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# **STAFF HANDBOOK**

**December 2021**

**THE NYACK LIBRARY  
STAFF HANDBOOK**

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## **I. WELCOME**

Welcome! Congratulations on your decision to accept a position with THE NYACK LIBRARY. We are glad that you want to share your passion for library service with the public whom we serve. We are excited to help you discover all that our library offers, and; we are thrilled to share your work and professional journey. We serve the public through the important work that you and your colleagues perform every day. The members of this community are our biggest fans, and I am sure you will soon get to know and value this wonderful community. You are a valued member of a proud organization with over 140 years of continuous and successful operation in the Nyack community.

THE NYACK LIBRARY enjoys an excellent reputation within our community and with our patrons. We are committed to maintaining that reputation for personal and professional service. The success of THE NYACK LIBRARY comes from the dedication and hard work of our employees, and the leadership of our supervisory and managerial staff. We respect and value each members' efforts, and we pledge to support your work so we can to continue this tradition of excellence.

The Library Director's office operates with an "open door" which means that all employees are welcome to ask about policies and procedures, and to make suggestions for constructive changes to THE LIBRARY. We expect that change is a natural part of our library service as we adapt policies and procedures to meet the changing service needs and demands of the public. To provide great library service takes all of us working together to not only understand and adapt to what our patrons want and need, but to also look for new opportunities to collaborate with community organizations and with one another.

This Handbook was developed to describe the expectations of our staff and to outline the policies and programs offered to employees of THE NYACK LIBRARY. Please read the Handbook so you can get to know THE LIBRARY better. It should answer the questions that you may have about your employment, but if it doesn't, please speak with your supervisor. We want you to understand how THE NYACK LIBRARY workplace operates so that you are ready to wholeheartedly help us to achieve our mission to provide the excellent library service that our community expects and deserves.

Once again welcome to THE NYACK LIBRARY, and best wishes for a happy and successful future with us.

*Angela Z. Strong*  
Library Director

## **II. MISSION AND PURPOSE OF THE LIBRARY**

The purpose of THE NYACK LIBRARY is to provide the community with the materials and the professional, caring staff assistance the members of the community need to help them gain knowledge, broaden their lives, and fulfill their cultural, intellectual, educational, and recreational needs.

THE LIBRARY puts special emphasis on providing timely and accurate information; on meeting recreational needs with current, high-interest materials in a variety of formats; and on stimulating children's and young people's appreciation of reading and learning.

THE LIBRARY promotes free and open access to its collections and resources for every member of the community.

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### **III. ABOUT THE LIBRARY**

#### **A. HISTORY OF THE LIBRARY**

In 1879, after a few short-lived attempts earlier in the century, THE NYACK LIBRARY Association was formed by a group of local residents. THE LIBRARY was housed in several storefront shops until 1903 when a \$15,000 construction grant from the LIBRARY philanthropist, Andrew Carnegie, enabled the establishment of our original building. The village governments provided THE LIBRARY contents and the ongoing support.

By the early 1970s the physical space of the original Carnegie building was inadequate to meet the community's needs and a bequest from Judge Mortimer Patterson allowed for the construction of a wing on the east side of the building in 1973, thereby doubling the size of THE LIBRARY. An upper level was added to the new wing in 1993, and in 2011 a major renovation of the existing structure was accomplished. The present LIBRARY comprises approximately 30,000 square feet and seating for over 100, plus a meeting room for 100; the shelf capacity is estimated at about 125,000 volumes.

#### **B. LEGAL STATUS OF THE LIBRARY**

THE NYACK LIBRARY is a free association library, chartered by the Board of Regents of the University of the State of New York on September 10, 1890. The Association was founded in 1879, and was incorporated as a private, nonprofit corporation, whose purpose was to provide library service to the community.

THE LIBRARY is governed by a Board of Trustees, elected by the residents of THE LIBRARY chartered service district as members of the Nyack Library Association. Membership in the Association is open to any resident in THE NYACK LIBRARY chartered service district over the age of eighteen.

#### **C. SERVICE AREA OF THE LIBRARY**

THE NYACK LIBRARY is chartered by the State of New York to serve the residents of the following communities: Nyack, Central Nyack, Upper Nyack, South Nyack, Grand View and Upper Grandview.

#### **D. FINANCIAL SUPPORT OF THE LIBRARY**

THE LIBRARY's primary source of funds is a property tax. Each year, THE LIBRARY prepares and the Board of Trustees approves a proposed budget for the new fiscal year. If the budget requires a tax levy increase, an election is scheduled for residents to vote on the tax levy increase. If no tax levy increase is needed for the proposed budget, there is no need to schedule an election. THE LIBRARY is authorized to collect the tax from the property owners in its service area, and is required to work through the Nyack School District to receive those funds.

#### **E. ORGANIZATIONAL STRUCTURE**

The Board of Trustees is the governing body of THE NYACK LIBRARY. The Trustees oversee the affairs of the Association and THE LIBRARY. They develop, approve and modify the policies by

which THE LIBRARY operates. There are eleven trustees, serving three-year terms. Three to four trustees are elected each January at the Association's annual meeting.

The officers of the Board are elected by the Trustees at the regular meeting of the Board in January of each year. The officers are President, Vice-President, Secretary, and Treasurer.

The Board meets monthly, usually on the third Monday of the month at 7:00 pm in THE LIBRARY. These meetings are open to the staff and to the public. Board documents are posted on the Board of Trustees webpage

The Library Director is the principal administrative officer, responsible to the Board of Trustees for carrying out library policy. The Library Director serves as a liaison between the staff and the Board.

Department heads, under the general direction of the Library Director, are responsible for directly managing and supervising the activities in the major service units of THE LIBRARY. Library staffing and employment is subject to the financial resources of THE LIBRARY.

## **F. NYACK LIBRARY STAFF ASSOCIATION**

THE LIBRARY has recognized the Nyack Library Staff Association, NYSUT/AFT/AFL-CIO (NLSA) as the exclusive bargaining agent for full-time and part-time LIBRARY employees. Employees excluded from the Staff Association are the Library Director, Department Heads, Substitutes, administrators, guards and others as specified in the labor agreement.

## **G. LIBRARY SCHEDULE**

THE LIBRARY building is open for public service sixty-three (64) hours per week. Hours are from 10:00 am to 9:00 pm on Monday through Thursday, and from 10:00 am to 6:00 pm on Friday. On Saturday THE LIBRARY is open from 10:00 am to 5:00 pm. The hours on Sunday are 12:00 noon to 5:00 pm.

During the summer months, THE LIBRARY maintains a reduced schedule of hours: 10:00 am to 8:00 pm on Monday through Thursday, Friday 10:00 am to 6:00 pm, Saturday from 10:00 am to 5:00 pm and Sunday from 12 noon to 4:00 pm.

Based on the needs and resources of THE LIBRARY, public service hours are subject to change as approved by the Board of Trustees.

# **IV. ABOUT THIS HANDBOOK**

## **A. NATURE OF EMPLOYMENT**

This Handbook is intended to provide staff with a general understanding of our personnel policies and procedures. As a staff member, you are encouraged to familiarize yourself with the contents of this Handbook; it will answer many common questions concerning your employment with the

NYACK LIBRARY. This Handbook supersedes any previous policies, procedures or manuals written or unwritten.

However, this Handbook cannot anticipate every situation or answer every question about your employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Employment at the NYACK LIBRARY is considered "at will employment" for those employees not covered by a collective bargaining agreement with the Nyack Library Staff Association. "At-will" employees have the right to terminate employment at any time and so does THE LIBRARY.

In order to retain necessary flexibility in the administration of policies and procedures, the NYACK LIBRARY reserves the right to change, revise or add new policies, procedures as well as benefits described in this manual and not covered under the collective bargaining agreement with the Nyack Library Staff Association. The only recognized deviations from the stated policies are those approved by the Board of Trustees of the NYACK LIBRARY.

## **B. PROVISION FOR CHANGE**

The Board of Trustees of THE LIBRARY reserves the right to amend at any time the provisions of this Handbook. This Handbook is for information only and is not a contract with our employees.

## **V. ABOUT YOUR JOB**

### **A. PERFORMANCE REVIEWS**

All employees of the NYACK LIBRARY are evaluated at a minimum, annually, by their supervisors to review job performance. All newly hired, promoted, and transferred employees will receive a performance review from their immediate supervisors at the end of their probationary period of 26 weeks. If any aspect of an employee's performance is found to be unsatisfactory, the supervisor will follow up regularly to document whether the employee's performance has improved.

### **B. DRESS CODE**

It is expected that library staff will always be neat in appearance. Dress should be appropriate for the situation and job as neatness and cleanliness of hair, nails, clothing and personal hygiene demonstrates respect for the public and our co-workers. The following are not permitted: shorts, tank tops, or short tops, frayed and dirty clothes, clothes that in the reasonable opinion of supervisory personnel are revealing, vulgar or tasteless. Employee Badges must always be worn in public areas.

### **C. LIBRARY QUIET POLICY**

Staff should make every effort to use library voices. This will both keep down the noise level and remind patrons that they should speak softly. Although reasonable quiet should be maintained



throughout the building, the Carnegie-Farian Room and the Adult Reference Room are considered quiet study areas.

## **D. PAY DAY**

THE LIBRARY pays employees every other Friday. Paychecks reflect two work weeks, each beginning on a Wednesday morning and ending on a Tuesday evening. All staff members are responsible for keeping their timecards sheets accurate and up to date. If timecard edits are necessary, please notify your supervisor. Use the notes field in the accounting system to document the need for an edit and alert your supervisor regarding the change.

## **E. QUALIFICATIONS & REQUIREMENTS**

Every effort will be made to recruit the best skilled and experienced staff available. Library employment selections may not be based on religious or political affiliation, national or ethnic origins, sex, age, marital status, disability, sexual orientation, veteran status or any other protected characteristic. See the NYACK LIBRARY Equal Opportunity Policy. Employment shall be based upon the ability of the candidate to complete the essential functions of the job and individual and educational qualifications.

All personnel actions must be approved by the Board of Trustees on the recommendation of the Library Director.

All Librarians must possess a Public Librarian's Certificate as issued by the New York State Department of Education.

An immediate family member of a library trustee may not be a permanent employee of THE LIBRARY, except as a Page or temporary or volunteer worker.

## **F. STAFF CATEGORIES**

- The Full-time staff category are salaried or hourly employees, who are hired to work on a full-time basis. They work a regular schedule of 35 hours per week. They are eligible for all the benefits determined by the Board of Trustees. Many job titles are represented by the Nyack Library Staff Association (NLSA). Administrative staff and Department Heads are considered "at-will" employees.
- Part-time staff are hourly employees who work a regular schedule of 29 hours or less per week. They are eligible for some proportionate leave benefits and the NYS Retirement Plan. Many part-time job titles are represented by NLSA.
- Substitute staff members are hourly employees who work on an irregular basis, as the need arises. Substitutes are for eligible sick pay, but they are not eligible for other benefits and are not represented by NLSA.
- Temporary employees are those individuals hired to fill a limited need. They are also hourly employees who are not eligible for benefits, nor are they represented by the NLSA.

Any employee whose staff category (as described above) changes for any reason; once approved by the Library Director, will be eligible for the wages and benefits as they apply to his or her new staff category.

## **G. STAFF TRAINING & PROFESSIONAL DEVELOPMENT**

### **1. STAFF DEVELOPMENT**

THE LIBRARY will open early on some mornings in order to allow time to offer staff development training in various areas. This training will strengthen staff members' professional development, knowledge and skills and/or service to the public. Training will take place through a variety of formats including Library-wide or Department based in-person instruction, webinars, off-site training, conferences and meetings. Topics of the training may include safety and security, technology issues, changes in equipment and collections and human resource issues.

Some training is mandated for all staff once a year. Full-time staff members, unless sick or on vacation, are required to attend training as scheduled. Part-timers, if scheduled are also required to attend. Materials distributed at training sessions will be available for staff members who were unable to attend. These trainings will be offered on alternate days and times, to accommodate all staff members. Training topics that are mandated include but are not limited to harassment, fire drills, evacuation and Code Adam.

THE LIBRARY may, from time to time, require staff members to attend internal meetings and workshops for the purposes of staff education, training, or business operation. Supervisors and professional librarians may also be required to receive continuing education in information sciences and/or management. THE LIBRARY recognizes that Librarians who received their MLS degrees on or after 2010 are required to have 60 hours of approved Continuing Education every five years. THE LIBRARY is committed to supporting these Librarians by providing appropriate staff development topics and opportunities to attend conferences and workshops which will assist them in meeting their requirements. Any training whether internal or at outside facilities, will be under the discretion and approval of the Library Director. Staff who attend will be paid at their regular rate.

### **2. CONFERENCES**

Staff members are encouraged to attend library conferences and professional meetings. Where appropriate, staff will be allowed time with pay to attend professional conferences such as those of the American Library Association (ALA), New York Library Association (NYLA), Ramapo Catskill Library System (RCLS) and the Library Association of Rockland County (LARC) and other organizations related to their work at THE LIBRARY. The LIBRARY will reimburse expenses for staff members per the Nyack Library Staff Association Agreement. The Library Director must authorize these trips prior to registration

### **3. WEBINARS, WORKSHOPS, CERTIFICATION CLASSES**

THE LIBRARY will provide access to professional development opportunities such as webinars, workshops and certification classes. If attendance is approved by Library Director, the cost shall be reimbursed by THE LIBRARY.

#### **4. MENTORING**

THE LIBRARY in partnership with NLSA will administer a mentorship program for the benefit of newly hired employees during the first six months of their employment.

#### **5. PROFESSIONAL ASSOCIATION MEMBERSHIPS**

Full-time and part-time staff members are eligible to receive partial reimbursement for professional memberships related to their LIBRARY responsibilities. Eligible employees will be reimbursed up to 50% of annual dues for membership in the American Library Association ("ALA"). The reimbursement for ALA membership shall not exceed \$75.00 per eligible Employee per year and shall not include membership in divisions or roundtables. THE LIBRARY purchases an organizational membership to the New York Library Association (NYLA), and memberships will be made available to eligible employees who work ten hours or more a week. THE LIBRARY will also provide eligible employees with annual memberships in the Library Association of Rockland County (LARC). Eligibility requirements and reimbursement amounts are specified in the NLSA Agreement.

### **VI. EMPLOYEE RESPONSIBILITIES**

#### **A. PUNCHING IN AND OUT**

THE LIBRARY is required to keep accurate records of time worked by its employees. Therefore, all staff must maintain accurate records of the time they arrive and leave work, including meal breaks. Staff are prohibited from "clocking in" more than ten (10) minutes prior to their scheduled starting time or "clocking out" more than ten (10) minutes past their finish time without the written authorization of their supervisor. If an employee fails to punch out or in, they must notify their supervisor or Department Head of the omission as soon as they become aware of it. If the supervisor observes the omission, he/she will make the edit and notify the employee. Failure to maintain time records, falsification of time records or knowingly permitting another to falsify time records are serious offenses, which are subject to disciplinary action up to and including termination.

#### **B. WORK SCHEDULES**

THE LIBRARY building is open for public services during the day, evenings and weekends; up to sixty-four (64) hours a week. The public service schedule of hours is subject to change and approval by the Board of Trustees. Employees are scheduled to work based on the need to ensure an optimum level of Library service while maximizing efficiency, and distributing the workload as equitably as possible. Each employee is expected to report to work in a manner that adheres closely to his/her work schedule. Personal time is available to employees who need to take care of personal business during the workweek and is not meant to be taken as a vacation

day. Requests for personal leave must be made no less than twenty-four (24) hours in advance except in the case of unforeseen emergencies.

Full-time staff members work 35 hours per week, exclusive of meal break. Part-time staff will be scheduled for 29 hours or less a week.

Compensatory time off will be given to all full-time exempt employees who work more than 35 hours in any week. All compensatory time to be earned must be approved in advance by the Department Head or Library Director. The compensatory time off will be made up at the mutual convenience of THE LIBRARY and the staff member and should be taken within two pay periods.

If an employee works more than 40 hours in a week, he or she will receive compensation for the hours above 40 in accordance with the Fair Labor Standards Act. All overtime must be authorized in advance by the Library Director.

### **C. REST PERIODS/MEAL TIMES**

A 15-minute rest period shall be allowed for any shift of four hours or more, approximately in middle of every four hours of work, scheduled by the supervisor upon consultation with the employee. These break periods are intended to provide a break from the employee's activities, offering an opportunity for refreshment, and thus to enhance the staff member's effectiveness. It is expected that the employee will remain on THE LIBRARY grounds.

Any staff member working more than six consecutive hours is required to take an uncompensated meal break of at least 30 minutes, as close to the mid-point of his or her shift as is convenient for the employee and the supervisor and maintains good library service. Meal breaks shall comply with New York State Labor Law.

All full-time staff members are required to take an uncompensated meal period. These meal periods should be taken as close to the mid-point of the workday as is convenient for the employee and the supervisor and maintains good library service.

<b>IF YOUR SHIFT IS:</b>	<b>YOUR BREAK IS:</b>
Less than 4 hours	No Break; unless punched out, with supervisor's OK.
Between 4-6 hours	Break is 15 minutes. Do NOT punch out. Remain on LIBRARY grounds
Greater than 6 hours	Meal period is unpaid 30-60 minutes, punch out.

The decision of the Library Director shall be final in determination of the requirements of Library service and when the rest/meal periods shall be taken.

## **D. ATTENDANCE AND PUNCTUALITY**

Regular attendance and punctuality are the responsibility of each staff member. Absenteeism and tardiness have a negative impact on THE LIBRARY'S ability to provide services to the community. Staff members are expected to report to work as scheduled. If a staff member is unable to report to work, they must notify by phone both his/her supervisor and the Person-in-Charge. Chronic absenteeism or absenteeism without notice will result in disciplinary action.

Promptness is a condition of employment. All employees are expected to be in their assigned places ready for work at the time prescribed. Punctuality demonstrates a commitment to THE LIBRARY, is essential for good service, and shows courtesy toward fellow workers. While an occasional late arrival may be unavoidable, chronic lateness is unacceptable.

Any staff member who cannot report to work must notify by phone his/her supervisor as soon as reasonably possible. Failure to do so will result in disciplinary action. Any staff member who fails to report to work without notification to his/her supervisor for a period of three consecutive scheduled days will be considered to have voluntarily terminated his/her employment with THE NYACK LIBRARY.

## **E. EMERGENCY CLOSINGS**

Occasionally, it may be necessary for THE LIBRARY to close due to inclement weather, power failure, or other unforeseen circumstances. Because of our important public service function, every effort will be made to keep these unexpected closings to a minimum. It is the Library Director's, or his/her delegate's, responsibility to determine what action is most appropriate. After such a decision is made, every effort will be made to notify affected staff members in a timely manner.

All staff members scheduled to work that day will be paid at their normal rate of pay for the hours scheduled. If an employee is scheduled to be off for any reason, no additional compensation will be granted or changes in schedule allowed. If the notice of a closing is provided late, those employees who report to work shall be paid for an additional hour.

When THE LIBRARY opening is delayed, employees will be expected to report at the delayed opening time. Employees will be paid for the hours worked and for hours that they were scheduled to work when THE LIBRARY is closed due to a delayed opening.

If THE LIBRARY is closed after employees have reported for work, employees shall be permitted to leave immediately after THE LIBRARY has emptied of patrons and excused from work with no loss of pay.

Special arrangements may be implemented by the Library Director to facilitate winter storm openings and closings.

Extended periods of closing will be subject to decisions of the Library Director and the Board of Trustees. Employees whose job classifications support remote work will be expected to complete tasks assigned by their supervisor.

If a staff member has been ill the day before an emergency closing (delayed opening or whole day closing) and has indicated to their Department Head they will not be in to work, they will be

charged the full amount of hours normally scheduled as sick time. If a staff member calls in ill on a delayed opening day, they will be charged sick time for the day.

Requested time off, either partial or all day, for vacation or personal time that was approved prior to the emergency closing, will be charged to the appropriate leave time category and will not be charged to Emergency Closing time.

Employees always have the option of taking personal leave or vacation if they do not wish to report to work during inclement weather. Those employees coming in one hour or less before the planned closing time may choose to come in, OR use either personal time or vacation for that hour.

THE LIBRARY will make every effort to notify employees in a timely manner regarding decisions about unexpected closures.

## **F. STAFF CONDUCT AND WORK RULES**

To ensure orderly operations and provide the best possible work environment, THE NYACK LIBRARY expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. Friendly, prompt, and efficient service must be given to patrons at all times. Patience, poise, tact, and self-control are essential in all contacts with both patrons and colleagues. Staff members should be courteous, dependable, and willing to cooperate with each other. Being able to be flexible adapt to all situations, even though they may not be personally pleasing, is an essential skill for library workers.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. Generally, no conduct that is considered dishonest, unethical or illegal will be tolerated. The following are some examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

1. Providing less than prompt, accurate and friendly service.
2. Treating LIBRARY patrons, co-workers, supervisors or managers with disrespect.
3. Absenteeism, tardiness or any absence without notice that has a negative impact on THE LIBRARY.
4. Unauthorized disclosure of proprietary or confidential information about THE LIBRARY, a patron or a co-worker.
5. Theft or unauthorized removal or possession of Library property or the property of another employee.
6. Falsification of LIBRARY records or timekeeping records.
7. Working under the influence of alcohol, drugs or other intoxicating substances.
8. Possession, distribution, sale, transfer, or use of alcohol or drugs or other intoxicating substances in the workplace.

9. Fighting or threatening violence in the workplace.
10. Boisterous or disruptive activity in the workplace, including the use of abusive or threatening language.
11. Negligence or improper conduct leading to damage of Library owned or patron owned property.
12. Insubordination or other disrespectful conduct, including the use of abusive or disrespectful language to a patron or to another employee.
13. Violation of safety or health rules, including littering.
14. Creating or contributing to unsafe, unhealthy, or unsanitary conditions.
15. Possession of inappropriate materials, such as explosives, weapons or firearms in the workplace.
16. Violation of personnel policies including policies that prohibit discrimination and harassment.
17. Unsatisfactory work performance or conduct.
18. Eating in any public area other than the Café or drinking beverages without enclosed containers.
19. Sleeping during working hours.
20. Posting, removing or tampering with bulletin board notices without authorization.
21. Willfully endangering the well-being of employees or Library property.
22. Making or publishing false or malicious statements, including gossip concerning any employee of THE LIBRARY.
23. Immoral conduct or indecency that reflects poorly on THE LIBRARY.
24. Staff members are expected to follow loan rules and treat LIBRARY materials as our patrons are expected to do. All library equipment and materials remain the property of THE LIBRARY.
25. Employees' minor children requiring parental care should not accompany the employee or be present in THE LIBRARY when the employee is at work. Leave time should be used to address childcare problems.

Employment with THE NYACK LIBRARY is at the mutual consent of THE NYACK LIBRARY and the employee, except those staff represented by the NLSA, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

## **G. SMOKING AND VAPING**

Smoking and vaping are prohibited within the building and on LIBRARY grounds. Smoking and vaping are not allowed within 100 feet of any entrance or exit to THE LIBRARY and is allowed only at permitted break times. Smoking in prohibited areas is a violation of LIBRARY policy and is subject to disciplinary action up to and including discharge.

## **H. STATUS CHANGES & PERSONNEL FILES**

It is the responsibility of each employee to notify THE NYACK LIBRARY promptly of any changes in personnel data. Personal mailing addresses, email addresses, telephone numbers, number of dependents, individuals to be contacted in the event of any emergency, educational accomplishments, and other such information should be accurate and current at all times. When personnel data changes, the employee should notify the Assistant to the Library Director.

**Forms are available on the CoShare: Y:\Staff Forms & Info\HR Forms**

- PERSONNEL FILES are the private property of THE LIBRARY. The files (with some exceptions) are available to the employee and, his/her supervisor upon request for viewing, scanning or photocopying. Both Notices of Discipline and Patron compliments and complaints will be placed in employee's file after his/her review and signature. At the employee's request THE LIBRARY will review materials older than three years and remove or maintain them at their discretion. Personnel files may not be removed from the Administration area.
- REFERENCES-It is the policy of THE LIBRARY to confirm, for prospective employers of a former NYACK LIBRARY employee, only the dates of employment, salary, and position held. This will ordinarily be in written form. Only the Library Director and the Human Resources Specialist may provide this official statement of THE LIBRARY.

## **I. IF YOU LEAVE THE LIBRARY**

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- RESIGNATION – voluntary employment termination initiated by an employee. THE LIBRARY requires 30 days' notice for professional staff and 14 days for non-professional staff.
- INVOLUNTARY TERMINATION initiated by THE LIBRARY, either for discipline or as a layoff. All dismissals of Library staff members shall be made by the Board of Trustees upon recommendation of the Library Director. The Library Director may suspend without pay any Library employee until the next meeting of the Board of Trustees.



- RETIREMENT - The NYACK LIBRARY participates in the New York State Employees Retirement System. All full-time employees must join. Part-time employees may join if they wish. Both THE LIBRARY and the employee contribute to the plan at a rate established by the Retirement System. If the employee is enrolled in the New York State Retirement System (NYSLRS) and retires from THE LIBRARY, unused sick time may convert to additional service credit at retirement.

Since employment with THE NYACK LIBRARY is based on mutual consent, both the "at-will" employee and THE NYACK LIBRARY have the right to terminate employment at any time. You are not an "at-will" employee if you have a contract, including a union collective bargaining agreement. If you are covered by an employment contract, you can only be terminated as the contract terms permit. All employees have the right to terminate their employment at any time.

Employees will receive their final pay in accordance with applicable state and federal laws. Employees are expected to return all LIBRARY property including keys and badges prior to the release of their final paycheck. Upon termination of employment for any reason, the employee will continue to keep LIBRARY information in strict confidence. He/she must return all documents, records and copies of any confidential information.

Employee benefits will be affected by employment termination. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses in accordance with state and federal laws. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

## **J. BUSINESS EXPENSE REIMBURSEMENT**

THE NYACK LIBRARY will reimburse employees for all necessary and reasonable expenses related to the normal conduct of business. All expenses must be pre-approved by the Library Director and signed by the employee's Supervisor. Expense Reimbursement forms are available in the Administration area and on the Staff Intranet. The form must be completed, signed by your supervisor and submitted to the Business Office for reimbursement. Original receipts must be attached.

Authorized employees will be reimbursed at the current Internal Revenue Service (IRS) standard rate for the use of a personal car for library business. Such use must be pre-approved by a Supervisor or the Library Director. Falsification of business expenses is a serious offense and is subject to disciplinary action up to and including termination.

## **K. CONFIDENTIALITY**

You may encounter or have access to patron or LIBRARY records, lists or other confidential information. This information is confidential and should not be shared with anyone. Employees are expected to follow New York State law governing the confidentiality of patron information. It is the duty of every employee to keep this information confidential. Release of confidential information is a serious offense and is subject to disciplinary action up to and including termination.

## **L. SPEAKING FOR THE LIBRARY**

No employee other than the Library Director is permitted to make public statements on behalf of THE NYACK LIBRARY concerning its operations, plans, policies or statistics. All inquiries should be forwarded to the Library Director.

## **VII. EMPLOYEE BENEFITS**

### **A. HEALTH CARE PLANS**

All full-time employees are eligible for health plan benefits including medical, dental and vision for themselves and their dependents.

Health Plans become effective on the 1<sup>st</sup> day of the following month from date of hire or status change for new enrollees.

Coverage may change without notice. Employees will be notified of pending changes as soon as possible. Employees interested in enrolling in healthcare benefits should contact the HR Specialist.

### **B. RETIREMENT PLAN**

THE NYACK LIBRARY participates in the New York State Retirement Plan. Permanent, full-time employees of THE LIBRARY must become members of the Retirement System. Participation in the Plan is optional for part-time employees, but it is strongly encouraged. Both THE LIBRARY and participants of the Retirement System are required to contribute a percentage of their gross earnings to the Plan.

Employees interested in enrolling in retirement benefits should contact the HR Specialist.

### **C. FLEXIBLE SPENDING ACCOUNT**

All employees are eligible to participate in the Flexible Spending Account (FSA). These spending accounts can be used for healthcare or dependent care expenses.

Employees may set aside a portion of their earnings to pay for these qualified expenses. The portion of pay set aside for an FSA is not subject to payroll taxes.

Employees interested in enrolling in a Flexible Spending Account should contact the HR Specialist.

## **D. NEW YORK DEFERRED COMPENSATION**

All Employees are eligible for the New York State Deferred Compensation Plan. The Plan is a voluntary retirement savings plan (457b) offered by New York State and THE LIBRARY, to allow library employees to put aside pre-tax money from each paycheck toward retirement.

Employees interested in enrolling in a Deferred Compensation Plan should contact the HR Specialist.

## **E. EMPLOYEE ASSISTANCE PROGRAM**

THE LIBRARY provides an Employee Assistance Program (EAP). The EAP is a no-cost service available to staff members, designed to help you with everyday problems and questions, big or small. Employees interested in using the Employee Assistance Program may reach out directly to EAP at 1-800-865-1044, or visit [anthemEAP.com](http://anthemEAP.com). Please see the HR Specialist with questions.

## **F. PAID TIME OFF**

### **1. VACATION**

- The established benefit year for purposes of Vacation is the calendar year January 1 through December 31. Vacation time shall be pro-rated during the Employee's first and last year of employment based upon the date of hire or date of resignation, respectively. No more than ten (10) vacation days may be carried forward from all prior years to any succeeding year, without the Director's approval.
- All Full-Time Employees who are regularly scheduled to work at least 70 hours per pay period are allowed 15 days of vacation per year for the first year of full-time employment; 16 days of vacation per year for the second year of full-time employment; 17 days of vacation for the third year of full-time employment, 18 days of vacation for the fourth year of full-time employment, 19 days of vacation for the fifth year of full-time employment, and 20 days of vacation for the sixth year of full-time employment and thereafter. Vacation credit accrues on a pay period pro rata basis. For transition purposes, all current full-time non-Librarians will have their vacation time re-calculated as if they had 15 days available when they began their employment. This transition will apply to current part-time employees who have transitioned to full-time employment and current part time employees who may transition to full time employment in the future.
- No employee shall use vacation time until he or she has completed 13 weeks of LIBRARY service unless specifically authorized by the Library Director.
- To allow for vacations earlier in the calendar year, full-time staff may schedule vacation before it is earned. Staff submit vacation requests to the department Supervisor or the Library Director. If the staff member subsequently leaves THE LIBRARY, pay for vacation leave, which was taken but was not yet earned at the time of termination; will be deducted from the final paycheck after employee authorization. For this scheduling purpose, staff records may reflect on January 1<sup>st</sup> an advance of all vacation leave, which is to routinely accrue in the current year.
- No more than 10 vacation days may be carried forward from all prior years to any succeeding year, without the Library Director's approval.

- All part-time staff members, including pages, will earn annual leave at the rate of one vacation hour per 17.35 hours worked. Vacation time will accrue on a pay period basis.
- Part-time staff members whenever possible will use vacation earned in the same calendar year. Vacation hours earned in the last quarter of the year may be carried over to the following year with a Supervisor's approval.
- All vacation time is subject to the advance approval of the Department Head. Vacation time for Department Heads is subject to the advance approval of the Library Director and shall be allowed at the convenience of THE LIBRARY and discretion of the Library Director. Staff members leaving the employ of THE LIBRARY will be paid for unused vacation at their current rate of pay. Employees with Departmental seniority will be given preference.
- When the Library Director plans to be absent from THE LIBRARY for such time as to require designation of an "Administrator In Charge" to act in the Library Director's absence, then the Board of Trustees shall be notified in advance via email to each Trustee of the dates of planned absence and the name and contact information of the person designated as "Administrator In Charge." Employees will also be notified.

## 2. HOLIDAYS

- THE LIBRARY will be closed on the following holidays:

January 1<sup>st</sup> – New Year's Day

January (3<sup>rd</sup> Monday) – Martin Luther King's Birthday

February (3<sup>rd</sup> Monday) – Presidents' Day Observance

May (last Monday) – Memorial Day

June 19<sup>th</sup>—Juneteenth

July 4<sup>th</sup> – Independence Day

September (1<sup>st</sup> Monday) – Labor Day

November-Thanksgiving Eve-from 5pm

November (4<sup>th</sup> Thursday) – Thanksgiving Day

December 24<sup>th</sup> – Christmas Eve from 1:00 pm\*

December 25<sup>th</sup> – Christmas Day

December 31<sup>st</sup> – New Year's Eve from 1:00 pm\*

The LIBRARY will also be closed on Easter Sunday.

- All full-time Library staff will be paid for a total of nine(9) full day holidays, as listed above in the calendar year, and two (2) half-day paid holidays, those shown in the list with an

asterisk. A Board approved calendar of Library Holiday Closings will be published at the end of each year for the following year.

- When an employee calls out sick on a day designated as a half day holiday or floating holiday they will not be eligible for holiday pay. They may use available Sick Leave or take the day as unpaid.
- Pages will receive holiday pay when THE LIBRARY is closed for holiday observance on a day that they are scheduled to work.
- If a holiday falls on a Sunday, (except Easter) THE LIBRARY will be closed on that day and the following Monday.
- When a Holiday (other than Easter) falls on a Sunday, a full-time employee, whether they are scheduled to work on the Sunday or not, would account for their 35-hour week as follows:

Wed	Thu	Fri	Sat	Sun Holiday	Mon	Tue
7 hrs Work or Vac	7 hrs Work or Vac	7 hrs Work or Vac	<i>Library Open</i> Employee not scheduled to work	<i>Library Closed for Holiday</i>	<i>Library Closed</i> <b>FT Employees get 7 hrs Holiday Pay</b>	7 hrs Work or Vac

When a Holiday falls on a Saturday, a Full Time Employee, whether they are scheduled to work on the Saturday or not, should account for their 35-hour week as follows:

Wed	Thu	Fri	Sat Holiday	Sun	Mon	Tue
7 hrs Work or Vac	7 hrs Work or Vac	<i>Library Closed FT Employees get 7 hrs Holiday Pay</i>	<i>Library Closed</i>	<i>Library Open</i> Employee not scheduled to work	7 hrs Work or Vac	7 hrs Work or Vac

- THE LIBRARY is closed on Easter Sunday. In the case of those employees who are regularly scheduled to work on the day on which Easter Sunday falls will receive their regular pay for that day. No other employees, full-time or part-time, are compensated for Easter.
- If a holiday falls on a day a full-time employee is normally off, another day off (i.e. an unpaid, non-working day) that week will be granted to the employee.
- Permanent part-time employees, who have a fixed weekly schedule, shall receive pay for holidays that fall on their regularly scheduled workdays.
- Since THE LIBRARY is open on Indigenous People’s Day and Veterans Day, full-time employees who work on those days shall instead receive two additional “floating holidays” for those days. Time off for Floating Holidays is to be scheduled at mutual convenience of THE LIBRARY and the employee, and should be used within the month before the month following the date of the Observed Holiday.

- Employees scheduled to work on the day Easter Sunday falls will receive their regular pay for that day with no Sunday premium. No other employees are compensated for Easter.
- Part-time employees are not eligible for floating holidays.
- Substitutes and temporary staff are not eligible for Holiday pay.

### 3. PERSONAL DAYS

A personal day is a leave day with pay for when an employee has personal business which, for compelling reasons, requires the employee to be absent from work. [Full-time staff members not working a complete calendar year will receive one personal day for each four (4) calendar months completed.] The purpose of personal leave is to permit employees to deal with matters of personal concern that cannot be accomplished except during scheduled work time. Personal leave may be used for religious observances, court attendance, personal or family business, emergencies, etc. Each full-time employee shall be entitled to a maximum of three (3) personal leave days per year, which must be taken in at least one-hour intervals.

- Personal leave hours or time may not be used for an extension of vacation time. Personal leave cannot be carried from one year to the next.
- Part-time employees including Pages shall be entitled to one (1) hour of personal leave for each 86.66 hours worked.
- Substitutes and temporary staff are not eligible for Personal days.
- Requests for personal time which result in a schedule change must be made no less than twenty-four (24) hours in advance except in the case of unforeseen emergencies.
- If possible, personal leave should be arranged in advance with the immediate supervisor or Library Director to avoid interference with the normal operation of THE LIBRARY.
- Unused personal leave time will not be paid out upon the separation of the employee from THE LIBRARY.

### 4. SICK DAYS

- Sick Time may be used for any personal illness (physical, mental or injury) or personal doctor visits for employees or an employee's family member, including trips to the doctor for treatment, diagnosis or preventative care. In addition, sick time may be used for absences due to:
  - Employee's or family member's status as a victim of domestic violence, family offense, sexual offense, stalking or human trafficking
  - To obtain services from a domestic violence shelter or rape crisis center
  - To participate in safety planning, temporarily or permanently relocate, or take other actions to increase safety of the employee or employee's family member
  - To meet with an attorney or other social service provider
  - To file a complaint or domestic incident report with law enforcement
  - To meet with the district attorney's office
  - To enroll children in a new school
  - To take any other actions to ensure the health and safety of the employee or the employee's family or to protect those who associate or work with the employee

- The immediate family shall be defined as the employee's spouse, domestic partner, child, grandchild, parent, grandparent, in-law, sibling, or significant other **living in the same household**.
- For FT staff sick leave with pay is earned at the rate of 3.23 hours per two-week payroll. There is no maximum accumulation for full-time employees. Unused sick time may be carried over to the next year.
- For all part-time staff, including pages and substitutes, sick leave will accrue at the rate of one (1) hour of sick leave for each 21.66 hours worked. Pages' and Substitutes' sick leave benefit accumulations began on September 30, 2020. These benefits can be used starting January 1, 2021. There is no maximum accumulation.
- If more time off is necessary, please refer to NYS Paid Family Leave, Paid Parental Leave, Family Medical Leave Policy or the Personal Leave Policy.
- Sick time credits are not compensable in cash or in any other manner upon the separation of the employee from THE LIBRARY. If the employee is enrolled in the New York State Retirement System (NYSLRS), and retires from THE LIBRARY, unused sick time may convert to additional service credit at retirement.
- If a staff member is absent due to illness, he/she should notify the immediate supervisor as soon as possible. All sick time taken, including departures after arriving at work will be charged against the amount of sick leave benefits earned. All sick time will be paid at straight time. The Library Director may require medical authorization to return to work, if applicable. Because of confidentiality laws, the employer cannot ask the employee to discuss the nature of a medical condition, or a domestic violence matter.

<https://www.ny.gov/new-york-paid-sick-leave/new-york-paid-sick-leave>

## **5. DISABILITY LEAVE**

All employees are covered under a non-occupational disability benefit plan for which you and THE LIBRARY pay. For disabilities incurred away from THE LIBRARY, benefits begin on the eighth calendar day and may run for a total of 26 weeks.

## **6. BEREAVEMENT**

- THE LIBRARY recognizes the need for time away from work when a staff member suffers a death in the immediate family.
- In the event of the death of a member of the immediate family, a full-time or a part-time employee shall be granted a leave up to four (4) working days off with pay, immediately following the event or within a reasonable time, depending on the circumstances. The days need not be successive. In each particular case, the immediate family shall be defined as spouse, domestic partner, child, parent (foster parents, step-parents, in-laws) grandparent, sister, brother, step-sister, step-brother, sister-in-law, brother-in-law or significant other living in the same household at the time of death. There is no limit to the number of bereavement leaves for an immediate family member an employee may take in a year.

- Full and part-time staff members are eligible for bereavement leave of one (1) day in the case of the death of employee's aunt or uncle or the employee's niece or nephew. An employee may have up to three (3) bereavement leaves in a year for these other relatives.
- If additional time is needed employee may use vacation, personal leave or compensatory time off. Also, THE LIBRARY may grant unpaid bereavement leave for the death of other members of the family, the death of close friends or co-workers.
- In the unfortunate event that an employee needs Bereavement Leave, within thirty (30) days of taking the leave, the employee will complete The Bereavement Leave Requests Form to provide information to THE LIBRARY that documents the date(s) leave was taken, the name and relationship, date and place of death of the deceased relative.
- Pages, substitutes and temporary staff are not eligible for bereavement pay.

**The Bereavement Leave Request Form is available on the co-share Y:\Staff Forms & Info\HR Forms\Bereavement Leave Acknowledgement 2021.**

## **7. JURY DUTY**

- Full-time employees will be continued in full pay status during time off for jury duty. The employee must notify supervisor immediately upon receiving notice from the court of potential jury duty. The payment received for jury duty must be turned over to THE LIBRARY except for mileage and meal allowances. When given the option by the Court, employees should decline the jury duty reimbursement from the courts and only receive the mileage and meal allowances, thereby eliminating unnecessary bookkeeping and paperwork.
- Part-time employees required to serve on a jury during their regularly scheduled work hours, will be paid for scheduled workdays missed due to jury duty upon verification of service.
- Pages, substitutes and temporary staff are not eligible for jury duty pay.

## **8. MILITARY LEAVE**

- THE LIBRARY will observe state and federal laws governing staff members and military service. We are grateful for your service to your Country.

## **9. WORKERS' COMPENSATION**

- It is the policy of THE LIBRARY to provide a workers' compensation program at no cost to employees. This program covers any injury or illness sustained in the course of employment. Any employee who sustains a work-related injury or illness should inform his/ her supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. It is the policy of THE LIBRARY to support the practice of bringing injured employees back to work as soon as they are medically able.

Workers' compensation fraud is a punishable crime. THE LIBRARY and our insurer have a "zero tolerance" policy for fraud.



## 10. PAID FAMILY LEAVE

New York Paid Family Leave (PFL) Law became effective on January 1, 2018. This Law provides New Yorkers job-protected, paid leave to bond with a new child, care for a loved one with a serious health condition or to help relieve family pressures when someone is called to active military service. New York's Paid Family Leave Benefits Law provides eligible employees with 12 weeks of paid leave during a 52-week calendar period. The Leave program is intended to be fully funded by employee payroll deductions. Everyone is eligible.

Participation in Paid Family Leave is mandatory:

- if you are employed at least 20 hours/week  
or
- if you are employed 175 days in a 52 consecutive week period.

Employees who work less than 175 days a year and less than 20 hours/week may opt out of the PFL program. Forms for opting out are available from Human Resources or the Business Office or online at

**<https://www.ny.gov/sites/ny.gov/files/atoms/files/PFLWaiver.pdf>**

Eligible employees will receive a certain percentage of their average weekly wage as paid leave to:

- Bond with the employee's newborn or newly placed adoptive or foster child during the first 12 months following birth or placement.
- Care for a family member (child, parent, parent-in-law, grandparent, grandchild, spouse or domestic partner) with a serious medical condition. This includes physical or psychological care.
- Respond when an employee with a spouse, child, domestic partner or parent has been notified of an order of active military duty.

\*AWW = employee's average weekly wage

\*\*SAWW = state average weekly wage (\$1594.57 in 2021)

**More information can be found at: <https://paidfamilyleave.ny.gov/>**

## 11. PAID PARENTAL LEAVE

- THE NYACK LIBRARY provides Paid Parental Leave to eligible employees to care for and bond with a newborn or a newly adopted or newly placed child in the employee's household.
- Employees who have completed five (5) calendar years of employment will be eligible for one (1) week of paid Parental Leave.
- Part-time employees are eligible for paid Parental Leave pro-rated on the number of hours the part time employee is regularly scheduled to work.

- Paid Parental Leave is to be used within one year of the birth, adoption or placement in foster care.
- An employee is limited to one (1) Paid Parental Leave in any twelve (12) month period.
- Seniority rights will accrue while on Paid Parental Leave. Leave benefits such as Vacation, Personal or Sick Leave, will accrue during Paid Parental Leave as THE LIBRARY directly compensates the employee during this Leave period.

**Forms are available on the CoShare: Y:\Staff Forms & Info\HR Forms**

## **G. UNPAID TIME OFF**

### **1. FAMILY MEDICAL LEAVE**

THE NYACK LIBRARY complies with the Family and Medical Leave Act. THE LIBRARY posts the mandatory FMLA Notice in the Staff break room and upon hire provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Leave Act

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns, or disputes with this policy, contact the HR Specialist or the Library Director.

Under this policy, THE LIBRARY will grant up to 12 weeks during a 12-month period to eligible employees (or up to 26 weeks for a military caregiver leave to care for a covered service member with a serious injury or illness). The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

To be eligible for an FMLA leave, employees must have worked for THE LIBRARY at least 1,250 hours during the twelve (12) months immediately preceding their family or medical issue to be considered for unpaid leave.

Eligible employees may apply for twelve weeks unpaid leave in a twelve-month period for:

- The birth of a child and to care for the newborn child within one year of birth.
- The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement.
- To care for the employee's spouse, child, or parent who has a serious health condition.
- A serious health condition that makes the employee unable to perform the essential functions of his or her job.
- Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty."
- Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

FMLA entitles eligible employees of covered employers to take paid/unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

Eligible employees may take leave in full-week increments, up to twelve (12) consecutive weeks. Employees also may take an intermittent or reduced schedule unpaid leave where medically necessary for a serious health condition of the employee or a sick family member. If an employee takes intermittent or reduced-schedule unpaid leave, THE LIBRARY may require that the employee transfer temporarily to an alternative position so as not to unduly disrupt THE LIBRARY's operations while the employee is on the reduced or intermittent schedule. Leave time taken by an employee on reduced schedule or intermittent leave is calculated as a percentage of the employee's normal work week. Therefore, an employee who normally works thirty (30) hours per week and takes ten (10) hours of unpaid leave in one (1) week, will have used one-third (1/3) of a work week of leave. For employees who work variable hours, the normal work week will be determined by the average hours per week worked by the employee during the twelve (12) weeks prior to the start of the employee's leave. An employee may not be approved for more than 12 total weeks of FMLA except in case of military caregiver leave, including intermittent or reduced leave, within a 12-month rolling period. A 12-month rolling period begins with the first date of leave and ends 12 months later.

Employees on FMLA leave are entitled to maintain coverage under THE LIBRARY's group health plan and other benefit plans (such as group life insurance, health and dependent flexible savings accounts, etc.) under the same terms and conditions as employees who are not on leave. Employees on FMLA unpaid leave are responsible for payment of their portion of the employee benefits that are normally deducted from their semi-monthly payroll and a payment schedule will be provided. Failure to continue payment of benefits may result in their cancellation. THE LIBRARY reserves the right to recover from the employee any group health plan or other premium payments made by THE LIBRARY during any unpaid portion of the employee's leave if the employee fails to return to work at the end of the planned leave period, unless the employee's failure to return to work was due to circumstances beyond the employee's control.

Upon return from unpaid leave, employees will be reinstated in the same or equivalent position with equivalent pay, benefits and terms and conditions of employment.

Employees requesting FMLA leave must give thirty (30) days written notice if the need for the leave is foreseeable. If the need for the leave is not foreseeable, employees must give notice as soon as is practicable under all the circumstances. Employees requesting FMLA leave should complete a Family Medical Leave Application form, which can be obtained from Administration. Employees requesting leave for their own or a family member's serious health condition will be required to provide medical certification from a health care provider. THE LIBRARY may, at its sole discretion, require second or third opinions at THE LIBRARY'S expense. Failure to provide the required pre-leave medical certification will result in denial of leave until such certification is provided.

Employees also may be required to provide recertification on a reasonable basis. Upon returning to work from leave for the employee's own serious health condition, employees will be required to provide medical certification of fitness to return to work.

**Forms and more information available at: <https://www.dol.gov/agencies/whd/fmla/forms>**

## **2. PERSONAL LEAVE OF ABSENCE**

A leave without pay may be granted when all other paid days have been exhausted and when a department's staffing requirements can be met. The leave of absence may be up to 60 days. Request for a leave must be submitted in writing to the Library Director at least 30 days in advance of the start of the leave. The earlier the request is made, the more likely it can be accommodated. THE LIBRARY will reinstate an employee to his/her position or a comparable position when they return from a leave of less than 60 days. If the unpaid leave exceeds 60 days, employee will be reinstated subject to the LIBRARY's needs. Personal leaves are unpaid and all benefits will cease immediately, including all accrual benefits. A "Request for Leave of Absence" form and an "Employee Status Change" form must be completed and filed in the employee's personnel file at the start and completion of the leave of absence.

**Forms are available on the CoShare: Y:\Staff Forms & Info\HR Forms**

## **VIII. IMPORTANT POLICIES**

### **A. EQUAL OPPORTUNITY**

The NYACK LIBRARY is an equal opportunity employer. It is the policy of THE LIBRARY to prohibit discrimination of any type and to afford equal employment opportunities to employees and applicants, without regard race, color, religion, sex, sexual orientation, national origin, age, marital status, gender identity, gender expression, citizenship, disability, veteran status, genetic information, membership in any legally protected group or employee union activities or any other characteristic protected by law. THE LIBRARY will conform to the spirit as well as the letter of all applicable laws and regulations. The policy of equal employment opportunity and anti-discrimination applies to all aspects of the relationship between THE LIBRARY and its employees, including but not limited to recruitment, employment, promotion, transfer, training, working conditions, wage and salary administration and employee benefits and application of policies. THE LIBRARY is committed to a diverse workforce, and values all our employees' talents and supports an environment that is inclusive and respectful. We believe in and practice equal opportunity. Anyone having questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of their immediate Supervisor and/or the Library Director. Any employee found to be engaging in any type of unlawful discrimination will be subject to disciplinary action up to and including termination.

### **B. SEXUAL HARASSMENT PREVENTION**

THE NYACK LIBRARY is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of THE NYACK LIBRARY's commitment to a discrimination-free work environment. Sexual harassment is

against the law<sup>1</sup> and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with THE NYACK LIBRARY. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

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

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

**The complete Sexual Harassment Prevention Policy and the Complaint form is available from the HR Specialist, the Administration Office or the CoShare: Y:\Staff Forms & Info\HR Forms**

## **C. WORKPLACE BULLYING**

THE LIBRARY defines bullying as "repeated aggressive or harassing behavior", either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment."

The purpose of this policy is to communicate to all employees, including supervisors and managers that THE LIBRARY will not in any instance tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual which is important. THE LIBRARY considers the following types of behavior examples of bullying:

- **Verbal Bullying:** slandering, ridiculing or maligning a person or his/her family; persistent name calling which is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
- **Cyber Bullying:** malicious text messages or emails, rumors sent by email or posted on social networking sites, embarrassing pictures, videos, websites, or fake profiles.
- **Physical Bullying:** pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault, damage to a person's work area or property.
- **Gesture Bullying:** non-verbal threatening gestures or glances which can convey threatening messages.
- **Exclusion:** socially or physically excluding or disregarding a person in work-related activities.

## **D. VIOLENCE FREE WORKPLACE**

It is THE NYACK LIBRARY's policy to provide a workplace that is safe and free from all threatening and intimidating conduct. All employees, patrons, and vendors should be treated with courtesy and respect at all times. Therefore, THE LIBRARY will not tolerate violence or threats of violence of any form in the workplace, at work-related functions, or outside of work. This policy applies to the LIBRARY employees, patrons, and vendors. It will be a violation of this policy for any individual to engage in any conduct, verbal or physical, which intimidates, endangers or creates the perception of intent to harm persons or property. Examples include but are not limited to:

- Physical assaults or threats of physical assault, whether made in person or by other means (i.e., in writing, by phone, fax, or e-mail).
- Verbal conduct that is intimidating and has the purpose or effect of threatening the health or safety of an employee or person doing business with THE LIBRARY.
- Possession of firearms or the brandishing of any lethal weapon on THE LIBRARY's property.
- Any other conduct or acts which THE LIBRARY believes represent an imminent or potential danger to workplace safety/security.

Anyone with questions or complaints about workplace behaviors that fall under this policy may discuss them with a Supervisor, Human Resources or the Library Director. THE LIBRARY will promptly and thoroughly investigate any reported occurrences or threats of violence. Violations of this policy will result in disciplinary action, up to and including immediate termination of employees. Where such actions involve non-employees, THE LIBRARY will take appropriate action for the circumstances. Where appropriate and/or necessary, THE LIBRARY will also take whatever legal actions are available and necessary to stop the conduct and protect THE LIBRARY's employees and property.

Employees should promptly inform appropriate supervisory personnel and the Library Director of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to alert the Library Director with regard to safety concerns. THE NYACK LIBRARY will not retaliate against employees who are making good-faith reports of concerns. THE LIBRARY is committed to supporting victims of domestic partner violence by providing referrals to community resources and providing time off for reasons related to domestic partner violence.

## **E. REFERENCE AND BACKGROUND SCREENING**

To help ensure that the individuals who seek employment or volunteer at THE NYACK LIBRARY are qualified and that THE LIBRARY maintains a safe and productive work environment, it is THE LIBRARY's policy to perform comprehensive employment screening that includes written and signed applications, interviews, reference checks, national sex offender screening, social security verification and national criminal background checks. Additional checks such as credit record or education and credential verification may be made for positions where it is job related. All offers of employment at THE NYACK LIBRARY are contingent upon clear results of a thorough background check. Background checks will be conducted on all final candidates, and on all employees, who are promoted, as deemed necessary.

All applicants are asked to sign a release form authorizing the background checks. Any applicant who refuses to sign a release form will no longer be eligible for employment or to volunteer. If an applicant is denied employment in whole or in part because of information obtained in his/her background screening, the applicant will be informed in writing within 30 days and given the name, address and phone number of the screening provider to contact if he/she has specific questions about the result of the screening or wants to dispute the accuracy of the information. Current employees and volunteers will have background screening conducted per the Employment Screening Schedule, unless the screening has already been performed.

All screenings are conducted in strict conformity with the Federal Fair Credit Reporting Act (FCRA) and New York Correction Law Article 23-A. Any applicant who provides misleading, erroneous or willfully deceptive information to THE NYACK LIBRARY on an employment application form, resume or in a selection interview, will immediately be eliminated for further consideration for employment.

## **F. DRUG AND ALCOHOL-FREE WORKPLACE**

THE NYACK LIBRARY is committed to providing safe, efficient and productive work environments for all employees. Using or being under the influence of drugs and/or alcohol on the job may pose serious health, safety and security risks. It is expected that all employees will assist in maintaining a work environment free from the effects of alcohol, drugs or other intoxicating substances.

Staff members are prohibited from the following when reporting for work, while on the job or lunch:

- The unlawful use, possession, transportation, manufacture, sale, dispensation or other distribution of an illegal or controlled substance, drug paraphernalia or alcohol.
- Being under the influence of alcohol or having a detectable amount of an illegal or controlled substance in the blood or urine ("controlled substance" means a drug or other substance as defined in applicable federal laws on drug abuse prevention).
- Keeping or maintaining alcohol or illegal drugs on premises.

THE LIBRARY reserves the unqualified right, in its sole discretion, to require any employee whose job performance is impaired because of the use of alcohol or any drug, including prescribed or over-the-counter drugs, to be sent home without pay. The refusal to obey an order to be relieved from duty constitutes insubordination and will be grounds for discipline, including termination.

At any LIBRARY sponsored event, whether during work hours or after hours, all employees are expected to represent THE LIBRARY in a professional manner and to act accordingly. During certain events, alcohol may be consumed. Intoxication or the misuse of alcohol while at any LIBRARY function is prohibited.

THE LIBRARY encourages any employee with a drug or alcohol abuse problem to seek treatment voluntarily. THE LIBRARY will assist employees who voluntarily seek help with substance abuse problems by referring them to counseling and treatment services. However, all costs associated with the counseling and/or treatments for a substance abuse problem are the sole responsibility of the employee, though treatment may be covered by your medical insurance. A decision to seek such assistance will not be used as the basis for disciplinary action and will not be used against the individual in any disciplinary proceeding. On the other hand, participation in a

counseling or treatment program will not be a defense to the imposition of disciplinary action for any violation of LIBRARY policy.

If an employee seeks assistance which requires time off from work, the employee will be required to use any available paid time off prior to requesting any unpaid leave. Unpaid leave may be granted to the extent that THE LIBRARY's business needs permit, as determined in the sole discretion of THE LIBRARY.

## **G. TELEPHONE CALLS**

Library telephones should be answered promptly and courteously. We recognize that, periodically, personal phone calls must be made or received during work hours. Such calls should be kept to a minimum so that they do not interfere with co-workers or patrons. In order to provide an optimum work environment, employees are expected to have personal cell phones on silent during work hours to minimize distractions to other co-workers and patrons. Personal cell phones should only be used during breaks/lunches and outside of THE LIBRARY and staff should refrain from using their personal cell phone while in public areas.

## **H. REMOTE WORK POLICY**

Remote work is defined as work performed in furtherance of routine duties at places other than THE LIBRARY's business address. The Remote Work Policy approved by the Board of Trustees guides remote work practices. THE LIBRARY may offer remote work during an emergency closing, as a reasonable accommodation per the American with Disabilities Act or as an ad hoc arrangement for special projects or to accommodate temporary schedule needs. Remote work alternatives may be offered to employees whose essential job duties can be performed in locations other than THE LIBRARY premises.

**Please refer to the complete policy available from the Human Resource Specialist, Administration Office and on the CoShare: Y:\Staff Forms & Info\**

## **I. ELECTRONIC DEVICE USAGE, EMAIL & INTERNET**

### **1. INTERNET USAGE**

Internet use, on LIBRARY time, is authorized to conduct LIBRARY business only. Internet use brings the possibility of breaches to the security of confidential LIBRARY information. Internet use also creates the opportunity to expose LIBRARY information systems to cyber-attacks, viruses or spyware, which allows unauthorized people, outside THE LIBRARY, potential access to LIBRARY passwords, financial records and other confidential information. For this reason, and to assure the appropriate use of work time, employees should limit the use of the internet to assigned work, projects and tasks.

Additionally, under no circumstances may LIBRARY computers or other electronic equipment be used to obtain, view, or reach any pornographic or non-library-related Internet sites. Doing so can lead to disciplinary action up to and including termination of employment.



## **2. EMAIL USAGE**

Email is also to be used for LIBRARY business only. LIBRARY confidential information must not be shared outside of THE LIBRARY, without authorization, at any time. Employees are also not to conduct personal business using THE LIBRARY computer or email.

Employees should not forward non-business emails to associates, family or friends. Non-business related emails waste LIBRARY time and attention.

Viewing pornography, or sending pornographic jokes or stories via email, is considered sexual harassment and will be addressed according to the Sexual Harassment Prevention Policy.

Any emails that discriminate against employees by virtue of race, color, religion, gender, sexual orientation, national origin, age, disability, veteran status, genetic profile or any other characteristic protected by law will be dealt with according to the harassment policy. These emails are prohibited at THE LIBRARY. Sending or forwarding non-business emails will result in disciplinary action that may lead to employment termination.

Keep in mind that THE LIBRARY owns any communication sent via email or that is stored on LIBRARY equipment. Management and other authorized staff have the right to access any material in LIBRARY email or on LIBRARY computers at any time. Employees should not consider electronic communication, storage or access to be private if it is created or stored at work.

## **J. SOCIAL MEDIA USAGE**

At THE NYACK LIBRARY, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with THE LIBRARY, as well as any other form of electronic communication.

Refrain from using social media while on work time or on equipment THE LIBRARY provides, unless it is work-related as authorized by a Supervisor or the Library Director or consistent with the Email and Internet Usage Policy. LIBRARY email addresses may not be used to register on social networks, blogs or other online tools utilized for personal use.

If an employee is developing a website or writing a blog that will mention THE NYACK LIBRARY and identifies him or her as an employee of THE LIBRARY it must be stated that the views expressed on the blog or website are the employee's alone and do not represent the views of THE LIBRARY. Employees are not authorized to speak on behalf of THE LIBRARY, or to represent that they do so.

LIBRARY employees may not share information that is confidential and proprietary about THE LIBRARY.

If there are any questions about whether information can be released publicly, employees must speak with the Library Director. THE LIBRARY logo may not be used without explicit permission in writing from THE LIBRARY.

Note that the use of copyrighted materials, unfounded or derogatory statements, or misrepresentation is not viewed favorably by THE LIBRARY and can result in disciplinary action up to and including employment termination

The LIBRARY encourages its staff members to write knowledgeably, accurately, and using appropriate professionalism. Despite disclaimers, any Web interaction can result in members of the public forming opinions about THE LIBRARY and its employees, patrons and trustees.

Employees are legally liable for anything written or presented online. Employees can be disciplined by THE LIBRARY for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment. An employee can also be sued by other LIBRARY employees, patrons and trustees or any individual that views the commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment.

Media inquiries about THE LIBRARY, its employees, patrons and competitors should be referred to the Library Director.

Any violation on the Internet, email or social media of THE LIBRARY's Conduct and Work Rules, workplace policies and employment policies and practices may result in disciplinary action up to and including termination.

## **K. DISABILITY ACCOMMODATION**

It is the policy of THE NYACK LIBRARY to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is THE LIBRARY's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

When an individual with a disability is requesting accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

THE NYACK LIBRARY will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to THE LIBRARY. Employees should contact the HR Specialist or the Library Director with any questions or requests for accommodation.

## **L. RELIGIOUS ACCOMMODATION**

THE NYACK LIBRARY recognizes the importance of individually-held religious beliefs to persons within its workforce and will strive to provide a workplace free from religious discrimination and harassment.

THE LIBRARY will reasonably accommodate a staff member's religious beliefs in terms of workplace attire and time off unless the accommodation creates an undue hardship or a safety hazard for the particular employee or co-workers. Employees requesting an accommodation based on religious beliefs should submit the request in writing to their Supervisor. Employees can use personal or vacation time for additional time off for religious accommodation.

Discrimination on the basis of religion will result in disciplinary action up to and including termination.

## **M. EMPLOYEE-EMPLOYER COMMUNICATION**

It is important to THE LIBRARY that the concerns of individual employees are considered fairly and equitably. Any work-related issue of concern to an employee should be first discussed fully with the employee's direct Supervisor. It is the employee's discretion to involve Human Resources at any point in the process. Many issues and concerns can be resolved at this level.

An employee covered by the collective bargaining agreement between THE LIBRARY and the Nyack Library Staff Association, who is dissatisfied with the direct Supervisor's response, should consult a union representative to determine if the issue is covered under the Agreement's Article 15, Grievance and Arbitration. The employee, the Union, and THE LIBRARY will follow the process outlined in Article 15 to work cooperatively towards a satisfactory resolution.

An employee not covered by a collective bargaining agreement, who is dissatisfied with the direct Supervisor's response, should schedule an appointment to discuss the issue with THE LIBRARY Director. If mutually agreed upon, the Library Director may include the Supervisor and the Human Resources Specialist at this meeting.

If a satisfactory resolution cannot be reached, the Library Director will notify the President of the Board of Trustees of the employee's concerns. At his/her discretion, the Board President may consult with Chair of the Personnel Committee and may request that the Library Director arrange a meeting with the employee to discuss the issues with the Library Director present. A determination on the matter will be communicated by the Board President to the Library Director, and the Library Director will communicate the resolution to the employee.

An employee should follow the Employee-Employer Communication Policy whenever a work-related issue becomes so serious that it has a negative effect on the individual's work performance. The use of the Policy by an employee shall not be considered insubordination and shall not be held against the employee by any supervisor or the Library Director.

## **N. CODE OF ETHICS**

In keeping with THE NYACK LIBRARY'S mission of providing quality services to our community, we expect our staff to:

- Provide prompt, accurate, friendly and quiet service to all patrons.
- Be committed to intellectual freedom, encouraging the exchange of ideas and information and resisting all efforts to restrict library resources based on viewpoint.

- Treat all library users with equal respect and consideration.
- Consider every question valid.
- Provide information expressing various viewpoints.
- Foster and support teamwork, cooperation and involvement to all levels of the organization.
- Treat co-workers with respect and honesty and work as a team with THE LIBRARY Board in support of THE LIBRARY'S goals.
- Respect and protect the privacy of library patrons to the fullest extent permissible by law.
- Distinguish clearly, in all actions and statements, between one's personal philosophy and attitudes and those of THE LIBRARY.
- Avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or THE LIBRARY.

## **O. WHISTLEBLOWER POLICY**

THE NYACK LIBRARY requires through its Code of Ethics that the Library Director and all staff observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of THE LIBRARY, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

It is the responsibility of the Library Director and all staff to comply with these high standards and to report violations or suspected violations in accordance with this Whistleblower Policy.

No employee who in good faith reports a violation of these high standards shall suffer harassment, retaliation or adverse employment consequences. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistle Blower Policy is intended to encourage and enable employees and others to raise serious concerns within THE LIBRARY prior to seeking resolution outside THE LIBRARY.

Anyone filing a complaint concerning a violation or suspected violation of the Code of Ethics must have reasonable grounds for believing the information disclosed indicates a violation of the Code of Ethics. Any allegations which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Violations or suspected violations may be submitted on a confidential basis to a Supervisor, the Library Director or the Chair of the Audit Committee.

All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

**Copies of the complete Nyack Library Whistle Blower Policy are available in the Administration Office and on THE LIBRARY's website:  
<https://www.nyacklibrary.org/uploads/8/6/1/7/8617859/whistleblower-policy.pdf>**

## **P. GUIDELINES ON THE USE OF LIBRARY PROPERTY**

The purpose of this policy is to ensure that all property maintained by THE LIBRARY is kept in the best possible working condition and to ensure proper use of such property and THE LIBRARY networks.

"Property," as the term is used in this policy, is defined as any piece of equipment, furnishing, building or supply leased, owned, donated or otherwise in the custodial care of THE LIBRARY or any person acting as its agent. No LIBRARY employee should expect any privacy on THE LIBRARY premises or when using LIBRARY property or networks, except that which is required by law.

All LIBRARY employees must maintain their work environment in an orderly fashion and follow all THE LIBRARY rules to ensure its proper use and maintenance.

Any employee who is found to have neglected or misused LIBRARY property will be subject to disciplinary action up to and including termination. If an employee's misuse of LIBRARY property damages the property, THE LIBRARY reserves the right to require the employee to pay all or part of the cost to repair or replace the property.

THE LIBRARY property (including computers, pagers, telephones, cellphones, copiers, fax machines, Internet services and printers) is intended for business use only. Limited personal use as necessary is allowable, but should be the exception and not the rule. THE NYACK LIBRARY reserves the right to discipline employees for excessive personal use of company property. Misappropriation of LIBRARY property is grounds for immediate termination and possible criminal action.

LIBRARY equipment may be removed from THE LIBRARY building for the purpose of conducting LIBRARY business. When computer equipment is to be used at a remote location, employees will need to complete a Staff Computer Sign Out Agreement form.

**The Sign Out Agreement Form can be found on the CoShare: Y:\Staff Forms & Info\General Library Forms\Computer Sign Out Agreement.**

## **Q. SAFETY**

THE NYACK LIBRARY seeks to provide an environment that is comfortable, safe, secure and best suited to fit the needs of our library users and its staff. Safety is an issue that concerns every staff member. To that end we have established policies and procedures for ensuring the safety and security of everyone using THE LIBRARY. This Safety Policy will be carried out according to written guidelines and procedures established and published by library management. Each employee will be responsible for meeting all of the requirements of THE NYACK LIBRARY Safety Policy, and for effective accident prevention effort within his /her area of responsibilities. Each employee must also ensure that all accidents are thoroughly investigated and reported to the Library Director and other administrative staff on the day of occurrence. It is THE LIBRARY's

policy that accident prevention be a priority to all of us. This includes the safety and well-being of our employees and patrons, as well as prevention of wasteful or inefficient operations and damage to LIBRARY property and equipment.

All employees are required to comply with THE LIBRARY's *Emergency and Safety Procedures Manual*. A copy is located in each department. Current employees who pose a direct threat to the health and/or safety of themselves or other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employees' immediate employment situation.

**The Nyack Library Emergency and Safety Procedures binder is available in each department and on the Staff CoShare.**

## **R. HERO ACT**

The New York Health and Essential Rights Act (NY HERO Act) mandates new workplace health and safety protections. The purpose of the NY HERO Act is to protect employees against exposure and disease during a future airborne infectious disease outbreak. This law requires THE NYACK LIBRARY to have an "airborne infectious disease exposure prevention plan", which must go into effect when an airborne infectious disease is designated by the NYS Commissioner of Health.

**THE LIBRARY's plan is available on the Staff Intranet (Libguide) [Nyack Library HERO Act Prevention Plan 08032021.pdf](#) .**

## **S. NEW YORK STATE VOTING LEAVE RIGHTS**

Generally, New York State employees are eligible for up to two hours of paid time off to vote if they do not have "sufficient time to vote." An employee is deemed to have "sufficient time to vote" if an employee has four consecutive hours to vote either from the opening of the polls to the beginning of their work shift, or four consecutive hours between the end of a working shift and the closing of the polls.

For example, if an employee is scheduled from 9 am to 5 pm, and the polls are opened from 6 am to 9 pm, the employee is not eligible for paid time off to vote, because the polls are open for four consecutive hours after the employee's shift ends at 5 pm. However, if an employee is scheduled to work from 9 am to 6 pm, then the employee is eligible for paid time off to vote, because the employee only has three consecutive hours off in the beginning of their shift and end of their shift.

The Election Law provides for up to two hours of paid time off to enable an employee time to vote when added to their voting time outside their working hours. An employee must notify an employer at least two working days prior to their intention to take paid time off to vote, but not more than ten working days.

**For more information go to [INFO@elections.ny.gov](mailto:INFO@elections.ny.gov)**

## **T. VIDEO SURVEILLANCE POLICY**

Nyack Library seeks to provide security protection for its patrons, staff and property by deploying video camera technology in the interior and exterior of library facilities and property. The video cameras are installed at strategic points in both the interior and exterior of the buildings to capture a broad view of building entrances and exits as well as key public usage areas such as Service Desks. The system is intended to be used by authorized Library Administration and Security staff to verify the time and people involved in incidents such as Code of Conduct violations, trespassing, theft, violent activity, building defacement and other acts of vandalism occurring on Library property. The Library Director may authorize access to video recordings in order to review and assess reports of workplace safety violations, or reports of violations of Library policies.

- Access to the data files recorded through video surveillance system is limited to staff authorized by the Library Director such as staff designated as "Person-in-Charge" or Security personnel.
- Authorized staff will be trained annually on the appropriate use of the video surveillance systems. They will sign a document indicating that they have read and agree to abide by the policies regarding the use of the video systems. The form will be filed in their personnel folder.
- THE LIBRARY will be transparent with the public and the staff regarding the purpose and use of video surveillance at its locations with signage and the publication of this policy through print and digital formats.
- Cameras will be placed only in public areas where people do not have a reasonable expectation of privacy to capture violations of Library Code of Conduct, and/or criminal activities. Camera locations may include parking lots, entrances, public corridors and library usage areas including book stacks, public computer areas, service desks and program rooms.
- Cameras will not be placed in areas where people have a reasonable expectation of privacy such as restrooms or private offices.
- Video recording will not be used for the purpose of routine staff performance monitoring or evaluation.
- When an incident or a report of activity prompts the need to review video files, authorized staff will limit their examination of files to those specifically related to the incident. The examination may include the review of various interior and exterior cameras to capture the movement of individuals involved in the incident.
- Authorized staff shall capture, save and share only through encrypted email distribution with Library staff both still and video images related to incidents for the purpose of identifying people responsible for Library policy violations, safety issues or the disruption of library operations.
- Video data recorded through the camera systems will be retained for no more than 30 days.
- Video images related to incidents will be archived. Individual images should be included with the Incident Report documenting the specific event. The Incident Reports will be retained for a period of 6 (six) years in both digital and print formats.

Library policies governing patron privacy and confidentiality will be enforced with regards to the use of archived still image and video data files.

- The Library Director may share access to review video recordings with law enforcement when related to a crime investigation such as a theft, drug trafficking, assault or traffic accident.
- Members of the public, including insurance investigators and attorneys, who wish to review video surveillance data files related to an incident involving a criminal act, accident or altercation with Library Staff or Library users may make a request to the Library Director. The decision to release library records will be made in accordance with legal requirements.
- The video surveillance system management and monitoring equipment and components will be located in staff-access only areas of THE LIBRARY. The computer technology associated with the system will be maintained in accordance with current Information Security practices and will be secured from outside intrusion and misuse.
- The use of video surveillance will not eliminate the potential for criminal activity or accidents. THE NYACK LIBRARY is not responsible for loss of property or personal injury, and the public and staff should take action to safeguard themselves and their possessions while using Library facilities.

## **U. SUSTAINABILITY**

THE NYACK LIBRARY is committed to protecting and improving the environment by recycling commonly used materials such as mixed paper, cardboard, plastic and glass bottles, aluminum cans, and hazardous materials such as batteries, electronic equipment. Whenever possible, toner cartridges should be returned to the manufacturer. When purchasing materials and supplies, staff should seek products that are identified as being manufactured in a sustainable manner. Effort should be made to address sustainability issues when working on Library collections, programs, resources and services.

**Approved 10/13/2013**  
**Revised 9/14/2015**  
**Revised 12/12/2016**  
**Revised 10/8/2018**  
**Revised mm /dd/2021**



## **IX. EMPLOYEE ACKNOWLEDGEMENT FORM**

This Employee Handbook describes important information about THE NYACK LIBRARY, and I understand that I should consult my Supervisor regarding any questions not answered in the Handbook. I have entered into my employment relationship with THE NYACK LIBRARY voluntarily and acknowledge that there is no specified length of employment. Accordingly, either THE NYACK LIBRARY or I can terminate the relationship at will, with or without cause, at any time, as long as there is no violation of applicable state or federal law or I am not covered by a collective bargaining agreement with the Nyack Library Staff Association.

Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions may occur. All such changes will be communicated through official notices and I understand that revised information may supersede, modify or eliminate existing policies. Only THE NYACK LIBRARY Board of Trustees has the ability to adopt any revisions to this Handbook.

Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legal document. I have received the Handbook and I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it.

Employee's Name \_\_\_\_\_

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

Date \_\_\_\_\_

*(Please print or remove page, sign, date and return to your supervisor)*