



VESTAL PUBLIC LIBRARY

CONSIDERATION & VOLUNTARILY ADOPTION OF NONMANDATED LABOR STANDARDS POLICY

POLICY

The library as a government entity can be excluded (as defined by the law) from specific labor standards. Labor standards that are not required will not be complied with unless the Vestal Public Library board after studying the impact to the library and the ability to afford any expense votes to voluntarily adopt the nonmandated labor standard. If a labor standard follows a multiyear phase in, the library board will consider each change as separate and will need to approve by vote implementation of each phase.

APPLICABILITY

This procedure applies to the Trustees and Director.

REFERENCE DOCUMENTS

- None

RESPONSIBILITIES:

- **FINANCE TRUSTEE**

- As nonmandated labor standards are made known to the board, the finance trustee will perform an analysis on the impact to the current budget and out year budgets if the library voluntarily enacts them. The finance trustee will bring to the board the action.

- **BOARD**

- The board will consider the analysis as presented by the finance trustee and vote to approve adoption, defer or to not enact.

- **DIRECTOR**

- The Director will interface with the staff as needed and will be responsible for answering specific questions.
- If the board approves, the Director with the help or required staff will implement the change.

PROCEDURES

1. The Finance trustee will calculate total cost. Perform an analysis on available funding to cover the change. Total cost includes the impact to both tangible and fringe benefits and additional operational costs to the library.
2. The finance trustee will contact the Board president to include the item on the agenda.
3. The board votes. The board will select a break in date if the motion is approved.



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4. If the board approves, the Library Director will implement the change by contacting required affected parties or subcontractors.

DEVIATIONS

1. Deviations from this process are allowed only by approval of the board of trustees

HISTORY

Document History	Date	Updated By
Original & Board Approval	1/15/2018	P.M. Ziolkowski
Changed document name and title to align with other VPL policies and procedures	9/13/2019	M. Taylor
Formatting changes	10/13/2020	P. Chapman