

Buffalo & Erie County Public Library

PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: Introduction to Personnel Policies and Procedures Manual

CHAPTER: I

EFFECTIVE DATE: 1/1/2015

I. STATEMENT OF PURPOSE

The Buffalo & Erie County Public Library Personnel Policies and Procedures Manual is designed to serve as an authoritative, reliable, and easily accessible ready reference source for administrators, directors, managers, supervisors, and employees on civil service, personnel, and employment matters. Supervisors and employees alike should be aware of the reasonable expectations regarding employment with the B&ECPL, as set forth in these policies.

A. Maintenance

The B&ECPL will maintain its Personnel Policies and Procedures Manual on the B&ECPL's intranet site. As it becomes necessary to update existing policies or create new policies, a communication will be sent out, if appropriate, to alert B&ECPL employees of the changes(s). The Policies and Procedures Manual will be revised accordingly on the B&ECPL intranet site.

B. Application

This manual is designed to be a working guide for all administrators, directors, managers, supervisors, and staff personnel in administering the Civil Service Rules and Regulations and the B&ECPL's Personnel Policies and Procedures. Properly and consistently used, it should increase understanding and promote uniformity of application in all B&ECPL libraries. It is the responsibility of the individual administrator, director, and supervisor to apply these policies firmly and impartially in order to assure the work force of our common purpose; i.e. fair, equitable, and consistent treatment for all employees in all employment matters and the maintenance of an effective and efficient work force.

1. The policy/procedure statements contained herein have been adopted by the Buffalo & Erie County Public Library Board of Trustees and are therefore applicable to those libraries within the City of Buffalo (Central Library and city branches). Policies which pertain only to libraries within the City of Buffalo (Central Library and city branches) will state same.
2. The following Contract Library Boards of Trustees have also chosen to adopt the policy/procedure statements contained herein:
 - a. Amherst Public Library
 - i. Audubon Branch
 - ii. Clearfield Branch
 - iii. Eggertsville-Snyder Branch
 - iv. Williamsville Branch
 - b. Aurora Town Public Library
 - c. Boston Free Library

- d. Cheektowaga Public Library
 - i. Julia Boyer Reinstein Library
 - ii. Anna M. Reinstein Memorial Library
- e. Clarence Public Library
- f. Town of Collins Public Library
- g. Concord Public Library
- h. Eden Library
- i. Elma Public Library
- j. Grand Island Memorial Library
- k. Hamburg Public Library
 - i. Hamburg Public Library
 - ii. Lake Shore Public Library
- l. Lackawanna Public Library
- m. Lancaster Public Library
- n. Marilla Free Library
- o. Newstead Public Library
- p. North Collins Public Library
- q. Orchard Park Public Library
- r. City of Tonawanda Public Library
- s. Town of Tonawanda Public Library
 - i. Kenilworth Branch
 - ii. Kenmore Branch
- t. West Seneca Public Library

3. Employees of Contract Libraries not listed herein should consult their Director/Manager before relying on any policy contained herein.

4. Each library may have needs that are unique to their library. Therefore, each library may have a Library Manual that will supplement the

system-wide manual, and which will cover only those policies, procedures, practices, work rules, etc., that have been developed by the individual library and are applicable only within the individual library.

5. Individual Library Manuals may not include any policy, procedure, work rule, etc., that is in conflict with any law or applicable labor agreement, or with anything that is contained in the Personnel Policies and Procedures for B&ECPL.

II. CONFLICT

Anything contained herein that might inadvertently be in conflict with any law, statute, or labor agreement will be void. The applicable legal source will take precedence. Should any such conflicts become apparent, the applicable policy or policies will be revised to eliminate any such conflict(s). The B&ECPL reserves the right to add, discontinue, or alter policies, as deemed appropriate, provided such changes are not in conflict with any law, statute, or labor agreement.