

# **LIBRARY PERSONNEL POLICY**

Library employees in civil service employment titles and positions “recognized” under the Collective Bargaining Agreement in effect between the Library and the Civil Service Employees Association, Inc., Local 1000 AFSCME AFL-CIO, Brentwood Public Library Unit (“CSEA”), are accorded annual salaries and wages, and employee benefits such as paid health plan coverage, holidays, annual leave, sick leave and personal leave, together with such other terms and conditions of employment specified therein. The Collective Bargaining Agreement is to be consulted to determine entitlement to employment benefits and applicable contractual terms and conditions of employment.

Library employees in employment titles and positions “not recognized” under the Collective Bargaining Agreement in effect between the Library and the Civil Service Employees Association Inc., Local 1000 AFSCME AFL-CIO, Brentwood Public Library Unit (“CSEA”), referred to as “confidential and managerial employees”, are accorded annual salaries and wages, and employee benefits such as paid health plan coverage, holidays, annual leave, sick leave and personal leave, together with such other terms and conditions of employment to the extent set forth in the employment benefits agreements in effect between the Library and such confidential and managerial employees.

## **Scheduled Hours of Work**

The Library Administration will schedule employees so that the Library is adequately staffed.

## **Job Descriptions**

All positions are established by written job duties.

## **Rules of Conduct**

Employees must not violate Library rules of conduct, and must at all times act in accordance with the Library’s policies, including the “Maintenance of Public Order at Library Facilities Policy”.

The Library Board of Trustees reserves sole managerial discretion to determine the extent to which conduct or behavior is subject to disciplinary proceedings, and to determine the nature and timeliness of such discipline.

## **Employment Termination**

Civil Service Competitive Class employees may be dismissed or subject to other disciplinary action for incompetence or misconduct in accordance with applicable Civil Service Law and Rules process.

## **Employee Resignation**

The library employee should provide two weeks notice. The employee’s written and signed resignation should be dated when received and retained in the personnel file.

## **Employee Grievances**

A Grievance procedure for “recognized” employees is established under the Collective Bargaining Agreement.

Adopted: 3/30/21