

Claverack Free Library

Salary / Benefits Policy

Approved: April 2018

The Claverack Free Library Board promotes recruitment and retention of quality employees.

Values and Review Process:

1. Pay should be competitive in the Library's area of recruitment. When possible, periodic comparisons with similar size libraries both state and nationwide will be made. Annual comparison with national library wage changes, as measured by the Bureau of Labor Statistics (BLS), will be made.
2. Pay should be equitable and reflect the relative value of the job within the Library.
3. The Library values both experience and education, therefore, consideration is given to both when setting the individual's salary
4. There is an established process to reward performance and motivate employees to improve their performance.
5. At this time, the Library does not offer employees benefits in addition to salary

Step One: Job Descriptions

Documented job descriptions should be reviewed annually by the Personnel Committee and Library Director as part of the performance appraisal process. Changes to job description must be communicated to the Board of Trustees for their approval.

Step Two: Performance Appraisals

Performance appraisals are scheduled annually for employees during the month of November. The Chairperson of the Personnel Committee is responsible for the scheduling and accomplishment of the Library Director performance appraisal. The Library Director is responsible for the scheduling and accomplishment of Library employee performance appraisal. Completed performance appraisals are part of the employee's "official" record.

The performance appraisal process utilizes a standard form for employees and Library Director and is recognized as a snapshot in time that describes how an employee did, and what the employee will focus on in the future. Documented initiative and increased responsibility are critical for consideration of advancement and/or future salary increases. Indications of poor or mediocre performance or attitude could result in removal from responsible positions and commensurate reduction in pay.

Step Three (Ongoing): Performance Management

Performance management should be an ongoing process of training, communication, negotiation and documentation that focuses on the progress an employee is making

towards goals mutually established with the Library Director. Quarterly or semi-annual feedback is encouraged and both the Library Director and employee are equally responsible for requesting feedback sessions. Documentation of feedback sessions is highly encouraged but is not part of the employees “official” record. It should, however, be reviewed, and relevant data incorporated into the annual performance review.