

Buffalo & Erie County Public Library
PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: Salary Rules

CHAPTER: VI

SECTION: 3

EFFECTIVE DATE: 9/82

REVISION DATE: 7/88, 4/89, 5/90, 8/06, Modified for the B&ECPL effective 1/1/15

I. STATEMENT OF POLICY

The salary rules below have been established to provide for uniform salary step placement of Buffalo and Erie County Public Library employees who have left B&ECPL service or have received a promotion.

II. GUIDELINES

A. Return to B&ECPL Service

1. Permanent B&ECPL employees who leave B&ECPL service or a B&ECPL position and subsequently return, within one year, to a position class title in the same or lower job group will be reappointed at the same salary step formerly reached, unless the employee formerly held the lower level title on a permanent basis. In that case, all increments received in the higher position shall be used in computing the proper salary step.

2. Permanent B&ECPL employees who leave B&ECPL service or a B&ECPL position and subsequently return, within one year, to a position class title in a higher job group, will be reappointed using the promotional salary rule in their respective collective bargaining agreement.
3. This policy applies to all permanent B&ECPL employees who are rehired or who return to a position or job group within one year, regardless if the new appointment is permanent, provisional, or temporary.

B. Return to B&ECPL Service While on a Recall or Preferred List

1. Permanent B&ECPL employees who are laid off and subsequently rehired or reinstated while on a recall list (two [2] years) or a preferred list (four [4] years) to a position in the same job group or with the same title as held at time of layoff, will return to the same step previously reached in that job group or title.
2. If a laid-off employee returns to the B&ECPL while on a recall or preferred list to a position in a lower job group than held at time of layoff, his/her salary will be determined in accordance with the rules of demotion contained in Chapter IV Section 8 of this document and the appropriate collective bargaining agreement.
3. Conversely, if the employee returns to the B&ECPL to a position in a higher job group, his salary step will be determined in accordance with the rules of promotion contained in Chapter IV Section 7 of this document and the appropriate collective bargaining agreement. The

promotional rule will be calculated from the job group and increment step reached at the time of layoff, or from the employee's current B&ECPL position (if the individual is currently working for the B&ECPL), whichever is higher.

4. These rules apply to any laid-off employee who is rehired by the B&ECPL to any permanent or temporary position. The term laid-off applies only to permanent employees. Temporary and provisional employees may be terminated but are never laid off.

C. Return to B&ECPL Service from Workers' Compensation Leave

An employee on Worker's Compensation leave who is terminated from B&ECPL service and subsequently reinstated or rehired within one (1) year from the date of the expiration of their worker's compensation leave, will have all previously earned salary and fringe benefits restored. This includes their previous salary step, health insurance coverage, unused benefit accrual balances and their leave accrual eligibility date.

D. Return to B&ECPL Service for Temporary B&ECPL Employees

1. Temporary B&ECPL employees who leave B&ECPL service and subsequently return to B&ECPL service within one (1) pay period, to a position in the same or a lower job group, will be reappointed at the same salary step formerly reached.
2. Temporary B&ECPL employees who leave B&ECPL service and subsequently return to B&ECPL service, within one (1) pay period, to a

position in a higher job group, will be reappointed using the promotional salary rule.

3. Temporary B&ECPL employees who leave B&ECPL service and subsequently return to B&ECPL service with a break in service of more than one (1) pay period will be reappointed at the minimum step established for that position.
4. The above salary rules for temporary B&ECPL employees do not apply to AFSCME Local 1095 employees with six (6) months or more of continuous service; AFSCME Local 1095 employees with six (6) months or more of continuous service shall be treated like permanent employees.

E. Salary Step Adjustment for Employees Serving Temporarily or Provisionally in a Position While on Leave from a Lower Level B&ECPL Position

1. The bi-weekly promotional salary step to which an employee has been temporarily or provisionally promoted will be increased if the employee receives an increment or longevity increment in the permanent lower level title to a step amount which exceeds the current bi-weekly salary in the promotional title.
2. This adjustment is required to comply with the promotional salary rules in the various collective bargaining agreements and should occur only on the first increment date in the lower level title subsequent to the temporary or provisional promotion.

3. The increment cycle will continue from that point for the promotional title. Increments in the lower level permanent title would not be calculated until the employee returns to that title. Exceptions to this may exist.

F. Salary Step Adjustment Due to Recalculation of Promotional Salary Rule

The promotional salary step shall be recalculated and adjusted if necessary in the following situations:

1. When salary scales are implemented on a retroactive basis, the promotional salary step should be recalculated using the scale which is effective retroactively on the date of the promotion.
2. Any subsequent changes should also be recalculated and any overpayment or underpayment to the employee must be corrected.