

federal and state wage and hour laws. All NONEXEMPT employees will be paid on an hourly basis; or

2. EXEMPT employees are excluded from certain provisions of federal and state wage and hour laws. Most EXEMPT employees, ~~except~~ those EXEMPT employees who are REGULAR PART-TIME, will be paid on a salary basis.

An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by the Library Director.

In addition to the above categories, each employee will belong to another employment category:

1. REGULAR FULL-TIME employees are those who are not in a temporary status and who are regularly scheduled to work the Library's full-time schedule of 37.5 hours per week or 1950 hours per year. Generally, they are eligible for the Library's benefit package, subject to the terms, conditions, and limitations of each benefit program. These employees belong to one other employment category, either Professional or Support Employees.
 - a. Regular Full-Time Professional: Professional Staff who are hired to work in positions that require a Public Librarians Professional Certificate from NYS or other graduate-level degree directly related to their position at the Library.
 - b. Regular Full-Time Support: Support Staff who are hired to work in positions that do not require a Public Librarians Professional Certificate from NYS or other graduate-level degree directly related to their position at the Library.
2. REGULAR PART-TIME employees are those who are not assigned to a temporary or probationary status and who are regularly scheduled to work less than 30 hours per week or not more than 1560 hours per year. These employees will be paid on an hourly basis.

D. Probationary Period

The new employee probationary term is a minimum of eight (8) weeks and a maximum of fifty-two (52) weeks per the Rules of the Classified Service of Cattaraugus County. A probationary term can be extended based on the employee's absences. If an employee's probationary term is to be extended, he/she will be notified in writing. There are additional rules for probationary terms upon promotion and transfer. please refer to the Rules of the Classified Service of Cattaraugus County for that information.

During the probationary term, new employees are eligible for those benefits that are required by law, including but not limited to workers' compensation insurance and Social Security. They will also be eligible for other Library-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

Upon successful completion of the probationary term new employees become eligible for any pay

increase that became effective on January 1 of the year following their date of hire.

E. Performance Review

A written performance review will be conducted at the end of an employee's probationary term. Additional performance reviews are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, discuss positive, purposeful approaches for meeting goals, and review and/or revise job descriptions as deemed appropriate.

Performance reviews may be scheduled at least every twelve (12) months and at various times throughout the year by the immediate supervisor. Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis.

All performance reviews are reviewed and approved by the Library Director, with whom the employee may discuss any unresolved matter.

Pay raises may be based on performance reviews.

The Personnel Committee of the Board of Trustees will evaluate the performance of the Library Director.

F. Timekeeping

Federal and state wage and hour laws require the Library to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

All employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They must also record the beginning and ending time of any split shift or departure from work for personal reasons.

Time worked should be recorded to the nearest quarter (1/4) hour.

A work hour is any hour of the day that is worked and should be recorded to the nearest quarter of an hour. The workday is defined as the 24-hour period starting at 12:00 a.m. and ending at 11:59 p.m. The workweek covers seven consecutive days beginning on Sunday and ending on Saturday. The usual "full-time" workweek is 37.5 hours at the Library.

Overtime is defined as hours worked by a nonexempt employee in excess of 40 hours in a workweek and should be recorded to the nearest quarter of an hour. Overtime must be approved in advance by the supervisor to whom the employee reports.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.