



VESTAL PUBLIC LIBRARY

2023 - VPL PERSONNEL COMMUNICATIONS POLICY

This policy outlines the process by which Library Staff should communicate personnel concerns.

Staff responsibilities:

1. If employees have a concern that a violation of Union rules or their collective bargaining agreement has occurred, they must follow the grievance procedure detailed in the CSEA Union contract.
2. If employees have concerns or questions about library policies or business-related matters, they must follow a chain of command as follows: They should first speak with their Supervisor. If they feel uncomfortable speaking with their Supervisor, they should contact the Library Director. If Staff does not feel comfortable discussing their concerns with the Library Director, they may communicate with the Board of Trustees via the suggestion box which is located in the Staff Room (the contents are only accessed by the Board of Trustees) or via email vestalpubliclibraryfeedback@gmail.com. For more details regarding communicating concerns, please refer to the VPL Whistleblower and Harassment Policies.
3. All personnel matters are confidential and may not be discussed in a public meeting. Trustees discuss personnel matters only in Executive Session to ensure privacy. Library Staff should not discuss confidential library or personnel matters with library patrons, in library public spaces, or in digital forums.
4. Staff members are encouraged to communicate ideas to improve library services to the community, to streamline operations, and to offer other suggestions to the Board by using the suggestion box located in the Staff Room.

Board of Trustees and Library Director Responsibilities:

1. The Board of Trustees establishes library policies. In its relations with Staff, the Board of Trustees follows the guidelines set forth in the *Handbook for Library Trustees of New York State (2018)*.
2. The Library Director makes the decisions on how to implement the Board-established policies and is responsible for all aspects of managing the library and its Staff. It is expected that the library Staff will comply with those operational decisions.
3. The Director has the authority to appoint and remove all subordinate employees with Board approval.