

# Employee Handbook



## Harborfields Public Library

Adopted 2004  
Revised 2011, 2018

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# **MISSION STATEMENT**

Harborfields Public Library is dedicated to providing access to information, ideas and knowledge through books, programs, technology and other resources. We welcome and support our community in its pursuit of education, culture and enrichment activities. (11/09)

## **I INTRODUCTION**

### **A. PREFACE**

The purpose of this guide is to insure that Library personnel policies, procedures, programs and benefits are properly-documented and communicated to all employees. The Director is responsible for the communication, maintenance and administration of this guide. Any exceptions to any of the policies contained in this guide are to be approved in writing by the Director.

It is our right to implement policies and procedures in any manner believed to be in the best interests of the Library, within applicable legal and ethical boundaries. No policy described herein is to be construed as constituting the terms of an employment contract.

### **B. ABOUT THIS GUIDE**

This guide has been prepared to answer questions about your job. It contains general guidelines only, and none of its provisions are to be considered contractual in nature. Due to government regulations and the changing needs of our operations, these policies may change. We will let you know of developments that may affect you.

### **C. OUR COOPERATIVE COMMITMENT TO FAIR EMPLOYMENT PRACTICES**

It is the belief of the Board of Trustees and the Library Director that the Library's success is primarily dependent on you. The Harborfields Public Library is committed to the following goals and fair employment practices:

1. It is our policy to treat each person associated with the Library fairly and with respect.
2. The Library endeavors to provide satisfying work through appropriate training opportunities, and open, honest communication regarding your performance.
3. We strive, with your cooperation, to provide a safe, healthful, pleasant work environment.
4. You have the right to express your views about policies and procedures. Constructive criticism and suggestions are welcome.
5. You are expected to follow Library policies and guidelines.
6. You are expected to use the established procedures for resolving serious complaints or problems.

### **D. WHAT WE EXPECT FROM YOU**

- Respect and courtesy to Library patrons and co-workers at all times
- Dedication to your job
- Loyalty to Harborfields Public Library
- Honesty

- Reliability
- Cooperation
- Good Judgment
- Should you become aware of situations which may seem unethical or detrimental to your fellow employees or the Library, you are expected to bring these situations to the attention of your Department Head or the Library Director. There will be no adverse consequences for this.

## II EQUAL OPPORTUNITY

### A. STATEMENT OF PURPOSE

The Library Board of Trustees believes that all employees are entitled to Equal Employment Opportunity. The Library does not discriminate against employees or applicants for employment because of race, ethnicity, religion, sex, age, marital status, national origin, sexual orientation, disability, veteran status, or any other characteristic protected by applicable law, provided they are qualified and meet the mental and physical requirements established for the job. We try to employ the best person for each position. You should report any, claim of discrimination to your Department Head, or to the Director, who is also the Equal Employment Opportunity Compliance Officer (EEO Officer). Employees can raise concerns and make reports without fear of reprisal.

### B. SEXUAL HARASSMENT POLICY (adopted 10-2018)

Harborfields Public Library is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of Harborfields Public Library's commitment to a discrimination-free work environment. Sexual harassment is against the law and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with Harborfields Public Library. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws..

#### *Policy:*

1. Harborfields Public Library's policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with Harborfields Public Library. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Harborfields Public Library will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of Harborfields Public Library who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or

non-employees<sup>1</sup> working in the workplace who believe they have been subject to such retaliation should inform a supervisor, Human Resources, or Library Administration. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject Harborfields Public Library to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
5. Harborfields Public Library will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Harborfields Public Library will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. Harborfields Public Library will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to Library Administration.
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

### ***What Is "Sexual Harassment"?***

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

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<sup>1</sup> While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.

<sup>2</sup> A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.



- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

#### ***Examples of sexual harassment***

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
  - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
  - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
  - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.

- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
  - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
  - Sabotaging an individual's work;
  - Bullying, yelling, name-calling.

***Who can be a target of sexual harassment?***

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

***Where can sexual harassment occur?***

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

***Retaliation***

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

## ***Reporting Sexual Harassment***

**Preventing sexual harassment is everyone's responsibility.** Harborfields Public Library cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, Human Resources or Library Administration. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, Human Resources or Library Administration.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

### ***Supervisory Responsibilities***

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to Library Administration

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

### ***Complaint and Investigation of Sexual Harassment***

**All** complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Harborfields Public Library will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, Library Administration will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the “Complaint Form” in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
  - A list of all documents reviewed, along with a detailed summary of relevant documents;
  - A list of names of those interviewed, along with a detailed summary of their statements;
  - A timeline of events;
  - A summary of prior relevant incidents, reported or unreported; and
  - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

### ***Legal Protections and External Remedies***

Sexual harassment is not only prohibited by Harborfields Public Library but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at Harborfields Public Library, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

### ***State Human Rights Law (HRL)***

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-

employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to Harborfields Public Library does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: [www.dhr.ny.gov](http://www.dhr.ny.gov).

Contact DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

### ***Civil Rights Act of 1964***

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov).

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

### ***Local Protections***

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit [www.nyc.gov/html/cchr/html/home/home.shtml](http://www.nyc.gov/html/cchr/html/home/home.shtml).

### ***Contact the Local Police Department***

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

### **C. IMMIGRATION CONTROL ACT**

The Library complies with the Immigration Reform and Control Act of 1986 which requires us to attest to the U.S. Government that all persons we hire are legally entitled to work in the United States. In order to comply with this law, each new employee, as a condition to employment, must complete the Employment Eligibility Form I-9, and we must verify your identity and your right to work in the United States. We are required to examine certain documents such as, but not limited to, a U.S. Passport, Certificate of Citizenship, Social Security Card, Certificate of Birth and Driver's License with photograph. Employees may raise questions and complaints about immigration law compliance without fear of reprisal.

## **III YOUR EMPLOYMENT WITH THE LIBRARY**

### **A. GETTING ACQUAINTED**

On arrival to work on the first day of your employment, you will be shown your work area and your duties will be explained to you. During your first full month of employment, your Department Head or Designated Supervisor will introduce you to fellow employees. You will be given an orientation and the Library Director or your Department Head will review your job description, and the Library personnel policies and benefits.

### **B. YOUR DEPARTMENT HEAD**

Your Department Head is a part of management and will have more to do with your welfare and progression than any other person. He or she has the responsibility for overseeing your work schedule which is set by designated staff members. In addition, your Department Head monitors the quality and quantity of your work and provides you with whatever assistance you may need. Periodically, your Department Head or the Director will evaluate your performance and discuss their observations with you.

### **C. AT WILL EMPLOYMENT**

Subject to your rights under the New York State Civil Service Law it is the policy of the Library that all employment is on an "at will" basis, which allows the employment to be terminated at any time with or without cause. **Nothing in this manual shall be deemed to create an employment contract.**

### **D. APPOINTMENTS TO STAFF AND PROBATIONARY PERIOD**

The Library Board of Trustees creates staff positions and the Director, in accordance with the policies and rules of the New York State and Suffolk County Civil Service Commissions, makes appointments to these positions. Appointments are based on the requirements of the positions and the competence and qualifications of the individual applicants.

We believe in promoting employees from within, and will give first consideration to qualified Library employees who are eligible under the rules of Civil Service. After an applicant has been chosen for employment, the position and the current terms and conditions of employment will be confirmed in writing.

The probationary period is a time when new employees must prove themselves capable of doing the job for which they were hired. The probationary period for Civil Service Competitive employees is twenty six (26) weeks. Note: Non Competitive Employees do not have probationary periods and can be let go at will.

The probationary period for a Librarian Trainee is up to four (4) years. Trainees are given this time to complete the course of study for an MLS degree. The Librarian Trainee remains on probation until he or she completes MLS studies and achieves permanent competitive status as a Librarian I.

The probationary period is regarded as part of the selection process and is used to observe an employee's work, to assure the most efficient adjustment of a new or promoted employee, and to reject any employee whose performance is unsatisfactory. The probationary period will enable your Department Head and the Library Director to decide if you are able to perform the job and will also give you a chance to decide if you would like to remain as an employee of the Library.

Prior to the conclusion of your probationary period, your work performance will be reviewed by your Department Head. Any employee not dismissed from service before the end of the probationary period will be considered to have successfully completed orientation. Your seniority will be recorded as of the first day of your employment.

### **E. SENIORITY**

Merit, ability, leadership, creativity, initiative and willingness to take responsibility are of primary importance regarding promotions. Seniority may be a factor in making these determinations. Consideration of seniority is a factor in scheduling vacations and holidays.

### **F. CATEGORIES OF STAFF**

**FULL-TIME:** Full-time employees are regularly scheduled to work thirty-five (35) hours per week, excluding meal periods.

**PART-TIME:** Part-time employees are regularly scheduled to work less than thirty-five (35) hours a week. Part Time employees who are not hired from a Civil Service list may not work more than 17 1/2 hours per week, including Sundays.

Pages, Custodial Staff and Security Guards are considered non-competitive or labor positions and are not restricted in the number of hours they may be scheduled to work.

### **G. OPERATING HOURS AND SCHEDULED HOURS OF WORK**

The Library is open to the public from 9:00 A.M. to 9:00 P.M. Monday through Thursday, 10:00 A.M. to 9:00 P.M. on Friday, 9:00 A.M. to 5:00 P.M. on Saturday, and from 1:00 to 5:00 P.M. on Sunday.

The Library is only open on Sundays from mid-September through mid-June. On Friday mornings the time between 9 and 10 A.M. is reserved for staff or department meetings on an as-needed basis.

On weekdays, Custodians generally arrive in the building at 7:00 A.M. and on weekends a half hour before opening to the public. Custodial Staff are also responsible for cleaning and securing the building at the end of the library day. They usually remain behind for up to one and a half hours in order to do necessary chores. Depending on Library needs, arrangements may be made to permit employees to start the work day earlier or remain later.

It is understood that coverage of all public service desks takes precedence in scheduling. The personnel office can inform you as to the person responsible for the scheduling for your position within your department.

Whenever possible the Library attempts to meet special scheduling needs of employees; however, it should be noted that as much as possible, schedules should remain as regular as possible.

With the exception of emergencies, part-time employees are asked to take care of personal business and make appointments during hours when they are not scheduled to work.

If a schedule has already been established and an employee finds that they need to be off during a time when they are scheduled, the person in charge of scheduling should be notified immediately so that the Library can try to arrange for emergency coverage.

Night, Saturday and Sunday shifts will be shared fairly and equally by all staff. You will receive as much notice as possible of changes in your schedule and will receive your work schedule prior to the beginning of each month.

Any request for a permanent change to your regular schedule must be submitted in writing to your Department Head, and must be approved by both your Department Head and the Director.

## **H. STAFF MEETINGS**

Employees who are scheduled to work on Fridays are expected to attend those staff meetings that generally take place on Friday mornings once a month from 9:00 A.M. to 10:00 A.M. Those who are not scheduled to work on Friday mornings are encouraged to attend staff meetings and will be paid at their normal hourly rate for the time during which they are in attendance at the meetings. At these meetings the Director will bring the staff up to date on issues of importance to the Library and to staff members. This is also an opportunity for staff to discuss items of concern or to bring up suggestions. A summary of the meetings will be posted in the staff lounge.

From time to time Mandatory Staff Meetings will be held and all staff, except those scheduled on public service desks are expected to attend. Those staff members who are not scheduled to work at the time of these meetings will be paid, at their normal hourly rate, for the time that they are at the meeting.



## **I. SUNDAY RATE OF PAY**

Librarians, Clerical Staff, Custodial Workers and Security Guards will be paid double time for hours worked on Sunday or, at the discretion of the Director, will receive compensatory time benefits. Part-Time Pages will be paid at the rate of time and a half for hours worked on Sunday.

## **J. SCHEDULE**

Clerks and Librarians must cover their assigned desk hours. All schedule changes must be approved by the person doing the scheduling or by the Director. Prior to approval it must be assured that there is adequate backup coverage in the building for each shift in case there is an emergency.

Any permanent change of scheduled hours must be approved in writing by the Director and the person who does the scheduling.

Any additional hours worked beyond the regular seven hour day, with prior approval by the Director, will result in the earning of compensatory time. That time must be used within sixty (60) days.

## **K. COMPENSATORY TIME**

Full-Time Employees are eligible for compensatory time off according to the following:

1. Employees working more than thirty-five (35) hours in a work week will earn compensatory time. A work-week that exceeds thirty-five (35) hours must be approved ahead of time by the Director.
2. An employee must take compensatory time off within sixty (60) days after it is earned. Requests for compensatory time off must be in writing and must be submitted to a Department Head for approval at least one (1) day in advance of the requested day(s) off.
3. Compensation time may not be redeemed for pay.

## **L. TIME RECORDS**

In accordance with federal laws requiring that accurate records be kept of hours worked in each workday and each work week, all employees will record their actual hours of work by using the Time Management System. It will record time that employees are actually scheduled to work in the Library. The daily posted schedule will reflect time when employees are out of the building on library business. Any variation from the posted schedule should be noted in the Time Management System.

Allowing someone else to alter, falsify, or enter your time into the Time Management System, is a violation of our policy. Any employee who violates this rule will be subject to disciplinary action.

## **M. MEAL PERIODS**

All employees who work six or seven (6 or 7) consecutive hours are encouraged to take a thirty (30) minute unpaid meal period. Employees who work eight (8) consecutive hours are required to take a sixty (60) minute unpaid meal period. Lunch breaks must be taken between the hours of 12 noon and 2:00 P.M. Dinner breaks must be taken between the hours of 4 P.M. and 6 P.M. Your Department Head will advise you of your schedule. The guiding principle for the timing of all meal breaks is that the public service desks must be staffed and adequate page support staff must be available. You must clock out for meal breaks and back in upon your return.

## **N. BREAK PERIODS**

Employees who work at least four (4) consecutive hours receive one (1) paid break period, not to exceed fifteen (15) minutes. Employees who work eight (8) consecutive hours receive two (2) paid break periods of fifteen (15) minutes each. Paid breaks are provided to allow employees to take time out from their regular duties and relax a bit. You may not leave the building during your break period, unless approved by your Department Head. Breaks are not to be used to extend lunches or to leave early and they may not be accrued in any way. Paid breaks may not be taken back to back.

## **O. PAY PERIODS AND PAY POLICIES**

The workweek is from Saturday to Friday. Employees are paid bi-weekly for the payroll period ending on Friday. Employees must avail themselves of direct deposit. All employee paychecks will be direct deposited into their personal bank account on Friday. An electronic paystub availability notice will be emailed out on Friday. Part-timers are paid two (2) weeks in arrears.

The law requires that we make deductions for social security (FICA); Federal, State and City income taxes (if applicable); State disability insurance; and wage garnishments (if applicable). Your payroll stub itemizes all deductions made from your gross earnings.

Full-Time employees may also request additional deductions for items such as payment of 403b Retirement Accounts, Flexible Spending Plans, and Supplemental Cancer Insurance. All employees may request deductions for Retirement Arrears or Retirement Loan repayment. These deductions will also be itemized on your pay stub.

Review your payroll stubs carefully. Any errors should be brought to the attention of the Personnel Department. Adjustments, if necessary, will be made in your next paycheck.

## **P. WAGES**

Salaries are set by the Library Board each year based upon research done by the Library Director and the Board. Recommendations for additional merit increases are given to the Board by the Director after having discussed employee performance with the appropriate supervisors and Department Heads. "Salary increases generally go into effect July 1<sup>st</sup> of each year but may be considered at other times in cases of promotions.

## **Q. SALARY INCREASES IN THE EVENT OF A BUDGET DEFEAT**

If the Library budget proposal of a given year is turned down by the voters of the district, the Library reverts to the previous year's budget total. Categories within that total must be revised by the Board to accommodate the new calendar year's needs. Wherever possible, the necessary budget revisions shall be made in such a way as to provide for the salary increases contemplated by the proposed salary schedule.

## **R. IN YOUR ABSENCE**

Our ability to serve the community depends upon all of us working together as a team. Other staff members are dependent upon you to be on the job every workday, on time, in order to insure that all tasks are properly accomplished. People with unpredictable attendance records hurt themselves as

well as other staff members and the Library. Therefore, your attendance and lateness records will be considered important factors during any performance evaluation.

If you are unable to report for work, you must notify your department head as soon as possible to make certain that any projects or tasks you were working on are covered. If we know why you are out, and when to expect your return to work, we will be in a better position to plan work and schedules.

Failure to appear at work without notifying us is considered personal absence without pay. Any employee who is absent for two (2) working days without notifying us or without good cause may be deemed to have resigned.

Upon returning to work, after being out for an illness for three (3) consecutive days, a doctor's note may be required. All employees who have had surgery or have been hospitalized will need a doctor's note to return to work.

## **S. LATENESS**

Employees are expected to be at their work locations and ready to start work five minutes prior to the beginning of their scheduled workday. As a courtesy, the Library has granted employees a seven (7) minute grace period to clock in for their work shift. This grace period is intended to be used for unforeseen events that could affect timely arrival. The grace period is NOT to be abused on a daily basis.

A full-time employee exhibiting a pattern of lateness will first receive a verbal warning followed by a written warning and may eventually incur a wage deduction. An employee who has received a written warning who arrives to work after the seven (7) minute grace period will have thirty (30) minutes deducted from their personal time. When all personal time has been used, thirty (30) minutes of pay will be deducted for each infraction. The Library Director will inform the employee when they have exhibited a marked improvement in their time.

For part-time employees work hours are calculated daily on the half hour. Lateness of more than seven (7) minutes for a scheduled shift will cause time to be recorded from the next half hour. A part-time employee exhibiting a pattern of lateness will first receive a verbal warning followed by a written warning and may eventually be dismissed.

Employees may not remain beyond scheduled hours to make up for late arrival, unless approved by the Library Director.

## **T. SMOKING POLICY**

Pursuant to the New York State Clean Air Act (Public Health Law, Article 13-E), we have prohibited smoking inside the Library. Smoking outside near the library entrances is also prohibited. Failure to comply with this policy is unacceptable. Not only will violators of this policy receive a written

reprimand, but continued violation may result in termination. Any employee whose violation of this policy causes a fine to be levied upon the Library will be liable for the fine.

#### **U. OUR DRUG FREE WORKPLACE**

It is our policy to prohibit the unlawful manufacture, distribution, dispensation, possession or use of controlled substances in our workplace. Any employee who violates this prohibition will be subject to appropriate disciplinary action up to and including discharge. As a condition of employment, all employees agree to comply with our policy and agree to notify management immediately upon any conviction for a violation of a criminal drug statute. If we suspect unlawful drug use on our premises by any employee, we may request the assistance of police authorities.

An employee who reports to work under the influence of illegal drugs will not be permitted to remain on the premises. Transportation away from the work premises will be provided to the employee. The Director or his/her designee has the right to conduct an on-the-spot search and inspection of employees and their personal effects as described above, and/or perform testing if an employee is suspected of violating any part of this policy.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's job performance and ability to perform the job in a safe manner that does not endanger other individuals in the workplace.

#### **V. ALCOHOL ABUSE**

We are sensitive to the problem of alcoholism; however it must not affect work performance. We will not accept alcohol dependence or use as an excuse for poor performance, chronic absenteeism, tardiness or other violations of our rules. If an employee's abuse of alcohol has an adverse effect on his/her work, the employee will be subject to discharge. An employee who reports to work under the influence of alcohol will not be permitted to remain on the premises. Transportation away from the work premises will be provided to the employee.

#### **W. BULLETIN BOARDS**

Information of interest and importance to employees is posted regularly on the employee bulletin board in the staff lounge and staff hallway by the *Time Management Clock*. You should check the bulletin board on a regular basis for information. The bulletin board is reserved for and restricted to posting of Library notices, bulletins and required government posters. In order to avoid misunderstanding, employees may not post material without authorization. Notices that contain anything of a nature that may reflect unfavorably on the Library or its employees are forbidden.

#### **X. SUGGESTIONS**

We all have a stake in keeping our eyes open for ways to save time, effort and, of course, money. We welcome constructive suggestions. Suggestions should be submitted to the Director in writing. Anonymous suggestions will not be entertained. Suggestions are generally defined as the description of a proposed new procedure or practice or a modification of current procedure or practice, which in the view of the employee will improve efficiency, safety, service, or lower costs. Suggestions can also involve the use of forms, supplies, space, time and reduction of errors.

## **Y. PERSONNEL FILES**

The Library maintains personnel files on each employee. These files are Library property and contain documentation regarding all aspects of the employee's tenure with the Library, such as performance appraisals, beneficiary designation forms disciplinary warning notices, and letters of commendation. It is the responsibility of each employee to promptly notify the Library of any changes in personnel data. To ensure that your personnel file is up to date at all times, notify your supervisor or the personnel department of any changes in your name, telephone number, home address, email address, marital status, number of dependents, beneficiary designations, scholastic achievements, or the individuals to notify in case of an emergency.

### ***Employee Access to Personnel Records and Management Files***

An employee does not have unrestricted access to his or her personnel records.

The basic guidelines for employee access to records are as follows:

1. Employees may review their personnel file upon written request with reasonable notice to the Library. An employee who disagrees with any information in the file may place a written disagreement in the file that will be attached to the specific document.
2. Employees may not review files kept by departmental managers and supervisors.
3. Employees may not see the following information under any circumstances:
  - a. Plans for job assignments or salary changes
  - b. Personnel planning data
  - c. Grievance or complaint records
  - d. Security records
  - e. Information about another employee held for some reason in the employee's own file.

### ***Employee Access Procedures***

Any employee who wishes to see his or her personnel file may request access from the Library Director. Employees must review the file in the presence of an appropriate department representative. Employees may take notes or make single copies of any matter in their file, but no employee is allowed to remove anything from any personnel file. An employee may be dismissed for removing Library property.

## **Z. REFERENCES**

On occasion we receive requests for information about employees. It is our practice to maintain the confidential nature of our employee records. Responses to such inquiries will confirm only dates of employment, wage rates, position(s) held and whether the employee resigned, was discharged, retired or was laid off. Information in employee personnel files will not voluntarily be disclosed to anyone outside the Library without a signed consent form from the employee or former employee specifically authorizing the release of the information.

To ensure that individuals who work for the Library are well qualified, we reserve the right to verify information such as employment status and job title without notification to the individual involved.

The Library relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications or material omissions in any of this information or data may result in

the Library's exclusion of the individual from further consideration for employment, or if the person has been hired, termination of employment. The Library reserves the right to perform a background check on any prospective employee.

## **AA. RESIGNATION**

Should you wish to leave our employ, we ask that you notify you're Department Head and the Director in writing, at least two (2) weeks in advance of your departure date. Your consideration in this regard will enable us to arrange a replacement and is a condition of your receipt of termination benefits. If an employee fails to give us the proper notice, the employee will not be eligible for unused benefits.

Employees are required to work during the notice period, unless otherwise requested by management. Employees who fail to show up for work for two (2) consecutive days will be deemed to have voluntarily resigned unless the employee can provide a valid justification for his or her absence and the lack of a phone call alerting us to the absence. Full-Time employees who wish to transfer to part-time work must submit a resignation from their full-time position.

## **AB. TERMINATION OF EMPLOYMENT**

### ***Termination due to Poor Performance:***

This is the involuntary separation of an employee due to unsatisfactory performance (e.g. excessive tardiness or absence, poor attitude, carelessness, lack of initiative, or incompetence, which has not improved despite warning and counseling). Except during the Introductory Period or in cases of misconduct that necessitate an employee's immediate release, no employee will be released without warning.

### ***Termination for Misconduct:***

This is an involuntary termination for a variety of reasons, including, but not limited to insubordination, dishonesty, misconduct, disorderly conduct, theft, unethical practices, fraud, falsification of library records, embezzlement, willful damage to Library, property, sleeping on the job, carrying concealed weapons, coercing, inciting, bribing, or otherwise inducing employees to engage in any practice in violation of normally accepted conduct. Warnings and counseling need not precede termination for misconduct.

### ***Lay-off***

In the event of lay off due to non-disciplinary reasons, lack of work, change in service, relocation or lack of funds, employees shall receive four (4) weeks written notice or pay in lieu thereof. In the event of a reduction in force, lay-off decisions shall be made by the Director in accordance with applicable Civil Service Rules. An employee's refusal to accept another position in the Library will be considered a voluntary resignation.

## **AC. EXIT INTERVIEW AND SEPARATION ISSUES**

Departing employees may be asked to participate in an exit interview with the Director or his/her designee. The purpose of this interview is to:

1. Ensure that the reason for termination is not based on a misunderstanding or a condition that could be remedied

2. Inform the employee of his/her separation benefits.
3. Gather information that could be helpful in improving working conditions and the quality of the organization.
4. Clarify personal information necessary for post-employment.

## **AD. QUESTIONS, SUGGESTIONS AND PROBLEMS IN THE WORKPLACE**

You are encouraged to bring your questions, suggestions and problems to our attention. If there is anything about your job that is bothering you, we encourage you to discuss it frankly with administration and everything will be done to address the issue. Here are the recommended steps:

If you feel that you have an issue of importance, you should discuss it with your Department Head so that it may be resolved quickly. Past experience has shown that most issues can be addressed effectively by simple examination and discussion of facts. If necessary, a meeting with staff members and other interested parties may be called in an attempt to reach a satisfactory conclusion.

If you believe further action is needed, present the issue in writing to your Department Head who will bring your concern, along with a written evaluation and recommendation, to the Library Director. The Director will review the issue and make a final decision.

Should the issue remain unresolved the Library Director may refer it to the Board of Trustees for Board review.

## **IV YOUR BENEFITS**

Your financial benefits extend beyond your paycheck. The following is a brief outline of benefits. If you have any questions about them, be sure to ask Human Resources or the Director for details.

### **A. LEAVE REQUESTS**

All requests for time off, both paid and unpaid must be submitted through the Library's time clock software. While we will make every attempt to meet your needs, we must assure adequate coverage in all public areas and be fair to all in granting such leave.

### **B. PAID HOLIDAYS**

The Library will be closed on the following holidays and they are considered as paid holidays for Full-time Employees only by the Library:

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

The Library is not closed on Columbus Day. Full time employees may choose to take off without using P or V time, with the approval of their Department Head and the Director. If a FT works they will receive 2 days of compensation time that they have to use within 60 days.

When holidays fall on a Sunday or on a regular day off of a full-time employee, an alternate day shall be allowed as designated by the Director.

Part-time Librarians, Clerks, Custodial Workers and Security who work on a holiday will receive double time for hours worked on that holiday.

Part Time Pages who work on a holiday will be paid time and a half for hours worked on that holiday.

### **C. HOLIDAY BENEFITS TO VETERANS**

Pursuant to Public Officers Law Section 63, all public sector employers must provide a leave of absence with pay for 24 hours if an employee scheduled to work on Memorial Day (the last Monday in May) or Veterans Day (November 11) is a veteran who served:

1. On active duty in the Army, Navy, Marine Corps, Air Force or Coast Guard of the United States and was honorably discharged or separated from that service under honorable conditions.
2. On active duty in the Armed Forces of the United States during any of the following periods of conflict and was honorably discharged or separated from that service under honorable conditions:
  - a. World War I;
  - b. World War II;
  - c. The Korean conflict, from June 27, 1950 to January 31, 1955; or
  - d. The Vietnam conflict, from February 28, 1961 to May 7, 1975.
3. On active duty in the Armed Forces of the United States and received the Armed Forces expeditionary medal, Navy expeditionary medal or Marine Corps expeditionary medal for participating in operations in:
  - a. Lebanon, from June 1, 1983 to December 1, 1987;
  - b. Grenada, from October 23, 1983 to November 21, 1983; or
  - c. Panama, from December 20, 1989 to January 31, 1990.
4. in the Armed Forces of a foreign country allied with the United States during any of the following periods of conflict and was honorably discharged or separated from that service under honorable conditions:
  - a. World War I;
  - b. World War II;
  - c. The Korean conflict, from June 27, 1950 to January 31, 1955;
  - d. The Vietnam conflict, from February 28, 1961 to May 7, 1975; or
  - e. The Persian Gulf conflict, from August 2, 1990 to the end of that conflict.

In addition, employers must provide the same leave of absence to employees who assisted the United States in the war effort during World War II as civilians, as described in Public Officers Law Section 63.



## **D. VACATION LEAVE**

Vacation Leave Requests must be submitted to the person doing scheduling at least one month prior to the planned leave. Once approved by the Department Head or person doing the scheduling, it will be submitted to the Director for final approval.

The Library will do its best to grant requests but may require that the employee choose an alternate period of time off if it is not possible to fill critical gaps in the schedule. If several people request vacation for the same time period and it is not possible to adequately meet scheduling needs, seniority may be taken into account in determining which employee must change the dates of their requested leave. Every attempt will be made to share popular time off periods fairly.

### ***Full Time Employees***

Full Time Employees may not take paid vacation leave within the first six months of employment without special permission from the Director.

Full Time Employees will begin accruing vacation leave from the first date of employment. One twelfth of the allotment of annual leave will be accumulated each month on a continuous basis.

Full time employees with at least one year of continuous service shall be entitled to receive payment for unused vacation upon termination of employment, retirement or voluntary resignation except in the case of termination for misconduct or poor performance, or in the case of failure to give proper notice of resignation. Payment of accrued unused vacation days shall not exceed the equivalent of one years earned vacation leave.

Full-time Librarians will earn twenty-four (24) days paid annual leave per year accrued at two (2) per month. All other Full-time Library Staff will receive twenty-one (21) days paid annual leave per year accrued at 1  $\frac{3}{4}$  (one and three quarters) days per month.

By June 15<sup>th</sup> full time employees may not have more than their equivalent of one years earned vacation leave accumulated.

### ***Part Time Employees***

Part Time Employees may not take paid vacation leave within the first year of employment, though Leave without Pay may be granted with special permission from the Director.

Effective January 1, 2018 any part time librarian, clerk, custodial worker, page, or security guard who works at least 1,040 or more hours per year will be entitled to paid vacation leave as follows:

Length of Service	Paid Vacation Available
0 -12 months	None
After the 1 <sup>st</sup> Year	May take 1 week paid vacation leave (based on the average number of hours worked per week in the prior year. Rate of pay will be based on current hourly rate of pay at the time

After the 2<sup>nd</sup> and  
Subsequent years

the leave is taken.)  
May take 2 weeks paid vacation leave  
(based on the average number of hours  
worked per week in the prior year. Rate of  
pay will be based on current hourly rate of pay  
at the time the leave is taken.)

All others part timers are not entitled to vacation leave benefits.

Leave will be calculated based on the hours report generated by the payroll system in December each year and each eligible employee will receive a notice of vacation leave earned.

Part time employees will not accrue vacation during any approved unpaid leave of absence.

By June 15<sup>th</sup> part time employees may not have more than their equivalent of one years earned vacation leave accumulated.

Part time employees with at least one year of continuous service shall be entitled to receive payment for unused vacation upon termination of employment, retirement or voluntary resignation except in the case of termination for misconduct, poor performance, or in the case of failing to give proper notice of resignation. If leaving prior to the end of the year, employee will be paid for vacation accrued to date and prorated based on the amount of time worked during the year. (Example: An employee who averages 20 hours per week and leaves in October would receive payment for any unused vacation accrued prior to the previous January plus 75% of their average number of hours worked (12) in the first nine months of the year). Payment of accrued unused vacation days shall not exceed the equivalent of one years earned vacation leave.

Vacation leave earned by part time employees prior to the effective date of this new policy will not be taken away.

For part timers hired in the middle of a calendar year, the computation for vacation leave will be done on their first anniversary date and then at the end of each December. For example, an employee hired July 1<sup>st</sup>, 2018 will be evaluated on July 1<sup>st</sup>, 2019 and if they meet the minimum number of hours, will receive vacation leave as described above. They would then be evaluated as of December 31<sup>st</sup>, 2019 based on the calendar year, as to eligibility for vacation leave available to them effective January 1<sup>st</sup>, 2020).

#### **E. PAID SICK LEAVE**

Sick leave is defined as time off for illness, dental appointments, medical testing or necessary preventive medical appointments. Sick leave is to be used only for staff or to care for immediate family illnesses. Using sick leave for any other reasons than those stated may result in termination. We reserve the right to request medical documentation for any illness. When no sick leave has been accumulated, time must be taken without pay.

Upon returning to work, after being out for an illness for three (3) consecutive days, a doctor's note may be required. All employees who have had surgery or been hospitalized will need a doctor's note to return to work.

***Full-time Employees***

Full Time staff members earn ½ day (3 ½ hours) sick leave per two-week pay period (13 days per year). Unused sick leave may be accumulated to a maximum of **225** (two hundred and twenty five) working days. 165 (one hundred and sixty five) days may be applied as service credit upon retirement to the NYS Retirement System as part of the Library Board adopted 41J Option. Full-time employees will not accrue sick leave during any approved unpaid leave absence. No payment will be made for unused sick leave upon resignation or termination of employment.

***Part Time Employees***

Effective January 1, 2018, any part time librarian, clerk, custodial worker, page or security guard who works at least 1040 or more hours per year will be entitled to pay sick leave as follows:

Length of Service	Paid Sick Leave Available
0 -12 months	None
After the 1 <sup>st</sup> Year	May take 1 week paid sick leave (based on the average number of hours worked per week in the prior year. Rate of pay will be based on current hourly rate of pay at the time the leave is taken.)
After the 2 <sup>nd</sup> and Subsequent years	May take 2 weeks paid sick leave (based on the average number of hours worked per week in the prior year. Rate of pay will be based on current hourly rate of pay at the time the leave is taken.)

For purposes of the implementation of this policy, the library will consider how many years the employee has worked in the library as of January 1, 2018. Leave will be calculated based on the hours report generated by the payroll system in December each year and each eligible employee will receive a notice of accrued sick leave earned.

For part timers hired in the middle of a calendar year, the computation for paid sick leave will be done on their first anniversary date and then at the end of each December. For example, an employee hired July 1<sup>st</sup>, 2018 will be evaluated on July 1<sup>st</sup>, 2019 and if they meet the minimum number of hours, will receive paid sick leave as described above. They would then be evaluated as of December 31<sup>st</sup>, 2019 based on the calendar year, as to eligibility for paid sick leave available to them effective January 1<sup>st</sup>, 2020).

Part time employees will not accrue sick leave during any approved unpaid leave of absence.

Part time employees may not accrue more than 200 hours of sick leave.

#### **F. PAID PERSONAL DAYS FOR FULL TIMERS**

An employee may need time off for personal reasons. In January of each year, full-time employees will be granted three (3) personal days. Those who arrive in the middle of the calendar year will be granted personal leave for the first year pro-rated, based on their starting date.

Personal days may be used for any purpose, including the observation of religious holidays. Personal days cannot be carried over to the next calendar year. Although in some cases a personal day will be used in an emergency, the need for a personal day is usually known in advance. Therefore, employees are expected to obtain approval from their Department Head for personal time at least one (1) week in advance. We reserve the right to refuse an employee's request for personal leave.

Personal leave may be taken in increments of half hours. No payment will be made for unused personal leave upon resignation or termination of employment.

#### **G. BLOOD DONATION, CANCER SCREENING AND NURSING MOTHERS**

##### ***Blood Donation***

Eligible employees will be granted three (3) hours of paid leave, in any 12 month period, to donate blood. Proof of blood donation must be submitted to the Personnel Office.

##### ***Cancer Screening***

As per New York Civil Service Law §159-b, eligible employees will be granted a "sufficient period of time, not to exceed four (4) hours on an annual basis to undertake screening for cancer." Proof of a screening must be submitted to the Personnel Office.

##### ***Nursing Mother Right to Express Breast Milk at the Workplace***

An employee who works twenty (20) hours or more per week will be provided a reasonable unpaid break or meal time, or may use their fifteen (15) minute paid break each day, for the purpose of expressing breast milk for their nursing child up to three (3) years following childbirth. All efforts will be made to provide a room for privacy.

#### **H. BEREAVEMENT PAY**

We understand that the loss of a loved one can be a most difficult and stressful period and we wish to help you get through such a tragedy.

In the event of a death in their immediate family, all full-time and part-time employees may take up to five (5) days off to arrange for and attend the funeral. Immediate family includes an employee's spouse, partner, child, parents, step parents, siblings, grandparents, and grandchildren. Bereavement days are to be taken within 10 days of the passing of the family member.

One (1) day of bereavement leave will be granted for the death of any other close relative (e.g. aunt, uncle, niece, nephew and cousins).

If you need bereavement leave, please notify the Director so that appropriate arrangements can be made to cover your absence and assist you while you are away.

Compensation for bereavement leave will be at the regular hourly rate, and will not include Sundays. Compensation will apply only to the days you would have worked and not for time when you are on leave.

Should additional time be required, you may use personal days or unused vacation days or you may request an unpaid leave which must be approved in writing by the Director.

## **I. JURY DUTY**

We will cooperate as much as possible to enable employees to fulfill their civic obligation of serving on jury duty. We will pay all employees scheduled to work at least 15 hours per week their regular rate of pay provided that the employee has been employed by us for more than twelve (12) months, and complies with the following rules:

1. Immediately upon receipt of the notice or summons for jury duty, the employee must deliver a copy of such jury duty notice or summons to the personnel office.
2. If the employee is excused from jury duty, for any day or half day during the required period of service, the employee shall report for work.
3. An eligible employee who is called for jury duty shall give the Director proof of the days of such service.
4. The employee will receive his/her regular pay only upon delivery of a certificate of jury service, to the personnel office, which states the number of days served as a Juror. Immediately upon receipt from the court, payment for jury duty service must be delivered to the personnel office.
5. An eligible employee shall not receive jury duty pay for any day (or week) for which the employee receives pay for holidays, vacation, during any authorized leave of absence from work, or under any other employee benefit plan or policy.
6. Jury duty service will not be deducted from allowable sick leave.
7. The employee must elect a "call in" option, if available.

Notwithstanding anything above, employees who are not eligible to receive jury duty pay will be paid their daily wage, up to forty (\$40.00) per day for the first three (3) days of jury duty, as required by law.

## **J. LEAVE REPORTS**

At the beginning of each calendar (January) and fiscal (July) year, employees will receive an up-to-date report reflecting all leave accrued or taken. Each employee should review this report and address any questions to the Personnel Office. If all information is correct, each employee must sign the calendar year form and return it to the Personnel Office.

## **K. HEALTH INSURANCE FOR EMPLOYEES HIRED BEFORE JULY 1, 2011**

Full time employees are entitled to receive health insurance coverage under the New York State Health Insurance Program, Empire Blue Cross. Part-time employees will not be eligible for health insurance coverage.

The Library will pay 100% of the premium of each covered employee and 90% of the premium for the employee's immediate family. Employees who have family health insurance benefits must notify the personnel department when any dependents are reaching the age of 26 as this affects coverage.

If you choose to not accept health insurance, you will receive a cash incentive in December. Proof of health insurance coverage from another company is required to receive this incentive.

When a full-time employee, who is enrolled in the Library's Health Insurance Program, retires from the Library and is entitled to retirement benefits from the New York State Retirement System, the Library will pay a portion of their health insurance premium based on the number of years as shown below:

<b>Years of Service</b>	<b>% Individual Premiums Paid by Library</b>	<b>% Family Premiums Paid by Library</b>
15 @ HPL	90	75
12 @ HPL	75	50
10 @ HPL	50	35

In the event of the death of an employee or retiree enrolled with Family Coverage, the coverage of any surviving dependent(s) will be continued for an Extended Benefits Period of three months following the month in which the enrollee's death occurred. If the deceased employee or retiree had completed at least ten (10) years of active service prior to death, the surviving dependent(s) is eligible to continue Dependent Survivor Coverage under the New York State Health Insurance Program after the three-month Extended Coverage Period.

Any retiree currently receiving health insurance coverage under a previous policy will continue to be covered.

Employees who are out on disability over thirty (30) days are required to pay their regular health insurance contribution to the library in order to continue their health coverage.

A part-time employee who becomes full-time must work ten (10) full-time years plus their total part-time years equaling 15 total years in order to receive 90% individual health coverage in retirement.

A part-time employee who becomes full-time must work five (5) full-time years plus their total part-time years equaling 12 total years in order to receive 75% individual health coverage in retirement.

A part-time employee who becomes full-time must work five (5) full-time years plus their total part-time years equaling 10 total years in order to receive 50% individual health coverage in retirement.

## **L. HEALTH INSURANCE FOR EMPLOYEES HIRED AFTER JULY 1, 2011**

Full time employees are entitled to receive health insurance coverage under the New York State Health Insurance Program, Empire Blue Cross. Part-time employees will not be eligible for health insurance coverage.

The Library will pay 85% of the premium of each covered employee and 75% of the premium for the employee's immediate family. Employees who have family health insurance benefits must notify the personnel department when any dependents are reaching the age of 26 as this affects coverage.

If you choose to not accept health insurance, you will receive a cash incentive in December. Proof of health insurance coverage from another company is required to receive this incentive.

When a full-time employee, who is enrolled in the Library's Health Insurance Program, retires from the Library and is entitled to retirement benefits from the New York State Retirement System, the Library will pay a portion of their health insurance premium based on the number of years as shown below:

<b>Years of Service</b>	<b>% Individual Premiums Paid by Library</b>	<b>% Family Premiums Paid by Library</b>
15 @ HPL	75	65
12 @ HPL	65	45
10 @ HPL	50	35

In the event of the death of an employee or retiree enrolled with Family Coverage, the coverage of any surviving dependent(s) will be continued for an Extended Benefits Period of three months following the month in which the enrollee's death occurred. If the deceased employee or retiree had completed at least ten (10) years of active service prior to death, the surviving dependent(s) is eligible to continue Dependent Survivor Coverage under the New York State Health Insurance Program after the three-month Extended Coverage Period.

Any retiree currently receiving health insurance coverage under a previous policy will continue to be covered.

Employees who are out on disability over thirty (30) days are required to pay their regular health insurance contribution to the library in order to continue their health coverage.

A new full-time employee may start health insurance immediately.

A part-time employee who becomes full-time must work ten (10) full-time years plus their total part-time years equaling 15 total years in order to receive 75% individual health coverage in retirement.

A part-time employee who becomes full-time must work five (5) full-time years plus their total part-time years equaling 12 total years in order to receive 65% individual health coverage in retirement.

A part-time employee who becomes full-time must work five (5) full-time years plus their total part-time years equaling 10 total years in order to receive 50% individual health coverage in retirement.

#### **M. SUPPLEMENTAL CANCER INSURANCE**

Full time employees who are covered under the Library's or under a spouse's health insurance plan are eligible to purchase Aflac Supplemental Cancer Insurance. Further information on this option is available from the Personnel Office.

#### **N. FLEXIBLE SPENDING PLAN**

Full time employees are eligible to have a pre-tax deduction from their paychecks for participation in Aflac's Flexible Spending Plan. Under this plan, employees estimate their annual uncovered or unreimbursed medical, dental, eyeglass, prescription, co-pay, child care, etc. expenses, and submit applications for reimbursement through the Aflac account. The detailed handbook on this program is available from the Personnel Office.

#### **O. DENTAL INSURANCE AND VISION DISCOUNT PLAN**

The Library provides all full time employees with single coverage dental insurance. Full time employees may elect to cover one additional family member or their entire family and pay an additional fee. Details on this program are available from the Personnel Office.

#### **P. RETIREMENT BENEFITS**

All employees are eligible to join the New York State Retirement System. Detailed information about this benefit is available from the Personnel Office. Part-time employees who do not wish to take advantage of this benefit must sign a declination statement. All full-time employees must join the retirement system.

#### **Q. 403b ANNUITY OPTION**

All full-time employees are eligible to have payroll deductions for pre-tax 403b annuity contributions. Information on this option is available from the Personnel Office.

#### **R. CREDIT UNION**

Employees are eligible to join the Suffolk Federal Credit Union with contributions made through payroll deduction. Information on this option is available from the Personnel Office.

#### **S. EMPLOYEE ASSISTANCE PROGRAM**

The Library pays to provide all employees and their extended families with a BOCES sponsored Employee Assistance Program. This is a totally confidential crisis intervention, assessment and referral service. Depending upon the nature of the problem and the best available help, an employee may receive short term counseling in the EAP office or may be referred to a service or private practitioner prescreened by the EAP Counselor. Employees may voluntarily avail themselves of EAP Counseling, or may be referred by their Department Head or Library Administrators. All referrals are confidential.



Topics include substance abuse, health issues, dealing with loss, parenting, elder care, time management and a host of topics too broad to mention. A list of your EAP representatives is available in the Business Office and on the Staff Bulletin Board.

The Library works with BOCES to provide several programs of interest for staff each year, based on input from the staff. In addition, EAP presents programs for the "region" and invites all to attend. Notices of these regional presentations are distributed with pay stubs/checks.

## **T. PROFESSIONAL MEETINGS AND CONFERENCES**

The Library encourages all employees to participate in relevant conferences, workshops, and organizations for professional development, time and funds permitting. Upon written request submitted by an employee, the Director will make recommendations to the Board as to whether or not staff members should attend at state and national conferences. Employees attending any meetings or conferences must share information gathered with other staff members. An employee using his/her car for Library business shall be reimbursed for mileage at the same rate as the current IRS allowance, plus any other reasonable and necessary expenses approved by the Director and the Board. The Board must approve levels of reimbursement for conference expenses in advance. Requests for reimbursement must be accompanied by supporting receipts or vouchers.

## **V. LEAVES OF ABSENCE**

### **A. MILITARY LEAVE**

Leaves of Absence for military or Reserve duty are granted to all employees. If you are called to active military duty or to Reserve or National Guard training, or if you volunteer for the same, you should submit copies of your military orders to your supervisor as soon as possible. You will be granted a military leave of absence for the period of military service, in accordance with applicable federal and state laws. If you are a reservist or a member of the National Guard, you are granted time off for required military training. Your eligibility for reinstatement after your military duty or training is completed and the paid status of your leave is determined in accordance with applicable federal and state laws.

### **B. FAMILY AND MEDICAL LEAVES OF ABSENCE REQUEST.**

#### ***PART 1.*** Employees Who Qualify for a Leave under the Family and Medical Leave Act of 1993

The Library will grant a leave of absence to regular full-time and regular part-time employees (who meet the requirements described below) for the care of a child after birth or adoption or replacement with the employee for foster care, the care of a family member (spouse, child, or parent) with a serious health condition, or in the event of an employee's own serious health condition.

Unpaid leaves will be granted for a period of up to twelve weeks in any twelve-month period.

An employee must have completed at least one full year of service with Harborfields Public Library and have worked a minimum of 1,250 hours in the twelve-month period preceding the leave to be

eligible for such leave. Employees who do not meet these requirements may apply for a leave of absence subject to the conditions described in Part 2 of this policy.

### *Child/Family Care Leave*

If you request a leave of absence to care for a child after birth, adoption, or placement in your home for foster care or to care for a covered family member with a serious health condition, you will be granted unpaid leave under the following conditions:

1. If the leave is planned in advance, you must provide us with a written request at least thirty days prior to the anticipated leave date.
2. If the leave is unexpected, you should notify your supervisor and the Personnel Office by providing the written request as far in advance of the anticipated leave date as is practicable. (Normally this should be within two business days of when you become aware of your need for the leave.)

All of your benefits that operate on an accrual basis (e.g., vacation, sick, and personal days) will cease to accrue during the leave period.

You will be required to use all accrued, unused vacation and personal days during the leave period. Once such benefits are exhausted, the balance of the leave will be without pay.

All group health benefits (e.g., major medical and hospitalization) will continue during the leave provided you continue regular employee contributions to these plans. (Other benefits, such as pension and long-term disability will be governed in accordance with the terms of each benefits plan.)

Employees requesting a leave to care for a covered family member with a serious health condition may be required to provide medical certification from the family member's physician attesting to the nature of the serious health condition, probable length of time treatment will be required, and the reasons that the employee is required to care for this family member. Employees may also be required to provide additional physician's statements on request. Further, the family member may be required to submit to medical examination by physicians designated by Harborfields Public Library at our discretion and at our expense.

### *Leave for Employee's Serious Health Condition*

If you request a leave of absence for your own serious health condition, you will be granted leave under the following conditions:

1. If the leave is planned in advance, you must provide us with a written request at least thirty days prior to the anticipated leave date.
2. If the leave is unexpected, you should notify your supervisor and the Personnel Office by providing the written request as far in advance of the anticipated leave date as is practicable. (Normally this should be within two business days of when you become aware of your need for the leave.)
3. Any time that you expect to be or are absent for more than five consecutive work days as a result of your own serious health condition (including pregnancy and injuries covered by workers compensation), you will be required to submit appropriate medical certification from

your physician. Such certification must include at a minimum, the-date the disability began, a diagnosis, and the probable date of your return to work. Any health related absence of longer than five (5) consecutive days will be deemed by Harborfields Public Library to be FMLA leave unless you are otherwise advised.

All our benefits that operate on an accrual basis (e.g., vacation, sick, and personal days) will cease to accrue during your leave period.

You will be required to use all accrued, unused sick, vacation, and personal days during your leave. Once such accrued benefits are exhausted, the balance of your leave will be without pay.

You will not be allowed to use accrued unused sick, vacation or personal days during this time if you are eligible for short-term disability benefits or workers' compensation benefits. Your twelve (12) week FMLA leave entitlement will run concurrently with your workers' compensation or disability leave.

All group health benefits will continue during the leave provided you continue regular employee contributions to these plans. (Other benefits, such as pension, and long term disability will be governed in accordance with the terms of each benefits plan.)

During your leave, you may also be required to provide us with additional physician's statements on request attesting to your continued disability and inability to work. You may also be required to submit to medical examinations by physicians designated by us at our discretion and at our expense, at the beginning of, during, or at the end of your leave period, and to provide us with access to your medical records as required.

Before you will be permitted to return from medical leave, you will be required to submit a note from your physician indicating that you are capable of returning to work and performing the essential functions of your position with or without reasonable accommodation. Where required, we will consider making reasonable accommodation for any disability you may have in accordance with applicable laws.

### ***Leave Entitlement***

Eligible employees are entitled to leave for up to twelve weeks in any twelve-month period (or in the case of a leave for an employee's own serious health condition, where a leave extension is requested and approved).

Leave taken to care for a child after birth, adoption, or placement in your home for foster care must be taken in consecutive work weeks. Leave taken for the employee's or a covered family member's serious health condition may be taken consecutively, intermittently, or on a reduced work leave schedule based on certified medical necessity. In such instances, we will follow applicable federal and state laws in reviewing and approving such leave requests.

### *Reinstatement Rights*

Eligible employees are entitled on return from leave within the twelve (12) week period to be reinstated to their former position or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Exceptions to this provision may apply if business circumstances have changed (e.g., if the employee's position is no longer available due to a job elimination). Exceptions may also apply for certain highly compensated employees under certain conditions. In addition, employees on a leave extension are not guaranteed reinstatement.

These employees will be handled in accordance with the reinstatement provisions in Part 2 of this policy.

### **PART 2. Leaves for Employees Who Do Not Qualify For Leave Under The Family and Medical Leave Act**

Full-time regular and part-time regular employees who have less than one year of service and/or who have not worked a minimum of 1,250 hours during the twelve-month period prior to their leave or who are not suffering from a serious health condition may request a medical leave of absence, subject to the following terms and conditions:

1. Leave requests must be made in writing at least thirty days in advance of the date the employee would like the leave to begin or, in emergency situations, with as much advance notice as is practicable. Normally, this should be within two business days of when the need for the leave becomes known to the employee.
2. The certification requirements and the conditions for required use of accrued time off, benefits accrual, and continuation of group health insurance during leave set forth in Part 1 apply to all leave requests.
3. Leaves will be limited to a sixty (60) calendar-day maximum duration.
4. Reinstatement will not be guaranteed to any employee requesting a leave under this Part B. However, we will endeavor to place employees returning from leave in their former position or a position comparable in status and pay, subject to budgetary restrictions and our need to fill vacancies and our ability to find qualified temporary replacements.

All questions regarding leaves of absence should be directed to the Director.

### **C. MATERNITY/PATERNITY LEAVE**

In the event of the birth of the employee's child, employees may use accrued-sick leave and vacation time, and may take further leave without pay up to twelve (12) months after delivery without loss of seniority. The Director must be informed at least sixty (60) days in advance of an employee's intention to take maternity/paternity leave. Employees on maternity/paternity leave must notify the Director of their intention to return to work at least one (1) month in advance of their expected return date.

Any employee who is granted an approved leave of absence under this policy is required to continue making the employee's share of health insurance premium contributions during the period of unpaid absence.

In the event that an employee elects not to return to work upon completion of an approved unpaid leave of absence, the Library may recover from the employee the cost of any payments made by the Library to maintain the employee's health coverage unless the failure to return to work was for reasons beyond the employee's control. Benefit entitlements based upon length of service will be calculated as of the last paid work day prior to the start of the unpaid leave of absence.

The employee will not be entitled to earn additional employee benefits (e.g. vacation, sick or personal leave) during the period of leave.

#### **D. PERSONAL LEAVE OF ABSENCE**

Employees who have successfully completed the Probationary Period may request an unpaid personal leave of absence for a period not to exceed one (1) year. A written request for personal leave of absence must be submitted to the Director at least thirty (30) days prior to the commencement of the requested leave. The Director will submit the request to the Board of Trustees for approval. Employees on approved personal leave of absence maintain the seniority level held at the time such leave commences.

Any employee who is granted an approved leave of absence under this policy is advised to provide for the retention of his other group insurance coverage by arranging to pay the entire premium contributions during the period of unpaid absence.

The employee will not be entitled to earn additional employee benefits (e.g. vacation, sick or personal leave) during the period of leave.

#### **E. NEW YORK STATE PAID FAMILY LEAVE BENEFIT LAW**

Beginning January 1, 2018, New York State's new Paid Family Leave Benefit Law goes into effect. This law entitles both full and part time employees to receive partial pay while away from work for family reasons, including maternity or paternity leave, care for a family member with a serious health condition, or to help when someone is called to military service.

The Paid Family Leave is funded through payroll deduction, with a rate (and maximum contribution) of 0.126% of an employee's weekly wage. If, for example, your average weekly wage is \$1,000, then your deduction would be \$1.26 per week.

Employees who take leave are guaranteed to be able to return to their job and maintain their health insurance. While on leave, you are responsible to continue to pay your monthly health insurance portion, if applicable.

Phase-in Schedule:

2018	8 Weeks	50% of average weekly wage
2019	10 Weeks	55%
2020	10 Weeks	60%
2021	12 Weeks	67%

Funding: Employee funded through payroll deduction. Maximum contribution will be 0.126% of an employee's weekly wage, up to and not to exceed the statewide average weekly wage.

As of July 1, 2017 the average weekly wage in New York State was \$1,305.92, so the maximum payroll deduction would be \$1.65 per week. Deductions will begin on or about August 1, 2017

For more information:

<https://www.ny.gov/programs/new-york-state-paid-family-leave>

## **VI OTHER BENEFITS**

### **A. EXTENDED HEALTH CARE COVERAGE (COBRA)**

Under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA), as amended, health coverage may be extended to you and your family, for up to 18 months at your expense if you are terminated or your hours are reduced and result in loss of coverage, except when termination is for gross misconduct. The 18 month period may be extended to 29 months if you or your dependent becomes disabled for Social Security purposes during the first sixty (60) days of continuation coverage. Health care coverage may also be extended for up to 36 months to spouses and dependents of deceased employees, divorced or legally separated spouses and dependents of employees covered by Medicare, and dependent children who would no longer be covered under our Group Plan. Details of COBRA rights will be given to you upon enrollment in our Group Health Plan.

### **B. DISABILITY INSURANCE**

Any full or part-time employee who is absent due to illness, injury or maternity if eligible to receive weekly payments designed to partly replace income lost during period of disability for up to twenty six (26) weeks. Coverage and benefits are in accordance with State law. According to New York State Disability Benefits Law, daytime students in elementary or secondary school who work part time during the school year or during regular vacation periods are not eligible for this coverage.

### **C. UNEMPLOYMENT INSURANCE**

Employees are covered for unemployment compensation in accordance with applicable New York State Laws. Harborfields Public Library pays the entire cost of this benefit.

### **D. WORKER'S COMPENSATION INSURANCE**

If you injure yourself on the job you will be eligible to receive Workers' Compensation benefits. All accidents must be immediately reported on an accident report form (available from the Business Office). This form must be submitted to both the Workers' Compensation Board and our insurance carrier within ten (10) days of an accident. This benefit is paid in full by Harborfields Public Library.

### **E. SOCIAL SECURITY AND MEDICARE**

As an employee of Harborfields Public Library, you are covered by Social Security and Medicare under the Federal Insurance Contribution Act (FICA). Your contribution is established by law and deducted from your paycheck. We contribute an equal amount on your behalf for your retirement benefit and Medicare.

## **VII LIBRARY RULES**

### **A. CONFIDENTIAL INFORMATION**

All information that is not common knowledge is considered privileged, and is not to be disclosed under any circumstances. This includes Library records, patron information, memoranda and any other written material. In particular employees should not discuss the following information in public places:

1. All material pertaining to Library patrons.
2. Information concerning our budget, income or expenditures except as it may appear in the printed Annual Report or any material made public by Harborfields Public Library.
3. Minutes or content of all non-public meetings arranged by the Director in which Board members, and/or staff members participate in discussing Library work and policies.
4. Any information given to staff in writing or orally which is designated as confidential.
5. Salaries or other personal data pertaining to individual staff members to which an employee has access by nature of the work. This includes all types of personnel material, such as salary, evaluations, attendance records, data reported on application forms, references written or received by Harborfields Public Library, or other material relevant to employment. Employees who have questions about this rule should immediately discuss the question with the Director.

### **B. NO SOLICITATION/DISTRIBUTION**

In order to avoid interference with your work, and the work of others, solicitation for any purpose by employees during working time is strictly prohibited. Work time does not include meal time or break time. Solicitation of Library employees or distribution of materials to Library employees by non-employees will not be permitted during working time. Solicitation or distribution of materials by non-employees is strictly prohibited if such solicitation or distribution interferes with the normal operation of the library.

### **C. TELEPHONE CALLS, CELL PHONES AND ETIQUETTE**

As a representative of the Library, you should answer the telephone in a courteous, thoughtful, professional manner. Remember to answer all calls promptly, use the proper greeting, and give the caller your undivided attention. For example: "Harborfields Public Library. May I help you?"

In order not to interrupt our flow of work, personal phone calls should be kept to a minimum during working hours. You are asked to advise your friends and relatives of this policy. Telephones are for the sole purpose of conducting Library business.

Personal calls, whether incoming or outgoing, are to be strictly limited to the giving or receiving of necessary information and should be kept as brief as possible. All personal long distance telephone calls must be reported on a personal phone call form, submitted to the Business Office. Charges for these calls must be paid by the employee.

Cell phones are prohibited in public areas of the library for incoming and outgoing calls.

Library Staff are expected to answer telephones for self and others. The telephone is the primary communications link with the public and one way we serve the community. All incoming business calls must be returned promptly.

#### **D. ETHICAL BEHAVIOR**

All employees of the Library are expected to observe the highest standards of ethics and integrity in their conduct. This means following a basic code of ethical behavior and policies on Confidential Information. Employees who have questions about how these policies apply in particular situations should discuss the exact circumstances with the Director. Each situation will be considered on its own merits.

#### **E. ETHICAL USE OF COMPUTERS AND E-MAIL**

Computers are an expensive and valuable resource and are to be used only for Library business. Any use of computer resources for other than official business will be considered misconduct and the employee committing such activity will be subject to discipline.

All computer programs written for and used by Harborfields Public Library are Library property or are protected by a contract that we have signed. No program or data should ever be copied for personal use or given to anyone outside the Library without the written approval of the Director.

Computer terminal passwords are confidential and must be safeguarded at all times. It is the system user's responsibility to ensure that passwords are never left unprotected or unsecured. An unprotected password constitutes a security violation. System users are held accountable for all the processing done with their password. For their own protection, employees must therefore ensure that their passwords are not shared with anyone other than designated personnel.

All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of the Library and as such are to be used solely for job-related purposes. To ensure that the use of our computers and electronic computer communications is consistent with our legitimate business interests, authorized personnel may monitor use, which may include retrieving stored voice-mail messages. Moreover, improper use of the E-Mail system (e.g. harassment, spreading offensive jokes or remarks) will not be tolerated.

As a condition of employment and continued employment, all employees are required to sign an acknowledgment form regarding our E-mail policy.

#### **F. SAFETY, INJURIES AND REPORTING ACCIDENTS**

We are committed to provide a safe and healthy work environment. We take all practical steps to safeguard our employees from accidents and maintain a safe working environment. Employees are expected to follow safe procedures and take an active part in protecting themselves and their colleagues; detect and report hazardous conditions, practices and behavior at their work area; report all accidents and injuries to their immediate Department Head in a timely fashion (reports of violent incidents must be in writing); submit recommendations to management on actions that can be taken to improve unsafe conditions or practices at their work area.



Certainly, no one wants to get hurt and few people deliberately take chances. Unfortunately, accidents can happen when someone is careless or fails to follow proper procedures. With an alert safety attitude, you can help to eliminate painful and costly accidents. State and national statistics show that 85% of all accidents are caused by some unsafe act of personal carelessness. Your safety and the safety of your co-workers is one of our greatest concerns.

Always report any accident, injury or illness immediately to your Department Head, who will direct you to the proper personnel and area for treatment. Prompt treatment is often the only difference between a serious injury and a minor one. Department Heads are responsible for completion of appropriate forms.

## **G. BLOODBORNE PATHOGENS POLICY**

1. While normal operations are not likely to involve circumstances exposing employees or users to blood borne pathogens; the Library complies with New York Department of Labor regulations and therefore the Federal Occupational Safety and Health Administration regulations relating to occupational exposures to blood borne pathogens which have been incorporated by administrative actions.
2. Exposure Determination: No particular job classification of the library has occupational exposure (meaning "reasonably anticipated...contact with blood or other potentially infectious materials that may result from the performance of an employee's duties", however, emergencies may occur with staff or patrons, particularly youth or the elderly patrons, to which library employees in all classifications may be called upon to respond with assistance. Or emergencies with "out of control" individuals (e.g. biting, spitting, etc) could present an individual threat.
3. Universal Precautions: All potential circumstances of exposure must be taken into account by the Library and its employees to protect against exposures, Hepatitis B (HBV) human immunodeficiency virus (HIV), and other blood borne pathogens found in human blood and other body fluids cause life threatening diseases. In emergency or other such circumstances, when contact with blood or other potentially infectious materials may result, the library's approach to infection control requires all human blood and body fluids to be treated as if known to be infectious for HIV, HBV, and other blood borne pathogens. Engineering and work practice controls shall be used to eliminate or minimize employee exposures, and if a possibility of exposure remains, personal protective equipment shall also be used.
4. Exposure Control Plan: At any time within the Library environment that human blood, human bodily fluids or other potentially infectious materials are presented, the area contaminated shall be immediately cordoned off and quarantined even if the entire library must be closed to accomplish this completely. Personal protection clothing, such as gloves, etc, shall be provided and used in the cleanup and safe disposal of contaminated waste such as diapers, blood tinged materials (e.g. Band-Aids, gauze, cotton, clothing, etc.) etc. If advisable, a professional Hazardous/contaminated cleanup firm shall be contacted and retained for complete cleanup and decontamination. The quarantine shall be effective until complete cleanup and disposal is

obtained. Hand-washing facilities are provided by the Library and must be used by the employees as soon as, feasible including following the removal of personal protective equipment. A complete record of all incidents, exposures, cleanup, and disposal shall be kept as required by the regulations.

5. Training and Immunizations: The Library shall provide directly or through the System, State or associational programs, annual in-service training/educational programs for all affected employees. Any employee who has an occupational exposure shall be offered, at no charge, the hepatitis B vaccine series, in accordance with the regulations. Following the report of an exposure incident, the Library will make immediately available to the exposed employee, or employees a confidential medical evaluation and follow up as provided in the regulations.

## **H. COMMUNITY AFFAIRS - PUBLIC RELATIONS**

All official policy or position statements of the Harborfields Public Library are made only in accordance with specific Library policy as determined by the Board of Trustees. Employees must refrain from giving the impression their views and positions are endorsed by the Library or by their co-employees. Personal statements on controversial issues must indicate they are not Library policy

## **I. SECURITY**

Employees should exercise caution regarding personal articles left on Library premises during or after work hours. Harborfields Public Library does not accept responsibility for losses which may result.

## **J. WORK SPACE APPEARANCE**

All personnel are requested to maintain their work areas in a manner consistent with the highest standards. All employees should adhere to the following guidelines:

1. Work areas should be cleared at the end of each workday.
2. Areas or rooms to which constituents or visitors have access should be maintained in a presentable condition at all times.
3. Precaution and good judgment should be exercised to prevent confidential and proprietary information from being exposed at work areas. It is a never-ending job to keep our premises neat and orderly. Of necessity, we work with many papers, files and records. Nevertheless, every employee must make every effort to leave his/her particular desk and work area in good order at the end of each day.

## **K. DRESS CODE**

Impressions are extremely important. The impression you create through your personal appearance and actions will in great measure determine your professional reputation. If you exercise good judgment in always presenting yourself as a professional, your reputation and that of the Library will be enhanced.

We recognize that dress is a matter of personal taste. However, your personal appearance is a part of our image and you should always be neat and clean. Your dress should be appropriate for the type of work you do. All employees are encouraged to wear closed toed shoes to prevent injury.

Pages will be given two polo style shirts when hired, which are to be worn on all shifts. Pages may wear slacks or jeans in good condition only. Pages must wear closed toed shoes or sneakers (no sandals) when working to prevent injury from book carts or materials that might be dropped.

Custodians will be given polo style shirts when hired, which are to be worn on all shifts and wear slacks or jeans in good condition. Custodians must wear closed toed shoes or sneakers when working to prevent injury.

#### **L. EMERGENCY CLOSINGS**

Employees will not be indiscriminately sent home during bad weather or other uncontrollable emergencies such as power failures, transportation breakdowns etc. The Director will announce any closing by informing Department Heads of an exact closing time. All personnel are asked to remain at work until a dismissal announcement is made. In the event of severe weather, we will be in contact with the National Weather Service, Harborfields Superintendent of Schools and surrounding libraries in an effort to make sound decisions regarding the restriction of work activity for the safety of all employees

The following pay policy is established to insure fairness:

1. Full-time employees who leave work at the announced emergency closing time will be paid for the full day; Part-time employees will be paid for the remainder of their shift.
2. Employees who leave prior to any announced emergency closing time will be paid for the actual hours worked only.
3. Employees who do not report to work when the Library is open, due to emergency conditions will not be paid for the day. Employees who report late will be paid for the actual hours worked.
4. Earned vacation time or personal days may be applied as compensation for time not paid.
5. Custodial Staff will be compensated accordingly. Further information is provided in the Personnel Office.

#### **M. EMERGENCY TELEPHONE CHAIN**

The Library subscribes to an automated notification service ("Robo-call"). In the event of any emergency closing, or change in our normal hours, an automated, recorded message will be sent via telephone and optional text message to the number you have provided to the personnel office. We make every effort to notify each person before the beginning of his/her shift.

### **VIII EVALUATIONS AND REVIEW**

#### **A. STATEMENT OF PURPOSE**

Our intention is to hire the most qualified people available and to give them the maximum opportunity for advancement. Promotions are based on merit, ability, leadership, creativity, initiative and willingness to accept responsibility. Where all other factors are equal, seniority shall be the determining factor. All staff members are expected to demonstrate progressive expertise in job performance and knowledge. One mark of a mature employee is an enthusiastic approach to work; you should consider no assignment unimportant or unworthy of your best efforts. You will be given assistance and guidance on a regular basis by management.

## **B. PERFORMANCE REVIEWS**

Towards the end of your Introductory Period you may have a performance review. The performance reviews provide an opportunity for you and management to discuss subjects such as training needs or the desire for increased job responsibility, your technical progress, accomplishments, strengths and weaknesses, and goals for the coming year. The review also serves as an objective basis from which recommendations for promotions and other personnel actions may be made. Regular employees who receive an unsatisfactory performance evaluation will be given a warning and a reasonable period to correct deficiencies. Performance reviews may be done verbally or in written form annually or as the need arises.

## **C. WORK PERFORMANCE**

It is expected that all employees will carry out their responsibilities fully and to the best of their abilities, and conduct themselves so as to best serve the interests of the Library. When informing an employee that work performance does not meet satisfactory standards, the Library will take action appropriate under the circumstances, including:

1. Referral to EAP counseling to point out area(s) of weakness and recommend ways to overcome areas of concern;
2. Warning the employee orally and if the problems continue, with written statements (such as employee notices, etc.) to the employee's personnel file;
3. Releasing the employee if the severity of the case warrants.

## **CONCLUSION**

The Employee Handbook is intended to give you a broad summary of things you should know about the Library. The information in this guide is general in nature, and should questions arise, established procedures will be consulted for complete detail. While we intend to continue the policies, benefits and rules contained in this guide, changes or improvements may be made from time to time.

***NOTHING IN THIS HANDBOOK IS INTENDED TO CREATE AN EMPLOYMENT AGREEMENT BETWEEN THE LIBRARY AND ITS EMPLOYEES.***

We hope these policies are clear and understandable; if not, or if you have questions about areas not included in this guide, feel free to talk to the Director or your Department Head.

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## PERSONNEL POLICY AND BENEFITS GUIDE RECEIPT

I have received a copy of the Employee Handbook (2018) which outlines the benefits, policies, rules and regulations related to my position. I will read and become familiar with these policies and abide by them during my employment. I understand that any failure on my part to comply with any provision of this guide, now or as amended, or any other rule or regulation may subject me to disciplinary action. I understand I am to direct any questions regarding the policies or the interpretation of these policies to the Library Director.

I understand that the Employee Handbook (2018) constitutes management guidelines only and is neither to be interpreted as a contract between the Harborfields Public Library and me, nor does it constitute a guarantee that my employment will continue for any specified period of time. I understand that neither this guide nor any other communication by a management representative is in any way intended to create an express or implied contract of employment.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

*Note: This form must be signed and submitted to the Personnel Office and will become a part of your personnel file.*