

## Naples Library Hiring Policy

This hiring policy and any other policies or procedures of the Naples Library, whether oral or written, are not contracts of employment and should not be relied on as such by any employee, as they may be changed at any time.

### **I. CIVIL SERVICE**

The employees of the Naples Library are public employees and as such are subject to Civil Service. The Ontario County Department of Human Resources administers Civil Service for the library, including reviewing job applications, scheduling and conducting civil service exams for competitive positions, and establishing and certifying candidate eligibility lists. The library complies with New York State Civil Service Law and if a conflict occurs between this policy and the law, the law shall take precedence.

### **II. ORGANIZATIONAL STRUCTURE**

The Naples Library is a non-profit organization, governed by a seven-member Board of Trustees. The Trustees are responsible for hiring the Director/Manager. Within the guidelines of these policies and civil service regulations, the Director/Manager shall determine the recruitment, hiring, supervision, and termination procedures for all other staff.

### **III. EQUAL EMPLOYMENT OPPORTUNITY**

The Naples Library provides equal employment opportunity to all persons in personnel matters. The Naples Library shall recruit, hire, train, and promote in all job titles without regard to age, race, creed, color, national origin, sex, sexual preference, disability, genetic disposition or carrier status, or marital status of any individual. Compensation and terms, conditions and privileges of employment shall be administered without regard to age, race, creed, color, national origin, sex, disability, genetic disposition or carrier status, or marital status of any individual.

The Naples Library complies with the Americans with Disabilities Act (ADA) of 1990 by taking steps to make its facilities barrier-free and accessible and making other adjustments to reasonably accommodate staff with disabilities.

### **IV. EMPLOYMENT CLASSIFICATION**

#### **A) Under Federal Law**

Employees are either exempt or non-exempt, as defined in the Fair Labor Standards Act.

An exempt employee is a salaried employee and includes the Director/Manager.

Non-exempt employees are paid on an hourly basis.

Full-time employees are those who work 35 or more hours per week. All others are considered part-time employees.

Any part-time employee whose schedule changes to full-time for more than 4 months during the year will be eligible for full-time benefits for the duration of their full-time employment.

#### **V. Under New York State Civil Service Law**

Employees are additionally classified under state civil service law as either temporary, provisional, probationary, or permanent.

The positions to which employees are appointed are also classified by the Ontario County Department of Human Resources as either competitive, noncompetitive, exempt or belonging to the labor class.

Temporary and provisional appointments are not provided the same protections under civil service law as are probationary or permanent appointments and may be removed at will.

Temporary appointments may be made up to six months and extended to one year, but shall receive no benefits provided by this policy during the first three months except those required by state and federal law.

Provisional appointments may be made to a competitive position when there is no eligible list with at least three people willing to accept appointment to the position. Provisional appointments to a competitive position receive all benefits provided by this policy.

Appointments to positions are initially probationary. The length of a probationary appointment shall be decided at the time of appointment and may be any length from a minimum of eight to a maximum of fifty-two weeks. Probationary appointments receive all benefits provided by this policy.

Employees on probation who are absent without authorization, explanation or contact for two consecutive scheduled days of work will be considered to have abandoned their job and will be subject to immediate removal from their position by the Director/Manager.

Permanent appointments follow a probationary period and the satisfactory evaluation of the probationary appointee.

It is the Board of Trustees that creates all positions and provides the Director/Manager the authority to make appointments. All appointments are brought to the board for approval. Positions may be created as permanent and of indeterminate length or temporary and of determinate length.

This policy may be amended by the Naples Library Board of Trustees at any time.

Adopted by the Naples Library Board of Trustees on April 21, 2015. Revised March 22, 2016, February 26, 2020.