

Personnel Policies & Procedures Manual

Section Revision Dates

Chapter	Section	Subject	Effective Date	Latest Revision
1		Introduction to Personnel Policies and Procedures Manual	1/1/2015	n/a
2	1	Introduction of Civil Service Administration (Informational)	1/1/2015	n/a
2	2	Civil Service Examinations (Informational)	1/1/2015	n/a
2	3	Time Off for Civil Service Examinations	1/1/2015	n/a
2	4	Disciplinary Action Under Section 75	1/1/2015	n/a
3	1	Union Membership	1/1/2015	11/15/2021
3	2	Allocation of New Titles to Bargaining Units	1/1/2015	n/a
3	3	Management Rights	1/1/2015	n/a
3	4	Seniority	1/1/2015	n/a
3	5	Shift Preference	1/1/2015	n/a
3	6	Transfer Requests	1/1/2015	n/a
3	7	Progressive Discipline - Union Employees	1/1/2015	n/a
3	8	Grievance Procedures/ Arbitration	1/1/2015	n/a
4	1	Personnel Files	1/1/2015	n/a
4	2	Building Access & Employee Identification Cards	1/1/2015	8/16/2019
4	3	Probationary Periods	1/1/2015	n/a
4	4	Employee Performance Evaluations	1/1/2015	n/a
4	5	Part-time Employment in Library Service	1/1/2013	n/a
4	6	Dual Employment in Library Service	1/1/2013	n/a
4	7	Promotions	1/1/2015	n/a
4	8	Demotions	1/1/2015	n/a
4	9	Reassignments within Title and Grade	1/1/2015	n/a
4	10	Resignations	1/1/2015	n/a
4	11	Reinstatement to County Service after Resignation	1/1/2015	n/a
4	12	Hiring Persons with Disabilities (55-a)	1/1/2015	n/a
5	1	Recording and Reporting Time	1/1/2015	n/a
5	2	Hours of Work	1/1/2015	n/a
5	3	Break Periods	1/1/2015	n/a
5	4	Lunch Periods	1/1/2015	n/a
5	5	Reporting Absence	1/1/2015	n/a
5	6	Tardiness	1/1/2015	n/a
5	7	Medical/Dental Appointments	1/1/2015	n/a
5	8	Overtime	1/1/2015	n/a
5	9	Telecommuting Policy (Compensation for Work from Home)	1/1/2015	10/21/2020
5	10	Nursing Mothers in the Workplace	1/1/2015	9/13/2018
5	11	Variable Work Schedules	1/1/2015	n/a
5	12	Emergency Closings	1/1/2015	n/a
5	13	Daylight Savings Time	1/1/2015	n/a
6	1	Pay Periods/Paydays	1/1/2015	n/a
6	2	Salary Plan	1/1/2015	n/a
6	3	Salary Rules	1/1/2015	n/a
6	4	Salary Increments	1/1/2015	n/a
6	5	Call-in Pay	1/1/2015	n/a
6	6	Shift Differential	1/1/2015	n/a
6	7	Temporary Assignments	1/1/2015	n/a
6	8	Out-of-Title Work	1/1/2015	n/a
7	1	Family and Medical Leave Act (FMLA)	1/1/2015	n/a
7	2	Sick Leave	1/1/2015	11/15/2021
7	3	Leave of Absence Without Pay (LWOP)	1/1/2015	n/a
7	4	Extended Sick Leave With Pay	1/1/2015	n/a
7	5	Leave Without Pay (LWOP) Due to Extended Illness	1/1/2015	n/a
7	6	Maternity & Pregnancy Disability Leave	1/1/2015	n/a
7	7	Vacation	1/1/2015	n/a

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7	8	Holidays	1/1/2015	n/a
7	9	Personal Leave	1/1/2015	6/21/2018
7	10	Bereavement Leave	1/1/2015	11/14/2018
7	11	Jury Duty Leave	1/1/2015	n/a
7	12	Military Leave	1/1/2015	n/a
7	13	Military Spouse Leave Law	1/1/2015	n/a
7	14	Leave for Cancer Screening	1/1/2015	3/18/2018
7	15	Other Types of Leave	1/1/2015	n/a
7	16	Paid Leave Balances	1/1/2015	n/a
7	17	State of Emergency/Quarantine Leave Policy	3/26/2020	n/a
8	1	Equal Employment Opportunity & Anti- Harassment Policy	1/1/2015	11/21/2019
8	2	Sexual Harassment Prevention Policy	1/1/2015	12/16/2021
8	3	Reasonable Accommodation	1/1/2015	7/23/2018
8	4	Bullying Policy	1/1/2015	n/a
8	5	Workplace Violence	1/1/2015	n/a
8	6	Health-Related Programs & Services	1/1/2015	n/a
8	7	Smoking Policy	1/1/2015	5/29/2019
8	8	Drug & Alcohol Free Workplace	1/1/2015	n/a
8	9	Firearms & Weapons in Libraries	1/1/2015	n/a
8	10	Whistleblower Policy	1/1/2015	9/17/2020
8	11	Conflict of Interest Policy	1/1/2015	9/17/2020
8	12	Ethics Policy	1/1/2015	9/17/2020
8	13	Political Activity	1/1/2015	n/a
8	14	Protective Measures to Reduce Risk of Exposure to COVID-19	5/26/2020	10/21/2020
9	1	Employee Health and Dental Insurance Plans	1/1/2015	n/a
9	2	New York State Employees' Retirement System	1/1/2015	n/a
9	3	Workers' Compensation	1/1/2015	n/a
9	4	Unemployment Insurance	1/1/2015	n/a
10	1	Computer, Communications, & Related Technology	1/1/2015	12/20/2018
10	2	Telephones in the Workplace	1/1/2015	n/a
10	3	Work Related Travel, Continuing Education, and Library Business	1/1/2014	n/a
10	4	Driver's Licenses	1/1/2015	n/a
10	5	Motor Vehicles	1/1/2015	n/a
10	6	Requests for Employment Verifications & References	1/1/2015	n/a
10	7	Children in the Workplace	1/1/2015	n/a

Sections 4.2, 5.9, 8.10, 8.11 and 8.12 are for application to those libraries within the City of Buffalo (Central Library and Buffalo Branch Libraries) and Buffalo & Erie County Public Library System functions.

Section 8.14 is applicable to all libraries in the B&ECPL System, but each individual library must establish its own set of procedures to effectuate the Policy.