-Time Staff:

- A. Professional: Earn and are entitled to 22 work days of annual leave after one year of full-time employment. They are entitled to one additional day of annual leave for each additional year of full-time employment up to a total of 32 work days of annual leave.
- B. Pre-Professional Staff: 15 working days per annum after one year.
- C. Clerical Staff: Earn and are entitled to 12 days of annual leave after one year of full-time employment. There is one additional day of annual leave for each additional year of full-time employment, up to a total of 22 days. In addition, at the end of each of the following years of employment, one additional day of annual leave will be added: three, seven, ten, fifteen and twenty. Annual leave days go to a maximum of 27 work days.

III. Vacation Allowances - Part-Time Staff:

Part-time staff are permitted to take a total of two weeks off per year on their own time, or using their accrued time, to be requested in advance. Time off will be arranged at the Library's convenience at the discretion of the Director.

ACCRUED TIME: All part-time employees earn accrued time, which can be used for illness or vacation on the following basis:

Professional: One hour for every 15 hours worked. This time may be accumulated up to 150 hours.

Clerical and Page: One hour for every 17 hours worked. This time may be accumulated up to 140 hours.

This leave must be requested in advance, in writing, when being used for vacation.

If accrued time has not been earned, part-time staff may arrange with the Director to take time off at their own expense and at the Director's discretion.

Account Clerk: One half full-time clerical allowance.

Annual leave requests may be submitted no sooner than 60 days prior to the day being requested and will be granted on a first-come, first-served basis. Refer to posted schedule for availability of time.

SICK LEAVE:

Sick leave shall not be granted in advance of its accrual. Staff members will not accrue additional vacation or sick leave, other than that already on their record, when on extended paid sick leave.

Full-time Staff: Twelve days (84 hrs.) per year accumulative to 110 days (770 hrs.)

Part-time Staff: Accrued time may be used for sick leave, as explained above.

Account Clerk: Three days (22 1/2 hrs.) per year.

In non-emergency situations, sick leave will be allowed on an hourly basis for medical and dental appointments if appointments cannot be made under any circumstances for non-working hours.

Director may require medical proof of employee's illness if employee is absent on account of illness in excess of three days.

If employee retires after 10 years of service in this agency, 2/3 of remaining accumulated sick leave will be paid to the employee in one lump sum.

If employee leaves for any other reason, remaining accumulated sick leave will be paid in one lump sum as follows:

After 10 years - 20%
After 15 years - 30%
After 20 years - full 2/3

EXTENDED LEAVE:

Staff members taking extended leave, i.e. maternity leave, must give 30 days written notice prior to end of leave, stipulating intent to return. If such notice is not received, position will be considered vacant.

PERSONAL LEAVE:

Three days per fiscal year (one day earned every four months) to each full-time employee. Requests for personal leave should be made in advance, where possible, in writing to the Director. This time can be used at any time during the year, but unearned time used will be deducted from the final paycheck proportionally if employee leaves before the end of the year.

Personal days may not be used in conjunction with vacation time or to extend a weekend or holiday.

Personal leave does not accumulate beyond the fiscal year (Fiscal year runs from 7/1 to 6/30).

EMERGENCY LEAVE:

Emergency leave may be granted at the discretion of the Director.

FUNERAL LEAVE:

Each full-time employee shall be granted a maximum of five days which cannot be accumulated, upon the death of the employee's parent, grandparent, spouse, child, brother, sister, father-in-law or mother-in-law, brother-in-law and sister-in-law.

Each part-time employee shall be granted paid funeral leave commensurate with the number of hours an employee is scheduled in a normal work week. This time off is given upon the death of the employee's parent, grandparent, spouse, child, brother, sister, father-in-law or mother-in-law, brother-in-law and sister-in-law.

JURY DUTY:

Leave with pay for regular staff shall be granted for

jury duty. Employees scheduled for Saturday will be required to work that day.

CHILD CARE:

- A. The pregnant employee may continue working as long as she is able to perform her duties and conform to library scheduling.
- B. Pregnant employees able to work are treated as any other employee. Pregnant employees unable to work are treated the same as any other disabled employee.
- C. The employee with permanent full-time status has the right to apply for leave without pay for Child Care Leave for a period of up to one year. This includes time taken for adoption of children.
- D. An employee is eligible to use accrued Sick Leave prior to going on Child Care Leave.
- E. A full-time employee is eligible for Disability payments during or after pregnancy.
- F. Pension and health insurance rights of the employee are dormant during Child Care Leave. However:
 1. The employee may continue health insurance coverage by paying the appropriate charges under the health plan through the Library.

ANNUAL INCREMENTS:

Annual increments shall be granted on July 1st annually, based on the meritorious performance of duty and attendance to special courses, on the recommendation of the Library Director at the discretion of the Board of Trustees, and may be denied in whole or in part based upon unsatisfactory or minimally competent performance. The Board may grant additional increments at any time and is not restricted to any given amount.

There will be no increments after step 7 on the salary scale.

Promotional Increment: Employees gaining promotion will go to that step on the salary scale which is above the step they would have reached had they received their increment on the current scale.

Longevity Increment: A longevity increment of \$1,000 for professionals and \$750 for clerks will be given at the beginning of the 10th year of continuous full time service in the Library. At the anniversary of 20 years of full-time employment, a longevity increment of \$750 for clerical staff and \$1,000 for professional staff will be added to salary.

Part-time librarians will be granted a longevity raise of 25 cents/hr. after three years of service. The three years of service must be continuous and will be counted from 7/1/95. This raise, therefore, will first be available 7/1/98, as a one-time increment.

EVALUATIONS:

The job performance of each employee will be evaluated in writing every six months. The employee will be required to sign the evaluation form, and it will be placed in the employee's file. A copy of the written evaluation will be given to the employee.

OVERTIME:

Overtime work is not permitted, unless specifically indicated by the Director or the Assistant Director. Those on annual salary receive compensatory time for extra hours worked, which must be taken before the end of the subsequent pay period. Time-and-a-half will be given for work after 9:15 PM.

Compensatory time will be given staff members working more than two hours beyond the normal work day, as when accompanying library trips.

Those on an hourly rate receive the regular hourly salary for all hours worked.

Sunday work: is compensated at a flat fee stipulated by the Board of Trustees for each area of service, as follows:

Professionals:	\$150 for 1997-98 ; \$155 for 1998-99
Clerical:	\$85 for 1997-98 ; \$85 for 1998-99
Pages:	\$60 for 1997-98 ; \$60 for 1997-98

Guards are compensated at the rate of 1 1/2 times their regular hourly salary for the hours worked on Sunday.

RETIREMENT:

Upon full-time appointment, staff members are required to be enrolled in the New York State Employees' Retirement System.

The Library participates in Plan 75-i 20-year Career Plan.

Tier 1 Employees - Those employed here before July 1, 1973.
Tier 2 Employees - Those employed here between July 1, 1973 and June 30, 1976.
Tier 3 & 4 - Those employed here on or after July 1, 1976.

Tier 3 & 4 employees are required by law to make a 3% contribution toward the Retirement Fund.

Part-time employees may elect to enroll in the New York State Employees' Retirement System.

ENTITLEMENTS:

- A. Health Insurance: The library provides 100% coverage for full-time employees and 75% coverage for covered employees' dependents.
- B. Upon permanent appointment, the Library provides 100% coverage for the "\$1,000,000 Excess Medical Program" for full-time employees. Employees wishing to cover dependents must contribute for the coverage.
- C. Dental Insurance: 100% coverage for full-time employees upon permanent appointment. Employees wishing to cover dependents must contribute for the coverage.
- D. Life Insurance: Upon permanent appointment, the Library will pay 1/2 the cost of insurance for coverage of the annual salary.
- E. Pension: See above (Retirement)
- F. Unemployment Insurance: Unemployment Insurance will be paid to employees who are terminated from their positions.
- G. Disability Insurance: Disability Insurance will be paid to employees after accumulated sick time is completely used up for an illness which extends over seven days.
- H. COBRA: COBRA regulations will provide for continuation of health insurance benefits when an employee leaves the North Bellmore Public Library.
- I. Conferences: Staff members permitted to cover conferences, meetings, etc. will be given time off for such attendance. Compensatory time is not given for this attendance. Expenses will be paid by the Library as determined by the Board of Trustees. More than one staff member will be sent to a conference, at the Board's discretion, when they can be spared from the Library.
- J. Continuing Education: The Library encourages staff members to elevate themselves promotionally and encourages sitting for promotional examinations.

Full-time staff members will be reimbursed 50% (up to a maximum of \$300) for individual courses taken to acquire additional skills to enhance their library service, subject to approval by the Board of

Trustees. Staff member would have to work one year after completion of courses or reimburse library for this expense.

- K. Mileage Reimbursement: Staff members are reimbursed 25 cents per mile when using their vehicle for transportation on Library business. Mileage forms may be requested from the secretary.

POLICY ON EMERGENCY CLOSING OF LIBRARY:

- A. In the event of a closing of the Library for one day in emergency conditions, there will be no change in schedule of the work for the staff.
- B. In the event of the closing of the Library for two or more days in emergency conditions within a scheduled week, all days off for the remainder of that week may be rescinded at the discretion of the Director.

Those regular staff members who serve as a result of this rescinding of days off shall be given compensatory days off within three months. This may not be added to Annual Leave.

Personnel who were scheduled to be off on those days when the Library is closed do not get compensatory time off.

- C. Sick Leave shall not be charged on days when the Library is closed.