



MANAGEMENT CONFIDENTIAL STAFF COMPENSATION, BENEFITS, AND WORK EXPECTATIONS POLICY

The Library employs several senior managers and clerical employees in its administration department, for which it has sought and obtained managerial and/or confidential designations from the Public Employment Relations Board. As such, these positions are not part of a bargaining unit and are not represented. The positions in the administration department which are not represented, and therefore covered by this document, are: Assistant Library Director IV, Librarian III, Director of Finance, Director of Human Resources, Facilities Manager, Public Information Officer, Administrative Assistant.

For the most part, these positions are also “exempt” positions under the Fair Labor Standards Act. Therefore, they are paid on a salary basis and are not be entitled to overtime pay.

This document sets forth the terms and benefits of employment, but does not constitute an employment agreement or contract for the positions in the administration department. These terms are subject to change by the APL Board of Trustees at its discretion.

Salary – Each position has an established annual salary which is paid in equal installments through APL’s normal payroll procedures (currently 26 bi-weekly pay periods per year). Increases in salary shall be recommended in the discretion of the Executive Director and approved by the Board of Trustees. Salary increases will generally be determined in conjunction with an employee’s annual performance evaluation.

Work Schedule – The administrative department operates between the hours of 8:30 a.m. and 6 p.m. Monday through Friday. All administrative staff members will work a set 7.5 hour shift each day within these hours. Each employee’s schedule will be approved by his/her supervisor and posted to the entire administrative team. As an exempt employees and administrative leaders, it is expected that members of the administrative department will be called upon to work beyond this set schedule. The ED will have the flexibility to establish a work schedule to meet the needs of APL as outlined in the Library’s Policy on Work Schedule, Flextime, and Compensatory Time for Administrative Staff.

Performance evaluation – Annually the performance of administration department employees will be evaluated in accordance with the Library’s Policy on Unrepresented Employee Evaluation.

Sick Leave and Personal Leave – Administrative department employees shall be allowed 18 days of sick leave (based on a 7.5 hour work day) without loss of salary in each calendar year of employment, which days will accrue on an hourly basis from the date of hire. Sick days may only be used for medical appointments, personal illness, or to care for an ill member of the employee’s immediate family. Administrative department employees shall be allowed 5 days of personal leave (based on a 7.5 hour

work day) without loss of salary in each calendar year of Employment, which days will accrue on an hourly basis from the date of hire. Personal leave may be used to conduct personal business that may not be conducted outside of the employee's workday. Each employee must provide accurate records of his/her sick/personal leave usage to the Library's payroll office so that the Library can maintain accurate records of his/her leave balances and usage.

Bereavement Leave – An administration department employee who is absent from work because of a death in the employee's immediate family will receive his or her regular pay for up to five days of such absence. In the event of the death of other family members, said employee will receive his or her regular pay for up to three days of such absence. Immediate family members shall include the following: Spouse or domestic partner, child or step-child, foster child (if living in the employee's home), parent or step-parent, parent-in-law, brother or sister. Other family members shall include the following: step-brother or step-sister, brother-in-law or sister-in-law, son-in-law or daughter-in-law, grandparent or grandparent-in-law, grandchild, aunt or uncle, niece or nephew, or cousin (first).

Vacation Leave – Administrative department employees shall be granted 22 working days of annual vacation without loss of pay in each calendar year of employment, which days will accrue on a monthly basis from the date of hire. Vacation may be taken only at times so as not to interfere with the employee's professional obligations. Administrative department employees may carry over 11 days of accrued but unused vacation days from one calendar year to the next. Days in excess of 11 may not be carried over without the approval of the Board of Trustees. Any vacation days not used or carried over will be forfeited at the end of the calendar year. Each employee must provide accurate records of his/her vacation leave usage to the Library's payroll office so that the Library can maintain accurate records of his/her leave balances and usage.

Paid Holidays – All departments of the library are closed in observance of the following holidays, and administrative department employees not expected to report to work but will be paid for these days: New Year's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Yom Kippur, Thanksgiving Day, Christmas Eve Day, and Christmas Day. In addition, Library administration is closed and administration department employees are not expected to report to work but will be paid for these days: Martin Luther King, Jr. Day, President's Day, Columbus Day, Veterans Day. Alternatively, an administration department employee can work on these days and treat them as floating holidays, but such floating holidays but be used in the same calendar year as they are earned.

Health Insurance – Administration department employees shall participate in the health, dental, and prescription drug insurance plans made available to other employees of the Library on an individual, two-person, or family basis. Administration department employees who choose to participate in the health, dental, and/or vision insurance benefits shall contribute, depending on income, the following percentage of the total premium cost towards the cost of insurance coverage provided to them:

Salary at Open Enrollment Percentage of Contribution

Under \$34,999 10%

\$35,000 - \$39,999 12.5%

\$40,000 - \$44,999 15.0%

\$45,000 - \$49,999 17.5%

\$50,000 or more 20.0%

In lieu of participation in the health insurance plan offered by APL, an administration department employee may demonstrate that she/he has health insurance from another source and, thus, may elect to receive a buyout at the rate of \$750 per year for an individual plan, \$900 per year for a two-person plan, or \$1250 per year for a family plan.

Retirement Plan – Administration department employees are required to participate in the New York State Retirement System in accordance with its eligibility rules. In addition to mandatory participation in the NYS Retirement System, administration department employees may also participate in financial services offered through MetLife to Library employees for additional retirement plans, including tax deferred annuities and traditional and Roth IRAs.

Retirement Health Insurance – Administration department employees hired before January 1, 2017, who retire from the Library with fifteen (15) or more years of employment by the Library will be allowed to continue to participate in the Library's health insurance plan by remaining under the same plan coverage and paying the same contribution as they were at the time of their retirement.

Administration department employees hired after January 1, 2017, who retire from the Library with twenty (20) or more years of employment by the Library will be allowed to continue to participate in the Library's health insurance plan on an individual basis by paying the same contribution as they were paying at the time of their retirement.

Retirees under age 65 will be eligible to enroll under the Library's current employee plan and retirees aged 65 and older shall be enrolled in the Library's Medicare Advantage Plan.

Flexible Spending Account – Administration department employees may participate in a flexible spending plan for both dependent care assistance program (day care expenses for eligible dependents) and medical flexible spending account (reimbursement for health care expenses not paid from any other source).

Professional Development – Administration department employees are required to obtain at least 15 hours of professional development each year, proof of which shall be provided to the supervisor before the employee's annual review. Training sufficient to fulfill the required number of hours shall be provided during working hours. Credit toward the necessary professional development hours outside of work shall be given if the training received is relevant to their position or approved by their supervisor. Employees shall not be rated on the annual evaluation on professional development hours required by this section, but the performance evaluation form shall indicate whether an employee has completed the requisite number of professional development hours required by this section.

Adopted: 10/10/2017

Amended: 4/11/2023