

AMITYVILLE PUBLIC LIBRARY

PAGE PERSONNEL POLICY

Library Pages are excluded from the collective bargaining agreement. In lieu of said collective bargaining agreement, the Page Personnel Policy is designed to outline the general rules of employment for the employee designated as “Library Page”.

DEFINITION OF TITLE

A “Library Page” is an employee who, under continual supervision, primarily: shelves materials, clears tables, shelf reads materials, prepares items for circulation by covering books, stamping labels, etc, repairs materials, photocopies materials and performs other minor clerical duties. This work requires no prior knowledge of Library work, as employees are trained on the job.

SALARY

- a) The entry level salary is the hourly rate minimum wage as set by New York State and Federal law, whichever is higher.
- b) Salary increases will be assigned on the anniversary date of employment and after completing one year of service, as follows:

Completed Year 1	-	35 cents per hour
Completed Year 2	-	50 cents per hour
Completed Year 3	-	50 cents per hour
Completed Year 4	-	50 cents per hour
Completed Year 5	-	50 cents per hour
Completed Year 6	-	50 cents per hour
Completed Year 7	-	50 cents per hour
Completed Year 8	-	50 cents per hour

Thereafter, salary increases will cease.

- c) Any page working a Sunday assignment, will receive pay at the rate of two (2) times their regular hourly salary.
- d) A page receiving a poor evaluation (see below) will not receive a salary increase within six (6) months of that evaluation.

SCHEDULE

a) The work week will be no more than five (5) days. The work week may run any day from Monday through Sunday, when the Library is open. The schedule will be posted in advance. NO PAGE WILL BE PERMITTED TO MAKE UP HOURS WITHOUT HAVING RECEIVED CLEARANCE TO DO SO FROM THEIR SUPERVISOR.

b) Each page will be schedule for a minimum of nine (9) hours per week. Any page able to work more hours will be given every opportunity to do so. Requests for more hours will be based on scheduling needs, budgeted funds, attendance record and performance evaluation.

c) Absences - The Supervisor/Librarian must be notified as early as possible for Absence due to Illness or other reason.

d) Emergency Library Closing - Pages will receive pay for hours that they are scheduled to work, when the Library has issued an emergency closing. Any Page who has called in an absence prior to an announcement of an Emergency Closing, or has not reported to work as scheduled when an Emergency Closing commences, will not receive pay for those scheduled hours.

e) Meal and other Breaks - Based on the number of hours worked within the day, pages may be entitled to meal or other break as follows:

Less than four (4) hours - NO BREAK

Four (4) or five (5) hours - One 15-minute break.

More than five (5) hours - One 15-minute break plus a 1-hour meal break.

Seven hours - One 15-minute break in the first half of the shift; a mid-shift 1-hour meal break plus an additional 15-minute break in the second half of the shift.

Every effort should be made for Pages to stagger their break. The break cannot be taken prior to approval from the Supervisor/Librarian. No one may leave the building without the permission and knowledge of the Supervisor/Librarian. No page may leave library property on his/her break. Meals and other breaks may not be used to come in late or leave early.

The 1-hour meal breaks are unpaid.

JOB DESCRIPTION

(Illustrative Only)

1. Sort items returned to the circulation desk for shelving.
2. Shelf all materials in designated areas.
3. Assists with other sections as needed.
4. Reads and straightens shelves.
5. Shifts books and other Library materials.
6. Clears tables and keeps the Library in order.
7. Locate and obtain magazines, microfilm, newspapers as needed by patrons.
8. Assist patron in use of microfilm machine.
9. Photocopy materials as directed by Supervisor/Librarian.
10. Examine audio/visual materials for damage.
11. Assist in processing new Library materials.
12. Assist in repairs of Library materials.
13. Other duties as assigned.
14. Prior to leaving:
 - a) Clean all public sections of the Library and place items on cart.
 - b) Remove items from tables and place on cart; straighten and push in chairs.
 - c) Shelf reference books.
 - d) Shelf current magazines.
 - e) Shelf current newspapers.

EVALUATION

An evaluation report will be made by the Supervisor/Librarian. Work schedules and days off will be noted. The supervisor will examine each Page's designated area of responsibility within the Library, ensuring that materials are in order, neat and that all assigned sections are properly maintained. A copy of the report will be placed in the Page's Personnel File. The Page will meet with the Supervisor/Librarian to discuss the evaluation, necessary work changes, time constraints, etc. If more than two POOR evaluations are placed within the Personnel File, the Page may be dismissed. Any Page who does not maintain their set schedule, does not maintain adequate work standards, or who is found unsatisfactory in attitude or work, will be dismissed.

RULES AND REGULATIONS

All pages are expected to read, review and observe the following regulations. Failure to do so may result in probation or termination of employment.

1. Report to work promptly. Notify the Supervisor/Librarian of possible problems and/or lateness. If illness or personal problems prevent working when scheduled, the Supervisor/Librarian must be notified prior to the scheduled start time.
2. Punch in time card when reporting and leaving work, including lunches. No one may punch in/out for another employee.
3. Time off for personal reasons cannot be made up without prior arrangement with the Supervisor/Librarian.
4. Pages should check their assigned mailbox daily upon arrival.
5. This is a public building and proper attire is required. Pages should be dressed neatly and appropriately.
6. Pages are expected to follow instruction of Librarians and clerical staff in charge. A cooperative attitude and a sense of responsibility are essential. Complaints from clerical and professional staff may be referred to the Supervisor/Librarian.
7. Pages are to perform duties assigned to them and to work independently, unless otherwise instructed. Pages are to refrain from socializing with friends during work hours.
8. Pages are not to assist patrons in the use of the catalog or in the selection of Library materials. All requests from patrons must be referred to the Librarians.
9. Pages may be requested to assist patrons in the use of the microfilm/microfiche

machines, copy machines, etc. Every Page should be familiar with the machines including loading paper, turning machines on/off, loading film or fiche, etc.

SAFETY

The Library is concerned with the safety of all its employees. Problems with patrons or staff should be brought to the attention of the Supervisor/Librarian as soon as possible.

Adopted 9/18/97; Revised 6/19/01;
Amended 6/19/03 - effective 7/1/03;
Amended 6/23/05; Amended 6/21/07;
Revised 6/18/09;
Amended 6/3/11 - effective 7/1/11

PAGE EVALUATION FORM

NAME _____

Date of Evaluation _____

Designated work area/duties:

All tasks and duties are evaluated on a 1 to 5 basis

- 1 Excellent understanding/effort.
- 2 Good understanding/effort. Basic skills are good.
- 3 Average understanding/effort. Improvement is needed.
- 4 Fair understanding/effort. Improvement is essential.
- 5 Poor understanding/effort. Improvement is mandatory and must be immediate in order to remain in Library's employment.
- N/A Not Applicable.

Shelving Area	1	2	3	4	5	N/A
Shifting	1	2	3	4	5	N/A
Attendance	1	2	3	4	5	N/A
Attitude	1	2	3	4	5	N/A
Skills	1	2	3	4	5	N/A
Willingness to learn	1	2	3	4	5	N/A
Willingness to extend beyond set duties	1	2	3	4	5	N/A
Attention to Detail	1	2	3	4	5	N/A

Total Points _____

Average _____

Days scheduled: _____

Days absent _____

Page Signature _____

Date _____

Supervisor _____

Date _____