

The *Employee Handbook* is the vehicle that provides the details of the *Personnel Policy* to the employees of the Gloversville Public Library.

The Board of Trustees provides benefits to employees outlined in the *Employee Handbook* and in conjunction with state and federal regulations.

The Board of Trustees provides a system of grievance outlined in the *Employee Handbook*.

The Gloversville Public Library does not permit discrimination for or against any individual or group by its employees.

As a public library the Gloversville Public Library comes under the jurisdiction of Civil Service as administered by the Fulton County Personnel Office. The Library will adhere to the qualification guidelines for professional and non-professional positions in public libraries under Civil Service.

Library employees are defined as follows:

- The director is an employee who meets the NYS standards outlined in Education Law Section 90.8.
- A professional employee possesses an ALA-accredited Masters Degree in Library Science and a public librarian's professional certificate from the State of New York.
- A non-professional, full-time employee is regularly scheduled to work 35 hours per week. All full-time employees are "exempt" employees. They hold salaried positions, and while entitled to compensatory time, they are not entitled to overtime pay.
- A non-professional, part-time employee is regularly scheduled to work a maximum of 29 hours per week. All part-time employees are "non-exempt" employees paid at an hourly rate. They are not entitled to compensatory time.
- A permanent employee is a professional or non-professional employee, either full-time or part-time, who has passed the probationary period in a Board-approved position or job title.
- A temporary employee fills the position of a permanent employee who is on extended leave.
- A special employee is appointed to work on a special project designed to be completed within a limited time and funded by either the regular Library budget or other sources.
- A volunteer performs various library tasks without receiving pay. Any reimbursement will be for preapproved expenses only.

Adopted January 17, 2006 by the Board of Trustees of the Gloversville Public Library

Revised June 19, 2018

Reviewed September 20, 2022