

# **NEW HARTFORD PUBLIC LIBRARY PERSONNEL POLICY HANDBOOK**

WELCOME TO THE NEW HARTFORD PUBLIC LIBRARY! We are glad you have joined the staff and look forward to a mutually beneficial association with you. To help you understand the policies, programs, benefits, and expectations of the New Hartford Public Library (NHPL), we have prepared this handbook.

We are pleased to have you with us and hope that you will find your work at NHPL to be interesting, enjoyable, and rewarding.

## **PERSONNEL POLICY DISCLAIMER**

The Board of Directors sets and adopts NHPL's personnel policies, and is also responsible for periodic review and revision of these policies. The Director is responsible for administering NHPL's personnel policies. The Senior Clerk supervises the staff.

Because NHPL is unable to anticipate every situation or question an employee may have about our policies and procedures, this handbook is not all inclusive and is only a set of guidelines for management to follow. In addition, employees of the Library are employed at will and may resign from employment or be dismissed from employment at any time with or without cause. The handbook is not an expressed or implied contract of employment.

In order to retain necessary flexibility in the administration of policies and procedures, NHPL reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook, except for its policy of employment-at-will. The only recognized deviations from the stated policies are those authorized by the Board of Trustees and signed by the President of the Board of Trustees of NHPL.

The employee handbook should not be interpreted as a guarantee that the policies discussed in it will be applied in all cases. At its sole discretion, NHPL may make exceptions to its policies from time to time. NHPL reserves the right to interpret all information presented in this employee handbook. In the event that a federal, state or local regulation conflicts with any provision contained in this employee handbook, the regulation shall prevail and the provision deemed amended to the extent necessary to comply with said regulation.

## **PURPOSE OF PERSONNEL POLICY**

The purpose of this personnel policy is to familiarize employees with the NHPL and to communicate important information about many of the personnel policies that affect employment and guide daily operations. It is a valuable reference for understanding your position at NHPL and provides an overview of the NHPL's rules, regulations, procedures, practices, employee benefits and compensation.

Unless otherwise notified, this handbook supersedes and replaces any previous employee handbook issued by the NHPL. It is the employee's responsibility to read, understand and comply with all provisions of this employee handbook and retain it for future reference. Any questions regarding topics should be directed to the employee's supervisor or the Director. The NHPL reserves the right to revise its policies at any time with or without cause or notice, with the exception of the employment-at-will policy.

The NHPL will add, revise or revoke policies and will make best efforts to notify employees of same. These changes will be distributed to employees for their records and employees are responsible for updating their own copy of the handbook.

**When you have read the Personnel Policy Handbook, please sign the Employee Acknowledgement (located at the end of this packet) and return to the Library Director**

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## **1. ACCIDENTS/MEDICAL EMERGENCIES**

The NHPL is committed to providing a safe, healthy workplace for all employees. The objective is to reduce/eliminate the number of workplace injuries and illnesses. Accidents most often can be prevented through the reasonable precautions and practices of safe work habits. The NHPL welcomes suggestions from staff for improved working safety and health and employees are encouraged to bring any concerns or suggestions to the attention of their supervisor or the Director.

Any employee who observes an accident or medical emergency in the workplace should stop working; eliminate or isolate the immediate cause of the accident to prevent further injury; obtain aid for the injured person and summon assistance; if the injury appears serious call 911 and notify supervisor immediately; take steps to prevent additional accidents. Directions and nature of problem should be conveyed to the 911 operator. No attempt should be made to move the individual unless fire is involved or directed to do so by emergency personnel. The employee reporting the incident should complete an Incident Form by the end of the occurring day and give it to the Director. If the accident involves an outside supplier or any other non employee, the Director or a senior staff member should be notified regardless of how minor the accident or injury appears, even if no one is hurt.

In case of fire or building emergencies requiring evacuation, designated staff members should direct all staff and patrons to nearest exits, then proceed to exit themselves. No one should re-enter the building until emergency personnel have cleared the NHPL (see section *Fire/Building Emergencies/Procedures*).

## **2. AMERICANS WITH DISABILITIES ACT (ADA)**

The NHPL complies with the ADA by providing equal opportunities to all qualified persons with disabilities. In addition, the NHPL prohibits discrimination and/or harassment based on an individual's disability or a person's relationship or association with a disabled individual.

The NHPL provides a reasonable accommodation to qualified employees with disabilities, unless it imposes an undue hardship on the NHPL. If you are a qualified individual with a disability, you may make a request in writing to your supervisor for reasonable accommodation. Upon receipt of an accommodation request, your supervisor will meet with you to discuss and identify the limitations resulting from the disability and any potential accommodation. NHPL may request that you provide a medical authorization to allow NHPL to better understand your disability.

NHPL will determine the feasibility of the requested accommodation, considering various factors including, but not limited to, the nature and cost of the accommodation, the facility's overall financial resources and structure, and the accommodations impact on the operation of the facility, including its impact on the ability of other employees to perform their duties, and on the facility's ability to conduct business.

Any employee, who believes that the actions or words of an employee or non employee have violated this policy, should report the behavior immediately to management. Refer to the handbook section on *Complaint Procedures and Investigations* regarding how to file a complaint.

Any employee who violates this policy will be subject to disciplinary action, up to and including dismissal. Any supplier, visitor, patron or non-employee who violates this policy will be subject to remedial action, as determined by management.

### **3. BENEFITS**

All employees will receive the following in the manner prescribed by law:

- Social Security
- Worker's Compensation
- Disability
- NYS Retirement as per section 33 of this document
- Unemployment Compensation Insurance

In addition your Benefit Package **may** include the following depending on employee classification:

- Paid Vacation
- Health Insurance
- Paid Sick Leave

Each benefit is summarized in a separate section of this handbook and may be governed by a plan document or New York State statute, which control the terms of the benefit. The exact nature of the benefit is determined by your category of employment. If you have any questions please see the Director.

### **4. BEREAVEMENT**

In the event of the death of an immediate family member of full-time or regular part-time employees, the employee is eligible for paid leave. Full time employees are eligible for a three (3) day allowance. Regular part time employees are eligible based on the number of hours normally worked (pro rated by hours worked vs. full time workweek). All full-time or regular part-time employees may, with their supervisor's approval, use any available paid leave or unused compensatory time if needed.

An immediate family member is defined as the employee's spouse, child, parent, grandparent, grandchild, sibling, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law as well as the employee's spouse or life partner's parent, child, sibling, grandparent.

An employee may be allowed to take paid bereavement leave for one day to attend the funeral of extended family members. Extended family members include aunt, uncle, first cousin, niece and/or nephew. An employee may take unpaid bereavement leave to attend any other non relative service.

### **5. BLOOD DONATION LEAVE/BONE MARROW DONATION LEAVE**

NHPL complies with the Blood Donation Leave and Bone Marrow Donation Leave Acts in effect in New York State by providing employees working 20 or more hours per week with 3 hours of leave per year to donate blood or bone marrow. Employees will be required to use their leave time for this purpose. Employees must seek prior approval from Director or Senior Clerk.

## 6. CHANGES IN PERSONAL DATA

You should immediately report any of the following changes in your personal or family status to the Senior Clerk or Director:

- Legal change of name
- New home address
- New home telephone number
- Number and names of dependents
- Persons to be reached in case of emergency
- Educational accomplishment

## 7. CIVIL SERVICE

The New Hartford Public Library is governed by the rules set forth by Oneida County Civil Service. A complete set of rules can be located on the OCCS website <http://www.ocgov.net/personnel>

The New Hartford Public Library makes the following distinctions based on Civil Service classifications:

Competitive Class: Director, Senior Clerk, Computer Specialist, Librarian

Non-Competitive Class: Library Assistant, Library Aide, Library Clerk

Labor: Page, Cleaner

Detailed Information can be found on the Oneida County Civil Service website. <http://www.ocgov.net/sites/default/files/personnel/pdf/RulesMar2016.pdf>

## 8. COMPLAINT PROCEDURES AND INVESTIGATIONS

The purpose of the complaint procedure is to give NHPL adequate notice of issues and to provide an effective means for employees to bring problems or complaints concerning their well being at work to the attention of supervisors. The NHPL takes all complaints of discrimination, harassment, and sexual harassment seriously. Supervisors and employees are encouraged to attempt to reach a satisfactory solution through informal communication whenever possible. However, in lieu of informal methods, employees may administer the following formal procedure:

Reporting Complaints: Any employee who has a complaint, or who believes that there has been a violation of the EEO, Sexual Harassment, ADA, HIPPA and/or Diversity and Fair Treatment policies by either employees or non employees and/or management should report the behavior to his/her supervisor immediately. If the violation involves the employee's supervisor, the report should be made to the Director. If the violation involves the Director, the report should be made directly to the Board of Trustees. If the employee is working before or after normal business hours, he/she may report the behavior via phone if supervisor and or management are in another location. A written description of the situation should be submitted as soon as possible.

Investigation of Complaints: All complaints received are investigated promptly and thoroughly in an impartial manner. All parties as well as any witnesses will be interviewed and all

employees are required to cooperate. The confidentiality of the employee will be protected to the greatest extent possible. The NHPL however cannot guarantee complete confidentiality. The Director or Board will respond to the complaint within one month from receipt of the problem.

The NHPL will not retaliate against any employee who files a complaint or who participates in an investigation. The NHPL also prohibits retaliation by an employee against co-workers or non employees for filing a complaint and or participating in an investigation.

## **9. COMPUTERS**

All computers and their contents are the property of NHPL.

Computer terminals and work stations are provided to staff to further the service programs of the NHPL. During work hours, use of any NHPL computers or software, including electronic mail and access to the Internet is limited to business and work-related use only. Personal use of computer hardware, software, networks, e-mail, and the Internet is permitted only on breaks, lunch hours, and non-work time.

## **10. CONFIDENTIALITY**

All NHPL information is confidential. This includes but is not limited to patron inquiries, patron lists, employee information, schedules, and other personal information regarding the people we serve. All employees will be responsible for following New York State law pertaining to libraries and HIPPA regulations for all medical records that are in NHPL's possession. Employees may, in the course of their work, have access to sensitive information about people we serve. Under no circumstances should employees discuss NHPL patrons or situations or other information with their friends, relatives, or anyone else outside NHPL. Disclosure of such confidential information may prove harmful to one of our patrons or employees. NHPL's reputation may be damaged by the careless handling of information we process. All employees of NHPL have a responsibility to protect confidential information that may be in the form of e-mail, fax, printed material, oral communication, voice mail, and material sent by mail or courier. Any paperwork containing sensitive information should not be left in the open but placed in files, folders or desk drawers.

In addition, all salary information of each employee at NHPL is strictly confidential. Employees are not to access or inquire into other employees' accounts except while transacting normal NHPL business.

Under no circumstances should any documentation pertaining to NHPL operations, policies, or procedures be removed from your department or office, for any reason, unless you have prior approval from the Director.

All employees have a responsibility to securely store any confidential material. In addition, any items of a confidential nature no longer required for library business must be appropriately destroyed and/or shredded in designated areas.

All employees are to be guided by the New York State Confidentiality Law (S4509 Library Circulation Records) which states: *Library records which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan*

*transactions, reference queries, requests for photo-copies of library materials, title reserve requests, or the use of audio-visual materials, films or record, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.*

Violation of any part of this confidentiality policy is cause for discipline up to and including dismissal.

## **11. DISABILITY INSURANCE**

The New York State Disability Law provides compensation for employees who due to illness or injury are unable to work. NYS Disability insurance commences seven days after the illness/injury and continues for 26 weeks. The disability insurance covers pregnancy and childbirth. The NHPL covers the cost of the insurance. The Senior Clerk will provide the employee with the application for this disability. Periodic follow up forms must be completed by a health care provider to continue the coverage.

## **12. DISCIPLINARY ACTION**

In cases of violation of NHPL policies, incompetence/unfitness or misconduct the Director may invoke disciplinary action. Such disciplinary action may consist of a verbal reprimand, written warning, suspension, or dismissal, at the discretion of the Director. Some causes for disciplinary action are as follows:

1. Incompetence/unfitness. An employee whose work performance is unsatisfactory will be notified verbally. If the employee's performance does not improve, a formal written notice will be given to the employee. This notice will outline the problem, delineate the specific actions, which the employee must implement, and indicate the time frame needed for improvement. The employee will sign this notice. If improvement is not forthcoming within the agreed upon time, the employee can be dismissed.
2. Misconduct. Claims or allegations of improper behavior at work or while representing the Library will be investigated and may be cause for disciplinary action. Examples of misconduct include but are not limited to the following:
  - Theft or inappropriate removal or possession of property
  - Falsification of time sheets
  - Working under the influence of alcohol or illegal drugs
  - Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace
  - Fighting or threatening violence in the workplace
  - Disruptive activity in the workplace
  - Negligence or improper conduct leading to damage of employer-owned or patron-owned property
  - Insubordination or disrespectful conduct toward patrons or other Library staff
  - Violation of safety or health rules
  - Smoking in prohibited areas
  - Sexual or other harassment

- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of confidential information
- Violation of personnel policies

### **13. DIVERSITY AND FAIR TREATMENT**

The NHPL recognizes the rich diversity of its employees and the varying cultures, backgrounds and experiences they bring to the workplace. The NHPL is committed to maintaining and promoting a work environment where employees and patrons' similarities and differences are respected and valued.

All employees are expected to treat coworkers, patrons, vendors/suppliers and other non-employees that the employee comes in contact with on the job with fairness, dignity and respect. The NHPL prohibits any form of discrimination, harassment, or other offensive behavior targeted towards an individual based on race, religion, color, gender, age, national origin, marital status, pregnancy, veteran status, arrest/criminal record, disability, genetic predisposition or carrier status, sexual orientation or any other reason.

### **14. DRESS POLICY**

The NHPL is a public service operation and proper dress and personal hygiene is required of all staff representing the NHPL while on duty. Professional, businesslike (including business casual) dress is mandatory for all staff working in public areas. All attire should be clean, neat and appropriate to the job you perform. It is our responsibility, individually and collectively, to create and maintain a favorable image.

Consult the Director if you have questions as to what constitutes appropriate attire.

Inappropriate/unacceptable attire is:

Shorts in public areas. Shorts may be worn for specific programs, i.e. children's programs.

T-shirts with logos (except those provided by the NHPL).

Footwear that could pose a safety hazard.

Hats/head coverings with the exception of religious garb

Athletic clothing, sweat suit or running suits.

Revealing clothing, i.e. cropped tops, halters, etc.

Facial coverings

**Any employee who violates the dress code may be asked to return home to change into clothing that is suitable for work. In addition, the employee will not receive pay for the time missed from work, nor will the employee be allowed to make the time up.**

### **15. DRUG-FREE WORKPLACE ACT**

The NHPL complies with the Drug-Free Workplace Act and in accordance with this act an employee must notify his/her supervisor of any criminal drug conviction occurring in the workplace within five (5) days of the conviction.

Employees are prohibited from possessing, using, selling, purchasing, storing, distributing, manufacturing, or having alcoholic beverages, illegal drugs, controlled substance or narcotics in the employee's system when reporting to work, during work hours or any time while conducting NHPL related activities. Drug paraphernalia (pipes, needles) are prohibited on the NHPL premises.

Any employee who observes any drug related activity is required to notify a supervisor or the Director of this activity. Failure to do so may result in suspension or dismissal. Any employee participating in any illegal drug/alcohol activity at the NHPL will be subject to immediate dismissal and forfeiture of benefits.

Alcoholic beverages may only be served on NHPL property with the express permission of the Board of Trustees or at an approved Board function.

The NHPL also strictly enforces The New York State Clean Indoor Act and provides a smoke free workplace. Smoking is banned in the workplace, except for outside designated smoking areas.

If you are using prescriptive medication which may render you unfit for duty, you should meet with your supervisor. You may be asked to provide certification from your health care provider verifying your fitness to do your job.

## **16. DRUG TESTING**

All current employees and employees who have been offered a position may be asked to submit to a drug and alcohol screening at NHPL's expense. Employees may also be requested to submit to a test where a reasonable suspicion that violation of NHPL policies exists. A refusal to submit to testing may subject the employee to disciplinary action, up to and including discharge.

## **17. EMERGENCY CLOSINGS**

In case of inclement weather or other emergencies, the Director will determine whether the building should remain closed on a specific day, open late or close early. In the Director's absence, the Senior Clerk or senior staff member shall have that responsibility. NHPL closes when New Hartford Central Schools are closed. Staff will be notified by telephone.

Full time and regular part-time employees shall be paid as per Federal and State regulations.

## **18. EMPLOYMENT CLASSIFICATIONS**

1. Full-time employees: Full time employees work 40 hours per work week. All full-time employees receive benefits as outlined in this employee handbook.

2. Part-time employees: Part-time employees are those who are not assigned to a temporary or introductory status and are regularly scheduled to work no more than 20 hours a week. Part-time employees are not eligible for health insurance. Vacation and sick leave are pro-rated for part time employees.
3. Introductory employees: Introductory employees are those whose performance is being evaluated to determine whether further employment in a specific position is appropriate. Employees who satisfactorily complete the 90-day introductory period will be notified of their new employment classification.
4. Temporary employees: Temporary employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits, they are ineligible for all other NHPL benefits.
5. Exempt/non exempt employees: The Director, Senior Clerk and professional librarians are exempt from the overtime provisions of the Fair Labor Standards Act and are not eligible to receive overtime pay. All other employees are considered non-exempt and are subject to federal and state minimum wage and overtime provisions.

All employees regardless of classification are covered by the Library's Short Term Disability, Worker's Compensation and Unemployment Insurance.

The NHPL does not promise or guarantee employment for any specified period of time. Either the NHPL or the employee may end the employment relationship at any time for any reason with or without cause or notice. No supervisor has the authority to enter into a verbal or written employment contract with an applicant or employee.

## **19. EQUAL EMPLOYMENT OPPORTUNITY**

The NHPL does not unlawfully discriminate on the basis of a person's race, religion, color, sex, age, national origin, marital status, pregnancy, veteran status, arrest/conviction record, disability, genetic predisposition or carrier status, sexual orientation, or any other protected class or status. The NHPL prohibits employees, vendors, suppliers, visitors, clients, and any other non-employee from discriminating against NHPL employees based on these protected groups. The policy applies to all terms and conditions of employment including but not limited to, recruiting, hiring, placement, promotion, termination, layoff, transfer, leave of absence, compensation, benefits, training and social and recreational programs.

Any employee who believes that the actions or words of an employee or non-employee have violated this policy should report the behavior to management immediately. Refer to the handbook section on Complaint Procedures and Investigations regarding how to file a complaint and the NHPL's investigation procedures.

Any employee who violates this policy will be subject to disciplinary action, up to and including termination. Any supplier, visitor, patron or non-employee who violates this policy will be subject to remedial action, as determined by management.

## **20. EXPENSE REIMBURSEMENT**

The Library will reimburse you for reasonable business-related expenditures, which are incurred as part of work responsibilities. Receipts must be submitted to the Senior Clerk in order to receive the reimbursement.

Mileage will be reimbursed according to the IRS standard.

Receipted parking fees and tolls will be reimbursed.

Other business-related expenses (lodging, conference fees, travel fees, meals, and materials) can also be reimbursed. The Director must give approval to employees **before** you incur the expenses. Director's expenses will be approved by the Board of Trustees.

## **21. FIRE/BUILDING EMERGENCIES/PROCEDURES**

In case of fire, the NHPL'S emergency fire system will be activated. An automated speaker system will direct staff and patrons to leave the building. No one should re-enter the building unless directed by the New Hartford Fire Department or the senior staff.

### **Evacuation Procedure**

1. EVERYONE (with the exception of Supervisory Staff) must leave the building immediately when an alarm activates.
2. NO ONE may use the elevator during an evacuation. If a handicap person does need assistance, staff will assist.
3. Staff will announce closing over the loudspeaker system.
4. It is the Senior staff's responsibility to ensure all people are out of the building, investigate and then leave the building.
5. Patrons must be told to leave via the closest exit. Remember: All alarms must be treated as the real thing.
6. Employees will help escort patrons out of the building. Employees must meet in the lower parking lot.
7. Senior Staff will maintain the front entrance of the building to ensure no patrons re-enter the building.
8. Senior Staff will ensure that all the people on the work schedule are accounted for and report to the director or Senior Clerk their head counts.
9. Do not return to the building for any reason until you are given permission by the fire

department or Senior staff.

10. The alarm system for the building is located in the Janitor's closet behind the Circ. Desk and shows details, along with the location of the problem.

### **Emergency Procedures**

#### **Criminal activity**

- Call the New Hartford Police Department using 911 immediately
- Notify the Director and/or Senior Clerk that the NHPD has been called.

#### **Problem Patrons**

- Attempt to deal with the situation yourself.
- If you are not successful call the Director or Senior Clerk to assist you.
- If that does not work ask the patron to leave the Library's property.
- If the person will not cooperate call the New Hartford Police Department using 911.
- Notify the Director and/or Senior Clerk that the NHPD has been called.

#### **Fire Emergency**

- The alarm will go off and the New Hartford Fire Department will be notified immediately.
- Leave the building and congregate on the grass area adjacent to the parking lot.
- Do not return until the NHFD informs staff that the building is safe.

#### **Medical Emergency**

- Call 911 immediately if the person is unresponsive, asks you to call 911, or you determine that an EMT is needed.
- Notify Director and/or Senior Clerk.
- Do not move the person unless directed to do so by the 911 operator.

#### **Child Abuse**

- The Library is not a mandatory reporting site but if you witness something that you feel puts a child into jeopardy call the Child Abuse and Maltreatment Reporting Center at 800-342-3720. This is a statewide reporting center that is located in Albany

## **22. HEALTH INSURANCE**

NHPL provides health coverage for full time employees only. Those who wish to participate are provided with 100% Individual Employee Coverage.

Eligible employees may choose to participate in an NHPL provided Family Plan whereby the employee will pay the difference between the Individual Plan and the Family Plan.

In the event that an employee becomes Medicare eligible, the employee shall present the Board of Trustees with 3 options/plans. The Board will determine the plan that closest resembles the employee's insurance coverage through the Library. The Board maintains the right to ask for additional plans/options if needed. Once a plan is chosen and accepted, the employee will pay the bill and will submit the following to the Board for reimbursement: photocopy of the bill as well as a copy of the check submitted. The employee will be reimbursed after the following month's Board meeting.

Health Insurance coverage is reviewed annually by the Board of Trustees and is subject to change.

### **23. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPPA)**

The NHPL complies with all regulations pertaining to the Health Insurance Portability and Accountability Act (HIPPA) as both an employer and plan sponsor. The NHPL provides benefits to eligible employees through its health insurance plan. The NHPL never receives Protected Health Information about participants in the plan. As sponsor, the NHPL ensures that the insurance carrier is in compliance with regulations. A written certificate indicating health coverage is provided to participants at the time of coverage termination, when the COBRA notice is sent upon termination and up to 18 months after losing coverage. Any communication with regard to health coverage or termination is completely confidential.

### **24. HIRING PRACTICES**

A former employee may be rehired based on the reason for the previous separation and current conditions. Employees who resign without giving notice or completing requested notice or who are dismissed for misconduct are generally not considered re-employable (see section 45 of this document). If a former employee is rehired, a new orientation period (90 days) must be completed. There is no credit given for prior service regarding seniority, paid leave benefits or other programs. Minors may work for the NHPL only in accordance with federal and state regulations regarding child labor.

### **25. HOLIDAYS**

The Library is closed on the following holidays:

New Year's Day

Easter

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

1 Floating Day to be scheduled by the Director

Closings related to Christmas Eve, New Year's Eve, and Good Friday are at the discretion of the Director.

Full time employees will receive holiday pay for these days. Part time employees will be paid for the hours they would have worked had the Library been open.

## **26. INTRODUCTORY PERIOD**

All new and rehired employees are subject to an orientation period that is conducted by their supervisor. The period is generally the first 90 days of employment and the NHPL reserves the right to extend or shorten this period at the NHPL's discretion. The Senior Clerk is responsible for introducing the employee to coworkers, scheduling on-the-job training, and reviewing the job description and performance requirements of the position.

During this period the Director should evaluate the employee's performance, work habits, attendance, cooperation, and potential for the position. Problems should be addressed at this time if appropriate. This period is not a contract of employment for any set period of time and does not change the employee's status as an at-will employee.

Employees who are promoted or transferred within NHPL must complete a secondary introductory period of the same length with each reassignment to a new position. If NHPL determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

During this period Civil Service requirements will be followed as per section 7 of this document.

In cases of promotions or transfers within NHPL, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the secondary introductory period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and NHPL needs.

## **27. JURY/WITNESS DUTY**

Employees are responsible to notify their supervisor of their impending jury service upon receipt of the summons. The NHPL will pay the regular salary for any employee who is serving jury duty. Per Federal Regulations, after a 2 week period, an exempt employee who serves, is paid the employee's regular salary for working any partial workweeks but not paid for any workweeks in which no work is performed for the NHPL. Non exempt employees are paid for the employee's normally scheduled work week at their base rate for a maximum of two weeks. After the 2 week period, the employee is no longer paid by the NHPL but is entitled to any stipend paid by the court. All part time, temporary and other classes of employees are not paid for time served. Time off for witness duty is without pay. Any benefits the employee is enrolled in will continue i.e. disability, health insurance, etc. Any monetary reimbursement the employee receives must be submitted to the NHPL office. If the employee is dismissed from duty prior to the service end date, they are required to return to work.

## **28. LATENESS**

If you know that you are going to be late for work, you must call and notify the Library. In general, you should plan to make up your lateness at the end of that workday. Your supervisor must be informed of and approve your plan to make up time.

An occasional lateness is understandable. However, chronic unexcused lateness may be a cause for disciplinary action.

## **29. LEAVE OF ABSENCE**

An employee shall accrue vacation and sick leave and receive holiday pay during any portion of paid leave. Paid leave is defined as leave during which the employee uses credited unused vacation, and/or sick leave. After all credited leaves are exhausted, the remainder of the leave is considered unpaid.

Any employee of the NHPL, who has worked for a minimum of one year, may request an unpaid leave of absence. The Director may authorize leave of up to six months. A written request should be submitted to the Director as far in advance as possible. The request should include reason and expected duration of the leave. A medical certification issued by a health care provider is required to support an employee's request for medical leave. Failure to submit such certification may jeopardize the eligibility for leave. Approval is based on reason for leave and NHPL's ability to cover job duties. While on unpaid leave, the employee retains accrued vacation and sick time. Leaves due to the birth/adoption of a child for either parent (and for mother's past the standard term of disability for childbirth), an employee's own serious health condition, or to care for an employee's spouse, child or parent who has a serious health condition, the employee must also use any accumulated sick leave. Sick and /or vacation time are not accumulated during unpaid leave. If employee wishes continuation of health insurance (COBRA), they must pay the full rate charged the NHPL plus 2% (102%). Payments must be made 1 month in advance of coverage period via check to the NHPL. Notice of this continuation should be given to the Assistant to the Director.

For a medical leave, the NHPL requires that the employee provides a release from a medical provider to return to work. If restrictions are indicated, the NHPL reserves the right to evaluate if the restrictions can be reasonably accommodated. The NHPL cannot guarantee job restoration but will make every attempt to do so based on the needs of the NHPL and availability of the position.

If an employee has not stated a specific date of return, the NHPL may request updates for return to work. Any leave may be extended by submitting such request in writing to the NHPL Director two (2) weeks prior to the return date. The NHPL reserves the right to deny any extension.

If an employee fails to report to work promptly at the expiration of the approved leave period, NHPL reserves the right to assume the employee has resigned.

## **30. LIBRARY PROPERTY**

All NHPL files and documents are the property of the NHPL.

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the Senior Clerk if any equipment, machines, or tools appear to be damaged, defective or in need of repair. The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

Employees must return all NHPL property immediately upon request or upon termination of employment. Where permitted by applicable law, NHPL may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. NHPL may also take all action deemed appropriate to recover or protect its property.

### **31. MEAL BREAKS**

Full time non-exempt employees are allowed two 15-minute breaks per day; one in a.m. and one in p.m. as well as a 60-minute meal break each work day. Part-time and temporary employees receive one 15-minute break period daily if they work more than four hours but less than eight. NYS law mandates that part-time and hourly employees who work six hours or more in a day are allowed a 60-minute meal break. Part time and temporary employees may not take break/meal times at the beginning or end of a work day. An employee is not allowed to work through the meal period to make up lost work time.

Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities.

### **32. MILITARY/RESERVE LEAVE**

NHPL complies with the provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), in regard to benefits and re-employment rights for, and non-discrimination against, benefit-eligible employees called to active military duty.

All employees (with the exception of Temporary Employees) are eligible for military leave to attend scheduled drills or training or if called to active duty with the U.S. Armed Forces. You must give advance notice of absence for service/training, unless precluded by military necessity, or otherwise impossible or unreasonable, to your supervisor. Please request leave in writing, and attach a copy of your military orders and submit the materials to your supervisor for approval.

Employees will receive partial pay for two-week training assignments and shorter absences. Upon presentation of satisfactory military pay verification data, employees will be paid the difference between their normal compensation and the pay (excluding expense pay) received while on military duty. The portion of any military leaves of absence in excess of two weeks will be unpaid. Employees may use any available paid time off for the absence.

Subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible, health insurance benefits will be provided for the full term of the military leave of absence. Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment. Employees on two-week active duty training assignments or inactive duty training drills are

required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with all applicable state and federal laws.

Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as vacation accrual and job seniority rights.

### **33. NEW YORK STATE RETIREMENT**

The NHPL participates in the New York State Retirement System. All full time employees must enroll. If a part time employee is enrolled in this retirement system through another position, they must participate at the NHPL. Part time employees not enrolled elsewhere have the option of participation.

The three percent (3%) contribution of gross pay is made through payroll deduction. Employees who are Tier I or are Tiers II, III or IV and have participated in the NYS System for more than ten years (10) are exempt from payroll deductions. Tiers V and VI employees must contribute to the retirement system for the duration of their employment.

### **34. NURSING MOTHERS**

NHPL complies with State law requirements for expressing breast milk in the workplace by providing reasonable unpaid break time or meal time to express breast milk for her child up to 3 years following birth. An area will be provided where the employee can express in privacy and can store the breast milk in a refrigerator.

### **35. OVERTIME AND COMPENSATORY TIME**

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation will be paid to all non-exempt employees at the rate of 1.5 times the employee's regular rate of pay for hours worked in excess of forty hours in one work week.

Overtime compensation will be paid to all exempt employees in the form of compensatory time, on an hour for hour basis. Compensatory time will be taken at a time mutually agreed on by the supervisor and employee, and shall be used within a reasonable time. Accrued compensatory time will be paid out if an employee leaves or quits.

### **36. PARKING**

Staff uses lower parking lot

### **37. PAYCHECKS AND PAYROLL PERIOD**

All employees are paid biweekly every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

Paychecks are distributed in staff mailboxes.

Mandatory deductions, required by law are:

- Federal withholding taxes
- State withholding taxes
- Social security
- Any mandated garnishments

There may be other deductions as agreed to or required.

If there is any discrepancy in the amount of pay, the employee should promptly notify the Director.

### **38. PERFORMANCE APPRAISALS**

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance appraisals are also scheduled on an annual basis or at additional times as deemed fit by the director. A formal evaluation is also conducted at the end of an employee's initial period in any new position. The purpose of these appraisals is to recognize employee's achievements, establish goals, identify and correct performance problems and encourage development and growth. Job descriptions may be updated and reviewed at this time. Written appraisals shall be placed in the employee's personnel file.

### **39. PERSONAL PROPERTY**

The NHPL is not responsible for damage or loss of any personal property employees bring into the workplace

### **40. PERSONNEL ADMINISTRATION**

NHPL employs individuals legally entitled to work in the United States without regard to citizenship, ethnic background or national origin. The Library complies with the Immigration Reform and Control Act of 1986 by hiring only those persons who are authorized to work in the United States. You are required to provide actual documents identified as appropriate by INS guidelines, verifying your identity and eligibility to work in the United States and complete the INS Form I-9, within 72 hours of employment. Your employment will be terminated if you do not comply.

Each employee is responsible for completing any employment related forms required by government regulations. These include I-9's, State and Federal tax withholding forms, and insurance enrollment/waiver forms. The NHPL will maintain personnel folders for each employee containing these records, as well as job applications, performance appraisals, compensation records and disciplinary notices. All personnel files are confidential and must be kept in a secure place by management. Access to these files is limited and may only be reviewed by management. An employee may request in writing to see their personnel file but they may

not copy, remove or place any material in said file without management approval. The employee is responsible for notifying the NHPL of any changes in information (address, phone, emergency contact, withholding change or marital/dependent status). The NHPL is not responsible for an employee's failure to inform of changes.

Requests for information from outside the NHPL must be referred to management. No employee or supervisor is authorized to provide reference or other information to any outside source without express permission from the employee. The only exception to this is requests for dates of employment and position which may be disclosed without permission of employee and if the NHPL is legally required to provide the information by court order or subpoena.

Any letter of reference written by a supervisor regarding a current or former employee must be approved by the management and a copy kept in their personnel file.

#### **41. PHOTOCOPY MACHINE AND TELEPHONES**

Employees may use the NHPL's photocopier machine for personal tasks. The charge is \$.20 per page and must be paid when copying is completed.

The NHPL's telephones are for business use only. Any personal calls to and from the NHPL should be infrequent and short in duration, and the employee may be required to reimburse NHPL for any charges resulting from personal use of the telephone. To ensure effective telephone communications, employees should always use the approved greeting ( Hello. This is New Hartford Public Library. How may I help you? ) and speak in a courteous and professional manner

#### **42. PHYSICAL SECURITY**

Each employee is responsible for maintaining the security of their workstation and the Library premises. While this responsibility covers all phases of your work, there are some important habits which should become second nature to you in your daily routine. These may include:

1. If you have direct responsibility for cash, keep it properly secured. Even if you are not directly responsible for cash, if you see cash insecurely stored, bring this matter to the attention of the person responsible.
2. Know the location of alarms and emergency exits within your area. Maintain control over all lockable files, cabinets, cash drawers and information on your personal computer and/or terminal. Secure them at the close of business or when called away from your work area.
3. Safeguard all NHPL confidential material or memoranda. Such information should not be made available to unauthorized persons or those who do not have a need to know.
4. Clear away your own work area and make sure that your immediate area of accountability is properly secured each day at the close of business each day.
5. When you leave NHPL after the close of business hours, make certain the alarm is set and door is locked behind you.

6. Safeguard any NHPL keys. Report any losses immediately to your supervisor.
7. You must keep confidential all passwords or access codes issued to you. Under no circumstances should you “share” or allow other employees to use your password or access code.
8. Questionable mail which renders threats or is objectionable in any way should be put aside immediately. Do not unnecessarily handle it and immediately notify your supervisor.
9. You should be familiar with the formal physical security program, procedures and training requirements of your work location. Any questions should be directed to your supervisor.

#### **43. PRIVACY OF EMPLOYMENT RECORDS**

NHPL maintains a personnel file for each employee. Important events in your employment with the NHPL, such as performance reviews, change of status records and educational attainments, will be recorded and kept in your personnel file. Within three working days written notice of a request, employees shall be permitted to examine their personnel file with a human resource representative or supervisor present. Employees will not be permitted to photocopy any items in the file. Without the employee's prior written consent, NHPL will not provide any information to third parties, except for the employee's dates of employment and current position held. Employee personnel files are the property of NHPL. If an employee believes a correction needs to be made, then the employee should request a correction in writing together with a statement of your reasons for requesting a correction. A written response to the request will be made in writing within 15 days.

You should notify the Senior Clerk of any changes in your status – name, marital status, number of dependents, home address, and phone number and who to contact in the event of an emergency. This information could affect the benefit plans in which you may be participating; therefore you should communicate this information promptly to your supervisor or manager so that NHPL can be advised of the change. You should also forward information regarding any relevant licensing or education achievements you attain.

#### **44. SEPARATION FROM EMPLOYMENT**

NHPL can terminate employment at any time and for any reason not prohibited by law. Reasons can be resignation of employee, dismissal initiated by NHPL, layoff for non-disciplinary reasons, and retirement.

An employee who resigns/retires from the NHPL is asked to submit a written notice to their supervisor for said date to be effective. Exempt employees should submit notice two weeks prior to separation. Non-exempt employees should also submit 14 days prior. If an employee does not provide advance notice, as requested, the employee will be considered ineligible for rehire and will not qualify for payment of accrued vacation.

All NHPL property (keys, etc) must be handed in to the supervisor prior to the last day of employment. The final paycheck for the employee will be on the next scheduled pay date and will include credited unused vacation, if applicable.

NHPL will release only position and dates of employment information unless you provide written consent to release additional information. Written consent must be provided to your supervisor.

NHPL will generally schedule exit interviews at the time of employment separation. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, or return of NHPL owned property. Suggestions, complaints, and questions can also be discussed.

Employee benefits will be affected by employment separation in the following manner:

- Accrued vacation and compensatory time will be paid.
- Contributions to Tax Deferred Annuity and Retirement accounts will remain intact.
- Option to purchase medical benefits.

**Involuntary Termination:**

In the event that an employee is dismissed for cause, due to a policy violation or for unacceptable performance, dismissal is effective immediately and any unused vacation time will normally not be paid. The decision to compensate the employee for any unused vacation time will be determined on a case by case basis and at the discretion of the Director. If NHPL needs to dismiss an individual due to economic conditions or the phasing out of positions, NHPL will strive to give the employee two weeks notice, or in lieu of notice, two weeks pay, and the employee will receive unused vacation time.

## **45. SEXUAL HARASSMENT**

The NHPL is committed to maintaining a professional work environment where employees and non employees are free from any form of harassment, including sexual. The NHPL takes all necessary measures to prevent sexual harassment in the workplace or in the event it occurs, to stop the conduct immediately.

Work environment includes the office, social functions sponsored by the NHPL both on and off premises, business meetings, business-related travel or any location while representing the NHPL.

The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature to an individual of the same or opposite gender when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions(e.g., promotion, termination, pay increase) affecting that individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Prohibited Behavior – Unprofessional, inappropriate, or offensive conduct committed by a supervisor, coworker, vendor, supplier, visitor, client, or any other non-employee is prohibited, even if the conduct is welcome by the recipient(s). Prohibited conduct includes, but is not limited to:

Insulting, lewd, or sexually oriented comments, jokes, slurs, innuendoes, or stories. This verbal harassment as well as written, recorded, and electronically transmitted materials;

Demeaning, insulting, or sexually suggestive comments used to describe an individual or the individual's appearance or body;

Leering, ogling, obscene gestures or sounds, or whistling;

Unwelcome sexual flirtations, advances, propositions, or demands for sexual favors;

Unwelcome physical contact, including touching, groping, grabbing, hugging, massaging, fondling, petting, pinching, or intentionally rubbing up against a person's body;

Viewing, displaying, storing, or transmitting sexually oriented or pornographic materials and;

A supervisor threatening or implying that a subordinate's acceptance or refusal of the supervisor's sexual advances will affect the subordinate's terms or conditions of employment (e.g. promotion, demotion, pay increase, termination).

The supervisor/management is responsible for providing a work environment that is free from unsolicited, unwelcome, and intimidating behavior, including behavior of a sexual nature. A supervisor/management must take immediate and appropriate corrective action in the event the supervisor/management is a witness to, or becomes aware of, any violations of this policy. The supervisor is also responsible for immediately notifying the Director of any violations.

Any employee, who believes that the actions or words of an employee or non employee have violated this policy, should report the behavior immediately to management. Refer to the handbook section on Complaint Procedures and Investigations regarding how to file a complaint and the NHPL's investigation procedures.

Any employee who violates this policy will be subject to disciplinary action, up to and including termination. Any supplier, visitor, patron or non-employee who violates this policy will be subject to remedial action, as determined by management.

## **46. SICK LEAVE**

NHPL provides paid sick leave benefits to all full time and part-time employees for periods of temporary absence due to illness or injury

Eligible sick time includes the following: personal illness, Doctor's appointments for employee or dependents, illness in immediate family, illness of relative (in household or not) if attendance for the sick person is necessary. Sick time may also be used to extend a bereavement leave.

Eligible employees will accrue sick leave benefits at the rate of 12 days per year (1 day for every full month of service). Sick leave benefits are calculated on the basis of a benefit year (the 12-month period that begins when the employee starts to earn sick leave benefits).

Paid sick leave can be used in hourly increments.

Employees who are unable to report to work due to illness or injury should notify the Senior Clerk before the scheduled start of their workday if at all possible. The Senior Clerk must also be contacted on each additional day of absence.

If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement must be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

Sick leave benefits will be calculated on the employee's pay rate at the time of absence. Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 30 calendar days of sick leave benefits. If the employee's benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon separation of employment.

#### **47. SMOKING**

Smoking and use of tobacco products is prohibited on Library property.

#### **48. SOCIAL MEDIA**

Employees should take particular care in discussing their work at NHPL in the context of social media such as Facebook, LinkedIn, and MySpace. Employees should not maintain a blog or social media account that discusses Library business, nor participate in such social media during working hours. Employees should be respectful of the confidentiality of members and of their co-employees, and should not make disparaging or harassing remarks about other employees or the Library during their personal interactions.

#### **49. TERMINATION: *SEE DISCIPLINARY ACTION and SEPARATION FROM EMPLOYMENT***

#### **50. TIME SHEETS**

All non-exempt and part-time employees are required by Federal and State regulations to keep accurate logs of hours worked, vacation and sick time taken. Employees are under no circumstances to sign in or out for another employee. This action will result in the dismissal of both parties. Exempt employees are not required to complete time sheets but are required to account for authorized paid leave taken by completing a time off sheet. All time sheets must be signed and turned into your supervisor in a timely fashion.

## 51. UNEMPLOYMENT INSURANCE

The NHPL provides unemployment compensation through the New York State Department of Labor when an employee has been dismissed through lack of work, layoff or job elimination. Unemployment Insurance provides up to 26 weeks of compensation to replace part of your income (extension may be applied for per Federal and NYS guidelines). The NHPL covers the cost of this coverage.

Individuals who are dismissed for cause or employees who voluntarily resign are not eligible for unemployment compensation.

## 52. VACATION (PAID)

Vacation time off with pay is available to full time employees and part-time employees hired according to the schedule below:

Years of Eligible Service	Regular FTE	Regular PTE
After Introductory Period	5 days	2 days
Year 1	10 days	5 days
Year 2	11 days	5 days
Year 3	12 days	6 days
Year 4	13 days	6 days
Year 5	14 days	7 days
Year 6	15 days	7 days
Year 7	16 days	8 days
Year 8	17 days	8 days
Year 9	18 days	9 days
Year 10	19 days	9 days
Year 11 and after	20 days	10 days

Earned vacation time is available for use in the year following its accrual. The number of hours paid in your vacation week is the average hours you worked per week in the previous 12 months.

Vacation requests must be submitted to Senior Clerk. The NHPL reserves the right to waive a request based on the staffing needs at the time of the request. There is no minimum block to be used for Vacation time.

Vacation time off is paid at the employee's pay rate at the time of vacation.

Vacation not used by the end of the benefit year will be forfeited. Exception may be made at the discretion of the Director to carry over a maximum of 5 vacation days in a single year.

At the time of separation from the NHPL payment will be made for accrued vacation time in the final paycheck, provided the employee is not terminated for cause, and gives at least two weeks notice of resignation.

## 53. VOTING

In Accord with the NYS regulation, an employee who is a registered voter and does not have four consecutive nonworking hours to vote while polls are open will be given up to two hours off with pay during the workday to vote. Generally time should be taken at the beginning or end of the employee's workday.

#### **54. WORKPLACE VIOLENCE**

The Library is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the Library has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

The Library will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The Library encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Executive Director before the situation escalates into potential violence. The Library is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

#### **55. WORK WEEK**

For all employees, the workweek commences 12:01 am on Monday and concludes at 12:00 am on Sunday. The regular workweek is 40 for full time employees. The Senior Clerk and department heads have the responsibility to schedule work assignments and distribute schedules.

## **56. WORKERS COMPENSATION**

Every employee regardless of classification is covered by Workers' Compensation Insurance. If an employee is injured in the workplace, they must notify the Director of such injury. Compensation forms should be completed as soon as possible after the injury. Time is of the essence to submit any claim. The NHPL will file the report with its Compensation carrier who will contact the employee and healthcare provider.

Neither NHPL nor the insurance carrier will be liable for the payment of worker's compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by NHPL.

The Compensation carrier will communicate with the employee's healthcare provider for a description of injury, length of disability, and any other relevant information. The healthcare provider will be required to complete periodic updates as to employee's condition and is required to release employee back to work. Employees may not return to work without a release.