

Buffalo & Erie County Public Library
PERSONNEL POLICIES AND PROCEDURES MANUAL

TABLE OF CONTENTS

<u>Chapter</u>	<u>Section</u>	<u>Subject</u>
I		Introduction to Personnel Policies and Procedures Manual
II		Civil Service
	1	Introduction of Civil Service Administration (Informational)
	2	Civil Service Examinations (Informational)
	3	Time Off for Civil Service Examinations
	4	Disciplinary Action Under Section 75
III		Management, Labor and Unions
	1	Union Membership
	2	Allocation of New Titles to Bargaining Units
	3	Management Rights
	4	Seniority
	5	Shift Preference
	6	Transfer Requests
	7	Progressive Discipline
	8	Grievance Procedures/Arbitration
IV		Appointments and Employment
	1	Personnel Files
	2	Building Access & Employee Identification Cards
	3	Probationary Periods
	4	Employee Performance Evaluations
	5	Part-time Employment in Library Service
	6	Dual Employment in Library Service
	7	Promotions
	8	Demotions
	9	Reassignments within Title and Grade
	10	Resignations
	11	Reinstatement to Service after Resignation
	12	Hiring Persons with Disabilities (55-a)

- V **Hours of Work and Break Periods**
 - 1 Recording and Reporting Time
 - 2 Hours of Work
 - 3 Break Periods
 - 4 Lunch Periods
 - 5 Reporting Absence
 - 6 Tardiness
 - 7 Medical/Dental Appointments
 - 8 Overtime
 - 9 Telecommuting Policy (Compensation for Work from Home)
 - 10 Nursing Mothers in the Workplace
 - 11 Variable Work Schedules - Managerial/Confidential Employees
 - 12 Emergency Closings
 - 13 Daylight Saving Time

- VI **Pay Periods, Wages and Salary**
 - 1 Pay Periods/Paydays
 - 2 Salary Plans
 - 3 Salary Rules
 - 4 Salary Increments
 - 5 Call-in Pay
 - 6 Shift Differential
 - 7 Temporary Assignments
 - 8 Out-of-Title Work

- VII **Types of Leave**
 - 1 Family and Medical Leave Act (FMLA)
 - 2 Sick Leave
 - 3 Leave of Absence Without Pay (LWOP)
 - 4 Extended Sick Leave With Pay
 - 5 Leave Without Pay (LWOP) Due to Extended Illness
 - 6 Pregnancy & Childbirth Leave
 - 7 Vacation
 - 8 Holidays
 - 9 Personal Leave
 - 10 Bereavement Leave
 - 11 Jury Duty/Work-Related Court Attendance Leave
 - 12 Military Leave
 - 13 Military Spouse Leave Law
 - 14 Leave for Cancer Screening

15	Other Types of Leave
16	Paid Leave Balances
17	State of Emergency/Disaster Leave Policy
VIII	Working Conditions and Employee Wellness
1	Equal Employment Opportunity & Anti-Harassment Policy
2	Sexual Harassment Prevention Policy
3	Reasonable Accommodation
4	Bullying Policy
5	Workplace Violence
6	Health-Related Programs & Services
7	Smoking Policy
8	Drug & Alcohol Free Workplace
9	Firearms & Weapons in Libraries
10	Whistleblower Policy
11	Conflict of Interest Policy
12	Ethics Policy
13	Political Activity
IX	Insurance and Retirement Benefits
1	Employee Health and Dental Insurance Plans
2	New York State Employees' Retirement System
3	Workers' Compensation
4	Unemployment Insurance
X	Professional Development, Library Business, and Travel
1	Professional Development, Library Business, & Travel-Related Expenses
2	Professional Development
3	Library Business
4	Library Business Expenses
5	Mileage Policy
6	Release Time
XI	Miscellaneous
1	Computers, Communications, & Related Technology
2	Telephones in the Workplace
3	Driver's Licenses
4	Motor Vehicles
5	Requests for Employment Verifications & References
6	Children in the Workplace