

**PAGES – PERSONNEL POLICY**

**1. Nature of Employment**

Employment with the Library is voluntarily entered into, and Pages are free to resign at will at any time, with or without cause. Similarly, the Library may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth herein are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment. The provisions of this policy have been developed at the discretion of the Library and may be amended or cancelled at any time, at the Library's sole discretion. These provisions supersede all existing policies and practices and may not be amended or added to without the express approval of the Board of Trustees.

**2. Salary**

The initial salary for Pages shall be the New York State Minimum Wage. In years where the Minimum Wage is increased by law, all pages will receive the Minimum Wage increase added to their current salary. These provisions are effective December 31, 2016.

**3. Work Schedules**

Supervisors will advise Pages of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

**4. Attendance and Punctuality**

To maintain a safe and productive work environment, the Library expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the Library. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

**5. Workers' Compensation Insurance**

The Library provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment.

**6. Personal Appearance**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affects the image the Library presents to the community. During work hours, employees are expected to present a clean and neat appearance. Pages who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work. Consult your supervisor or department head if you have questions as to what constitutes appropriate attire.

**7. Emergency Closings**

At times, emergencies such as severe weather, fires, or power failures disrupt library operations. In extreme cases, these circumstances may require the closing of a library facility. When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid.

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**Policy 500-10**

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**Revised: 6/17/14**

**Revised: 9/27/16**