



***George F. Johnson
Memorial Library***

Employee Handbook

June 11, 2015

TABLE OF CONTENTS

100	INTRODUCTION	6
101	Welcome Message	6
102	History	6
103	The Purpose of This Handbook	6
200	EMPLOYMENT MATTERS	8
201	Civil Service Regulations	8
202	Changes or Modifications	8
203	Employment	8
204	Personnel Administration	8
205	Change in Status	9
206	Separation From Employment	9
207	Equal Employment Opportunity	10
208	Reasonable Accommodation	10
209	Domestic Violence	10
210	Religious Obligations	11
211	Sexual Harassment	11
212	Code of Ethics	15
213	Reporting Improper Conduct	15
214	Grievance Policy	15
215	Whistleblower Policy	15
300	EMPLOYEE CLASSIFICATIONS	16
301	Full-Time Employees	16
302	Part-time Employees	16
303	Pay Categories	16
304	Hiring of Relatives	16
400	WORK DAY	17
401	Hours of Operation	17
402	Meal Periods and Work Breaks	17
403	Recording Hours Worked	18
404	Emergency Weather Closing	19
500	ATTENDANCE	20
501	Sick Time	20
502	Bereavement	20
503	Jury Duty	21
504	Military Leave	21
505	Family and Medical Leave Act (FMLA)	22
506	Other Leave	26

600	COMPENSATION	27
601	Pay Period	27
602	Payroll Deductions	27
603	Travel Expenses	27
604	Waiver of Fines	27
700	EMPLOYEE BENEFITS	28
701	Medical Benefits	28
702	Cafeteria Plan (Flexible Spending Account)	28
703	Continuation of Benefits	29
704	Deferred Compensation (457 Plan)	31
705	Retirement Pension Plan	31
706	Voluntary Insurance	31
707	Vacations	31
708	Paid Holidays	32
709	Disability Coverage	33
710	Workers' Compensation	33
711	Unemployment Insurance	34
712	Social Security	34
713	Employee Assistance Program (EAP)	34
714	Library Discounts on Personal Orders	34
800	SAFETY & EMERGENCY	35
801	Safety Procedures	35
802	Safety	35
803	Work Area Maintenance	36
900	SECURITY	37
901	Building Access and Security	37
902	Privacy Notice	37
903	Personal Belongings and Security	37
904	Library Property	38
1000	POLICIES AND PROCEDURES	39
1001	Philosophy of Working Together	39
1002	Personal Appearance	39
1003	Misrepresentations	39
1004	Removal or Damage of Property	39
1005	Electronic Communications (Email and Internet)/Telephone Usage	39
1006	Personal Use of Library Supplies/Equipment	40
1007	Gifts	40
1008	Conflict of Interest	40
1009	Smoking Policy	40
1010	Confidentiality	41
1011	Patron Confidentiality	41
1012	Parking	41
1013	Purchasing Authority	42

1014	Disciplinary Action/Poor Performance	42
1015	No Solicitation/No Distribution Policy	43
1016	Violence in the Workplace	44
1017	Social Media/Social Networking	45
1100	COMMUNICATION PROCEDURES	46
1101	Staff Concerns and Board Relations	46
1102	Bulletin Board Postings	46
1103	Adverse Correspondence and Media Requests	46
1104	Suggestions	47
1105	Public Relations	47
1200	APPENDICES - FACTS ABOUT GFJ LIBRARY	48
1201	Appendix 1: Standards of Conduct	48
1202	Appendix 2: Whistleblower Policy	49
1203	Appendix 3: Emergency Evacuation Plan	50
1204	Appendix 4: Exempt employees and sick time	52
	EMPLOYEE HANDBOOK ACKNOWLEDGMENT	53

NOTICE

The material in this handbook should be considered as general guidelines regarding some of the **George F. Johnson Memorial Library** (hereafter referred to as **GFJ Library** or Library) policies, procedures and benefits. They are not intended to be a contract with the employee.

In many cases, the **GFJ Library** policies are set forth in plan documents, insurance contracts and other legal documents. In those cases, the actual terms of those documents supersede any summary provided in this material and are controlling.

Every effort will be made to keep the information up to date, however, the **GFJ Library** reserves the right to modify, change or terminate policies and benefits at any time, without notice and without a written revision of the material in this handbook.

100 INTRODUCTION

101 *Welcome Message*

Welcome to the George F. Johnson Memorial Library. We have been serving the residents of the greater Southern Tier since 1915 and we hope you will enjoy your association with our organization. Our most important resource is our employees, and we welcome you to our staff.

102 *History*

George F. Johnson died on November 21, 1948. In 1950 the village acquired the Johnson homestead on Park Street, built in 1903, for use as a public library. On October 9, 1951 the library was dedicated to the memory of the industrialist by his daughter, Mrs. Floyd E. Sweet. The memorial plaque reads: "In memory of George F. and his wife Mary A. Johnson — whose home this was — this library is dedicated to their efforts to assure fuller understanding and happiness for all."

The library was under the direction of Beatrice E. Scott, who entered into Endicott library service on September 1, 1936. She retired on April 15, 1968. Mrs. Scott was a pioneer in making film and record collections available for patron use. She was also very involved in the planning for the present library building opened in 1967.

There was also a carriage house behind the library which contained a large upstairs meeting room. At one time classes for the Harpur College were held there. This was also the facility used for the children's story hours. The carriage house also housed the library from September 25, 1966 to October 21, 1967, while the new library was being built. At the time of the library construction, the hours at the Hillside Center Library were expanded so that library service to the community would not be interrupted.

The present library was opened to the public on September 25, 1967 and was formally dedicated October 21, 1967.

103 *The Purpose of This Handbook*

The purpose of this Handbook is to communicate the policies and practices of **GFJ Library**. It is extremely important that our employees understand the policies that relate to employee benefits, employment classification, rules,

regulations and procedures, pay policies and personnel practices. Do not hesitate to contact your supervisor with questions.

All information is subject to revision by the Library Board of Trustees. Changes will be communicated to you by the Library Director or your supervisor. Personnel issues are subject to overriding Civil Service regulations. The handbook may not cover every contingency and it does not constitute an employment contract. Questions should be addressed to your supervisor or the Library Director.

Unless otherwise stated, this handbook supersedes any handbooks and/or policy memos previously issued by **GFJ Library**. It is the responsibility of each employee to read, understand and comply with all provisions of this handbook and to retain it for future reference.

200 EMPLOYMENT MATTERS

201 *Civil Service Regulations*

Employment of both competitive and non-competitive positions follows civil service regulations. This handbook does not create a contract, implied or expressed, with **GFJ Library** employees, nor is this handbook a warranty of benefits. Employment may be terminated by an employee or by the Library at any time within civil service regulations.

202 *Changes or Modifications*

GFJ Library reserves the right to interpret, revise, change, modify or rescind any section or portion of this Handbook without notice, although such changes will not affect compensation earned under pre-existing policies.

The employee benefits, personnel policies, procedures and rules of this manual will remain in effect unless you are notified that changes are necessary.

Any questions about any topic covered in this book should be submitted to your supervisor. Exceptions to these policies may be made from time-to-time by **GFJ Library** due to business necessity.

203 *Employment*

The Library Director is hired by the Library Board of Trustees. The Library Director hires employees and administers day-to-day personnel matters within requirements of Broome County Personnel (civil service) regulations. New employees may be subject to a probationary period under Broome County Personnel regulations.

204 *Personnel Administration*

All new employees are required to complete any forms requested by **GFJ Library**. These forms are kept as a part of your personnel record and may be reviewed by making a request to the Library Director.

Employees must inform **GFJ Library** within five business days of any criminal convictions as a condition of employment. **GFJ Library** reserves the right to

terminate employees for job related convictions. **GFJ Library** does not discriminate against individuals with convictions unless they are job related.

205 Change in Status

Employees are responsible for keeping the information in their personnel record up to date. Change of name, address, telephone number, personal status, number and age of dependents, beneficiary designations and individuals to notify in case of emergency are very important for insurance and tax purposes and must be reported immediately. Please notify your supervisor when changes occur in any of these or other matters. It is also important for you to keep us up-to-date if you have completed academic courses or professional development.

GFJ Library will not be responsible for any errors that may occur from failure to update this information.

206 Separation From Employment

Resignation: It is requested that professional, para-professional, and supervisory personnel choosing to resign provide the Library with at least four weeks written notice. Non-supervisory clerical and library page personnel should give at least two weeks written notice. A resigning employee will be paid all wages earned, including accrued vacation time and holiday time. Vacation time for resigning employees may also be used prior to the actual resignation date, but following the last day actually worked. Unused sick days will not be compensated, except for employees hired before August 1, 1981, however participating employees may be able to use unused, uncompensated time to extend service time for calculating a New York State Retirement System pension. Laws in effect for continuation of health benefits may apply.

Involuntary termination: An employee who has failed to make corrections or improve performance as outlined in Section 1014 of this manual may be involuntarily terminated. Employees are also subject to layoffs under civil service guidelines. Such employees will be paid all wages earned, including accrued vacation and holiday time. Unused sick days will not be compensated unless the employee was hired before August 1, 1981. Laws in effect for continuation of health benefits may apply. Termination due to inadequate performance may be immediate upon notice and following completion of the steps in the policy on corrective discipline. Flagrant misconduct or commission of a crime is grounds for immediate termination by the Library Director.

207 Equal Employment Opportunity

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, marital status, sexual orientation, conviction record, disability, genetic predisposition or carrier status, or any other legally protected class or status.

This policy applies to all terms and conditions of employment including, but not limited to hiring, placement, promotion, termination, layoff, transfer, leave of absence, compensation and training.

Discrimination based on any of the above groups is strictly prohibited. Any employee who engages in such conduct is subject to appropriate disciplinary action up to and including immediate termination.

We encourage you to bring any perceived violation of this policy to our attention immediately. We recommend you report the conduct to the Library Director or Library Board of Trustees who will respond to your concern quickly and as discreetly as possible.

208 Reasonable Accommodation

The **GFJ Library** is committed to complying with the Americans with Disabilities Act (ADA), the New York Human Rights Law (NYHRL) and all applicable laws providing for non-discrimination in employment against qualified individuals with disabilities. The **GJF Library** will work with employees who have disabilities to develop reasonable accommodations that allow an individual the opportunity to perform the essential functions of his or her job in a safe and efficient manner.

Employees are encouraged to inform management of any physical or mental disability and to suggest appropriate methods of reasonable accommodation. The failure to volunteer this information will not subject an employee to any adverse treatment or penalty.

All information concerning disabilities will be considered confidential and will be released only in accordance with the requirements of the ADA and NYHRL.

209 Domestic Violence

New York State has established that victims of domestic violence are now protected by the NYS Human Rights law. The **GFJ Library** will not base employment decisions on an applicant's or employee's current or past domestic

violence victimization. The **GFJ Library** believes that domestic violence is behavior that cannot be tolerated and will provide information and support to employees who are victims of such abuse. Support may include approved time off and leaves of absences to assist domestic abuse victims.

The following are resources regarding Domestic Violence:

NYS Domestic and Sexual Violence Hotline-24 hours

English 1-800-942-6906

Spanish 1-800-942-6908

New York State Child Abuse Hotline

1-800-342-3009, press option 6

National Domestic Violence Abuse Hotline

1-800-799-SAFE (7233)

www.thehotline.org

210 Religious Obligations

Religious observance is a matter of personal conscience. Time off for religious observances must be discussed with your supervisor at least one week in advance. Non-exempt employees must take any unused sick and/or vacation time, if available; if not, then non-exempt employees may request unpaid time off. **GFJ Library** will reasonably accommodate an employee's religious observance or practice unless an undue hardship is placed on **GFJ Library**.

211 Sexual Harassment

GFJ Library is committed to providing a work environment free from discrimination prohibited by law, including sexual harassment. The purpose of this policy is to assure that in the workplace, no employee is subject to sexual harassment. In keeping with this commitment, **GFJ Library** prohibits sexual harassment, including sexual harassment by a person of the same sex, in all areas of employment, including, by way of example, recruitment, hiring, training, promotion, discipline, separations, benefits, and compensation.

No employee of **GFJ Library** has the authority to condition any employment term, condition or benefit on the granting of sexual favors or on tolerating unwelcome sexual conduct or on any other conduct prohibited by this policy. All

employees are also prohibited by this policy from taking retaliatory action of any kind against an employee because the employee made a good faith complaint about sexual harassment. Any violations of this policy shall be treated as serious misconduct and will result in appropriate disciplinary action, which may include termination of employment.

All employees, whether supervisors or non-supervisors, and non-employees during business contacts with **GFJ Library** employees or while visiting **GFJ Library** premises, are expected to comply with this policy.

Definition

This policy prohibits all forms of conduct—such as verbal, physical, or visual conduct—which are unwelcome. The Equal Employment Opportunity Commission (EEOC) issued guidelines defining sexual harassment as including, but not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature when either (1) submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) 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.

This policy seeks to prevent *unwelcome* sex-based conduct, examples of which are listed below. It is important for employees to avoid conduct on their part which could be construed by others as unwelcome conduct directed at them (e.g., telling jokes of a sexual nature).

Examples of Prohibited Conduct:

- Offering employment benefits, such as favorable assignments, reviews, promotions or the like, in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances or to other discriminatory conduct;
- Making unwelcome sexual advances, propositions, flirtations or repeated unwelcome requests for or efforts to make social contact;
- Using verbal abuse of a sexual or gender-based or other discriminatory basis, such as using sexually degrading or vulgar words to describe an individual or making derogatory sexual, gender-related comments, slurs, taunts, jokes, language or epithets;

-
- Inappropriate use of e-mail and displaying or downloading sexually suggestive images from the Internet;
 - Asking questions about sexual conduct or sexual orientation or disclosing or spreading rumors about such information concerning yourself or others;
 - Making verbal commentaries about an individual's body, sexual prowess, sexual orientation or sexual deficiencies;
 - Whistling at, touching, pinching, brushing the body, assaulting, impeding or blocking the movements, or coercing sexual acts or engaging in any such physical conduct;
 - Leering or making sexual, derogatory, insulting, obscene or other sex-based comments or gestures;
 - Displaying in the workplace sexually suggestive or gender-based objects, pictures, posters, or cartoons;
 - Sending sexually suggestive or obscene letters, gifts, notes or invitations;
 - Retaliating against an employee for refusing to participate in such behavior or for complaining about such behaviors.

Sexual harassment of an employee will not be tolerated. Violations of this policy will result in disciplinary action, up to and including termination. The reporting employee and any employee participating in any investigation under this policy have **GFJ Library's** assurance that no retaliation will be taken as a result of a sexual harassment complaint. It is our policy to encourage discussion of the matter to help protect others from being subjected to similar inappropriate behavior.

Complaint Procedure

1. Timely Reporting

An important objective of this policy is to prevent a working environment from developing which, because of such prohibited, conduct unreasonably interferes with an employee's work or is intimidating, hostile or offensive. It is therefore essential and required that employees *immediately report* conduct which is believed to be in violation of this policy. Such timely reporting is necessary so that a complaint can be investigated while information is most available, a problem can be remedied before a harassing situation develops, and the potential for the spread of harmful rumors can be reduced.

2. Complaint Procedure

Any employee who believes that he or she has been subjected to conduct in violation of this policy by an employee, supervisor, agent, business contact or visitor of **GFJ Library** should report the facts of the incident and the names of the individuals involved to the Library Director and Board of Trustees President.

If the employee is comfortable addressing the situation directly, and believes it would be helpful, the employee is encouraged to *immediately* tell the other person when his or her behavior is considered inappropriate and unwelcome and to request that the conduct stop. Persons so told should comply immediately and graciously with such requests.

Supervisors must *immediately* report to the Library Director and Board of Trustees President conduct that is believed to be in violation of this policy, whether or not the concerned parties are subordinates of the supervisor and whether or not it is reported to the supervisor.

3. Investigation Process

GFJ Library will investigate every reported incident immediately and will conduct all investigations in a discreet manner. **GFJ Library** recognizes that every investigation requires a determination based on all the facts in the matter. We also recognize the serious impact a false accusation can have and trust that all employees will continue to act responsibly. The findings will be reported to personnel with authority to take appropriate corrective action. Appropriate disciplinary action will be taken against any person who has violated this policy and other action will be taken as appropriate to remedy problems caused by the misconduct. The outcome of the investigative process will be reported to relevant parties, as is considered to be practical and/or appropriate.

4. Confidentiality

Confidentiality will be maintained to the extent considered by **GFJ Library** to be practicable and appropriate in order to meet the purposes of investigating, responding to claims, complaints and charges, and achieving the other objectives of this policy.

5. Responsibility

Supervisors are responsible for strict compliance with all aspects of this policy. Therefore, they should review the manner and style in which their

department conducts business and interpersonal activity to prevent any conduct that may violate this policy.

212 Code of Ethics

The Library has adopted a “Standards of Conduct” from the Village of Endicott. (see Appendix 1)

213 Reporting Improper Conduct

Employees observing improper conduct by other employees should feel free to report such conduct without fear of reprisal. This includes:

- Violation of any law, rule, policy or regulation.
- Mismanagement: a substantial waste of funds, abuse of authority, or substantial and specific danger to public health and safety.

Any such disclosures should be submitted directly to your supervisor, the Library Director, or Library Board President. If the conduct is believed to be criminal in nature, it should also be reported to the police.

214 Grievance Policy

An employee who feels unfairly treated regarding a workplace rule or policy, or unfairly treated by a fellow employee, may submit a written grievance to the Library Director or President of the Library Board of Trustees for their attention. The Director or President may refer the matter to the entire Board for resolution.

215 Whistleblower Policy

The Library has adopted a Whistleblower Policy. (See Appendix 2)

300 EMPLOYEE CLASSIFICATIONS

301 *Full-Time Employees*

A full-time employee works 37.5 hours per week. Full-time employees are eligible for benefits.

302 *Part-time Employees*

A part-time employee works less than 37.5 hours per week, on a regular basis. Most, but not all, part-time positions are limited to regular work-weeks of less than twenty hours by civil service regulations unless the employee has been hired through a competitive civil service process (exceptions are Cleaner and Library Page titles). Employees cleared by civil service to work more than 20 or more hours per week, are still considered to be part-time employees if their regular weekly schedules are for less than 37.5 hours.

303 *Pay Categories*

Non-salaried staff is paid overtime for actual time worked in excess of forty hours per week. While overtime is discouraged and generally not required by the nature of library work, the rate of overtime pay when required will be one and one-half times the usual hourly rate. All overtime hours should be approved ahead of time by the Library Director or Adult or Children's Department Head except in case of emergency. Circumstances surrounding overtime hours should be explained to the Library Board of Trustees by the Library Director at the next regularly scheduled board meeting. The positions of Library Director and Librarian II are salaried and exempt from overtime compensation.

304 *Hiring of Relatives*

Due to the small size of our staff the hiring of immediate family members of existing staff is discouraged. "Immediate family members are defined as "any person living as a member of the family in the same household or closely related by blood or marriage." This policy may be waived by the Library Board should they determine the hiring to be fair and beneficial to the organization and that it does not create a conflict of interest

400 WORK DAY

401 Hours of Operation

The hours of operation for the **GFJ Library** are:

9:00 a.m. – 9:00 p.m. Monday through Thursday

9:00 a.m. – 5:00 p.m. Friday and Saturday (except the last Saturday in June through Labor Day, when the Library is closed)

402 Meal Periods and Work Breaks

Meal Periods

Employees working a shift greater than six (6) hours in a given day receive a minimum thirty (30) minute unpaid meal break between the hours of 11 a.m. and 2 p.m. Normally the Library offers a sixty (60) minute unpaid meal period on weekdays and thirty (30) minutes on Saturdays. Staff wishing to take a shorter meal period should make a request to their supervisor, but these meal periods should not be less than thirty (30) minutes. Meal periods should never be taken during the first or last hour of a shift and should not be used to shorten a work day. Later shifts exceeding six (6) hours and starting after 1:00 p.m. require a break of at least forty-five (45) minutes to be taken at the mid-point of the shift.

Employees receive, and are required to use, their unpaid meal period each day for a break from their daily responsibilities. Meal periods should be taken away from your work area. Meal period should be scheduled with your supervisor.

If you qualify for a meal break in a given day and continue to work additional hours that extend beyond 7:00 p.m., you are to receive an additional twenty (20) minute meal break sometime between the hours of 5 p.m. and 7 p.m.

Work Breaks

Breaks are intended to provide the employee a change in routine for the purpose of rejuvenation. Breaks are to be scheduled with your supervisor. You may be required to forego routine breaks depending on workload.

Breaks cannot be accumulated or utilized as a means of reducing the length of the work day.

All work breaks are paid and earned as follows:

- For a full day shift: two (2) fifteen (15) minute breaks, one during each half of the shift.
- For a part day shift: fifteen (15) minutes per shift with no break for shifts under three (3) hours.
- Breaks should not be taken during the first or last hour of a shift and should not be used to extend a meal period or shorten a work day.
- Pages should sign in and out on the break log as they begin and end their breaks.

Saturday Breaks

For staff working the entire day, one paid fifteen (15) minute morning and one paid fifteen (15) minute afternoon break, in addition to an unpaid meal period of thirty (30) minutes may be taken. Staff working part-time shifts: one paid fifteen (15) minute break per shift, no break for shifts under three (3) hours. Adult and Children's Department desk staff should coordinate their meal periods to assure adequate coverage. Generally, one of the information desk workers should take his or her meal period at about 11:30 a.m. and the second at about 12:30 p.m. with the Children's Desk being left uncovered during each break. Such an arrangement will prevent the Children's Desk from being vacant for an entire consecutive hour. During breaks the Information person on duty will need to cover both rooms. Circulation Desk staff should stagger their breaks to provide constant desk coverage. As Saturdays tend to be busier in the afternoon, breaks should be earlier rather than later in the day.

Abuse of breaks is not acceptable and may be cause for disciplinary action up to and including termination.

403 Recording Hours Worked

Employee schedules are posted near the entrance to the staff work area. At the conclusion of their work week employees should review the hours posted (noting any adjustments to the original hours), total the hours they worked at the end of their column, and initial the amount. Only the employee should initial their work time. Falsification or misrepresentation of hours worked is considered serious misconduct. Changes in schedules should only be made with the approval of a supervisor, and should bear the supervisor's initials.

Employees are paid every other Wednesday. Employees may enroll in payroll deposit to have their funds automatically deposited at a financial institution. Paychecks are accompanied by the employees' time bank balance for any available paid vacation, holiday, and sick time. Employees should review their time bank balance and their paycheck. Any discrepancies should be brought to the attention of the Library Director as soon as possible.

404 *Emergency Weather Closing*

When Union-Endicott Public Schools are closed due to inclement weather, the Library will automatically delay opening until 11 a.m. Further delays or closings will be considered as needed and announced as soon as possible.. **You will be notified by the Library Director or by other senior staff. Full-time employees will be paid their usual hours during these situations. Part-time staff is not paid when the Library is closed for the entire day. Staff that has already reported for their shift when the Library closes early will be paid for their shift. Vacation, holiday, and sick time that have already been scheduled during such occurrences will still be debited.**

The final decision to close the library rests with the Library Director. If the Director cannot be reached this becomes the responsibility of other senior staff. In all cases the Board President or Vice-President should be consulted when possible before a decision is made, and the Endicott Mayor's Office and several media outlets should be notified. Postings will also be made on the library web site and Facebook pages as circumstances permit.

500 ATTENDANCE

Attendance is an essential function of your position. It is critical that you are ready to begin your shift on time. Unscheduled absences and tardiness harm public service and create a burden on your colleagues. If you will be unable to work your scheduled shift please notify by phone call your supervisor, Library Director, or other staff as soon as possible. Late arrival cannot be made up for by extending the work day or shortening breaks without prior approval by a supervisor. Tardiness or absenteeism may result in disciplinary action. Calls reporting unscheduled absences should be made to your supervisor, the Library Director, or the person in charge of the Library that day.

We ask the employee to call in rather than a spouse, relative, friend or other person, unless there is an emergency or unforeseen circumstance.

Employees may be asked to provide a physician's note certifying the employee is cleared to return to regular work. This physician's note should specifically identify any restrictions or limitations the employee has after returning from any illness or medical leave. Regular hours for full-time staff are 8:30 a.m. – 5:00 p.m. or 12:30 p.m. – 9:00 p.m. Variations from this schedule are only granted with approval of the Library Director and may be rescinded at his/her discretion. Part-time staff work variable schedules depending on need. Saturday and evening hours are expected. Employees may be assigned a regular day to work evening shifts, but this assignment should not be construed as permanent.

501 *Sick Time*

Full-time employees earn sick-time at a rate of one day per month, up to a maximum of 150 days. The Library Director may advance up to ten days of sick time at his/her discretion to be paid back at a rate of ½ day per month. Time must be taken in no less than half-hour increments. Compensation for sick-time shall be at the employee's regular rate. Employees hired before August 1, 1981 are eligible for full buyout of their remaining sick time upon resignation or retirement. No buyout is available to those hired after that date.

Part-time employees are allotted 40 hours of sick time per year. The full 40 hours of sick time are allocated to employees at the beginning of each calendar year. Time must be taken in no less than half-hour increments. Compensation for sick time shall be at the employee's regular rate of pay. Unused sick time will not carry over to the following calendar year. Employees will not be paid for any unused sick time when their employment ends.

Revised: 2.18.21

502 *Bereavement*

The Library Director may grant paid bereavement leave to full and part-time employees in the case of the death of an immediate family member not to exceed three working days; five days if the death requires out-of-area travel. Immediate family is defined as mother, father, spouse, child, brother, sister and grandparents. Bereavement days are also granted in the event of a death of the employee's same-sex committed partner. Same-sex committed partners are defined as those who are financially and emotionally interdependent in a manner commonly presumed of spouses.

The Library Director may extend this paid leave to a maximum of fifteen additional working days at his/her discretion, however the additional days above five shall be paid only if the employee has sufficient vacation/sick/holiday time to cover the days. The initial three to five days will not be deducted from the employee's time banks.

503 Jury Duty

If summoned for jury duty, the Library encourages you to perform this civic service. You should notify your supervisor and bring in a copy of the jury summons as soon as possible to arrange time off. You will be paid your regular rate of pay for the hours you serve.

If you are on call for jury duty in the morning and are excused, or if you are not selected for service during the day, you should report to work up until the end of your regular shift. If you are excused close to the ending time of your regular shift you should call your supervisor to determine whether or not it is necessary for you to report to work.

504 Military Leave

GFJ Library complies with all federal regulations relating to military leave. **GFJ Library** recognizes the importance of the Military Reserve and National Guard, and will permit military leave for active duty. Employees are encouraged to provide **GFJ Library** with a copy of the notice sent by the military unit. A leave of absence will be approved for military duty subject to the requirements of the Uniformed Services Employment and Re-Employment Act of 1994. Advance notice of the date and location of such service is required and, where possible, a thirty (30) day advance notice is requested. Pursuant to the legal requirements of the law, employees will be re-employed in the position the employee would have had if the employee had not left, provided the employee is qualified to perform the work of the job after honorable separation or discharge from military duty. **GFJ Library** may require that any employee returning from a leave of

greater than thirty (30) days document re-employment eligibility. For more information regarding your rights under the Act, contact the Library Director.

Exempt employees who are on military leave for periods of less than a workweek, will be paid their regular salary minus any military pay received for those workweeks. Exempt employees will not be paid for any workweek in which no work is performed for **GFJ Library**. Military leave is without pay for non-exempt employees. Accumulated vacation/sick/holiday leave may be used if requested by the employee.

Military Reserve Leave

Members of Military Reserve Units who are required to take two (2) weeks annual military training will be given the necessary time off for such training. Employees who are on military reserve leave will be paid their regular salary minus any military pay received for those workweeks.

505 *Family and Medical Leave Act (FMLA)*

GFJ Library complies with the provisions of The Family and Medical Leave Act (FMLA), which was effective August 5, 1993. The following is an outline of the basic provisions of the regulation. The granting of any such leave shall be subject to the provisions of the applicable regulation.

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week Leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of a Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for

planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose, or employers may require, use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for the leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employers to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;

-
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Overview of FMLA:

(1.) FMLA gives eligible employees of **GFJ Library** the right to a maximum twelve (12) weeks (defined by employee's normal workweek) of job protected unpaid leave. The leave is based on a rolling twelve (12) month period measured backward from the first date any FMLA leave is used. Under the rolling twelve (12) month period, each time FMLA leave is taken, the remaining FMLA leave would be the balance of the twelve (12) weeks, which had not been used during the immediately preceding twelve (12) months.

(2.) Current eligible accrued paid days such as paid vacation, sick days, personal days and other paid days must be used first and are part of the maximum twelve (12) weeks. This does not apply for workers' compensation or qualified disability leaves of absence. The remaining days of a qualified FMLA leave will be unpaid.

(3.) During the leave period **GFJ Library** will continue employee benefits such as health insurance. However, all employee contributions must be paid by the employee on a timely basis in order to maintain the continuous coverage of benefits. Contributions are at the same level as if the employee were working. Coverage will cease if payments are not made within a thirty (30) day grace period of the due date. Persons on FMLA leave are subject to the same changes in health insurance, if any, which are made with respect to active employees.

(4.) Accrued paid time off such as vacation, personal, and sick days will not accumulate while on FMLA. Employees will not be paid for company observed holidays while on FMLA.

(5.) A certification issued by a healthcare provider will be required to support an employee's request for a leave. When required, the employee must provide a copy before the leave begins, or if the leave was unforeseeable, fifteen (15) calendar days from the date the leave was requested. Failure to submit the medical certification form could jeopardize the employee's rights under the FMLA leave including, but not limited to, such items as insurance coverage and job restoration. This certificate must include:

- a. The date the condition began
- b. Its probable duration
- c. Appropriate medical facts
- d. An assertion that the employee is unable to perform the employee's job function or that the employee is needed to care for a sick family member for a specified period of time.

GFJ Library reserves the right to request a second opinion by another healthcare provider designated or approved by the employer. The library will pay for the second opinion, which will be rendered by a healthcare provider other than one the library uses on a regular basis. In the event of a conflict between the first and second opinion, **GFJ Library** may, again at its own expense, obtain a third opinion from a healthcare provider approved jointly by **GFJ Library** and the employee. This third opinion will be final and binding.

506 Other Leave

Because we are a small organization it is difficult to grant extended personal leave of absence. An unpaid leave of absence may be granted at **GFJ Library's** discretion depending on the circumstance of the request and the needs of our organization. Employees applying for a leave of absence must make a prior written request stating the reason and the approximate dates of the leave. Typically, unpaid leaves are for up to 12 weeks. Continuation of medical benefits will be handled through COBRA if you fail to return from a leave of absence.

Any non-Family Medical Leave Act leave requests will be evaluated on a case-by-case basis by the Library Director and the Board of Trustees.

600 COMPENSATION

601 *Pay Period*

All employees are paid on a bi-weekly basis on Wednesday. Any discrepancies or questions about your pay should be raised immediately. **GFJ Library** makes every effort to be accurate and will correct errors as quickly as possible.

Authorized check pick-up by other than the employee must be in writing and signed by the employee.

602 *Payroll Deductions*

In compliance with government regulations, **GFJ Library** deducts the required portion of each employee's pay for Federal, State and Social Security Tax. Any deductions requested by the employee for health insurance, pension, retirement, deferred compensation, voluntary insurance, flex plan for medical and dependent care expenses, direct deposit or deductions in compliance with legal obligations will be noted on the paycheck

603 *Travel Expenses*

GFJ Library will reimburse legitimate business expenses supported by receipts.

Staff is reimbursed at the current IRS mileage rate while traveling on library business, with prior approval by the Library Director. Lodging, and registration expenses may also be eligible for reimbursement with prior approval. Staff seeking reimbursement should complete a Report on Conference Seminar Attendance Form and return it to the Library Director. Qualified reimbursement will be made during the next monthly billing cycle.

604 *Waiver of Fines*

Staff and Board of Directors do not incur overdue charges for the late return of material from library collections. This privilege should not be abused.

700 EMPLOYEE BENEFITS

GFJ Library offers our full-time employees a comprehensive package of benefits.

Following is a brief description of the benefits available to eligible employees. All benefits are subject to change and are administered according to the terms and conditions contained in either an insurance company's Master Policy, Summary Plan Description, applicable government regulation or **GFJ Library** policy.

GFJ Library reserves the right to change any benefit provided without prior notice.

GFJ Library tries to provide a benefit package that meets the important needs of our employees.

701 **Medical Benefits**

Individual or family coverage for full-time employees is available with a 16% employee contribution of the premiums, subject to revision by the Library Board. This includes prescription coverage. Some employee deductibles and contributions apply. Employees (and their eligible dependents) separating from service after having worked a minimum of ten consecutive years immediately prior to their separation, during which time they were also eligible for library-provided health insurance; and having reached the age of 60 years, are eligible for coverage under the active employee health plan under the same terms as the active employee until they reach age 65. Upon reaching age 65 they are eligible for coverage under a Medicare Advantage plan. Surviving spousal/dependent coverage ends sixty days after the death of the ex-employee. COBRA benefits for other eligible employees and surviving spouses apply. Eligible employees who have declined health insurance are eligible to re-enroll during open enrollment periods or in case of a qualifying event. Active employees that continue to work past age 65 have the option of staying with the active employee health plan or moving to the Medicare Advantage plan. (updated 1/21/21 board mtg.)

Part-time employees are eligible for dental and vision coverage only. The employee pays the entire cost of this coverage.

702 **Cafeteria Plan (Flexible Spending Account)**

GFJ Library has established a flexible spending account (Cafeteria Plan) for medical insurance premiums, qualifying childcare and unreimbursed medical expenses. This allows full-time employees to reduce their total costs in these areas by paying for these expenses with pre-tax dollars.

Revised 7/20/2017

Each qualifying employee has the opportunity once each year, or occurrence of qualifying event, to authorize a biweekly pretax deduction from his/her pay.

703 Continuation of Benefits

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) offers Employees and “qualified beneficiaries” the right to continue existing health insurance coverage at group rates under certain qualifying conditions as set forth below. The Health Insurance Portability and Accountability Act (HIPPA) which became effective January 1, 1997, has amended COBRA. Those eligible individuals who elect COBRA are responsible for the entire cost of the insurance premiums. **GFJ Library** may also add a two percent administrative fee.

Eligibility – An individual is a “qualified beneficiary” if the individual is covered under a group health plan on the day before a qualifying event as either a covered employee, the spouse of a covered employee, or a dependent child of a covered employee. A child who is born to, or placed for adoption with, the covered employee during a period of COBRA coverage is also a qualified beneficiary.

Qualifying Events – The option to elect COBRA coverage must be taken at the time of separation, reduction in hours, or change of dependent status, and is in effect for a period of eighteen, twenty-nine, or thirty-six months, depending upon any of the following qualifying events:

- An **eighteen month** continuation is available to a qualified beneficiary in the event of the covered employee’s termination of employment for any reason except gross misconduct, or the covered employee’s loss of eligibility to participate due to reduced work hours.
- A **twenty-nine month** continuation shall be available to a qualified beneficiary in the event that the qualified beneficiary is disabled, per a determination under the Social Security Act, or becomes disabled within the first sixty days of COBRA coverage. The qualified beneficiary must provide the plan administrator with notice of the disability within sixty days of the determination of the disability by Social Security and before the end of the original eighteen month COBRA coverage period. The qualified beneficiary must notify the plan administrator of a determination by Social Security that the individual is no longer disabled within thirty calendar days of such determination.

-
- A **thirty-six month** continuation shall be available to a qualified beneficiary in the event of any one of the following:
 - A covered employee's death;
 - Divorce or legal separation from a covered employee;
 - A covered dependent's loss of eligibility to participate in the insurance plan due to the covered employee becoming covered by Medicare as a result of total disability or choosing Medicare in place of the insurance plan at age sixty-five; or
 - A covered dependent ceases to be a "dependent child" under the health insurance plan.

Limitations – In the event that an employee becomes covered by Medicare, but no loss of coverage results for the employee or the covered dependents, and a subsequent qualifying event occurs, the duration of coverage for all qualified beneficiaries will be thirty-six months from the date of the termination or reduction in hours. A qualified beneficiary may be covered under multiple qualifying events, but in no case will coverage be continued for more than thirty-six months.

Termination of Coverage - Under COBRA, a qualified beneficiary's right to continuation coverage terminates if the person becomes covered by another employer's health plan that does not limit or exclude coverage for the individual's pre-existing conditions. If the qualified beneficiary becomes covered by another group health plan and that plan contains a pre-existing condition limitation that affects the individual, the individual's COBRA continuation coverage cannot be terminated. However, if the other plan's pre-existing condition rules do not apply to the qualified beneficiary by reason of HIPPA restrictions on pre-existing condition clauses, the group health plan may terminate the qualified beneficiary's COBRA coverage.

Change in Beneficiary Status – Employees must notify the company within sixty calendar days of a legal separation or divorce or when a dependent is no longer eligible for insurance due to the policy's age limitations or educational status requirements established by the insurance plan. **GFJ Library** is not responsible for errors in coverage resulting from lack of notification of such an event by an employee.

Enrollment Information – The Personnel Administrator will provide employees with the enrollment forms and assist with the administrative and operational aspects of COBRA. Enrollment is not automatic. Employees must complete the necessary enrollment forms and return them to the Personnel Administrator within the time indicated. If **GFJ Library** does not receive the required forms or

premium payments at the time specified, the health insurance coverage will cease.

704 *Deferred Compensation (457 Plan)*

Full and Part-time employees may participate in the deferred compensation (457) program offered by the Village of Endicott. The plan requires a minimum annual contribution of \$260.00.

705 *Retirement Pension Plan*

Full and part-time employees are eligible to participate in the New York State Retirement System (NYSRS). Full-time employees are required to participate. NYSRS has a tiered system of membership. Some tiers require employee contribution which may end after a period of years.

706 *Voluntary Insurance*

Voluntary cancer, dental and vision insurance may be available to eligible full or part-time employees. Disability insurance is available to full-time employees only. Employees cover the full cost of the premium. Employees should consult with the Library Director or Village of Endicott Human Resources Officer for current information.

707 *Vacations*

GFJ Library encourages employees to take vacation time for rest and relaxation away from the work environment. Annual paid vacation accrues as follows: one day per month after the first month of work through the first December worked; fifteen (15) days available on the first New Year's day following the date of hire; fifteen (15) days on the second New Year's day following hire; fifteen (15) days on the third New Year's day following hire; twenty (20) days on the fourth New Year's day following hire, and twenty days afterwards. Five (5) days of vacation time may be carried over from one year to another, but carried-over days must be used by May 31st of the following year. This is for full-time employees only unless employed before August 1984.

Vacations must be scheduled with as much advance notice as possible, with at least seven (7) days notice required. Time must be taken in no less than half hour increments. They should be submitted to and approved by your supervisor. Staff not eligible for paid vacation are granted twenty (20) unpaid days per year (carry-over not permitted) also to be scheduled with at least seven (7) days

notice. Time for illness in excess of the twenty (20) days will be addressed on an individual basis for part-time employees.

In order to prevent scheduling difficulties:

- No more than two clerks will be granted time off at the same time unless adequate coverage can otherwise be arranged. The remaining part-time clerks may be asked to pick up hours for coverage of any part-time positions granted time off. If the department supervisor cannot adequately cover the necessary public service hours the request of the second clerk who asked may be denied.
- No more than one librarian or library assistant in the Adult and Youth Services Departments respectively will be granted time off at the same time unless adequate coverage can be arranged.
- No more than one Library Page will be granted time off at the same time unless adequate coverage can be arranged.
- Only one maintenance person will be granted time off at the same time.
- Without the Director's approval no staff member will be granted more than three requests for the working day prior to or after a legal holiday (whether the Library is closed or not) during a given year.
- Without the Director's approval no staff member will be granted the day prior, the day of, or the day after a legal holiday (whether the Library is closed or not) for more than two consecutive years.
- All requests must be made on a vacation request form and must be submitted to your supervisor. Final approval rests with the Library Director.
- In the event of a staffing shortage it is the responsibility of the department supervisor to cover the hours or arrange with another department for coverage.

If the Library closes due to weather or other emergency, holiday/vacation/sick time will still be debited from employees who had requested that day off. Floating holidays and vacation days for part-time staff with benefits will be counted as four (4) hours unless otherwise agreed.

708 Paid Holidays

The **GFJ Library** offers full-time employees the following twelve (12) paid holidays per year for benefited staff:

New Year's Day	(January 1 st)
Memorial Day	(last Monday in May)
Juneteenth	June 19 th or the legal day of celebration
Independence Day	(July 4 th or the legal day of celebration)
Labor Day	(first Monday in September)

Thanksgiving Day	(fourth Thursday in November)
Christmas Eve	(December 24 th)
Christmas Day	(December 25 th)

In addition, four (4) floating holidays to be taken at the employee's discretion subject to policy. Should New Year's Day, Christmas Eve, or Christmas Day fall on a Saturday the Library will be closed, but full-time employees may take another day as a floating holiday. Should Christmas Eve fall on a Sunday, full-time employees may convert the day into another floating holiday. The Library will be closed the following day (Monday) when Christmas Day or New Years Day falls on a Sunday. The Library will close at 5:00 p.m. on Thanksgiving Eve and New Year's Eve.

Holidays for part-time employees with benefits will be counted as four (4) hours unless otherwise agreed. The Library Board reserves the right to alter the holiday schedule and will officially set the following year's schedule no later than the December board meeting.

Part-time veterans of the United States Armed Services will receive the day off and holiday pay of four (4) hours for Memorial Day and Veterans Day (as provided for in New York State law). Full-time veterans will receive the day off and holiday pay for Veterans Day (along with the regular observance of Memorial Day).

709 *Disability Coverage*

New York State Disability benefits are available as a temporary benefit to full-time eligible employees who become disabled by an OFF-THE-JOB injury or illness.

Eligible employees are determined by the insurance carrier and are covered for the period of disability specified by their physician up to a maximum of 26 weeks, after serving a one-week waiting period. The payment received is 50% of the previous average weekly wage to a specified maximum.

710 *Workers' Compensation*

New York State Workers' Compensation benefits, including payment of medical costs and replacement of lost wages up to the regulated maximum, are provided for eligible employees who are injured ON-THE-JOB.

A written report of the injury must be submitted to the Library Director immediately in order to ensure prompt coverage of the claim.

The cost of Workers' Compensation is paid entirely by **GFJ Library**.

711 Unemployment Insurance

Unemployment Insurance is available to those who are ruled eligible for benefits by the New York State Department of Labor and have served the appropriate waiting period.

The cost of this coverage is paid entirely by **GFJ Library**.

712 Social Security

Social Security Benefits are available for retirement, survivor's benefits and medical costs under qualifying conditions determined by the Federal agency.

The required deduction for Social Security (FICA) is paid one-half by **GFJ Library** and one-half by employees.

713 Employee Assistance Program (EAP)

The Library participates in an Employee Assistance Program (EAP). Full and part-time employees are eligible to receive confidential counseling on a wide array of personal and financial concerns. See the Library Director for contact information. Employees are advised that no one other than necessary employees of the provider will be made aware of the identity of any staff who have utilized the program.

714 Library Discounts on Personal Orders

Staff and the Board of Directors are eligible to purchase some items through library vendors at applicable discounts. See your supervisor for instructions.

800 SAFETY & EMERGENCY

801 *Safety Procedures*

GFJ Library believes it is the responsibility of each employee to contribute to the safe operation of our Library.

The safety of our employees and the general public is an important consideration in the operation of **GFJ Library**.

For information on the emergency evacuation plan, please see Appendix 3 at the end of this manual.

802 *Safety*

Cooperation and the efforts of staff are essential to creating a safe and healthy environment. The Library's goal is to avoid all accidents. To achieve this goal, employees must make a conscious effort to be aware of safety and health hazards at all times. The following are a limited number of basic precautions:

- Observe all smoking restrictions.
- Make sure aisles in work areas are free of debris.
- Do not stand on the top of a ladder.
- Close cabinet drawers and doors not in use.
- Observe good lifting practices.
- Employees should not perform tasks for which they are not trained.
- Remove or cover any sharp objects or edges that protrude from any equipment.
- Report all injuries to a supervisor as soon as possible (employee and public).
- Report all unsafe conditions or practices to a supervisor.
- Be aware of the location of all exits and fire extinguishers.
- Be aware that staff has access via PERMA, the Library's Workers Compensation provider, to a library of safety training manuals (www.perma.org).
- Be aware of the safe handling of products. A file of Material Safety Data Sheets (MSDS) is maintained in the Library Director's office. This should be consulted to ensure safe handling of materials and for remediation in the event of an accident. The Library Director must be informed when new products are added to the library inventory so that an MSDS for those products can be obtained and filed.
- Employees reporting for work visibly impaired will not be allowed to work.

803 *Work Area Maintenance*

The Library strives to maintain clean and orderly workspaces for its employees and the public. All employees must keep their workstations, individual and shared, in this manner. While maintenance staff has primary responsibility for cleaning of the library, all employees are expected to use common staff areas, including the staff break room and restroom, in a manner respectful of fellow employees. Eating areas, utensils and appliances must be cleaned and stored after use.

900 SECURITY

901 *Building Access and Security*

Other than the Library Director, department heads, and maintenance staff, employees may not be in the building during closed hours without approval of the Library Director or a department head for library-related business, except that they may report up to one hour before open hours.

The building is equipped with a security system and security cameras that record activity.

902 *Privacy Notice*

The Library may, with reasonable suspicion, conduct searches of its premises for alcohol, drugs, weapons, missing property or for other legitimate business reasons. This includes searching any Library computer, building, office, parking lot, desk, locker, file cabinet, stairwell, lunch room, closet or other areas which are owned, leased or controlled by the **GFJ Library**.

Employee's bags, backpacks, brief cases, purses, lunch boxes or similar items are subject to being searched on reasonable suspicion if brought onto organization premises. At any time an employee may be asked to empty and turn out their pockets.

903 *Personal Belongings and Security*

Employees are responsible for the security of their personal property. These items should never be left in areas accessible to the public. The Library is not responsible for and will not compensate for loss or damage of personal property, unless specific arrangements have been made for its use with the Library Director. The staff workroom door is equipped with a combination lock. This door should be kept locked when there are fewer than two staff in the workroom. The exterior door of the staff lounge should be kept closed and locked except when staff is taking a break in the area immediately outside the door. Staff is encouraged to leave in groups when exiting the building during nighttime hours. Panic buttons and security cameras are installed at specific locations. Staff should make themselves aware of these and of their operation.

904 Library Property

The purpose of all Library property is to assist in the smooth operation of our daily responsibilities. All equipment and inventories must be used appropriately, handled carefully and kept in good condition.

Failure to properly use, maintain, care for or report malfunctions of any Library property may lead to disciplinary action.

Employees are not to remove any Library property outside of their normal job duties unless approved by the Library Director.

1000 POLICIES AND PROCEDURES

1001 *Philosophy of Working Together*

An organization like the **GFJ Library** must be governed by certain rules and regulations. Our goal is to be fair and consistent in our policies and to strive for mutual respect among our employees. We encourage open communication, cooperation and positive customer service. We expect employees to be part of the solution to our work-related problems, rather than part of the problem. Through teamwork, all employees and the organization can be successful.

1002 *Personal Appearance*

We ask that you make a professional appearance to the public. Dress in a manner that is not too casual and sends a message to our patrons that you have respect for them. Please remember you are the face of the Library. Our jobs are dependent on adequate funding and that funding is voted on by our public. Any dress code issues will be addressed by your supervisor or the Library Director.

1003 *Misrepresentations*

Any type of misrepresentation is considered an extremely serious matter and will result in disciplinary action up to and including termination. Misrepresentation on an employment application, related Library forms or records, any **GFJ Library** business document, to the public concerning a piece of property, service, or price, unauthorized or personal use of **GFJ Library** letterhead or business forms is strictly prohibited.

1004 *Removal or Damage of Property*

Removing or intentionally damaging **GFJ Library**, co-worker's or the public's property, funds or belongings is **strictly prohibited**. Employees who remove **GFJ Library** property must have prior permission from the Library Director. Any employee who assists in or violates this policy will be prosecuted to the fullest extent of the law.

1005 *Electronic Communications (Email and Internet)/Telephone Usage*

Personal e-mail and Internet use should also be kept to a minimum. Please be advised that Library e-mail and Internet could be monitored by management.

Employees provided with Four County Library System e-mail accounts should be especially sensitive to the content of their messages as they reflect upon the Library and the System providers. The use of Library equipment to access illegal or pornographic Internet sites is specifically prohibited and may be grounds for termination.

While on duty employees are requested to keep personal phone calls to a minimum. Personal long-distance calls are not permitted on Library telephones except with permission from a supervisor in emergency situations.

1006 *Personal Use of Library Supplies/Equipment*

Library staff and Board members may make incidental use of consumable supplies. Such use should be kept to a minimum and this privilege should not be abused. This includes use of the photocopier. Use of equipment off-site is only permissible with the permission of the library director.

Any violation of this policy will result in loss of all privileges and can result in disciplinary action.

1007 *Gifts*

This policy is covered in Appendix 1: Code of Ethics.

1008 *Conflict of Interest*

Employees working at **GFJ Library** are expected to only perform work for the organization during the work day.

Any employee who performs unauthorized work, claims that **GFJ Library** work has been done when such is not the case or performs any act of fraud or deceit will be subject to disciplinary action, including possible termination of employment.

The **GFJ Library** has a separate Conflict of Interest Policy including a Conflict of Interest disclosure form.

1009 *Smoking Policy*

The **GFJ Library** is a smoke-free environment. Use of tobacco products and e-cigarettes by staff and patrons anywhere in the building is strictly prohibited.

1010 Confidentiality

GFJ Library is involved with many different patrons with unique confidential information and needs. It is important that all information is treated with discretion and confidentiality.

As an employee of **GFJ Library** you may not discuss, photocopy, duplicate or reveal confidential information in any form to anyone outside the Library except in the appropriate conduct of library business. Information obtained as a result of your employment with **GFJ Library** and contact with our patrons can only be used in the course of your employment with us. This information is considered proprietary. Any unauthorized use, collection, copying, removal or transfer in any manner of this information not in the best interest of **GFJ Library** may be grounds for immediate termination and/or other legal action.

This policy applies to internal documents and records as well as any information concerning patrons other employees, vendors or suppliers.

1011 Patron Confidentiality

The confidentiality of patron records is protected under New York State Civil Practice Laws and Rules, Article 45, Section 4509. They are also protected under the American Library Association's Code of Ethics Statement. Generally speaking no identifying information on patrons may be given to a third party without a valid subpoena or court order. Such requests should always be forwarded to the Library Director, and must also be considered in light of USA Patriot Act requirements. This is the genesis of our policy to access patron records (including the loaning of items) only if a library card (or valid patron card number if reserves are being picked up) is presented in accordance with the Library's Circulation and Confidentiality policies. Provision of names or alternate ID does not qualify. If patrons have lost their library cards they may request a new one under Library policy for card replacement, at which time a valid ID indicating name and address, along with a one dollar (\$1) fee, will be required.

1012 Parking

A parking tag is available for staff. Vehicles parked in the Library lot not bearing this tag may be ticketed. Staff is encouraged to park in one of the three staff parking spots when available so as to maximize the number of spots available to the public. Staff should not park in handicap spots unless their vehicles bear a handicap tag. The Library assumes no responsibility for damage to the vehicles or theft or damage to their contents. However, please contact the Library Director if your vehicle is damaged or there is theft or damage to the contents of your vehicle.

1013 Purchasing Authority

No staff member may incur any financial obligation or make any purchase on behalf of the Library without the prior approval of the Library Director. Purchases in excess of \$3,000 must also be approved by the Library Board.

1014 Disciplinary Action/Poor Performance

If the need arises to correct a situation in which an employee has violated **GFJ Library** procedures, regulations or policy, depending on circumstances, oral warnings, written warnings, suspension without pay or termination of employment may be appropriate. **Employees, as a condition of employment, are required to acknowledge in writing any written warnings.**

In addition to the policies, procedures, rules and regulations in this Handbook, the following, not meant to be all inclusive, are job related actions that may result in disciplinary action:

- Taking excessive breaks, absenteeism and tardiness;
- Any act of dishonesty including theft of Library, employee or patron property;
- Committing or attempting to commit deliberate damage to either Library property or the unauthorized use of Library facilities or equipment;
- Disorderly conduct such as striking someone, use of abusive language, etc.;
- Possessing, using, buying or selling alcohol or illegal drugs, or being under the influence of alcohol or illegal drugs while at work;
- Removing, sending, or furnishing to unauthorized persons Library records or information, including patron information;
- Breaches in security procedures and/or refusal to cooperate with the investigation of such breaches;
- Abandonment of job or failure to report to work without notification as soon as possible;
- Violating the Library's anti-discrimination or harassment policies;
- Willful violation of Library policies and procedures;
- Obtaining employment based on false or misleading information;
- Allowing unauthorized person(s) access to Library non-public facilities or equipment;
- Possessing firearms of any type while on Library property or while on Library business;
- Insubordination: refusal to perform all job requirements or service outlined by the Library;
- Sleeping or dozing while on the job;

-
- Falsification of patron records or Library reports or documents;
 - Knowingly violating any Library, OSHA, federal or state regulations, guidelines, or rules governing workplace safety.

This description of disciplinary action is intended to be a general guide to discipline and is not intended to confer any rights upon you or impose any obligations on **GFJ Library**. Moreover, disciplinary actions need not be progressive as some misconduct may be so severe as to result in immediate termination of employment.

In the case of inadequate performance, the supervisor should provide periodic feedback to the employee of their progress toward improvement. In such cases a minimum two (2) week period should pass to grant the employee adequate time for improvement. These two (2) week periods need not apply for employees who fail to abide by the policies and rules of the Library. New employees may be under a probationary period and may be terminated during this time if the Library Director is not satisfied with performance.

1015 No Solicitation/No Distribution Policy

Non-employees of **GFJ Library** are PROHIBITED from engaging in solicitation for any cause or the distribution of literature of any kind on **GFJ Library** premises without approval of the Library Director or designated staff.

Off-duty employees shall not engage in distribution of literature or solicitation in the interior of the **GFJ Library** premises or other working area and shall not have access to or remain in working areas for purposes of solicitation or distribution of literature of any kind prior to or after their scheduled hours of work.

Employees shall not engage in distribution of literature of any kind on **GFJ Library** premises in working areas during working time.

Employees shall not engage in solicitation for any cause on **GFJ Library** premises during working time without prior approval of the Library Director.

Working time does not include break periods, meal periods, and other times during the workday when employees are properly not engaged in performing their work tasks.

These rules apply to all forms of solicitation and distribution and are established to protect the privacy of our employees and productivity of our operation. Any questions concerning these rules should be referred to the Library Director.

Violations of these rules will subject non-employees to arrest and employees to disciplinary action up to and including termination.

1016 *Violence in the Workplace*

GFJ Library has zero tolerance for violence in the workplace and is committed to providing a safe and secure environment for all employees. This policy outlines the preventative measures we are taking to achieve this objective. Employees are welcome to offer their suggestions as well, and we encourage your participation.

At **GFJ Library**, there are two categories of behavior that we will not tolerate:

- **Verbal conduct** – language ranging from offensive to threatening comments made by a supervisor to an employee or employee to supervisor, one co-employee to another, or by a patron to an employee or employee to patron.
- **Physical conduct** – unwelcome physical conduct, consisting of threatening physical gestures, actual hitting of an employee or throwing of objects.

Prohibited verbal or physical conduct must be reported to your supervisor immediately, and will result in an immediate investigation. All complaints will be taken seriously. If you are unable to discuss this with your supervisor, you should immediately contact the Library Director.

With respect to Violence in the Workplace, **GFJ Library** will implement other strategies as well:

Employment – **GFJ Library** will make every effort to screen potential hires. This screening process will include thorough: Employment Interviews, Employment Verifications, Reference Checking, and Background Checks.

Management Action – Management is committed to investigating all employee complaints, and will take action to correct any problems that are identified. This action will include employee counseling, discipline and other appropriate measures such as employee education and training.

Communication – **GFJ Library** will make every effort to communicate and disseminate this program through various methods. These methods may include handbook policies, postings, department meetings, employee training and communication sessions.

Please contact the Library Director if you have any questions or concerns.

1017 **Social Media/Social Networking**

Social Media - For the purpose of this employee handbook, social media are defined as any type of Internet-based media created through social interaction in which individuals primarily produce the content. Examples include, but are not limited to, the following:

- personal and corporate blogs
- online profiles and personal web pages
- YouTube
- social networking web sites (e.g., Twitter, Facebook, LinkedIn)
- wikis

GFJ Library's confidentiality, anti-harassment, and sexual harassment policies apply to the use of social media and must be adhered to at all times. Any violations of these policies may result in disciplinary action, up to and including termination.

Only authorized employees are allowed to develop, post to, or maintain a corporate blog or use social networking sites to conduct **GFJ Library** business.

GFJ Library respects the right of employees to use social media for personal use during their nonworking time. However, an employee should not use social media in a way that conflicts with **GFJ Library's** policies or business.

If an employee indicates on any social media that he or she is an **GFJ Library** employee, it must clearly state that the views expressed are solely the personal views of the employee and are not representing **GFJ Library**.

1100 COMMUNICATION PROCEDURES

1101 *Staff Concerns and Board Relations*

Our employees are a key element in the success of the **GFJ Library**. Employees should attempt to resolve any difficulties with a co-worker at that level. If the situation is not resolved, it should then be discussed with your supervisor or Library Director.

Complaints and requests of staff should be presented in writing to their supervisor or to the Library Director. If no satisfactory disposition of the matter is reached, it may be presented to the Library Board of Directors, except that complaints about the Library Director may be made directly to the Board of Directors. All other communications intended for the Board of Directors should be made in writing to the Library Director at least two (2) weeks prior to the date of the next Board meeting, except in cases where such notice is not practicable.

1102 *Bulletin Board Postings*

A staff member is designated to manage the public bulletin boards. All items requested for posting should be given to this person. This staff member will initial and date the posting and put it on display. This staff member will also be responsible for removing out-of-date postings and those that have not been approved. When this person is on vacation other senior staff may assume this responsibility.

Only postings by non-profit groups, or by groups whose postings are deemed to be of benefit to the community, will be approved. The same staff will monitor items left for public perusal on the display tables in the front lobby. Complaints about posted or tabled material should be addressed to the Library Director. Items deemed to be inflammatory, discriminatory, or otherwise objectionable will not be accepted. The Library reserves the right to make final judgment on all materials left for posting or display.

1103 *Adverse Correspondence and Media Requests*

Any memos, letters, telegrams, legal notices, summons or other forms of business communication of a negative nature addressed to any employee of **GFJ Library** are to be immediately given to the Library Director.

Employees receiving complaints of unfair treatment, customer dissatisfaction, expressions of distress, and all legal documents, are to notify their supervisor or the Library Director immediately.

Requests from media for information about the Library (except for routine programs and services) should be directed to the Library Director or Board President.

1104 Suggestions

Giving and receiving feedback is encouraged in order to promote a positive, productive and cooperative atmosphere. Employees should notify the Library Director of any suggestions which may be valuable to our productivity and our success. All suggestions will be carefully reviewed and implemented if possible.

1105 Public Relations

The courteous, professional treatment of the public by **all** employees helps to build a loyal base of patrons for our services.

Courtesy to our patrons is the least costly of all the services we perform, yet the most rewarding. Whether in person or on the phone, YOU represent **GFJ Library** to our patrons, the community, the public at large. We ask that all employees make every effort to represent **GFJ Library** in the most polite and professional manner.

1200 APPENDICES

1201 *Appendix 1: Standards of Conduct*

Standards of Conduct:

Every officer or employee of the Library shall be subject to and abide by the following standards of conduct:

Gifts: No officer or employee of the Library, whether paid or unpaid, shall directly or indirectly solicit, accept, or receive any gift or gratuity whether in the form of money, services, loan, travel, entertainment or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him, or could reasonably be expected to influence him, in the performance of his official duties or was intended as a reward for any official action on his/her part, from any person, firm or corporation which is directly or indirectly related in any manner whatsoever in any business or professional transaction or dealing with the Library.

Confidential Information: He shall not disclose confidential information acquired by him in the course of official duties or use such information to further his personal interest.

Representation before one's own agency: She shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the Library.

Representation before any agency of officers or employees of the Village: He shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any agency of the Village.

Investments in conflict with official duties: He shall not invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction which creates a conflict with his official duties.

Private employment: He shall not engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or services creates a conflict with or impairs the proper discharge of his official duties.

Future employment: He shall not, after the termination of service or employment with the Library, appear before the Library in relation to any case,

proceeding or application in which he personally participated during the period of his service or employment or which was under his active consideration.

Use of Library property: He shall not, directly or indirectly, use or allow the use of property of any kind owned by the Library, including property leased to the Library, for other than official business without prior permission by the Library Director.

Filing of claims of suits

Nothing herein shall be deemed to bar or prevent the timely filing by a present or former Library officer or employee of any claim, account, demand or suit against the Library, or any agency thereof, on behalf of himself or any member of his family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

Distribution

The Library Director shall cause a copy of this Code of Ethics to be distributed to every officer and employee of the Library. Each employee hired and officer appointed thereafter shall be furnished a copy upon commencing the duties of his employment or office.

Penalties for offenses:

In addition to any penalty contained in any other provision of law, any persons who shall knowingly and intentionally violate any of the provisions of this code may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

1202 Appendix 2: Whistleblower Policy

Nature of the Policy

It is the intent of the GFJ Memorial Library to adhere to all laws and regulations that apply to the library. The support of all library employees is necessary to achieve compliance with various laws and regulations. The underlying purpose of this policy is to support the library's goal of legal compliance. Appropriate subjects to raise under this policy would include financial improprieties, accounting or auditing matters, ethical violations, illegal or improper practices or policies, or violations of public policies concerning health, safety, welfare, or environmental protection.

Protection from Retaliation

The GFJ Memorial Library will not retaliate against an employee who, in good faith, has made a complaint, report, or inquiry under this policy or who has participated in a review or investigation of a complaint. This protection extends to those whose allegations are made in good faith but prove to be mistaken.

The GFJ Memorial Library Board reserves the right to discipline a person or persons who make bad faith, knowingly false, or vexatious complaints, reports, or inquiries or who otherwise abuse this policy.

An employee is protected from retaliation only if the employee files a written complaint concerning the alleged unlawful activity, policy, or practice with the GFJ Memorial Library Board and provides the Board with a reasonable opportunity to investigate and correct the alleged unlawful activity. Wherever possible the Library will seek to preserve the confidentiality of the information provided by the complainant. Discussions at board meetings of complaints that fit under this policy shall take place in executive session and the identity of the complainant will not be noted in the minutes of such meeting.

Violation Reporting

Written complaints, reports, or inquiries should be directed to the President of the GFJ Memorial Library's Board of Trustees. If this person is implicated in the complaint, it should be directed to the Board Vice President. Reports should describe in detail the specific facts demonstrating the basis for the complaint or inquiry. The GFJ Memorial Library Board will conduct an objective review or investigation. Employees must recognize that the Board may be unable to fully evaluate a vague or general report or a report made anonymously.

1203 Appendix 3: Emergency Evacuation Plan

Library Evacuation Plan:

1. To effectively cover the entire library, the building shall be divided into two distinct areas.
 - a) The Adult Information desk staff person is responsible for:
 - 1) Calling 911 to report the emergency. If you are required to stay on the line assign tasks in step 2 to another staff member.
 - 2) Checking the Adult & Clerical main floor area, the magazine storage area, and café to help people vacate the building

-
- b) The Children's Information desk staff person is responsible for:
- 1) Checking the Children's room and the upstairs Tech Center/Johnson Room to help people vacate the building.
- c) Circulation Desk staff is responsible for:
- 1) Checking the A-V Room, public restrooms, the staff workroom, staff lounge and staff bathroom, and basement areas.
 - 2) Grabbing the schedule and emergency contacts list on the wall in the workroom. These items will allow authorities to account for all scheduled staff members.
- d) All staff not assigned to a public service desk should report immediately to the Circulation Desk where they may be instructed to assist. Staff given specific instructions should perform that duty and then leave the building, proceeding to the assembly point. Staff not given specific instructions should evacuate to the assembly point, using common sense to assist patrons as necessary on their way out.
2. Urge all staff and patrons to leave the library via the closest door that is not blocked. Egress routes can be via the Front door, Back door, Side door off the staff room, Garage door, Basement door off the Scott Room or side doors including sliding doors, which may need to be unlocked. See accompanying diagrams for preferred exit routes. The roof door off the Tech Center/Johnson Room should NOT be used unless all other escape routes are blocked. A ladder will be available on the roof for emergency use.
3. The Adult or Children's Information desk staff person may have to assign instructions to other staff about how to vacate the building while they check all their assigned sections.

(Example: After alerting the patrons in the Children's Room that they must leave the building, the Children's Information desk staff person may instruct one of the pages or clerks to do the following --

"Please stand at the lobby doors, guide everyone out the front door, tell them to go directly across the street to the Municipal Building parking lot. If it is still safe to do so, check the Children's room again for patrons. If it is empty, follow the people out the front door and then you report to the Municipal Building parking lot. Do not attempt to come back into the building to be of further help, and do not put yourself into an unsafe situation to further help vacate the building.")

-
4. routes to assigned areas for the Adult & Children's Information desk staff are blocked, DO NOT put yourself at risk to get to them. Work to get all accessible people out of the building and then alert authorities about unchecked areas. (Don't try to be a hero – that will only make extra work for the authorities).
 5. Guide all staff and patrons to the Municipal Building parking lot (if the weather is inclement – go into the Municipal Building). The senior staff member will use the staff roster and schedules to make sure that all staff are accounted for. Alert authorities about missing or injured people. If the Library Director is not working at the time of the emergency, contact him/her via the telephone as soon as possible.
 6. The Adult & Children's Desk Information staff person must remain with all the library staff and patrons until the Library Director arrives and further instructions are established.
 7. All emergency exit doors shall remain free and clear of any obstructions to proper use.

1204 Appendix 4: Exempt employee ad sick time: Notes on phone conversation with NYS Labor Department January 2017:

Requested clarification of exempt employees and sick time. Since we have sick time banks exempt employees must use all of their allotted sick time hours. After this is done, exempt employees who work any part of a day, whether at the library or at home on an arrangement approved by the library director, are to be paid for a full day. The library as employer can minimize payments by batching such work to the maximum extent possible on a single day, i.e. five hours of work done on a single day rather than one hour of work done on five days. The former would require one full day's pay. The later would require five full day's pay.

Revised 4/9/2015. Approved by Endicott Fire Dept. 10/03. Approved by Library Board 4/9/2015.

GEORGE F. JOHNSON

MEMORIAL LIBRARY

EMPLOYEE HANDBOOK ACKNOWLEDGMENT

I hereby acknowledge that I have received a copy of the ***GFJ Library*** handbook outlining the benefits, policies, and procedures of the Library. I further acknowledge that I have read the contents of the handbook and will contact my supervisor or Library Director if I have any questions.

I understand that ***GFJ Library*** reserves the right to interpret, change, modify, or rescind any portion of this handbook with or without notice.

I understand that the employee benefits, personnel policies, and rules in this handbook will remain in effect until changes become necessary.

Employment at ***GFJ Library*** is governed by employment-at-will, civil service regulations or the appropriate labor contract. Accordingly, this handbook is not intended to be a contract of employment, a warranty of benefits, or a limitation on ***GFJ Library's*** ability to terminate employees.

I agree to abide by the policies and procedures in the ***GFJ Library*** employee handbook.

EMPLOYEE NAME (PLEASE PRINT)

EMPLOYEE SIGNATURE

DATE OF SIGNATURE

SIGNATURE OF LIBRARY DIRECTOR

DATE OF SIGNATURE