**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, photocopies and may perform 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. The current entry level salary is $12.00 per hour;

b) Annual Salary increases will be phased in beginning January 1st of each New Year in accordance with New York State and Federal Law, whichever is higher.

c) Any page working a Sunday assignment, will receive pay at the rate of two (2) times their regular hourly salary.

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 or emailed in advance.

NO PAGE WILL BE PERMITTED TO MAKE UP HOURS WITHOUT HAVING RECEIVED CLEARANCE TO DO SO FROM THEIR SUPERVISOR.

b) All schedules are done the week prior and any changes must be told to your Supervisor/Librarian by Wednesday at 8 p.m.

c) Each page will be scheduled for a minimum of nine (9) hours per week. Requests for more hours will be based on scheduling needs, budgeted funds, and attendance record and performance evaluation.

d) Absences – An Administrator or Supervisor/Librarian must be notified as early as possible for any and all absences due to Illness or other reason. You must call the Administration office. If Administration is not available, call your supervisor or the librarian in charge. Do not text or email.

e) 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.

f) Breaks - Based on the number of hours worked within the day, pages

may be entitled to 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 30-minute meal break.

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

Every effort should be made for Pages to stagger their break.

No page may leave library property on his/her 15-minute break. Breaks may not be used to come in late or leave early. Breaks may not be taken in the first hour of a shift (arrival), nor in the last hour of a shift (departure). Each page must obtain approval from the supervisor or Librarian-in-Charge prior to taking their break.

The 1-hour meal breaks are unpaid.

JOB DESCRIPTION (Illustrative Only)

1. Sort items returned to the circulation desk for shelving.

2. Shelve 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. Assist in Library programs, as needed.

8. Photocopy materials as directed by Supervisor/Librarian.

9. Assist in processing new Library materials.

10. Assist in repairs of Library materials.

11. Other duties as assigned.

12. 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) Shelve reference books.

d) Shelve current magazines.

e) Shelve current newspapers.

EVALUATION

An evaluation report may 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 a page is written up three times for not maintaining their set schedule, inadequate work standard or 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 Administration or Supervisor/Librarian of possible problems and/or lateness. If illness or personal problems prevent working when scheduled, an Administrator or Supervisor/Librarian must be notified prior to the scheduled start time.

2. Punch in on time when reporting and leaving work.

3. Time off for personal reasons cannot be made up without prior arrangement with the Supervisor/Librarian.

4. Pages should check their assigned mailbox and e-mail daily upon arrival.

5. This is a public building and proper attire is required. Pages should be dressed neatly and appropriately as listed below:

a. Library t-shirts must be worn during scheduled work hours.

b. shorts must reach knee length;

c. clothes should be comfortable, but presentable, due to the nature of work (You must be able to bend and kneel easily, and step onto a step stool);

d. slogans on apparel must abide with Library policies such as “Discrimination and Harassment in the Workplace” or “Maintenance of Public Order”;

e. for safety purposes, pages must wear closed shoes or sneakers;

f. Headphones, earbuds or other impediments to hearing are a safety issue and may not be utilized while on duty.

g. Cell phones are not permitted on the library floor during your scheduled work hours.

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 should not assist patrons in the use of the catalog or in the selection of library materials. All requests from patrons should be referred to the Librarians.

9. Pages should place all book carts in the elevator and walk up or down to meet the elevator.

SAFETY

The Library is concerned with the safety of all its employees while at the workplace. Problems with patrons or staff should be brought to the attention of the Supervisor/Librarian-in-Charge as soon as possible. If you feel threatened in any way, remove yourself from the situation immediately and report the problem to a Supervisor/Librarian-in-Charge.

Pages are to leave with all staff when working until 9p.m.

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;

Amended 12/19/13

Revised 11/19/15

Revised 12/3/19

My signature below indicates that I have received a copy of the Amityville Public Library’s Page Personnel Policy.

I understand that the policy contains information regarding salary, schedules, job description, evaluations, rules and regulations and safety concerns which affect me as an employee.

I acknowledge that I have read and understood the Page Personnel Policy.

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_