

PARAMUS PUBLIC LIBRARY

STAFF MANUAL

RECOGNITION CLAUSE: The Board of Trustees of the Paramus Public Library, Borough of Paramus recognizes the Paramus Public Library Employee Association (PPLEA) as the sole collective bargaining agent for the employees of the library except for the following:

1. Confidential employees - Director, Asst. Director, Administrative Assistant, Secretary-Administration, Bookkeeper and Accounts
Clerk. Asst. 3/92
2. Library Pages.

WORK WEEK AND WORK HOURS

1. The regular work week for full-time employees shall be 35 hours. 5 days, Monday through Saturday.
2. Full-time staff may be required to work two evenings a week and alternate Saturdays except where other arrangements have been mutually accepted by the employee and the library administration.
3. Part-time staff members may be employed to work specific evening or Saturday hours on a regular basis.
4. All full-time employees shall be entitled to two 15-minute paid breaks in each 7-hour workday. All part-time employees shall be entitled to one 15-minute paid break for each 3-1/2 hour working period.
5. Any employee working a seven-hour day is entitled to a one hour unpaid meal break. Breaks may not be used to shorten the working day without special permission of the Director.
6. The Main Library is open for public access on Sundays from 1pm to 5pm throughout the year. Every effort will be made to staff the public service desks on a voluntary basis. Staff members may be required to work, if necessary, on a fair rotational basis.

All regularly employed staff will be paid at double their regular hourly rate for Sunday hours.

Personnel hired to work Sundays only will be paid a flat rate to be reviewed annually.

7. Full-time maintenance staff members, called in on an emergency basis, will be paid time and a half for hours over 35.
8. All compensatory time must be taken within 8 weeks of when it

was earned, unless the Director approves an extension.

RECRUITMENT AND APPOINTMENTS

1. Basis for appointment

Appointments shall be based on educational and technical qualification, personality, temperament and ability, as determined in an impartial manner by the Library Director.

All professional librarians must have an MLS from an ALA accredited library school and a professional librarian's certificate from the State of New Jersey or be eligible for one and apply for same within 30 days of appointment.

2. Ban on Discrimination

There shall be no discrimination in the selection, recruitment and promotion of employees by reason of age, marital status, national origin, politics, race, religion, sex or any other consideration which is unrelated to merit or to the qualifications necessary for the successful performance of the duties of the position in question.

3. Probation

Probation periods for new employees shall be 6 months.

RESIGNATIONS AND RETIREMENTS

1. An employee who resigns or retires after submitting at least one month's notice for professionals and two weeks notice for non-professionals, shall be entitled to payment for earned vacation time and floating holidays earned but not used during that calendar year.
2. Upon retirement or resignation in good standing the employee shall be compensated for 50% of unused sick leave at the base rate of pay established for the year in which the retirement takes place, to a maximum of six (6) months base pay. (See also "Sick Leave - Section 8")
3. No compensation will be given for unused personal days.

PROMOTIONS AND TERMINATIONS

1. Evaluation

All new employees shall receive a three month review and a six month formal evaluation to be reviewed by the Library Director, and thereafter receive a minimum of one evaluation per year. All evaluations must be given to the employee in writing. Copies will be placed in employee's personnel file.

2. Promotions

- a. When possible, vacancies shall be filled by means of promotion at the discretion of the Board of Trustees upon recommendation of the Library Director.
- b. Promotions shall be based on satisfactory performance, education and work habits as determined by an impartial evaluation by the Library Director.
- c. Promotions carry a minimum 5% increase in salary.

3. Job Posting

The Library will post all open positions for 10 days.

4. Terminations

Except as otherwise provided, any employee may be discharged with one month's notice at the discretion of the Board of Trustees upon recommendation of the Library Director. Except in cases of financial retrenchment, termination must be preceded by an unsatisfactory evaluation.

SALARIES AND CLASSIFICATION

1. All full-time staff members are accorded a job classification and are placed in the salary range according to their classification and experience. A copy of current job classifications and salary range are attached.
2. Annual salary increases are based on satisfactory service and the classification and pay plan recommended by the Library Director, approved by the Board of Trustees, and accepted by the Staff Association. These raises become effective on January 1 after an initial adjustment year according to the following schedule:

<u>MONTH OF HIRE</u>	<u>PERCENTAGE</u>
February	91.6%
March	83.3%
April	75%
May	66.6%
June	58.3%
July	50%
August	41.6%
September	33.3%
October	25%
November	16.6%
December	8.3%

All employees hired on or before December 30, 1990 are entitled to longevity pay.

Longevity is paid according to Borough policies.

HOLIDAYS AND EMERGENCY CLOSINGS

1. The Library is closed on the following holidays:

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

If any one of the above holidays falls on Sunday, the library will be closed on the following Monday.

Full-time staff members are required to work either Christmas Eve or New Year's Eve for one halfday.

In addition the library will be closed on Easter Sunday, the Sunday before Memorial Day and the Saturday and Sunday before Labor Day.

In addition to these holidays each full-time employee may select six additional days to be designated as floating holidays. A floating holiday is to be scheduled with the prior approval of the Director.

All part-time employees working 18 or more hours per week are entitled to the following time off with pay:

First year of employment 14 hours prorated from date of hire. All subsequent years, 28 hours.
 All part-time employees working less than 18 hours per ~~year~~ ^{WEEK} 3/92 will be entitled to designate four hours as paid floating holiday

time to compensate them for a day when the library is closed for a holiday when they are scheduled to work.

Part-time people who are scheduled to work on a day on which the library is closed for a holiday have the option of making up the lost time within a month. The scheduling of these hours will be mutually agreed upon by the employee and his/her supervisor.

New employees may not take time off until the satisfactory completion of probation. Exceptions must be approved by the Director.

Scheduled time off must be with the approval of the Department Head. Time must be taken in no less than one-hour segments.

Full-time employees shall receive full pay for all holidays on which they do not work. When a holiday falls on a scheduled day off or during a vacation period, compensatory time is given.

2. Emergency closing

If the Library is closed for any temporary emergency, all employees scheduled to work at that time or anyone already working on the premises shall be paid their regular salaries.

When in doubt as to whether the Library is/will open, please call 599-1307 after 7am for a recorded message.

VACATION

Vacations for full-time employees are determined by the following schedule:

First year - 11 days pro-rated from date of hire

All subsequent years 22 days

Those staff members currently having 24 vacation days will continue to be entitled to 24 vacation days per year.

New employees may not take vacation time until the satisfactory completion of their probation, without the specific permission of the Director.

VACATION GUIDELINES

1. Vacation requests received prior to April 1st will be considered on a strictly seniority basis with the exception of "hot times." Hot times include but are not necessarily limited

to:

The Friday after Thanksgiving
The week of Labor Day
The week between Christmas and New Years

2. In the event of conflict, those people who took vacation time during those periods in 1989 will have lowest preference for them in 1990. Similarly those in 1990 who take vacation time during these times will have lowest priority in 1991 etc.
3. Vacation requests received after April 1st will be considered on a "first come - first serve" basis so that newer members of the staff can have a reasonable chance to schedule their vacations.
4. No department of the library should expect to schedule more than two people for vacation at any given time without specific permission from the Director.
5. All vacation requests should be submitted to department heads for first approval. It is to be hoped that any conflicts in schedules can be solved by discussion at that level.

Permanent members of the staff, who submit resignations with at least one month's notice for professionals and two weeks notice for non-professionals, shall be entitled to payment for earned vacation time.

Vacation days do not cumulate from year to year. Vacation days may be deferred, for one year only, with the specific permission of the Director.

Vacation schedules shall be approved by the Library Director.

PERSONAL DAYS

In addition to the regular holiday and vacation time, full-time employees shall be allowed four extra days per year to be used for personal business.

Personal days are earned at the rate of one day per quarter.

When possible, requests for personal days must be submitted reasonably in advance through department heads for the approval of the Library Director.

Personal leave may not be carried over from one year to the next.

No payment is made for unused personal leave upon termination.

SICK LEAVE

1. Sick leave is defined as the absence of an employee because of illness, accident, exposure to contagious disease, medical or dental appointment, or attendance upon a sick member of his/her immediate family (defined as parent, spouse, child, sibling) or other person residing in employee's household.
2. All full-time employees shall accrue sick leave at the rate of 1.25 days per month for a total of fifteen (15) days each year. New employees may take sick leave with pay but such sick leave will be deducted from their final pay if they fail to pass probation. Unused sick leave may accumulate indefinitely.
3. Sick leave may only be used in a minimum of one hour segments or multiples thereof. Increments of less than 1 hour may be worked out with the Department Head.
4. Employees taking sick leave of more than three consecutive working days or leaves totaling more than ten days in a twelve month period may, at the discretion of the Director, be required to present a physician's report on the state of the employee's health. A doctor's certificate for all illnesses may be required in the event of suspected abuse of sick leave privilege. All submitted documents will become part of the employee's personnel file.
5. On-the-job injuries or accidents must be reported immediately to the Administrative office for Workman's Compensation coverage.
6. If an employee becomes ill while on vacation, the days of illness may be charged to sick leave, on submission of proof of illness to the Director, with no loss of vacation days.
7. In the event of a prolonged illness the following rules shall apply:

All accrued sick leave shall be used. Then all personal days shall be used. Then all unused floating holidays shall be used. Then all accrued compensatory time shall be used. Then all accrued vacation shall be used.
8. Upon retirement or resignation, in good standing, the employee shall be compensated for 50% of unused sick leave at the base rate of pay established for the year in which the retirement or resignation takes place, to a maximum of six (6) months base salary.

Because of budgetary considerations, the Board may elect to disburse this compensation in the following fiscal year. The

employee may also elect to receive the compensation in the following fiscal year.

EMERGENCY LEAVE

EMERGENCY LEAVE - Page 8, Section 1, Paragraph 1 -

Death in the family should be changed to read

6-29-93

In the event of death in the immediate family, full-time and part-time employees will be granted five (5) working days (whatever constitutes a regular working day for employee) of leave with pay.

reside in employee's household.

Days off to attend the funeral of persons not specified above may be granted at the discretion of the Director and may be charged as vacation, personal days, floating holiday or leave without pay, whichever the employee chooses.

BENEFITS

HOSPITALIZATION - Covered under Borough benefits.

INSURANCE

All members are insured under the Public Employee's Retirement System's Non-contributory Group Life Insurance Plan. Any employee under 60 years of age must participate in the system's Contributory Group Life Insurance Plan during the first year (12 months) of membership. Thereafter, he may cancel the Contributory coverage if he desires.

PENSION

1. All permanent employees paid ^{1,500.00 3/92} ~~\$500.00~~ or more per annum and paid in each quarter of the calendar year, automatically become members of the Public Employees Retirement System of New Jersey. The percentage of salary which you must contribute to the P.E.R.S. is determined by the system based on your age at the time you join. Retirement benefits are based on the regular service retirement provisions.
2. Members who leave employment prior to retirement are entitled to receive a refund of their pension contributions with interest. However, no interest is payable on a return of contributions when a person has been a contributing

member for less than 3 years.

DENTAL PLAN - Covered under Borough benefits plan.

EYEGLOSS PLAN - Covered under Borough benefits plan.

PRESCRIPTION PLAN - Covered under Borough benefits plan.

All employees are covered by Social Security.

JURY DUTY

1. If an employee is required to serve on jury duty which requires h/h presence beyond noon, the employee shall be compensated for a full day's pay.
2. In the event an employee is required to serve as a witness in a court trial, the employee shall be compensated for a full day's pay upon transferring the witness compensation pay to the Library. In no event shall the amount of witness compensation pay transferred to the Library be greater than the employee's daily rate of pay.
3. If such employee is dismissed from jury duty or as a witness prior to noon, h/h shall immediately report for work in order to be eligible for compensation.

PROFESSIONAL CONDUCT

Rules of Conduct

1. The first duty of the Library staff is service to the public. Each person should be given friendly, courteous and prompt service. No matter what the request, it should be considered important.
2. Staff members should show proper restraint and tact at all times. Difficult situations or people should be brought to the attention of the Director.
3. The staff should always be alert and approachable. Patrons should not be made to feel that the staff is completely absorbed in work or conversation and thus too busy to help them.
4. Telephone calls should be answered pleasantly giving library name and department. Personal name is recommended.
5. Each member of the staff is a representative of the Library and discretion should be exercised in all public comments.

6. Dress Guidelines:

- A. A staff member's clothing should be appropriate for his/her age, figure and position in the library. Allowances may be made for factors such as weather conditions, physical problems, special job functions (e.g. temporary "dirty work" or heavy manual labor), and special events (e.g. dressing in costume for Halloween).
- B. Staff members who are in frequent contact with the public, such as those who serve at public-service desks, should make an effort to wear suitable businesslike apparel. It is suggested that panty hose or stockings are more appropriate for a businesslike appearance than bare legs. All personnel should be guided by rules of job safety and cleanliness in their style of dress.
- C. No bare feet, bare midriffs and short shorts will be permitted. Tops (shirts, blouses, sweaters, etc.) must be worn at all times. Leggings are appropriate only with a dress length top. Sneakers may be worn as long as they are clean and free from holes. Jeans may be worn if they are not excessively tight, and do not contain slits and/or holes. Hats, unless worn for religious reasons, are not appropriate as indoor apparel.

For the most part these are guidelines, not specific prohibitions. We trust that all staff members will understand that we have a responsibility to the public and to the community of Paramus in establishing standards of appropriate dress.

PROFESSIONAL DEVELOPMENT

The Board of Trustees wishes to encourage staff attendance at courses and conferences related to library services and to personnel development and will, upon recommendation of the Director, reimburse staff members for all expenses incurred.

Conference expenses will be paid by the Library as follows:

- a. Conference registration fees
- b. Special events (banquets)
- c. Double rooms (where feasible)
- d. Least expensive practical form of transportation
- e. Meal expenses as follows:

Breakfast	\$ 8.00
Lunch	12.00
Dinner	25.00

If a staff member wishes to attend a program or a convention, prior approval must be sought from the library director.

A staff member wishing to take a continuing education course to improve h/h library skills, must obtain approval of both the director and the library board. Requests must be submitted in writing at least six weeks in advance. Upon approval all expenses will be paid.

A written report is expected from anyone attending a conference, convention or course at library expense.

The Board of Trustees will reimburse all professional librarians and full-time non-professional staff for membership in either the New Jersey Library Association, the American Library Association or a relevant library association.

MILEAGE REIMBURSEMENT

Employees using their own motor vehicles to transact library business or to attend conferences, programs, etc. as described above will be reimbursed at the prevailing IRS rate.

GRIEVANCE PROCEDURE

The grievance procedure presently written into the library's policy is continued for 1992 with the following conditions:

1. Employees have the right to be accompanied by a PPLEA representative at all grievance discussions.
2. Time frames for the steps of the grievance procedure may be altered by mutual consent.

MLA/lg/lp
2/13/92

SUMMARY OF AGREEMENT 1992

**Paramus Library Board of Trustees
Paramus Public Library Employees Association**

1. All full-time employees will receive an increase of \$1,400 across the board. Permanent part-time staff members will receive this as an increase of \$.77 in their hourly rate.
2. Part-time employees working less than 18 hours per ^{WEEK 3/92} year will be entitled to designate four hours as paid floating holiday time to compensate them for a day when the library is closed for a holiday when they are scheduled to work.
3. Part-time people who are scheduled to work on a day on which the library is closed for a holiday have the option of making up the lost time within a month. The scheduling of these hours will be mutually agreed upon by the employee and his/her supervisor.
3. The minimum and maximum salaries for staff positions will be increased according to the attached schedule.

mla

1/27/92



1992 SALARIES
PROPOSED MINIMUMS AND MAXIMUMS

<u>JOB TITLE</u>	<u>1991</u>	<u>1992</u>	<u>%Increase</u>
PROFESSIONAL			
Supervising Librarian	30,595 / 41,873	31,513 / 43,129	3% / 3%
Senior Librarian	27,058 / 36,528	27,870 / 37,624	3% / 3%
Librarian	24,558 / 32,910	25,294 / 33,897	3% / 3%
Librarian Trainee	20,000 / 22,050	20,600 / 22,660	3% / 3%
PARAPROFESSIONAL	18,500 / 25,043	19,055 / 25,794	3% / 3%
NON-PROFESSIONAL			
Public Relations/Special Projects Coordinator	17,878 / 24,135	18,772 / 25,342	3% / 3%
Principal Lib. Ass't	16,890 / 22,802	17,735 / 23,942	5% / 5%
Sr. Library Ass't.	14,687 / 20,097	15,421 / 21,102	5% / 5%
Library Ass't.	13,409 / 17,907	14,079 / 18,802	5% / 5%
MAINTENANCE AND CUSTODIAL STAFF			
Building Maintenance Spvr.	25,000 / 33,750	25,000 / 33,750	0% / 0%
Building Maintenance Wkr.	13,445 / 18,061	14,079 / 18,802	05% / 04%

A person receiving a promotion will move to the minimum step of his/her new position or receive a 5% promotional increase, whichever is greater.

1/6/92

Approved by the Library Board - January 27, 1992

PPLEA
SUMMARY OF AGREEMENT
1993 - 94

1. COMPASSIONATE LEAVE - The text of the Staff Manual, page 8, Section 1, Paragraph 1 should be changed to read

In the event of death in the immediate family, full-time and part-time employees will be granted five (5) working days (whatever constitutes a regular working day for employee) of leave with pay.

2. The contract shall run for two years.

In 1993, there will be an increase in salary of 5.4% for all employees including those who retired in 1993, except for those employees whose 1992 base salary is under \$15,000, who shall receive a 7.4% increase. This increase will be retroactive to January 1, 1993.

In 1994, all employees will receive an increase of 6.1%, effective January 1, 1994.

3. Minimums and Maximums. All minimum salaries will be increased by 3%. All maximum salaries will be fixed at 60% above their respective minimums. (See attached spread sheet)

6/21/93

SALARY SCALE - 1993-4

	A	B	C	D	E
1		1992	1992	1993	1993
2		Minimum	Maximum	Minimum	Maximum
3					
4					
5	PR/Spec. Proj.	\$18,772	\$25,342	\$19,335	\$30,936
6					
7	Spvg. Libr.	\$31,513	\$43,129	\$32,458	\$51,933
8	Senior Libr.	\$27,870	\$37,624	\$28,706	\$45,930
9	Libr.	\$25,294	\$33,897	\$26,053	\$41,685
10	Libr. Trainee*	\$20,600	\$22,660	\$21,218	\$23,340
11					
12	Paraprof.	\$19,055	\$25,794	\$19,627	\$31,403
13					
14	Prin. Lib. Ass't.	\$17,735	\$23,942	\$18,267	\$29,227
15	Sr. Lib. Ass.t	\$15,421	\$21,102	\$15,884	\$25,414
16	Lib. Ass't.	\$14,079	\$18,802	\$14,501	\$23,202
17					
18	Main. Spvr.	\$25,000	\$33,750	\$25,750	\$41,200
19	MAIN. WKR.	\$14,079	\$18,802	\$14,501	\$23,202
20	*3 yr. position				
21					
22	6/21/93				

**PPLEA NEGOTIATIONS
MEMO OF AGREEMENT
1995**

1. Full time staff will be granted an increase of \$1350 per year. For part-time staff, this is equal to an increase of \$.74 per hour. This raise is retroactive to January 1, 1995 and will include those who retire in 1995.
2. After five years of employment, regularly scheduled employees working 18 or more hours per week will be granted an additional 8 hours of discretionary time. This is in addition to the 28 hours currently allowed to all part-time staff members under the existing contract.
3. All minimum salaries will be increased by 2% with the exception of the Librarian-trainee position which will be frozen at 1994 levels. Mandated maximum salaries will be eliminated.
4. When the library is forced by weather-related or any other emergency to close on Sunday, staff members scheduled to work will receive straight time pay.

SALARY SCALE 95

	1993/94		1995
	Minimum		MINIMUM
PR/Spec.Proj. Ass't.	\$8.21/hr.	0.16i	\$8.37
Sovg. Libr.	\$32,458.00	649.16i	\$33,107.16
Senior Libr.	\$28,706.00	574.12i	\$29,280.12
Libr.	\$26,053.00	521.06i	\$26,574.06
Libr. Trainee*	\$21,218.00		\$21,218.00
Paraprofessional	\$19,627.00	392.54i	\$20,019.54
Prncipal Lib. Ass't	\$18,267.00	365.34i	\$18,632.34
Sr. Library Ass't.	\$15,884.00	317.68i	\$16,201.68
Library Ass't.	\$14,501.00	290.02i	\$14,791.02
Maint. Sovr.	\$25,750.00	515.00i	\$26,265.00
Maint. Worker	\$14,501.00	290.02i	\$14,791.02
*3 yr. position			
AC 3/21/1995			