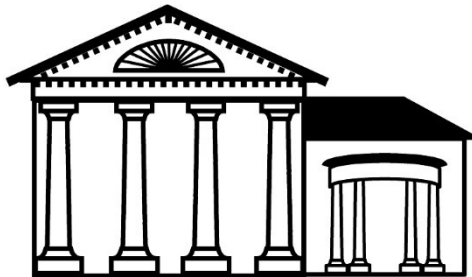


Dansville Public Library



EMPLOYEE HANDBOOK

ADOPTED by the Dansville Public Library Board of Trustees 10/10/2022

Prepared by:



DANSVILLE PUBLIC LIBRARY

EMPLOYEE HANDBOOK

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SECTION ONE

INTRODUCTION

WELCOME

Dansville Public Library has a long and proud history dating back to 1872. As a Dansville Public Library employee, you are an important part of our continued heritage.

This Handbook summarizes many of your privileges, benefits, and responsibilities as an employee of our Library. If you are a new employee, it will be helpful in acquainting you with our Library's philosophies and human resources practices. If you are already a member of the Dansville Public Library team, this Handbook should prove to be a useful reference. Above all, we hope it will promote consistency, fairness and understanding throughout our Library.

In order to maintain the necessary flexibility in the administration of policies and procedures, Dansville Public Library reserves the right to change, revise or terminate any of the policies and/or benefits discussed in this Handbook with or without advance notice. After you have read your Handbook, please keep it handy for future reference and updating.

Welcome to Dansville Public Library! We are glad that you have joined our Library and we hope that you will find your work with us to be both challenging and rewarding.

Director & Board of Trustees

PREFACE

This Handbook* outlines the human resources policies and benefit plans currently in effect at Dansville Public Library. In this Employee Handbook, Dansville Public Library is also referred to as “Dansville Public Library” or “Library.” Policies are revised or added periodically and are effective as of the date issued.

The statements regarding our Library's policies, procedures and benefits are for information purposes only. They do not constitute a contract for employment, either expressed or implied. Our Library adheres to the principle of employment-at-will which preserves the right of either the employee or the employer to terminate the employment relationship at any time, with or without cause. No supervisor or employee of Dansville Public Library has any authority to enter into an agreement for any employment other than at will. Only the Director and Board of Trustees have the authority to make any such agreement and then only if it is reduced to writing.

Important Information about Benefits

As our Library evolves, we will continue to review and revise these human resources policies and benefit programs. The Library reserves the right to alter, reduce or terminate any pay practices, policies, premium contributions, benefits and benefit plans, in whole or in part, at any time for any reason to the extent permissible by law. Any such change may affect retirees and beneficiaries, as well as active employees.

The benefit information found in this Handbook is intended to provide an overview of the benefit plans. The actual benefits are controlled by the terms of the applicable plan documents and insurance policies. Questions regarding the interpretation of these plans will be answered in accordance with the actual plan documents and insurance policies, rather than the summaries contained in this Handbook. Employees may obtain copies of these documents from the Director.

If there is a conflict between Civil Service regulations and this Handbook, Civil Service regulations are controlling for Civil Service employees.

* This Handbook and its policies are effective **October 2022** and supersedes all other personnel manuals and personnel policies previously distributed by the Library. To avoid confusion, please discard any copies of previously published Employee Handbooks.

SECTION TWO

EMPLOYMENT PRACTICES

2.01 EQUAL EMPLOYMENT OPPORTUNITY

Dansville Public Library is committed to a policy of Equal Employment Opportunity with respect to all employees, interns, and applicants for employment. Consistent with this commitment, our policy is to comply with all applicable federal, state, and local laws concerning employment discrimination. Accordingly, the Library prohibits discrimination against qualified employees, interns and applicants in all aspects of employment including, but not limited to: recruitment, interviewing, hiring (or failure or refusal to hire), evaluation, compensation, promotion, job assignment, transfer, demotion, training, leaves of absence, layoff, benefits, use of facilities, working conditions, termination and employer-sponsored activities and programs, including wellness, social and recreational programs. Employment decisions will be made without regard to an applicant's, employee's or intern's actual or perceived: race (including traits historically associated with race, such as hair texture and protective hairstyles), color, creed, religion (including wearing attire, clothing or facial hair in accordance with the tenets of religion), sex (including pregnancy, childbirth or related medical conditions and transgender status), gender identity or expression, an employee's or dependent's reproductive health decisions, familial status, national origin, physical or mental disability (including gender dysphoria and being a certified medical marijuana patient), genetic information (including predisposing genetic characteristics), age (18 and over), veteran status, military status, sexual orientation, marital status, certain arrest or conviction records, domestic violence victim status, and any other status protected by law.

MANAGEMENT RESPONSIBILITIES

All members of management are responsible for understanding the Library's commitment to this policy and ensuring this policy is carried out. Supervisors are responsible for immediately reporting and responding to a discrimination complaint, even if the reporting party does not want any action taken. It is critical that any observation of, or any formal or informal reference to discrimination is taken seriously and addressed promptly.

REASONABLE ACCOMMODATIONS

The Library will endeavor to make reasonable accommodations for a qualified applicant, intern or employee with a known disability, unless doing so would result in an undue hardship to the Library. If an employee believes they need assistance to perform their job duties because of a physical or mental limitation, the employee should contact the Director. Likewise, we will endeavor to make reasonable accommodations, upon request, arising out of an individual's sincerely held religious beliefs or practices, unless doing so would result in an undue hardship to the Library. If an employee requires a reasonable accommodation arising out of a sincerely held religious belief or practice, the employee should contact the Director.

QUESTIONS AND COMPLAINTS

Questions regarding the administration of this policy or a complaint regarding Equal Employment Opportunity should be directed to the employee's or intern's supervisor or to the Director. The Library will promptly and thoroughly investigate all complaints. Confidentiality will be maintained to the greatest degree possible, consistent with the Library's obligation to thoroughly investigate the complaint.

Any individual at any time, even after separation of employment who feels this policy has been violated should immediately contact their supervisor or the Director.

If not satisfied with the resolution, an employee or intern may pursue an appeal. Appeals will generally follow the steps outlined in the Open Communication policy.

NO RETALIATION

It is the policy of Dansville Public Library that any employee, intern, or applicant who makes or participates in the investigation of a discrimination complaint will not be retaliated against in any way. Employees, interns, or applicants who feel they have been retaliated against for such activity should immediately contact the Director.

Anyone found to be engaging in any type of inappropriate conduct under this policy may be subject to disciplinary action, up to and including termination of employment.

2.02 HARASSMENT AND DISCRIMINATION PREVENTION

Dansville Public Library is committed to maintaining a workplace free from all forms of harassment and discrimination. The Library prohibits unlawful harassment and discrimination against anyone, for any reason, including, but not limited to an individual's actual or perceived: race (including traits historically associated with race, such as hair texture and protective hairstyles), color, creed, religion (including wearing attire, clothing or facial hair in accordance with the tenets of religion), sex (including pregnancy, childbirth or related medical conditions and transgender status), gender identity or expression, an employee's or dependent's reproductive health decisions, familial status, national origin, citizenship or immigration status, physical or mental disability (including gender dysphoria and being a certified medical marijuana patient), genetic information (including predisposing genetic characteristics), age (18 and over), veteran status, military status, sexual orientation, marital status, certain arrest or conviction records, domestic violence victim status, and any other status protected by applicable law.

The purpose of this policy is for employees and other covered individuals to recognize harassment and discrimination and to know what action to take when it occurs. This policy is one component of Dansville Public Library's commitment to a harassment and discrimination-free work environment where all individuals are treated with dignity and respect.

APPLICABILITY

This policy applies to all employees, trustees, applicants for employment, interns, whether paid or unpaid, anyone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in our workplace; collectively referred to as "covered individual(s)" throughout this policy.

All covered individuals conducting business in our workplace must refrain from engaging in unlawful harassment and discrimination.

NO TOLERANCE

Harassment, discrimination, and retaliation of any kind is a violation of our policies, is unlawful, and may subject Dansville Public Library to liability for harm to targets of harassment, discrimination, and retaliation. Workplace harassment, discrimination, and retaliation will not be tolerated at Dansville Public Library. All covered individuals conducting business with Dansville Public Library are required to conduct themselves in a manner that prevents sexual or other forms of harassment and discrimination in the workplace. Any individual covered by this policy who engages in workplace harassment, discrimination or retaliation may be subject to remedial and/or disciplinary action, up to and including termination.

Harassers may also be individually subject to liability and the Library or supervisors who fail to report or act on harassment may be liable for aiding and abetting such behavior. Employees of every level who engage in harassment, discrimination, or

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retaliation, including supervisors who engage in harassment, discrimination, or retaliation, or who allow such behavior to continue, will be subject to disciplinary action up to and including termination.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is unacceptable. Sexual harassment is a form of sex discrimination that subjects an employee to inferior conditions of employment due to their sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender and is unlawful under federal, state and (where applicable) local law.

Sexual harassment is not limited to sexual contact, touching, or expressions of a sexually suggestive nature and may include any unwelcome conduct which is directed at an individual because of that individual's sex when:

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

There are two main types of sexual harassment:

- **Hostile Work Environment.** Behaviors that contribute to a hostile work environment may include but are not limited to words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.
- **Quid Pro Quo.** Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any covered individual who feels harassed should report the harassment to their supervisor, the Director, or to the Board President so that any violation of this policy can be corrected promptly. Any harassing or discriminatory conduct, even a single incident, can be addressed under this policy.

EXAMPLES OF SEXUAL HARASSMENT

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

- Physical assaults of a sexual nature, such as:
 - Touching, pinching, patting, grabbing, brushing against another employee's body or poking another employee's body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the victim's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities, including repeated requests for dates or romantic gestures.
- Sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace (including visible areas of a virtual or remote workspace), such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling;
 - Intentional misuse of an individual's preferred pronouns; or
 - Creating different expectations for individuals based on their perceived identities.

DEFINITION OF OTHER UNLAWFUL HARASSMENT

The creation of an intimidating or hostile working environment, based on one or more of the above protected categories, constitutes unlawful harassment. Specific types of unlawful harassment, in addition to sexual harassment covered above, include, but are not limited to:

- Physical harassment refers to pushing, hitting, crowding, cornering or unwanted physical touching;
- Verbal abuse refers to verbal comments, including but not limited to jokes or the use of slurs or other offensive language regarding, or made because of, an individual's actual or perceived membership in one of the protected categories listed above;
- Written harassment refers to derogatory or degrading written comments regarding, or made because of, an individual's membership in one of the categories listed above. Specific examples include, but are not limited to e-mail, text messages, memos, notes, graffiti, other visual depictions or pictures, cartoons, drawing, videos;
- Inappropriate, unwelcomed behaviors, such as offensive gestures and wearing clothes, jewelry, signage, etc. known to be offensive to particular protected classifications; and
- Any other unwelcome conduct that has the purpose or effect of creating an intimidating, hostile, or offensive working environment as defined by law, or has the purpose or effect of unreasonably interfering with an individual's work performance or otherwise adversely affecting an individual's employment opportunities.

Unlawful harassment, whether it is physical, verbal or visual in nature, is a form of employee misconduct which undermines the integrity of the employment relationship within our Library.

WHO CAN BE A TARGET?

Harassers can be anyone in the workplace. Harassment can occur between any individuals, regardless of their sex or gender. New York Law protects all covered individuals. A perpetrator of workplace harassment can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

WHERE CAN HARASSMENT OCCUR?

Unlawful harassment is not limited to the physical workplace itself. It can occur while covered individuals are working remotely, traveling for business or at employer-sponsored events or parties. Calls, texts, emails, communications in virtual meeting platforms and messaging apps and social media usage by covered individuals can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices (i.e., cellphones) or during non-work hours.

REPORTING HARASSMENT

In New York, harassment does not need to be severe or pervasive to be illegal. It can be any harassing behavior that rises above petty slights or trivial inconveniences. Any covered individual who has been subjected to behavior that may constitute unlawful harassment or discrimination is encouraged to report such behavior to their supervisor, the Director, or to the Board President. Anyone who witnesses or becomes aware of potential instances of workplace harassment or

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discrimination should report such behavior to their supervisor, the Director, or to the Board President.

Reports of workplace harassment or discrimination may be made verbally or in writing. The written complaint form is located at the end of the Employee Handbook. All covered individuals are encouraged to use this complaint form. Employees who are reporting potential harassment on behalf of another covered individual should use the complaint form and note that the complaint is being made on behalf of another covered individual.

Covered individuals who believe they have been a victim of workplace harassment or discrimination may also seek assistance in other available forums, as outlined in the Legal Protections and External Remedies section of this policy.

BYSTANDER INTERVENTION

Any employee witnessing harassing or discriminatory behavior as a bystander is encouraged to report it. A supervisor that is a bystander to these behaviors is **required** to report it.

To the extent in which a bystander feels safe and comfortable, they may interrupt the harassment by engaging with the individual being harassed and distracting them from the harassing behavior; asking a third party to help intervene in the harassment; documenting the incident; checking in with the person who has been harassed after the incident; or confronting the harassers and naming the behavior as inappropriate.

When confronting harassment, physically assaulting an individual is never an appropriate response.

MANAGEMENT RESPONSIBILITIES

All supervisors who receive a complaint or information about suspected workplace harassment or discrimination, observe what may be harassing or discriminatory behavior or for any reason suspect that harassment or discrimination is occurring, are **required** to report such suspected harassment or discrimination to the Director or Board President.

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

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

COMPLAINTS AND INVESTIGATIONS

All complaints, information, or knowledge of suspected workplace harassment or discrimination will be investigated whether that information was reported in verbal or written form. Investigations will be thoroughly conducted in a prompt and timely

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manner and will be confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers, will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any covered individual may be required to cooperate as needed in an investigation of suspected workplace harassment or discrimination. Dansville Public Library will not tolerate retaliation against covered individuals who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations will generally be conducted in accordance with the following steps:

- Upon receipt of complaint, the Director will conduct an immediate review of the allegations, assess the appropriate scope of the investigation, and take any interim actions, as appropriate. If the complaint is verbal, the individual will be encouraged to complete the "Complaint Form" in writing. If the complainant chooses not to complete the Complaint Form, the Director will prepare a complaint form or equivalent documentation based on the complainant's verbal report.
- When applicable, the Director may request, review and preserve documents relevant to the allegations, such as emails, phone records or other electronic communications.
- The Director will interview all parties involved, including any relevant witnesses.
- The Director will prepare written documentation of the investigation (such as a letter, memo or email), which may contain the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of the complaint, together with any corrective actions action(s).
- Written documentation and associated documents will be maintained by the Library in a secure and confidential location.
- Following the investigation, the Director will promptly notify the complainant and the individual(s) about whom the complaint was made that the investigation has been completed and implement any corrective actions identified in the written document.
- The Director will inform the complainant of their right to file a complaint or charge externally as outlined in the Legal Protections and External Remedies section of this policy.

CORRECTIVE ACTION

If a report of workplace harassment or discrimination is found to be valid, immediate and appropriate corrective action will be taken. Covered individuals who violate this policy, including the provision against retaliation, will be subject to disciplinary action, up to and including termination. This determination will be based on all the facts of the case.

NO RETALIATION

Dansville Public Library will not tolerate retaliation against anyone who, in good faith, complains or provides information about suspected harassment or discrimination.

Unlawful retaliation can be any action that could discourage an employee from coming forward to make or support a workplace harassment claim including, but not limited to being discharged, disciplined, discriminated against, having their personnel file disclosed, except where such disclosure is permitted or required by applicable law, or otherwise being subject to adverse employment action. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

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

- Made a complaint of harassment, either internally or with any anti-discrimination agency;
- Testified or assisted in a proceeding involving harassment under the Human Rights Law or other anti-discrimination law;
- Opposed harassment by making a verbal or informal complaint to management, or by simply informing a supervisor of harassment;
- Reported that another employee has been harassed; or
- Encouraged a fellow employee to report potential harassment.

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

LEGAL PROTECTIONS AND EXTERNAL REMEDIES

Harassment and discrimination based on a protected class is against the law. The internal process outlined in this policy is one way for covered individuals to report harassment and discrimination. Covered individuals may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, legal advice from an attorney may be sought.

New York State Division of Human Rights (DHR)

The Human Rights Law (HRL) codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to employers in New York State and protects employees and covered individuals, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with DHR or in the New York State Supreme Court.

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

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

An attorney is not needed to file a complaint with DHR, and there is no cost to file with DHR.

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

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400, www.dhr.ny.gov.

Go to dhr.ny.gov/complaint for more information about filing a complaint. The website has a digital complaint process that can be completed on your computer or mobile device, in addition to, a complaint form that can be downloaded, filled out and mailed to DHR as well as a form that can be submitted online. The website also contains contact information for DHR's regional offices across New York State.

The DHR also maintains a toll-free hotline that accepts complaints and provides limited assistance and counseling regarding workplace sexual harassment. This hotline can be reached at **1-800-HARASS3**.

United States Equal Employment Opportunity Commission (EEOC)

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can

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file a complaint with the EEOC anytime within 300 days of the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

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

If an employee believes that they have been discriminated against at work, they can file a "Charge of Discrimination." The EEOC has district, area and field offices where complaints can be filed. Contact the EEOC by calling (800) 669-4000 (800) 669-6820 (TTY), visiting their website at <https://www.eeoc.gov/> or via email at info@eeoc.gov.

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

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they work to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 22 Reade St, New York, NY 10007; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Those wishing to pursue criminal charges are encouraged to contact the local police department.

CONCLUSION

All covered individuals have the right to a workplace that is free from harassment and discrimination. This policy should be considered applicable to all protected classes under federal, state and local law.

Employees who have questions regarding this policy should contact the Director.

2.03 PREGNANCY ACCOMMODATIONS

The Library will not discriminate against an employee who requests an accommodation due to pregnancy, childbirth and related conditions.

REASONABLE ACCOMMODATIONS

Employees and applicants for employment may request a reasonable accommodation for pregnancy-related conditions, including, but not limited to, lactation. For purposes of this policy, a "pregnancy-related condition" is a medical condition related to pregnancy or childbirth that inhibits the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques but does not prevent the employee from performing their job functions in a reasonable manner, with or without a reasonable accommodation. Reasonable accommodations may include but are not limited to: providing an accessible worksite; acquiring or modifying equipment; job restructuring and modifying work schedules provided, however, that such actions do not impose an undue hardship on the business.

The Library will provide a reasonable accommodation that would enable the employee or applicant to perform their job functions in a reasonable manner, unless the accommodation would impose an undue hardship on the Library's operations.

CERTIFICATION REQUIREMENTS

Employees may be required to provide medical or other information that is necessary to verify the existence of the pregnancy-related condition or that is necessary for the Library's consideration of a reasonable accommodation. Such medical information will be kept confidential and disclosed only as permitted by law.

ADDITIONAL INFORMATION

Employees or applicants for employment who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact the Director. Employees who need reasonable break time to express breast milk for their child should consult the Library's Working Hours policy and can discuss those arrangements with the Director.

2.04 REPRODUCTIVE HEALTH DECISIONS

Dansville Public Library complies with state law regarding reproductive health decisions as outlined in this policy.

NON-DISCRIMINATION/ NO RETALIATION

The Library will not discriminate or retaliate against an employee because of the employee's, or a dependent of the employee's, reproductive health decision-making, including the use of particular drugs, devices or medical services. The Library also will not, without prior informed written consent, access personal information regarding the reproductive health decision-making of employees or their dependents and will not require an employee to sign any document or waiver denying that employee the right to make their own reproductive health decisions.

Employees subjected to unlawful discrimination or retaliation on the basis of reproductive health decision-making can bring an action in court and may be entitled to certain remedies, including monetary and injunctive relief.

ADDITIONAL INFORMATION

Employees who feel they have been subjected to discrimination or retaliation on the basis of their reproductive health decision-making, or that of a dependent, or to any other violation of this policy, should contact the Director.

2.05 INDIVIDUALS WITH DISABILITIES

Dansville Public Library complies with the Americans with Disabilities Act (ADA) and New York State Human Rights Laws which make it unlawful to discriminate in employment against a qualified individual with a disability. The Library prohibits discrimination against employees and applicants with disabilities in all aspects of employment. Our Library's commitment to this policy includes making reasonable accommodations to otherwise qualified persons with disabilities to enable them to perform the essential functions of their jobs, unless doing so would pose an undue hardship on our business, would pose a direct threat of substantial harm to the employee or others, or is otherwise not required by applicable law.

OUR COMMITMENT

An employee or applicant in need of a reasonable accommodation should make the Library aware of their request by notifying the Director. The Library will work with each individual to define their job-related or application-related needs and to try to accommodate those needs.

QUALIFIED INDIVIDUALS WITH DISABILITIES

Qualified individuals with disabilities are defined as individuals with disabilities who can perform the essential functions of the job in question with or without reasonable accommodation. The term disability is defined by applicable law.

REASONABLE ACCOMMODATION

A reasonable accommodation is any change or adjustment to a job, the work environment or the way things usually are done that enables a qualified individual with a disability to perform the essential functions of the job and that does not pose an undue hardship for the Library or create a direct threat to health or safety.

When requesting an accommodation, employees are required to notify the Director of the need for the accommodation. The Library may ask for medical documentation supporting the need for an accommodation and all supporting documentation should be returned as quickly as possible to prevent a delay in the accommodation process.

Requests for a reasonable accommodation for a medical condition and any supporting documentation, will be treated as confidential, maintained in a file separate from an employee's other personnel documents and disclosed only as permitted by applicable law.

DETERMINING APPROPRIATE ACCOMMODATIONS

Frequently, when a qualified individual with a disability requests a reasonable accommodation, the appropriate accommodation is easily agreed upon. The individual may recommend an accommodation based on their life or work experience. The ultimate decision as to whether a particular accommodation will be made rests with the Library. When the appropriate accommodation is not obvious, the Library may assist the individual in identifying one. If more than one accommodation will enable the individual to perform the job, the Library reserves the right to choose which accommodation it will make.

Employees who feel they have been unreasonably denied an accommodation should contact the Director. Employees with questions concerning this policy should contact the Director.

2.06 RELIGIOUS ACCOMMODATION

It is Dansville Public Library's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's religion or creed.

RELIGIOUS ACCOMMODATION

Consistent with this policy against discrimination, any employee whose religious practices conflicts with the employee's job, schedule, the employer's dress code, or with other aspects of the individual's employment and who requires a religious accommodation, may submit a request orally or in writing for an accommodation to the Director. The request must include a description of the religious conflict and the employee's suggested accommodation(s). Dansville Public Library may require the employee to document their religious accommodation request in writing.

Once the employee has submitted their request for an accommodation, Dansville Public Library will evaluate the request, giving due consideration to whether a work conflict exists due to a sincerely held religious belief or practice and whether a reasonable accommodation exists which would not create an undue hardship on the Library.

The Director will meet with the employee to discuss the request and propose a reasonable accommodation, should one exist. If the employee accepts the Library's proposed religious accommodation, the supervisor and/or Director will implement the accommodation. If the employee rejects the proposed accommodation, the employee may lodge an appeal pursuant to Dansville Public Library's Open Communication policy. Dansville Public Library will provide reasonable accommodations of religion consistent with its obligations under applicable law.

ADDITIONAL INFORMATION

Employees who feel they have been unreasonably denied an accommodation should contact the Director.

Employees with questions concerning this policy should contact the Director.

2.07 CODE OF ETHICS

Dansville Public Library's reputation is dependent upon the good judgment, ethical standards, and personal integrity of every individual in our Library. As our Library continues to grow, it is of paramount importance that we always conduct our day-to-day activities in an ethical and responsible manner. It is our expectation that all employees of Dansville Public Library will be treated with dignity and respect.

CONFLICT OF INTEREST

Employees must refrain from participating in any activity or business venture which could conflict with the interests of Dansville Public Library. Specifically, employees may not accept personal payment or other benefits from any supplier or patrons of the Library, nor should they take any action as a representative of the Library for personal gain. Employees also may not accept a second job with a customer, competitor or supplier of the Library where there is an actual or perceived conflict.

PROPRIETARY INFORMATION

In working at Dansville Public Library, employees will learn things about the Library and our patrons which are proprietary or confidential. Every employee of the Library has a professional and ethical responsibility to treat this information as privileged and to ensure such information is not improperly or accidentally disclosed.

New York Civil Practice Law, Sec. 4509, Library Records

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 photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, 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.

Upon termination of employment, employees must return all Library property and all copies of documents, notes, flash drives and other repositories containing pricing lists, invoices, marketing methods, management information systems, financial information, employee lists and all other information that is not general public knowledge relating to Dansville Public Library and not retain any duplicates.

RECEIVING AND GIVING GIFTS

Employees should avoid situations that could create an actual or perceived conflict of interest, or that could otherwise hinder an employee's ability to perform their job in an honest and ethical manner. To this end, employees may not accept or give

substantial gifts, favors or excessive business entertainment from patrons or suppliers. A gift, favor or entertainment is considered substantial or excessive if it might influence an employee's business relationship with the donor. Generally, substantial gifts or favors are defined as having a value **exceeding \$100** and should be reported to the Director.

EMPLOYEE'S RESPONSIBILITY

Employees are responsible for promptly advising management of any violation or suspected violation of these guidelines on conflicts of interest, proprietary information or gift giving and receiving or any violation or suspected violation of any other Library policy. Violations of this policy are subject to disciplinary action, up to and including termination of employment and, if applicable, legal action. The Library protects those employees from retaliation who in good faith report possible inappropriate, unprofessional, illegal or unethical actions. Any employee who believes they have been retaliated against in violation of this policy should notify the Director immediately. Individuals who engage in any retaliation in contravention of this policy are subject to disciplinary action in accordance with the Library's Standards of Conduct policy.

ADDITIONAL INFORMATION

Employees should meet with their supervisor or Director if they have questions regarding the application of this policy.

2.08 WHISTLEBLOWER PROTECTION

Dansville Public Library strives to protect its employees, business, and community as best as possible. As a matter of policy and practice, as well as in compliance with various laws, we offer employees whistleblower protection when they report certain activities or make a complaint to management about a specific situation or occurrence in the workplace that may be unsafe, illegal, abusive, or fraudulent. The complaint will be taken seriously and investigated to the fullest extent possible. Employees who make complaints of this nature will be protected from retaliation.

MAKING A COMPLAINT

If an employee reasonably believes that a workplace activity or situation is unsafe, illegal, abusive, or fraudulent, they should bring the problem to the attention of the Director. Dansville Public Library will, if appropriate, conduct a prompt and thorough investigation of the situation. Employees may report problems anonymously but should be aware that this may hamper Dansville Public Library's ability to obtain further details, ask follow-up questions and/or otherwise conduct a complete, thorough investigation.

Problems that are covered by other Dansville Public Library complaint procedures (e.g., employment discrimination, harassment) should be reported in the manner and to the individual(s) set out in those specific procedures and not under this policy.

NO RETALIATION

Employees who make a complaint in good faith will not be retaliated against or penalized in any manner. The employee's identity, if made known to Dansville Public Library, will be protected by Dansville Public Library to the greatest extent possible, consistent with applicable law and the need to investigate and remedy the situation. Any employee who believes they have been retaliated against in violation of this policy should notify the Director immediately.

SECTION THREE

EMPLOYEE RELATIONS

3.01 EMPLOYMENT ELIGIBILITY & WORK AUTHORIZATION

Dansville Public Library is committed to employing only individuals who are authorized to work in the United States and who comply with applicable immigration and employment law.

EMPLOYMENT ELIGIBILITY AND WORK AUTHORIZATION

As a condition of employment, every individual must provide satisfactory evidence of their identity and legal authority to work in the United States within three business days of commencing employment. If the employee cannot verify their right to work in the United States within three business days of employment, the Library will be required to terminate employment immediately.

3.02 EMPLOYMENT CLASSIFICATIONS

Employees of our Library are employed based on the classifications detailed below. Dansville Public Library offers different employment classifications in order to meet staffing and business requirements and accommodate employee needs and schedule preferences.

FULL-TIME

Employees in this category are regularly scheduled to work at least 37.5 hours per week and receive benefits based on position, length of service and scheduled hours.

REGULAR, PART-TIME

Employees in this category are regularly scheduled to work at least 4 but less than 18.75 hours per week and are eligible for certain benefits based on position, length of service and scheduled hours.

TEMPORARY/SEASONAL

Employees in this category perform a function for a specified period of time. The length of their employment is limited due to the nature of the job or availability of the individual. These employees receive statutory benefits only.

ON-CALL/PER DIEM

Employees in this category have no regular work schedule and work on an “as needed” basis. These employees are eligible for statutory benefits only.

FLSA CLASSIFICATIONS

Under the Federal Fair Labor Standards Act (FLSA), all positions, regardless of employment classification, are classified as either exempt or non-exempt for overtime and minimum wage requirements based on the nature of the job duties and amount of wages.

Exempt Employees

The FLSA provides an exemption from both minimum wage and overtime pay for employees employed as executive, administrative, professional, outside sales and computer employees.

Non-Exempt Employees

Under the FLSA, non-exempt employees must be paid at least the federal minimum wage for all hours worked and overtime pay at one and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

3.03 WORKING HOURS

Our Library observes a 37.5 hour workweek. Time records are kept for each non-exempt employee showing the hours worked each week.

WORKWEEK

Due to the nature of our business, workdays and hours may vary with the job. Our standard workweek consists of 7.5 hours per day, 5 days per week.

MEAL BREAK

Employees working at least a six-hour workday, which extends over the noon meal break (11 a.m. to 2 p.m.), are entitled to a 30-minute meal break to be taken between 11 a.m. and 2 p.m. Employees who start their workday before 11 a.m. and continue after 7 p.m. are entitled to a 30-minute noon meal break and an additional 20-minute break between 5 p.m. and 7 p.m.

Employees who work more than six hours in their workday starting between the hours of 1 p.m. and 6 a.m. are entitled to a meal break of at least 45 minutes in the middle of their workday.

An uninterrupted meal break lasting 30 will be unpaid for non-exempt employees.

Employees may not take a shorter meal break or skip a meal break to leave early.

All non-exempt employees must record their meal breaks.

If for any reason an employee's meal break is interrupted, the employee must notify their supervisor and the time should be recorded as worked. The employee will be paid for the time and will receive an uninterrupted meal break as soon as practicable. Employees should contact their supervisor if they have any questions regarding the meal break.

NURSING MOTHERS' PROTECTION

Nursing mothers may receive unpaid break time each day to express breast milk for up to three years after the birth of a child. Meal periods and unpaid break time may also be used for this purpose. A nearby private area or room, which is not a bathroom, will be provided in which the employee may express breast milk. No employee will be penalized or retaliated against for choosing to express breast milk. Employees needing a private area for expressing breast milk should see their supervisor or the Director for more details.

TIME RECORDS

Non-exempt employees are responsible for recording their hours worked and any absences on a timesheet biweekly, signing it, and then submitting it to the appointed Clerk by no later than Monday morning immediately following the end

of the pay period. Employees are prohibited from engaging in off-the-clock work or unrecorded work.

Employees are also required to record the beginning and end of meal periods. Under no circumstances should an employee record time for another employee. Should an employee forget to record their time, the employee should notify their supervisor and they will make the appropriate notations on the timesheet.

To ensure accurate recordkeeping of hours worked, non-exempt employees are required to enter their time into the time system as close as possible to the beginning or end of their actual working time. Non-exempt employees may not work overtime and may not work or enter their time into the time system more than seven minutes before their authorized start time or after their authorized ending time without advance written permission from their supervisor.

Exempt employees are responsible for submitting hours worked to their supervisor or the Director on a biweekly basis.

FLEXIBLE WORK SCHEDULES

Our Library offers a flexible work schedule to assist in balancing work and family life. Supervisors will discuss the flexible work schedule policy with employees. Once an employee has established their work schedule, it cannot be changed without the supervisor's approval.

3.04 PAY PRACTICES

Dansville Public Library is committed to a policy of fair and equitable compensation for all employees.

WAGE AND SALARY PROGRAM

Wage rates are assigned to each job based on job requirements and the economic conditions of the Library and the marketplace, as well as each employee's qualifications, skills and abilities. The Library endeavors to comply with all federal, state and local laws with respect to the payment of wages.

MERIT INCREASES

Pay increases may be provided when an employee demonstrates improvement or outstanding performance in their job. When reviewing pay increases, the Library considers budget, an employee's individual work performance and other economic factors. All merit increases are provided at the sole discretion of the Library.

PAYDAY

Employees are paid biweekly on Friday. If payday falls on a holiday, employees will ordinarily be paid on the day before the holiday.

PAYROLL

Employees have the option of being compensated by check or direct deposit. The Director answers questions regarding compensation options.

GARNISHMENTS

A court may order the Library to garnish amounts directly from an employee's paycheck. The Library is required to withhold the amount indicated in the garnishment from the employee's paycheck in accordance with federal, state and local law.

OVERTIME

When operating requirements cannot be met during regular work hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided.

Non-exempt employees will be paid one and one-half times their regular rate of pay for all hours worked over 40 hours in a workweek.

For purposes of calculating overtime, the Library's seven-day workweek begins on Sunday and ends on Saturday.

Paid time off, including holidays, vacation leave, sick leave, or personal leave time are not counted as hours worked when calculating overtime.

All overtime work must receive the Director's prior authorization.

Failure to work assigned overtime, or working unauthorized overtime may result in disciplinary action, up to and including termination.

OUTSIDE WORK ACTIVITIES

Unless pre-approved by the Director non-exempt employees are prohibited from performing work activities during non-working hours. This includes, but is not limited to, accessing electronic communication through cell phones, text messages and emails for work-related purposes and performing preparatory work outside of regular work hours. Time spent accessing work-related electronic communication outside of regular work hours or performing any other work during non-working hours must be pre-approved by the supervisor. Any such time, regardless of whether it has been approved or not, must be recorded and reported as time worked on the employee's timesheet

TRAVEL/EXPENSE REIMBURSEMENT

Employees will be reimbursed for pre-authorized expenses, such as: Library-related travel mileage, lodging expenses, airfare, meals, or other business expenses incurred on behalf of Dansville Public Library. Reimbursement of non-standard expenses (including the purchase of alcoholic beverages) incurred on business trips is within the sole discretion of the Library.

Employees will be reimbursed for their mileage at the Library's current reimbursement rate. In addition to obtaining pre-approval, the employee must complete a travel/expense reimbursement form, attach any receipts, and submit to the Director.

Time spent traveling to and from work is not counted as part of hours worked that day. Time spent traveling during an employee's scheduled workday and as part of an employee's duties (e.g. travel to or from an approved continuing education opportunity or meeting) will be counted as hours worked.

Employees should ask their supervisor or Director for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses or any other business travel issues.

Abuse of this policy, including falsifying expense reports to reflect costs not incurred by the employee, may result in disciplinary action, up to and including termination of employment.

OVERPAYMENTS

In the event an employee is overpaid due to a mathematical or clerical error, Dansville Public Library will proceed to recoup the overpayment via wage deductions in accordance with the New York State Labor Law. Employees who become aware of an overpayment must notify the Director immediately. For more information, employees should contact the Director.

POLICY FOR DEDUCTIONS FROM WAGES

Employee pay stubs itemize deductions made from gross earnings. The Library is required by law to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions may also include any court-ordered garnishments. Pay stubs also itemize any voluntary deductions such as an employee's portion of health insurance premiums or voluntary contributions to a pension plan, to the extent applicable. If applicable, pay stubs will also differentiate between regular and overtime pay received.

It is our policy to comply with the salary basis requirements of the Fair Labor Standards Act (FLSA) and applicable state law. In turn, supervisors are prohibited from making any improper deductions from the salaries of exempt employees or from the wages of any employee that are not consistent with federal and state wage and hour laws.

PERMITTED DEDUCTIONS FROM EXEMPT EMPLOYEE'S PAY

Employees who are classified as exempt must record absences from work for reasons such as vacation or sick leave.

Exempt employees are paid on a salary basis. This means the employee regularly receives a predetermined amount of compensation each pay period, which cannot be reduced because of variations in the quality or quantity of the employee's work. In general, an exempt employee will receive their salary for any week in which the employee performs any work, regardless of the number of days or hours worked.

Under federal and state law, an exempt employee's salary may be subject to certain deductions. For example, absent contrary state law requirements, an exempt employee's salary can be reduced as either partial-day or full-day deductions for the following reasons:

- Full-day absences for personal reasons other than sickness or disability.
- Full-day absences for sickness or disability, if the employee has exhausted or is not yet eligible for paid time off under a bona fide policy or plan that provides compensation for salary lost due to illness.
- Full-day disciplinary suspensions for infractions of written policies and procedures.
- Penalties imposed in good faith for infractions of safety rules of major significance.
- Unpaid leave taken under the Family and Medical Leave Act (if applicable).
- To offset amounts received as jury and witness fees or military pay.
- The first or last week of employment when an employee works less than a full week.
- Any full workweek in which an employee does not perform any work.

In a workweek in which an exempt employee performs any work, the employee's salary will not be reduced for any of the following reasons:

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- Partial day absences.
- Absence on a scheduled workday in which the Library has decided to close the facility at which an employee is scheduled to work and has not designated an alternate work site.
- Absences for jury duty, attendance as a witness or military leave, except that the Library may offset the employee's salary based on the received as jury or witness fees or military pay.
- Any other deductions prohibited by federal or state law.

Please note: It is not an improper deduction to reduce an employee's accrued vacation leave, sick leave, or other forms of paid time off for full- or partial-day absences.

It is Library policy to comply with the salary basis requirements of the Fair Labor Standards Act (FLSA) and applicable state law. The Library prohibits any deductions from pay that violate the FLSA or applicable state law.

REPORTING IMPROPER DEDUCTIONS OR OTHER ERRORS

Employees should immediately contact the Director with questions about deductions or to report improper deductions and/or errors. Employees will not be retaliated against for making a complaint.

Reports of improper deductions or other errors will be promptly investigated. If it is determined that an improper deduction or other error has occurred, the employee will be promptly reimbursed.

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable federal and state laws. To ensure accurate pay and proper deductions for all time worked, employees must correctly record all work time. Additionally, employees should promptly review their paychecks to identify and report all errors.

3.05 ATTENDANCE

Each employee's position and the work that they do at Dansville Public Library is important. It is essential that employees be at work on time for us to serve our patrons and run our Library in an efficient manner.

PUNCTUALITY

Although individual schedules may vary, employees should be at their work area on time, ready to work. Punctuality is important. Consistent, unexcused tardiness, as determined by the Library, is considered a performance issue and is subject to disciplinary action, up to and including termination of employment.

EMPLOYEE'S RESPONSIBILITY

An employee who is going to be late or absent from work must contact their supervisor 30 minutes before their scheduled start time or as soon as is practicable under the circumstance. Employees may contact their supervisor via call or text.

An employee that is absent for two consecutively scheduled days without contacting their supervisor will be considered to have voluntarily resigned from their position.

3.06 CIVIL SERVICE

As a public library in New York State, the Dansville Public Library comes under jurisdiction of Civil Service Law, as administered by the Livingston County Personnel Department. It is the Library's policy is to comply with all applicable laws and rules concerning Civil Service.

CLASSES OF POSITIONS

Competitive Position

These are positions that require a Civil Service Examination and appointment from an appropriate eligible list.

Non-Competitive

These positions may be filled by the appointment of a person who meets the minimum qualifications established for such position by the Livingston County Personnel Officer. A nomination for such an appointment shall state the qualifications of the nominee and shall be filed by the Library Director with the Personnel Officer. Such appointment shall become effective only after approval by the Personnel Officer.

Labor

These positions include unskilled laborers. A position in the labor class may be filled via appointment by the Library Board of Trustees when a vacancy exists. The Livingston County Personnel Officer may require applicants for employment in the labor class to qualify in such tests of their fitness for employment as may be deemed practicable.

Exempt

These positions are those for which competitive or non competitive examinations or other qualification requirements are not practicable.

MINIMUM QUALIFICATIONS:

The Livingston County Personnel Officer prepares and maintains job classification specifications for each class of positions in the competitive, non-competitive and labor jurisdictional classes and establish appropriate minimum qualifications for each class. The Personnel Officer may refuse to examine or to certify an applicant who does not meet the minimum qualifications

APPOINTMENTS

Permanent Appointment

An appointment shall become permanent upon the retention of the employee after completion of the maximum period of probation or upon earlier written notice following completion of the minimum period of probation that the probationary term is successfully completed. A copy of such notice shall be sent to the Livingston County Personnel Officer.

Probationary Terms

Except as otherwise provided by Livingston County Civil Service Rules, every permanent appointment from an open competitive list and every permanent appointment to a position in the non-competitive, exempt or labor class shall be for a probationary term of not less than eight nor more than fifty-two weeks.

Provisional Appointment

A provisional appointment can be made when there is no valid Eligible List for a Competitive Class title, or there are fewer than three persons willing to accept appointment on the List. This is intended to be a temporary measure to fill the position only until the next Eligible List is established.

SENIORITY

Seniority is determined by the initial date of hire and continuous employment. Any interruption in service other than those listed in this handbook may result in loss of seniority.

PAYROLL CERTIFICATION

The Livingston County Personnel Officer requires certification of the full payroll of the Dansville Public Library at least once every fiscal year. The Library Director or delegate will submit, to the Livingston County Personnel Department, documentation of the first full payroll in June each year or other period as requested by the Personnel Officer.

REPORT OF PERSONNEL CHANGE FORMS (RPC)

In order for Livingston County Personnel Department to maintain accurate employee rosters and for the purpose of payroll certification, the Library reports personnel actions as they occur to the Livingston County Personnel Department using a Report of Personnel Change Form (RPC).

3.07 OPEN COMMUNICATION

Our Library is committed to the principle of open communication between employees and their supervisor concerning any aspect of the employment relationship.

WORKING TOGETHER, WE CAN FIND A SOLUTION TO ANY PROBLEM

In every Library there are honest differences of opinion about working conditions, discipline, policies, and other work-related matters. Employees should not keep concerns to themselves and are encouraged to communicate their issues to management via the steps outlined below. Problems that are unknown cannot be solved. If an employee has a work-related complaint, concern, or problem of any kind, we will welcome the opportunity to discuss it with the employee and resolve it.

FIRST STEP

Employees who have a problem, complaint, question, or suggestion about any aspect of our Library are encouraged to discuss the issue with their immediate supervisor. We hope that most matters can be satisfactorily resolved by such discussions.

SECOND STEP

Employees who are not satisfied with the outcome of this first step or are not comfortable raising a particular issue with their supervisor, are welcome to discuss the situation with the Director. They will meet with the employee and/or their supervisor and attempt to reach a satisfactory solution.

THIRD STEP

Employees who are not satisfied with the outcome of the second step or are not comfortable raising a particular issue with the Director, are encouraged to discuss the situation with the Board President. They will review the situation in its entirety, meet with the employee and attempt to reach a satisfactory solution.

If for any reason an employee does not feel comfortable speaking with their supervisor or the designated management assigned in any step of this policy, the employee should feel free to discuss their concerns with any other member of management with whom the employee feels comfortable.

3.08 STANDARDS OF CONDUCT

To ensure safety and security and provide the best possible work environment, we expect employees to follow basic, common-sense rules of conduct that will protect everyone's interests and safety.

INITIAL DISCUSSIONS

Before taking corrective action, the supervisor will meet with the employee to explain why the need for corrective action is warranted.

It is not possible to list all forms of behavior that are considered unacceptable in the workplace, but the following are examples of infractions that may result in disciplinary action, including suspension, demotion, or termination of employment:

- Falsification of employment records, employment information or other records;
- Recording the work time of another employee, allowing any employee to record another employee's work time, or allowing falsification of any timesheet;
- Theft or the deliberate or careless damage of any Library property or the property of any employee or patron;
- Use of Library materials, supplies, or tools for personal reasons without advanced permission from the Director;
- Abuse of the Library's electronic resources, including sending personal emails during working time or in a manner that interferes with the employee's work performance;
- Possessing, distributing, selling, transferring, using or being under the influence of alcohol or illegal drugs in the workplace;
- Provoking a physical fight or engaging in physical fighting during working hours or on premises owned or occupied by the Library;
- Carrying firearms, weapons or dangerous substances at any time, on premises owned or occupied by the Library, unless state law provides otherwise;
- Using abusive, violent, threatening or vulgar language at any time during working hours or while on premises owned or occupied by the Library;
- Failing to obtain permission to leave work during normal working hours;
- Failing to observe working schedules, including meal and rest breaks;
- Working overtime without authorization or refusing to work assigned hours;
- Violating any safety, health or security policy, rule or procedure of the Library; and
- Committing a fraudulent act or intentional breach of trust under any circumstances.

CORRECTIVE ACTION

Depending upon the severity of the matter, disciplinary measures may include counseling, verbal warning, written warning, suspension, demotion, transfer, or termination. Following Section 75 of New York State Civil Service Law and consulting with Livingston County Personnel Department and/or the Library's attorney, the Library will determine the appropriate corrective action and does not guarantee that one form of action will necessarily precede another.

AT-WILL EMPLOYMENT

Although employment may be terminated at-will by either the employee or the Library at any time, without following any formal system of discipline or warning, we may exercise discretion to utilize forms of discipline that are less severe than termination. Examples of less severe forms of discipline include verbal warnings, written warnings, performance improvement plans, demotions, and suspensions.

Although one or more of these forms of discipline may be taken, no formal order or procedures are necessary. The Library reserves the right to determine which type of disciplinary action to issue in response to any type of performance issue or rule violation.

This statement of prohibited conduct does not alter or limit the policy of at-will employment. Either the employee or the Library may terminate the employment relationship at any time for any reason, with or without cause, and with or without notice.

As previously set forth in this Employee Handbook, only the Director and Board Trustees or their authorized representative have the authority to enter into an employment agreement that alters the at-will employment relationship, and any such agreement must be in writing and signed by only the Director and Board Trustees or their authorized representative.

3.09 PERSONAL APPEARANCE

The personal appearance of employees affects the image the Dansville Public Library presents to patrons and the community. An individual with suitable attire and good personal hygiene expresses proper care and respect for personal position, the employer, and the people who use the library.

SCOPE

This policy applies to all Library employees.

PERSONAL APPEARANCE

During business hours, employees are expected to present a clean and neat appearance and to use prudent judgment, good taste, and common sense regarding appropriateness of attire.

Attire must be clean and in good condition, and may not include athleisure or workout wear, clothing that is too revealing, or clothing that contains inappropriate language or designs.

Attire must not interfere with job performance or job safety in any way.

EMPLOYEE'S RESPONSIBILITY

All employees are responsible for their own personal appearance and hygiene.

Requests for alternate attire accommodation must be made to the director.

VIOLATIONS

Employees found to be in violation of this policy will be notified as soon as reasonable. Employees must immediately correct the issue, including leaving work to change clothing.

Repeated violations of this policy may result in disciplinary action, up to and including termination.

QUESTIONS REGARDING ACCRUAL AND USE

Employees should contact the Director with any questions regarding what constitutes appropriate personal appearance.

3.10 EMPLOYEE DEVELOPMENT

Employees of the Dansville Public Library may be required to travel to meetings, conferences and other work related events outside their normal place of business. Employees are also encouraged to participate in local, state and national continuing education opportunities, such as conferences, trainings, webinars, meetings etc., which will enhance their work skills and knowledge, and benefit both the individual and Library.

ELIGIBILITY

Any employee is eligible to participate in continuing education without expenses or time paid by the Library.

A continuing education opportunity must be related to the attending employee's Library position or professional responsibilities, in order for expenses to be eligible to be paid by the Library.

APPROVAL

The Library Director must provide prior written authorization for an employee to attend a continuing education opportunity at the expense of the Library. Factors that will be taken into consideration are the relevance of the opportunity to the employee's position or professional responsibilities, adequate staffing of the library, and the availability of budgeted funds.

The Library Director is not required to obtain prior approval of the Board to attend continuing education opportunities, unless the total cost of the opportunity requires an amount exceeding budgeted travel and continuing education expenses.

BUDGETED EXPENSES

The library supports employee participation in continuing education opportunities and therefore allocates funds in the annual budget to be used for approved continuing education opportunity expenses, including but not limited to mileage and registration costs.

See TRAVEL/EXPENSE REIMBURSEMENT section under PAY PRACTICES.

EMPLOYEE'S RESPONSIBILITY

Employee's desiring to attend a continuing education opportunity at the expense of the Library must submit a written request to the director that includes the opportunity date(s) and an estimate of any associated costs.

After attending a continuing education opportunity, employees must submit a request for reimbursement of expenses incurred on behalf of the library, in writing with the receipt(s) and a brief summary of the expense(s).

Abuse of this policy, including falsifying expense reports to reflect costs not incurred by the employee, may result in disciplinary action, up to and including termination of employment.

QUESTIONS REGARDING EMPLOYEE DEVELOPMENT

Employees should contact the Director with any questions regarding the Employee Development Policy.

3.11 PERFORMANCE EVALUATION

Performance evaluations are a development tool used to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

FREQUENCY

The performance of all employees is subject to continual, informal evaluation by the Director, and employees are strongly encouraged to discuss job performance and goals with the Director on an informal, day-to-day basis

Formal performance evaluations may be conducted at the end of an employee's probationary period in any new position.

Formal, written performance evaluations are conducted at least annually.

WRITTEN EVALUATION

The Director will ask each employee to sign their formal, written evaluation. An employee's signature does not indicate their agreement with either the evaluation as a whole, or with any individual part contained therein. A signature indicates only that the evaluation has been discussed with the employee by the Director

Employees will be provided with a copy of their written evaluation. Completed, written evaluations are placed in employees personnel files.

DISAGREEMENT

Any employee who disagrees with a written performance evaluation may request to address their concerns with the Board of Trustees. The Board will review the Director's written evaluation and the employee's written basis for disagreement with the evaluation at the next regular meeting of the Board. The Board will render a written opinion, giving the basis for its decision, to be placed with the original written evaluation in the employee's personnel file. A copy will be provided to the employee.

SECTION FOUR

BENEFIT PROGRAMS

4.01 HOLIDAYS

Dansville Public Library observes the following holidays each year. Time off for observance of holidays is paid for eligible employees.

OBSERVED HOLIDAYS

New Year's Day	Labor Day
Martin Luther King Jr. Day	Veterans' Day
President's Day	Thanksgiving Day
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day

ELIGIBILITY

All employees are eligible for these paid holidays immediately upon hire.

To receive holiday pay, eligible non-exempt employees must work their scheduled shift before and after the holiday, unless federal or state law requires otherwise.

HOLIDAY PAY

Holiday pay for non-exempt employees is calculated based on the employee's straight time pay rate (as of the date of the holiday), equivalent to the number of hours the employee would have otherwise worked on that day.

Except in cases of intermittent leave, employees who are on a leave of absence are not eligible to receive holiday pay.

Non-exempt employees who work on a designated holiday will receive an alternate day off based on the needs of the staffing schedule.

Holiday pay is not counted for the purpose of calculating an employee's overtime hours of work or overtime premiums.

HOLIDAY DURING VACATION

Eligible employees who are on vacation leave when a paid holiday is observed will receive pay for the holiday at their straight time hourly rate and will not be charged for the vacation leave day.

WEEKEND HOLIDAYS

When one of the observed holidays falls on a Sunday, the Library will generally be closed on the following Monday. When one of the observed holidays falls on a Saturday, the Library will generally be closed on that Saturday. When the Library is closed for one of the observed holidays on a Saturday or Sunday, full-time employees will receive 1 floating holiday to be taken at the employee's discretion. The supervisor's approval must be obtained before using a floating holiday.

FLOATING HOLIDAYS UPON TERMINATION

Floating holidays are not paid upon termination of employment.

4.02 PAID SICK LEAVE

The Library provides eligible employees with paid sick leave in accordance with the requirements of New York's mandatory sick leave law.

ELIGIBILITY

All employees (whether full-time, part-time, temporary, seasonal, per diem) are eligible to accrue paid sick leave.

ACCRUAL OF PAID SICK LEAVE

Eligible employees begin to accrue paid sick leave upon hire.

Paid sick leave is accrued at a rate of one hour for every 20 hours worked, up to a maximum accrual of 90 hours each leave year. For purposes of this policy the "leave year" is the year based on the employee's anniversary date.

Only actual hours worked count toward the employee's sick leave accrual. Employees do not accrue sick time for hours not worked including use of sick leave under this policy as well as vacation leave, personal leave or holidays.

USE OF PAID SICK LEAVE

Employees may use accrued leave for the following reasons impacting the employee or a member of their family for whom they are providing care or assistance with care:

Sick Leave

- For mental or physical illness, injury, or health condition, regardless of whether it has been diagnosed or requires medical care at the time of the request for leave; or
- For the diagnosis, care, or treatment of a mental or physical illness, injury or health condition; or need for medical diagnosis or preventive care.

Safe Leave

- For an absence from work when the employee or employee's family member has been the victim of domestic violence as defined by the State Human Rights Law, a family offense, sexual offense, stalking, or human trafficking due to any of the following as it relates to the domestic violence, family offense, sexual offense, stalking, or human trafficking:
 - to obtain services from a domestic violence shelter, rape crisis center, or other services program;
 - to participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members;

- to meet with an attorney or other social services provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding;
- to file a complaint or domestic incident report with law enforcement;
- to meet with a district attorney's office;
- to enroll children in a new school; or
- to take any other actions necessary to ensure the health or safety of the employee or the employee's family member or to protect those who associate or work with the employee.

An individual is not eligible for safe leave where that individual has committed such domestic violence, family offense, sexual offense, stalking or human trafficking, regardless of any family relationship.

DEFINITION OF FAMILY MEMBER

For purposes of this policy "family member" means an employee's child, spouse, domestic partner, parent, sibling, grandchild or grandparent; and the child or parent of an employee's spouse or domestic partner.

For purposes of this policy "parent" means a biological, foster, step- or adoptive parent, or a legal guardian of an employee, or a person who stood in loco parentis when the employee was a minor child.

For purposes of this policy "child" shall mean a biological, adopted or foster child, a legal ward, or a child of an employee standing in loco parentis.

INCREMENTS OF USE

Paid sick leave may be used in 1 hour increments.

Eligible employees may use up to 450 hours of paid sick leave in any leave year.

PAY DURING LEAVE

An employee's sick leave pay is based on the number of hours the employee is regularly scheduled to work at the employee's normal rate of pay or the applicable minimum wage, whichever is greater. Employees who are paid at more than one rate of pay will be paid based on the weighted average of those rates.

INTERACTION WITH OTHER LEAVES AND BENEFITS

Paid sick leave will run concurrently with leave taken under or any applicable federal and state law or Library policy, to the extent permitted by law.

The Library is committed to complying with all applicable laws. Employees should contact the Director for information about other federal and state medical, victim or family leave rights.

EMPLOYEE'S RESPONSIBILITY

Employees may provide verbal or written request of the need for leave to the Director.

Non-exempt employees are responsible for recording any absences on their timesheet, once they return to the Library.

QUESTIONS REGARDING ACCRUAL AND USE

Employees should contact the Director with any questions regarding records of individual accrual or use of sick leave.

CARRYOVER OF UNUSED LEAVE

Unused sick leave will be carried over to the next leave year. The Library does not offer pay in lieu of taking paid sick leave.

If sick leave is carried over, employees may not use more than 450 hours of paid sick leave in a leave year.

CONFIDENTIALITY

Employees are not required to disclose confidential information relating to a mental or physical illness, injury, or health condition of such employee or such employee's family member, or information relating to absence from work due to domestic violence, a sexual offense, stalking, or human trafficking, as a condition of receiving sick leave.

REINSTATEMENT

Employees utilizing paid sick leave will be returned to the same position they held immediately prior to the use of leave with the same pay and other terms and conditions of employment.

NO RETALIATION

Employees have the right to request and use sick leave in a manner consistent with state law. The Library will not discriminate or retaliate, or tolerate discrimination or retaliation, against any employee who seeks or obtains leave under this policy or who otherwise exercises their rights under this policy. Employees who feel they have been retaliated against for such activity should immediately contact the Director.

MISUSE OF LEAVE

An employee who uses leave for purposes other than those provided for under this policy, or who lies in connection with taking such leave, will be subject to disciplinary action, up to and including termination.

PAID SICK LEAVE AT SEPARATION

Unused sick leave is not paid upon separation from employment.

4.03 VACATION LEAVE

The Library provides paid vacation leave to eligible employees. Employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits.

ELIGIBILITY

Employees are eligible for paid vacation leave based on the number of years of continuous service, the full-time or part-time status of the employee, and the professional level of the employee.

PAID VACATION LEAVE

Paid vacation leave is granted on a yearly basis in weekly increments. For purposes of this policy, the “leave year” begins on the anniversary of the employee’s date of hire and is subject to continuous employment.

DIRECTOR

Date of hire to 4 years	2 weeks
5 to 9 years	3 weeks
10 to 14 years	4 weeks
15+ years	5 weeks (maximum)

FULL-TIME

Date of hire to 1 year	no vacation
1 to 2 years	1 week
3 to 5 years	2 weeks
6 to 14 year	3 weeks
15+ years	4 weeks (maximum)

REGULAR, PART-TIME

Date of hire to 1 year	no vacation
1 to 2 years	1 week*
3 to 5 years	2 weeks*
6+ years	3 weeks* (maximum)

One-week of vacation leave for a full-time employee is considered to be a 37.5 hour workweek.

*Regular, part-time employees will receive a pro-rated amount of vacation leave based on the average number of hours they worked per week in the previous leave year.

REQUESTS FOR VACATION LEAVE

Vacation leave requires advance approval from the Director, which is initiated by the employee filling out an Employee Time-off Request Form. Submit request

forms at least one month prior to the anticipated first day of leave, to allow for any necessary schedule adjustments.

The Director may grant the request or work out an alternative plan with the employee. While an attempt will be made to honor leave requests of employees, adequate staffing of the Library is the first priority of the Director.

USE OF PAID VACATION LEAVE

Vacation leave must be used in the year earned and does not accrue. Exception may be made at the discretion of the Director, to carry over a maximum of 5 days of vacation leave into the first two months of the next leave year. The Library does not offer pay in lieu of taking vacation leave.

INCREMENTS OF USE

Earned vacation leave may be used in half day increments.

PAY DURING LEAVE

An employee's vacation leave pay is based on the number of hours the employee is regularly scheduled to work at the employee's normal rate of pay during the period of leave.

Additional vacation leave without pay for special circumstances may be granted at the discretion of the Director.

QUESTIONS REGARDING ACCRUAL AND USE

Employees should contact the Director with any questions regarding records of individual accrual or use of sick leave.

VACATION LEAVE AT SEPARATION

Unused vacation leave is paid upon separation from employment.

4.04 PERSONAL LEAVE

The Library provides paid personal leave to eligible employees who wish to take time off from work duties to fulfill personal obligations.

ELIGIBILITY

Full-time and regular, part-time employees are eligible to request personal leave as described in this policy.

PERSONAL LEAVE

Personal leave is granted to eligible employees on a yearly basis, where a “leave year” begins on the anniversary of the employee’s date of hire and is subject to continuous employment.

- Full-time employees will be granted three personal leave days per leave year.
- Regular, part-time employees will be granted two personal leave periods per leave year. A leave period is equal to the scheduled hours for the day leave is requested, not to exceed five hours per period.

INCREMENTS OF USE

Paid personal leave may be used in half-day increments.

PAY DURING LEAVE

An employee’s personal leave pay is based on the number of hours the employee is regularly scheduled to work at the employee’s normal rate of pay during the period of leave.

INTERACTION WITH OTHER LEAVES

Personal leave may not be used to extend an employee’s vacation without prior approval from the Director.

EMPLOYEE’S RESPONSIBILITY

Other than emergencies, employees are expected to submit requests for use of personal leave to the Director at least three-days prior to the anticipated leave. Requests must be submitted in writing using the Employee Time-off Request Form. While an attempt will be made to honor leave requests of employees, adequate staffing of the Library is the first priority of the Director.

QUESTIONS REGARDING ACCRUAL AND USE

Employees should contact the Director with any questions regarding records of individual use of personal leave.

CARRYOVER OF UNUSED LEAVE

Unused personal leave will not be carried over to the next leave year. The Library does not offer pay in lieu of taking personal leave.

USE OF PERSONAL LEAVE

Personal leave will be available for use by all employees upon date of hire.

PERSONAL LEAVE AT SEPARATION

Unused personal leave is not paid upon separation from employment.

4.05 BEREAVEMENT LEAVE

The Library provides employees paid time away from work to grieve a family member.

ELIGIBILITY

Full-time and regular, part-time employees are eligible for bereavement leave with pay due to a death of a family member.

LENGTH OF LEAVE

Up to three days of paid bereavement leave will be provided to eligible employees per each death.

DEFINITION OF FAMILY MEMBER

For purposes of this policy "family member" means an employee's child, spouse, domestic partner, parent, sibling, grandchild or grandparent; and the child or parent of an employee's spouse or domestic partner.

For purposes of this policy "parent" means a biological, foster, step- or adoptive parent, or a legal guardian of an employee, or a person who stood in loco parentis when the employee was a minor child.

For purposes of this policy "child" shall mean a biological, adopted or foster child, a legal ward, or a child of an employee standing in loco parentis.

PAY DURING LEAVE

An employee's bereavement leave pay is based on the number of hours the employee is regularly scheduled to work at the employee's normal rate of pay during the period of leave.

INTERACTION WITH OTHER LEAVES

Employees may, with the Director's approval, use any other available paid leave for additional time off as necessary. Additional leave without pay may also be granted at the discretion of the Director.

EMPLOYEE'S RESPONSIBILITY

Employees are expected to inform the Director of their need for bereavement leave as soon as possible.

MISUSE OF LEAVE

An employee who uses leave for purposes other than those provided for under this policy, or who lies in connection with taking such leave, will be subject to disciplinary action, up to and including termination.

4.06 NEW YORK STATE EMPLOYEES' RETIREMENT SYSTEM

Dansville Public Library provides for employees to join the New York State Employees' Retirement System. The Library is able to offer this benefit through the Dansville Central School District.

ELIGIBILITY

All Dansville Public Library employees may join the New York State Employees' Retirement System. Permanent full-time employees are required to join.

Employees not required to join the Retirement System must either elect to participate or elect not to participate in the Retirement System, and sign a statement indicating as such.

Regardless of whether an employee elects to participate, all employee earnings are reported to the New York State Employees' Retirement System, in compliance with their Enhanced Reporting requirements.

JOINING THE RETIREMENT SYSTEM

Membership in the Retirement System is not automatic upon hire; the employee must complete an application, which is available from the Director.

RETIREMENT SYSTEM TIERS

There are six (6) separate classes or tiers of Retirement System membership. An employee's tier is dependent on their enrollment date.

CONTRIBUTIONS

Employee contribution to the Retirement System is dependent on their tier within the system. The employee's contribution will be deducted from their paycheck.

FURTHER INFORMATION

The Retirement System is complicated, and employees should consult with the New York State and Local Retirement System for information pertaining to benefit payment options.

The Retirement System views all matters concerning an individual's retirement status as personal matters between the employee and the Retirement System. They will not release any retirement information to anyone other than the employee or persons legally authorized to act for the employee.

Therefore, employees who have questions about their retirement status should address their questions New York State & Local Retirement System. Contact information can be found here: <https://www.osc.state.ny.us/retirement/contact-us>

4.07 HEALTH INSURANCE

Dansville Public Library provides Health Insurance benefits to all eligible employees. The Library is able to offer this benefit through the Dansville Central School District.

ELIGIBILITY

All full-time employees are eligible for health insurance benefits.

COVERAGE PREMIUM

Eligible employees may choose to participate in Dansville Public Library's health insurance plan offering. This plan covers the individual employee, with 50% of the premium paid by the employee and 50% paid by the Library. The employee's portion of the premium will be deducted from their paycheck. The Library's portion will be paid according to the Library's Bill Pay Policy.

ENROLLMENT

Eligible employees may enroll and select a plan at the start of employment or during the yearly open enrollment period. New employees will be provided with materials relating to the health plan when they start employment. All employees will be notified of the yearly open enrollment period.

EMPLOYEE RESPONSIBILITY

All changes affecting employee coverage including: name, address, etc. must be reported to the Library Director

Any falsification of insurance records is cause for disciplinary action.

LEAVES OF ABSENCE

Coverage and employer contribution will continue during times of paid leave. The employee's insurance premium will continue to be deducted from their paycheck as usual.

An employee on Workers' Compensation leave may be entitled to coverage by employer health insurance after all paid leave has been exhausted. To maintain coverage, employees must continue to pay their contribution of the insurance premium on or before the first of each month.

An employee on Leave Without Pay due to illness will be covered by employer health insurance up to the first 120 days of leave, provided that the employee continues to pay their contribution of the insurance premium on or before the first of each month. After the 120 days, the full monthly premium must be paid by the employee on or before the first day of each month to maintain coverage.

An employee on Leave Without Pay (not due to illness) must pay the full monthly premium on or before the first day of each month to maintain coverage.

The Dansville Public Library is not responsible for coverage, if the premium is not paid. Failure of the employee to pay premiums as set forth above may result in lapse of coverage.

Employees returning from leave where they allowed their health insurance to lapse must complete a new application for health insurance.

4.08 CONTINUATION OF BENEFITS (MINI-COBRA)

The following is a summary of the New York health continuation coverage or “mini-COBRA” law. This law requires most employers to offer employees and their families continued group health insurance coverage at group rates in certain circumstances.

CONTINUATION OF BENEFITS (MINI-COBRA)

New York’s mini-COBRA law requires temporary continuation of medical coverage by the applicable insurance carrier if COBRA does not apply where either (i) the employer has less than 20 employees or (ii) federal COBRA continuation coverage was exhausted or otherwise is not available.

Employees should contact the Director for additional information.

4.09 DISABILITY LEAVE

Our Library offers employees a leave of absence due to an injury or illness, including pregnancy-related disability, consistent with applicable law.

ELIGIBILITY

All employees are eligible for this leave.

LENGTH OF LEAVE

Leave will be provided as medically necessary and consistent with the operational needs of the Library. The Library will comply with the requirements of the Americans with Disabilities Act and state law.

PAY DURING LEAVE

Disability leaves are unpaid except to the extent an employee is eligible to receive workers' compensation benefits, short-term disability benefits, or vacation, sick, or personal leave.

Employees who receive workers' compensation or short-term disability benefits may choose to supplement their benefit with vacation, sick, or personal leave to receive up to 100 percent of their average weekly wage.

MEDICAL CERTIFICATION

Prior to the granting of such leave, employees must provide the Director with a health care provider's certificate justifying the medical need for the disability leave and providing the expected date of return.

HEALTH INSURANCE DURING LEAVE

Our Library will continue to provide health insurance coverage for employees on authorized disability leave for 12 weeks. Employees are required to pay their portion of the premium on or before the first day of each month. Coverage will cease if an employee's premium payment is more than 30 days late.

CONTINUATION OF BENEFITS DURING LEAVE

Vacation, sick, or personal leave and seniority or service time do not continue to accrue, except in cases of intermittent leave.

RETURN TO WORK

Before returning to work, employees are required to present documentation from a health care provider certifying they can return to work with or without a reasonable accommodation.

JOB REINSTATEMENT

We will make all reasonable efforts to return employees to the same or similar position as held prior to the disability leave, subject to our staffing and business

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requirements and applicable law. An employee's continued absence from work beyond the period of disability may be deemed a voluntary termination of employment.

OTHER LEAVES

This disability leave runs concurrently with any leave required by law provided the employee is eligible for that leave.

4.10 TIME OFF FOR CANCER SCREENING

In accordance with Civil Service Law Sections 159-b, the Library provides paid time off for employees to be screened for cancer. Employees are eligible to receive up to four hours of paid time off for cancer screening, per calendar year.

ELIGIBILITY

Upon hire, all employees are eligible to receive paid time off to be screened for cancer.

EMPLOYEE'S RESPONSIBILITY

In advance of the screening, employees must complete an "Employee Time-Off Request Form" and return it to the Director.

Once the employee has attended the screening appointment, the employee must return verification of the cancer screenings to the Director to receive compensation for the time off.

ADDITIONAL INFORMATION

Any questions regarding this policy should be directed to the Director.

4.11 JURY DUTY & COURT ATTENDANCE

Our Library considers service on a jury to be an important civic duty.

JURY DUTY PAY

Full-time and regular, part-time employees are paid regular wages during the first three days of jury duty and then paid the difference between regular wages and the amount of jury duty pay received from New York State for up to 2 weeks. Thereafter, any necessary time off for jury duty service is unpaid. Exempt employees will be paid their full weekly salary if they work any part of the week in which they perform jury service.

All other employees called to serve on jury duty will be paid by the Library the New York State mandated per diem for the first three days of jury service.

DOCUMENTATION

Employees must submit a copy of the Jury Duty Attendance Certificate to their supervisor indicating the dates served. Employees must ask the court to provide a copy of the attendance certificate when their jury duty is complete.

TIME AWAY FROM WORK

In fairness to the Library, employees are expected to return to work if they are excused from jury duty during their regular working hours.

COURT ATTENDANCE

Employees who are subpoenaed to appear in court as a witness in a criminal proceeding will be granted unpaid time off for their attendance.

4.12 CRIME VICTIM LEAVE

Our Library provides employees with time away from work if they are a victim of a crime or to participate as a witness of a crime.

ELIGIBILITY

Eligible employees who are the victim of a crime or subpoenaed to attend a criminal proceeding as a witness, may take time off from work to (1) testify in a criminal proceeding (including time off to consult with the district attorney); (2) give a statement at a sentencing proceeding; (3) give a victim impact statement at a pre-sentencing proceeding; or (4) give a statement at a parole board hearing.

Employees are eligible for time off under this policy if they are:

- The victim of the crime at issue in the proceedings;
- The victim's next of kin, if the victim is deceased as a result of the offense;
- The victim's representative (a person who represents or stands in the place of another person, including an agent, attorney, guardian, conservator, executor, heir, or parent of a minor);
- A good Samaritan (someone who acts in good faith to: (1) apprehend a person who has committed a crime in their presence; (2) prevent a crime or an attempted crime from occurring; or (3) aid a law enforcement officer in effecting an arrest); or
- Pursuing an application or the enforcement of an order of protection as provided under relevant law.

CRIME VICTIM LEAVE PAY

Time off under this policy is unpaid except that exempt employees will not incur any reduction in pay for a partial week's absence for leave under this policy. However, the employee may supplement time off with paid **vacation, sick leave or personal leave**.

DOCUMENTATION

Employees must notify the Director of the need to take a leave under this policy no later than the day before the absence. In addition, employees must provide the Director with verification of their service upon request.

TIME AWAY FROM WORK

In fairness to the Library, employees are expected to return to work if they are excused from proceedings during their regular working hours.

NO RETALIATION

The Library will not retaliate or tolerate retaliation against any employee who seeks or obtains leave under this policy.

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4.13 DOMESTIC VIOLENCE VICTIM LEAVE

The Library will reasonably accommodate employees who are the victim of domestic violence with time off in compliance with the New York State Human Rights Law. Employees should also refer the Library's Paid Sick Leave policy for additional benefits that may be available.

REASONABLE ACCOMMODATIONS

The Library will reasonably accommodate employees who are the victim of domestic violence and who need a reasonable amount of time off for the following reasons, unless providing such accommodation would result in an undue hardship:

- Seek medical attention for injuries caused by domestic violence, including for a child who is a victim of domestic violence, provided that the employee is not the perpetrator of the domestic violence against the child;
- Obtain services from a domestic violence shelter, program or rape crises center;
- Obtain psychological counseling related to domestic violence incidents, including for a child who is a victim of domestic violence, provided that the employee is not the perpetrator of the domestic violence against the child;
- Participate in safety planning or other actions to increase safety from future incidents of domestic violence, including temporary or permanent relocation; or
- Obtain legal services, assist in the prosecution of an offense, or appear in court in relation to an incident of domestic violence.

EMPLOYEE'S RESPONSIBILITY

Employees must give the Library reasonable advance notice of their intention to take leave for this purpose unless such advance notice is not feasible. An employee who cannot give reasonable advance notice must provide certification supporting the need for leave within a reasonable time after the absence.

Acceptable forms of certification include:

- A police report indicating the employee or the employee's child is a victim of domestic violence;
- A court order protecting or separating the employee or their child from the perpetrator of domestic violence;
- Other evidence from the court or prosecuting attorney that the employee appeared in court; or
- Documentation from a medical professional, domestic violence advocate, health care provider or counselor that the employee or their child was undergoing counseling or treatment for physical or mental injuries or abuse resulting from an act of domestic violence.

When taking leave under this policy, an employee must use any available paid leave, including Library-provided paid time off, such as vacation, sick, or personal leave. Otherwise, leave will be unpaid. During the leave, the Library will maintain any health insurance coverage being provided in the same manner as if the employee had not taken leave.

CONFIDENTIALITY

Except as otherwise required by law, the Library will maintain the confidentiality of any information regarding an employee's status as a victim of domestic violence.

NO RETALIATION

The Library will not discriminate or retaliate against an employee because the employee is a victim of domestic violence or requests leave in accordance with this policy.

4.14 MILITARY LEAVE

The Library recognizes the obligation of those employees serving in any branch of the military or other uniformed services of the United States. Employment status within the Library is protected by the provisions of Sections 242 and 243 of the New York State Military Law and the Uniformed Services Employment and Reemployment Rights Act of 1994 ("USERRA") and state military leave provisions.

ELIGIBILITY

Employees who need to be absent on military duty as members of the organized militia, reserve forces or reserve components of the armed forces of the United States.

Under state military leave law eligible employees do not include those holding a position in the exempt class of the civil service whose appointment is terminated or whose position is filled by someone other than a substitute appointee.

LEAVE AND REEMPLOYMENT

Employees who serve on active or reserve duty will be granted a leave of absence up to the maximum time required by law. The Library is committed to preserving the job rights of employees absent on military leave in accordance with law.

Eligible employees may take leave for uniformed service as defined under USERRA or ordered military duty as defined under state law.

PAY DURING LEAVE

The Library will grant leave with pay not exceeding a total of thirty days or twenty-two working days, *whichever is greater*, in any one calendar year and not exceeding thirty days or twenty-two working days, *whichever is greater*, in any one continuous period of such absence.

Military leave beyond the 22 workdays or 30 calendar days in a calendar year will be unpaid, however employees may choose to apply vacation and/or personal leave benefits to their absence at any time during the leave.

In accordance with applicable state law, employees may keep all pay received for military service.

EMPLOYEE'S RESPONSIBILITY

Employees are expected to inform the Director of their need for military leave as far in advance as possible and submit a copy of the military orders to the Director.

BENEFITS CONTINUATION

While on leave, employees will be treated as continuously employed and will not directly or indirectly suffer any loss or reduction of service time, seniority, vacation

leave, sick leave, personal leave, holiday privileges or any other right or privilege. However, vacation leave, sick leave, and personal leave do not accrue during the period of military leave.

Health Insurance

During a military leave of less than 31 days, an employee is entitled to continued group health plan coverage under the same conditions as if the employee had continued to work. For military leaves of more than 30 days, an employee may elect to continue their health coverage in accordance with COBRA. For additional information on health care continuation contact the Director.

Retirement Plan

Employees may continue to have deductions made from their salary or other compensation toward any pension or retirement system. If the amount to be contributed exceeds the amount of compensation the employee is entitled to during their absence the employee may elect to pay the additional amount.

VETERANS BENEFITS

Employees who are veterans are eligible for up to five days of paid leave per calendar year for any healthcare related services that are the result of their prior military service.

Veterans must provide a copy of their DD-214, certificate of release or discharge from active duty or other applicable department of defense documentation to the Director.

SPOUSAL LEAVE

In accordance with New York State law, spouses of members of the U.S. armed forces, National Guard or reserves that have been deployed to a combat area during a period of military conflict are entitled to up to 10 days of unpaid leave. The spouse must work on average at least 20 hours per week to be eligible for this leave. The military personnel must be on leave at the time the spousal leave is taken.

CONCURRENCE WITH OTHER LEAVES

Where applicable, this leave may run concurrently with any available Family and Medical Leave, or any other leave benefit that may be required by state law.

NO RETALIATION

Employees who request military leave will not be retaliated against or penalized in any manner. Any employee who believes they have been retaliated against in violation of this policy should notify the Director immediately.

4.15 VOTING LEAVE

Our Library believes that all employees should have the opportunity to exercise their right to vote in elections.

TIME AWAY FROM WORK

Employees who do not have sufficient time to vote outside their working hours will be allowed the necessary time off to vote at the beginning or the end of their shift. Up to two hours will be paid time off. No time off will be allowed in any election where the polls are open at least four consecutive hours before or after the employee's shift.

Employees must return to work immediately after voting if their shift has not ended.

ADVANCE NOTICE

Employees intending to take leave to vote must inform the Director not more than ten but at least two working days prior to Election Day. The employee's supervisor will designate when the leave should be taken (e.g., at the beginning or end of the shift).

4.16 VOLUNTEER FIREFIGHTER & AMBULANCE PERSONNEL LEAVE

Our Library recognizes the obligations that our employees who serve as volunteer firefighters and ambulance personnel may have in times of emergency.

ELIGIBILITY

Employees who are volunteer firefighters or ambulance personnel are permitted unpaid time off (unless payment is required by law) in the event that a State or local state of emergency has been declared by the Governor or a local government executive (such as a city mayor) and the employee's duties as a volunteer are related to handling/resolving the declared emergency.

NOTIFICATION

Employees who request time off under the policy must notify the Director immediately after the need for the leave becomes known. If the Library grants an employee time off pursuant to this law, the employer may request the employee provide appropriate documentation from the head of the volunteer fire department or ambulance service certifying the period(s) of time that the employee spent responding to the declared emergency.

4.17 SOCIAL SECURITY

All employees are covered by this federal program, which is funded through payroll taxes known officially as the Federal Insurance Contributions Act (FICA) taxes.

BENEFITS

Social Security is an important benefit for employees and their families as it provides death, disability, and retirement benefits.

COST

The cost of this coverage is determined by law. The rates are subject to change in accordance with legislated amendments by Congress. The required amount of an employee's contribution will be deducted automatically from their paycheck.

ADDITIONAL INFORMATION

Questions regarding the Social Security program should be directed to the Social Security Administration, which has answers to many common questions on its website at www.ssa.gov. Questions regarding an individual's FICA or other payroll tax deductions should be directed to the Director.

4.18 WORKERS COMPENSATION

Our Library carries a workers' compensation insurance policy which covers all employees in the event that they are injured or become disabled due to occupational illness or injury while on the job.

BENEFITS

For employees who are injured while on the job or who develop an occupational illness, medical expenses, and loss of earnings up to the specified maximum normally will be covered by our workers' compensation insurance policy. Compensation under this plan is based on a formula using the employee's average weekly wages.

ELIGIBILITY

Benefits for lost earnings begin after the seventh day of disability. If disability continues beyond two weeks, the benefits will also be paid for the first week of disability. Payment of medical expenses begins on the first day of disability.

LEAVE ENTITLEMENT

Employees are eligible for a Disability Leave. This leave runs concurrently with any leave benefit that may be required by state law. See the Disability Leave policy for more information.

COST

The Library pays the entire premium for this insurance policy.

REPORTING ACCIDENTS

Reports of accidents or injuries, even if minor, must be filed within 24 hours with the supervisor or Director. Failure to receive medical treatment in a timely manner may result in serious complications and may jeopardize eligibility for medical benefits.

4.19 EMPLOYEE ASSISTANCE PROGRAM

On occasion, everyone has personal problems. Frequently, these problems are resolved with the support of relatives and close friends. But sometimes, employees or members of their family may find that they would benefit from the assistance of a trained counselor. It is for this reason that Dansville Public Library provides an Employee Assistance Program (EAP) to employees and family members who may need help with personal or behavioral problems.

ELIGIBILITY

Our EAP is available to all employees and their family members.

BENEFITS

Through this program, confidential advice and short-term counseling are provided for any employee or member of an employee's family who requests it or for an employee who is referred by the Director. Common problems addressed through counseling include alcoholism, drug abuse, financial difficulties, family tensions and conflicts with co-workers.

The privacy of employees and their family members is always protected. The Library is not informed when anyone seeks assistance, unless the individual so requests or the Library refers the employee to the program as a requirement of continued employment.

COST

Dansville Public Library pays the full cost of the Employee Assistance Program. Employees are responsible for the cost of outside referrals. However, the cost for outside referral help may be covered by Dansville Public Library group health insurance program.

ADDITIONAL INFORMATION

Employees can find information regarding our EAP on Library bulletin boards. If it is a crisis situation, employees should call 911. If it is not a crisis situation, employees may contact 2-1-1 /LIFE LINE at 1-877-356-9211, by dialing 211 or by visiting <http://211lifeline.org/>. The 2-1-1 /LIFE LINE offers referrals for emergency food, shelter, clothing, crisis counseling, substance abuse issues, employment, financial and legal issues and physical and mental health needs.

SECTION FIVE

SAFETY POLICIES

5.01 ACCIDENT REPORTING AND INVESTIGATION

Properly reporting accidents and/or unsafe conditions is the key to creating a safe workplace. Employees have both a right and responsibility to report work-related injuries and illnesses and unsafe working conditions.

Employees should also refer to the Workers' Compensation policy for additional information.

PURPOSE

The purpose of accident reporting and investigation is to discover the cause(s) so proper action may be taken to prevent a recurrence. Every accident indicates that proper preventive action must be taken. Employees have both a right and responsibility to report accidents and work-related injuries and illnesses.

NO RETALIATION

Employees have the right to report unsafe conditions, accidents, and work-related injuries or illnesses without fear of reprisal. It is the policy of Dansville Public Library that any employee or intern who makes a complaint regarding safety and/or reports a work-related injury will not be retaliated against in any way. Employees or interns who feel that they have been retaliated against for such activity should immediately contact the Director.

RESPONSIBILITIES

The Director is responsible for promptly investigating unsafe working conditions and accidents as soon as they are reported.

A good accident investigation will:

- Assist in determining the principal or underlying cause.
- Determine how to initiate significant corrective action.

The employee is required to fill out an incident report and report all accidents to the Director. The Director will fill out and distribute workers' compensation reports and disability paperwork as needed. The Director is responsible for reviewing each incident report, and with the supervisor, determining the proper corrective action to take.

The Director is responsible for implementing identified corrective action(s).

PROCEDURE

The following procedure should be adhered to in the event that there is an accident and/or injury in the workplace:

- When an accident occurs, the supervising employee will immediately take action to prevent further injury or damage.
- The Director will interview employee(s) and witnesses as soon after the accident as possible. A fact-finding approach will be maintained.
- The Director will determine causes of the injury, illness, or property damage.
- The Director will establish corrective action(s) for managing and rectifying the cause of the accident.
- The Director will ensure compliance with any reporting obligations (i.e., OSHA, Workers' Compensation).
- The Director will ensure that all reports are recorded and retained. Accurate information must be available regarding the accident, the injury or damage which occurred, the corrective action identified and when the corrective action was implemented.
- The Director will conduct a periodic review of the incident reports to identify the need for retraining, problem areas, operations that need attention or trends in frequency which indicate a need for added prevention activities and/or training.

GENERAL INVESTIGATION GUIDELINES

The investigative process will:

- Analyze the working conditions and/or incident to determine the cause or causes.
- Inspect the location and equipment involved.
- Inquire about similar incidents which have occurred.
- Review records.
- Interview those involved and witnesses.
- Create a plan of corrective actions to eliminate the causes.
- Assign responsibility for the corrective actions.
- Ensure the plan is carried out.
- Monitor effectiveness of the corrective action.

5.02 ALCOHOL & DRUG-FREE WORKPLACE

The Library strives to provide a safe environment for employees and others and to minimize the risk of accidents and injuries. Accordingly, each employee has a responsibility to co-workers and patrons to deliver services in a safe and conscientious manner. As a condition of employment with our Library, all employees are required to fully comply with the provisions of this policy.

DEFINITION OF CONTROLLED SUBSTANCES

"Controlled substances" are defined as those drugs listed in Schedules I through V of Section 202 of the Federal Controlled Substances Act, 21 U.S.C. 812 and include, but are not limited to: marijuana, cocaine (including "crack" and other cocaine derivatives), morphine, codeine, phenobarbital, heroin, amphetamines, and many barbiturates.

UNAUTHORIZED PRESENCE OF CONTROLLED SUBSTANCES AND/OR ALCOHOL IN THE WORKPLACE

The unauthorized or illegal use, sale, purchase, possession, distribution, dispensation, formulation, manufacture or transfer of controlled substances or alcohol on Library property or any location at which Library business is conducted, including Library vehicles and any private vehicle parked on Library premises or work sites, is strictly prohibited.

PRESCRIPTION AND OVER-THE-COUNTER DRUGS

This policy does not prohibit the possession and proper use of lawfully prescribed or over-the-counter drugs. However, an employee taking medication should consult with a health care professional or review dosing directions for information about the medication's effect on the employee's ability to work safely, and promptly disclose any work restrictions to the Director. Employees are not required to reveal the name of the medication or the underlying medical condition. The Library will evaluate and respond to this information on a case-by-case basis and consistent with its reasonable accommodation process. Consistent with applicable policies, the Library will maintain the confidentiality of the information provided.

The Library reserves the right to transfer, reassign, place on leave of absence or take other appropriate action regarding any employee during the time the employee uses medication that may affect their ability to perform safely. The Library will comply with all requirements pertaining to providing reasonable accommodations to the extent required by applicable law.

Any employee who cannot work safely and who does not advise the Library about warnings accompanying lawfully prescribed or obtained medications will be subject to disciplinary action up to and including possible termination of employment. An employee's lack of knowledge concerning such warnings will not

excuse a violation of this rule where an employee has failed to make the inquiries required by this policy.

COUNSELING AND REHABILITATION

Employees who voluntarily seek help for substance abuse (self-referral) by contacting the Library will be provided an opportunity to pursue counseling and rehabilitation. The Library will make available information about counseling and rehabilitation services. An employee who is receiving counseling and/or treatment for substance abuse may use available vacation, sick, or personal leave or other job-protected leave.

Health insurance may cover the costs of such services, but costs not covered must be paid by the employee. Employees cannot return to work until released by a treatment provider, and upon successfully passing a drug and/or alcohol test (as appropriate for that individual). In addition, the employee may be asked to submit to follow-up testing for a period following the return to work.

An employee's decision to seek help voluntarily will not be used as a basis for disciplinary action, although the individual may be transferred, given work restrictions, or placed on leave, as appropriate. A request for help is considered voluntary only if it is made before the employee is asked to submit to any drug or alcohol test or is discovered to have otherwise violated this policy.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Dansville Public Library provides an EAP for employees and their family members. Employees are encouraged to use the EAP whenever they feel the need to discuss personal issues. For employees who have difficulty handling drugs or alcohol, the EAP can provide information on treatment. The EAP is a confidential service.

VIOLATION OF POLICY

Violations of this policy will lead to disciplinary action, up to and including termination.

5.03 EMERGENCY EVACUATION

Dansville Public Library is committed to ensuring employees understand their roles and responsibilities in the event of an emergency.

IN AN EMERGENCY

In the event of a fire or hazardous material emergency, the emergency fire alarm system should be activated by pulling one of the fire alarms. The source of a potential fire or hazardous material emergency should not be investigated. Any employee who suspects an emergency should report it immediately. In any emergency, reporting is the first essential step to protecting oneself and others.

When the emergency fire alarm system is activated, all employees and visitors are expected to evacuate the building by exiting in an orderly manner through the nearest exit.

When exiting, employees should not use elevators and should descend stairwells in an orderly manner. After exiting, employees should report to the area away from the building exits designated as the meeting location. Once employees arrive at the designated area, they should immediately report to the Director and remain at that location until accounted for and authorized to leave.

No reentry to the building will be permitted until an official all-clear notification is given.

EMPLOYEE'S RESPONSIBILITY

Employees should review this policy and the evacuation procedures and notify the Director if they believe they might require an accommodation or assistance in order to comply with these procedures in the event of an emergency.

ADDITIONAL INFORMATION

For additional information regarding the Library's evacuation procedures employees should refer to the Emergency & Disaster Plan.

5.04 VIOLENCE IN THE WORKPLACE

Dansville Public Library is committed to providing a safe environment for employees, patrons, and visitors. The Library has a zero-tolerance policy concerning workplace violence. Employees who display any violence or threaten violence including talk of committing violence or joking about committing violence in the workplace are subject to disciplinary action, up to and including termination.

DEFINITION

Violence in the workplace includes but is not limited to physically harming another or one's self, shoving, pushing, brandishing weapons and explicit or implicit threats or talk of committing violence.

WEAPONS

All employees are prohibited from carrying a weapon while in the course and scope of performing their job for Dansville Public Library, whether they are on Library property at the time or not and whether they are licensed to carry a handgun or not. This policy also prohibits weapons at any Library-sponsored functions such as parties or picnics.

Unless this prohibition is contrary to state or local law, the workplace specifically includes Library parking areas and Library vehicles. Employees are not permitted to transport or store weapons in vehicles owned or leased by the Library and used by the employee for work purposes, unless the employee is required to transport or store a weapon as part of their duties and they have written permission from the Director.

This prohibition specifically includes guns, rifles, and firearms of any type, including those for which the holder has a legal permit. Other examples of prohibited weapons include, but are not limited to knives, ammunition, bombs, bows and arrows, clubs, slingshots, blackjacks, metal knuckles and similar devices that by their design or intended use are capable of inflicting serious bodily injury or lethal force.

Failure to abide by this policy may result in disciplinary action, up to and including termination. Further, carrying a weapon onto Library property in violation of this policy will be grounds for immediate removal from Library property and may result in prosecution. This policy shall not be construed to create any duty or obligation on the part of the Library to take any actions beyond those required of an employer by existing law.

REPORTING VIOLENCE

It is everyone's responsibility to prevent violence in the workplace. Employees must immediately report what they see or hear in the workplace that could indicate that a co-worker may be a threat to the safety of the workplace. Employees should

report any incident that may involve a violation of the Library's policies that are designed to provide a safe workplace environment. Concerns may be presented to the employee's supervisor or any other member of management.

REPORTING DOMESTIC VIOLENCE

Domestic violence perpetrated by or against an employee of the Library is considered a workplace issue as these situations may create safety concerns within the workplace. Employees are encouraged to report if they are the victim of domestic violence or if they suspect that a co-worker may be the target of or the perpetrator of domestic violence to the Director. Supervisors made aware of employee-related domestic issues are encouraged to immediately notify the Director.

Employees who obtain or are the subject of a restraining order are encouraged to immediately notify the Director, so the Library may assist in preventing an individual who may display or carry out an act of violence from obtaining access to Library premises.

Employees who have questions or concerns related to domestic violence may contact the Director. Employees experiencing issues with domestic violence may also contact the National Domestic Violence Hotline at 1-800-799-7233.

REPORTING SUICIDAL THOUGHTS AND BEHAVIOR

Self-harm may be considered a form of violence. Employees who are having thoughts of suicide or become aware of a co-worker having suicidal thoughts and/or displaying suicidal behavior should immediately notify the Director. Supervisors made aware of suicidal ideation by an employee must immediately notify the Director.

Employees who have questions or need assistance with the topic of suicide may contact the Director. Employees who need assistance may also contact the National Suicide Prevention Lifeline at 1-800-273-8255.

If there is a concern of imminent harm employees should contact the local police department by dialing 911.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Dansville Public Library provides an EAP for employees and their family members. Employees are encouraged to use the EAP whenever they feel the need for guidance with personal problems, including difficulty handling drugs or alcohol. The EAP is a confidential service that can provide information on counseling or treatment.

INCIDENT MANAGEMENT

In the event of a major workplace incident that affects or has the potential to affect the mental health of our employees, the Library may provide initial counseling and support services to employees and immediate family members.

CONFIDENTIALITY AND RETALIATION

It is the policy of Dansville Public Library that any employee making a report or participating in the investigation of workplace violence will not be retaliated against in any way. Reports will be investigated promptly, and confidentiality will be maintained to the greatest degree possible, consistent with our obligation to thoroughly investigate the allegation and consistent with applicable law and the need to facilitate an investigation and/or a solution to the problem. Employees who feel that they have been retaliated against for reporting workplace violence, domestic violence, or suicidal behaviors, or for participating in the investigation of an alleged incident, should contact the Director.

CORRECTIVE ACTION

If a report of workplace violence is found to be valid, immediate, and appropriate corrective action will be taken. Employees who violate this policy, including the provision against retaliation, will be subject to disciplinary action up to and including termination. This determination will be based on all the facts of the case.

SECTION SIX

EMPLOYEE PROGRAMS & PROCEDURES

6.01 MEDIA RELATIONS

Communication with news reporters and other journalists is, at times, sensitive in nature. Therefore, media requests for official statements from the Library may be handled only by designated senior managers.

MEDIA REQUESTS FOR OFFICIAL STATEMENT

Any telephone calls, electronic communications or visits from members of the media requesting the Library's official statement should be directed to the Director.

6.02 CHANGES IN PERSONAL INFORMATION

Employees are responsible for notifying the Library when there is a change in their personal data. This information needs to be kept up to date, so benefit plans and payroll withholdings are properly administered. Timely notification of these changes will also enable Dansville Public Library to assist employees and their family in matters of personal emergency.

NOTIFICATION

Notify the Director in writing if any of the following change:

- Name
- Address
- Telephone numbers
- Number of dependents
- Change in familial status and/or beneficiaries
- Emergency contact

6.03 PROTECTION OF EMPLOYEE PERSONAL INFORMATION

Dansville Public Library recognizes and respects the privacy of applicants, employees, and others with regard to personal information it obtains through the hiring process and the employment relationship.

PERSONAL IDENTIFIABLE INFORMATION (PII)

As evidence of our commitment in this regard, this policy provides information regarding the processing of personal information about employees and describes the Library's general practices regarding employee privacy. Since privacy laws and business practices vary from state to state, implementation of these practices may also vary to accommodate local rules. This may involve adopting different standards as required by local law or diverging from the principles set out in this policy where Dansville Public Library is not required to follow particular practices either by local law or by contractual commitments. Dansville Public Library will only engage in variation from these principles if Dansville Public Library has a legitimate, business, or legal reason to do so and not in an arbitrary or capricious manner.

This policy regulates collection and use of information about Dansville Public Library's prospective, current, and former employees and the limited amount of personal information that Dansville Public Library may collect about employee family members (together, all deemed employee personal information). References in this policy to employees should be interpreted accordingly. The policy is not limited to information held by the Director. The policy regulates all employee personal information held by Dansville Public Library.

Where Dansville Public Library collects employee personal information, it will take steps to inform the employees concerned of the purposes for which the information will be used and provide them with any further information that is necessary to ensure that the employee personal information is used fairly. For example, where employees are asked to provide personal information about themselves, Dansville Public Library will explain whether provision of the information is mandatory or voluntary and any consequences of not providing the requested information.

Notification to employees need not be provided, however, where:

- The employees concerned already have sufficient information (for example, through this policy or other Dansville Public Library policies or general notices); or
- Employee personal information is not collected directly from the individual concerned and to contact that individual directly would be disproportionate (for example, where an employee provides information about their family

member, Dansville Public Library will not usually contact the family member).

The following paragraphs set out general information about the Library's collection and use of employee personal information. This information is not intended to be comprehensive:

Purposes

The Director collects and uses employee personal information to process payroll payments, to determine benefits eligibility and process benefit payments, to analyze compensation costs and training needs and to determine employee eligibility for different responsibilities. Depending on which business unit an employee works for, additional information may be collected for purposes of complying with regulatory requirements. Information may also be collected to meet legally mandated obligations (such as tax and U.S. Equal Employment Opportunity requirements), to ensure compliance with Dansville Public Library policies, and to protect the Library, the workforce and the public against injury, theft, legal liability, fraud or abuse. Information (such as emergency contact information) is also collected from employees for use in connection with disaster recovery and business continuity efforts.

Disclosures and International Transfers

Employee personal information may be shared between the Library and its service providers. Without intending to provide an exhaustive list of examples, it may be disclosed in connection with legal proceedings, investigations, or as required by law, regulation, or relevant authority. It may also be disclosed to prospective buyers, business partners or other transferees of the business unit in which an employee works in the event of a potential sale, transfer or joint venture involving the unit or the investigation/negotiations which precede the transaction. This sharing, and these other disclosures, may involve transfers of personal information to any country in the world, including to countries which do not have strong data privacy laws. The Library will, nevertheless, use all reasonable commercial efforts to protect employee personal information in accordance with this policy.

Fair Processing Principles

The Library will only collect and use employee personal information fairly and lawfully. The Library will take reasonable steps to ensure that it does not collect or use irrelevant, excessive or inadequate employee personal information and that the employee personal information it holds is accurate and, where relevant, up to date.

In particular, the Library will only collect and use employee personal information:

- As necessary for the purposes of its legitimate interests which are not overridden by the rights, freedoms or legitimate interests of the employees concerned; or
- With the consent of the employees concerned; or

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- Where the collection or use has been approved by the Library's Legal Counsel as justified under applicable data privacy law.

Security

The Library will use commercially reasonable efforts to ensure that it has in place appropriate technical and organizational security measures to protect employee personal information against accidental or unlawful destruction, accidental loss, alteration, unauthorized disclosure or access and all other unlawful forms of processing.

In particular, where the Library contracts with third party service providers to collect and/or process employee personal information on its behalf, it will ensure that the service providers are bound by written agreements requiring them to process the information only on the instructions of the Library and to have appropriate technical and organizational security measures in place to protect the information.

Retention and Destruction

The Library will follow data retention and destruction policies and processes designed to ensure that employee personal information is deleted when it is no longer needed for the purposes for which it is collected and used.

Direct Marketing

The Library will not share employee personal information for direct marketing purposes outside of the Library.

MORE INFORMATION

Employees who have a reason to believe that their PII and/or the Library's proprietary data has been breached should notify the Director. Employees should also notify the Director if they have knowledge of any Library representative not adhering to this policy.

Violations of this policy may result in disciplinary action, up to and including termination of employment.

6.04 SOCIAL MEDIA

Dansville Public Library recognizes that many employees engage in social media activity. This policy establishes a set of rules and guidelines for any activity and participation in “social media” by all Dansville Public Library’s employees. These rules are intended to be adaptable to the changes in technology and norms of online communication and behavior and may be amended by Dansville Public Library at any time, for any reason, without notice to employees. This policy also applies to social media activity when on or off duty, while using the Library’s or personal electronic resources, and whether the employee posts anonymously or using a pseudonym.

DEFINITIONS

For purposes of this policy, “social media activity” includes all types of postings on the internet, including, but not limited to, postings on social networking sites, such as Facebook, Instagram, LinkedIn, and Tumblr; blogs and other on-line journals and diaries; bulletin boards and chat rooms; microblogging, such as Twitter; and postings of video or audio on media-sharing sites, such as YouTube or TikTok.

The term “social media” applies to any web-based and mobile technologies, in use now or developed in the future, that enable individuals or entities to disseminate or receive information, communicate, or otherwise interact and includes, without limitation, email, texting, messaging, social networking, blogging, micro-blogging, bulletin boards and so on.

EXERCISE RESPONSIBILITY ONLINE

If, from an employee’s post in a blog or elsewhere in social media, it is clear the employee is a Dansville Public Library employee or if the employee mentions Dansville Public Library or it is reasonably clear the employee is referring to Dansville Public Library or a position taken by Dansville Public Library and the employee expresses an opinion regarding Dansville Public Library’s positions or actions, the post must specifically note that the opinion expressed is the employee’s personal opinion and not necessarily Dansville Public Library’s position. This is necessary to preserve Dansville Public Library’s good will in the marketplace.

FOLLOW EXISTING POLICIES AND TERMS OF USE

Observe and follow: (a) existing Dansville Public Library policy and agreements, such as our Employee Handbook; (b) the policies and terms of use of the particular social media forum or service that is being used; and (c) applicable laws and regulations. This means that employees are prohibited from using social media to post or display comments about co-workers or supervisors of Dansville Public Library that are knowingly false, vulgar, obscene, threatening, intimidating, disparages the Library’s services, depicts the employee engaging in conduct that is unlawful or in violation of Dansville Public Library’s workplace policies against

workplace violence or discrimination and harassment based on any protected status under federal, state or local law.

Thus, the rules in Dansville Public Library's Employee Handbook including but not limited to its Equal Employment Opportunity, Non-Harassment/Non-Discrimination, Code of Ethics, and Standards of Conduct policies apply to employee behavior within social media and in public online spaces.

Do not post any information or conduct any online activity that violates applicable federal, state, or local laws and regulations. Any conduct which is impermissible under the law if expressed in any other form or forum is also impermissible if expressed through social media. In addition, most social media websites/services have rules concerning the use of and activity conducted on their sites. These are sometimes referred to as "Terms of Use." Employees must follow the established terms and conditions of use that have been established by the venue and not do anything that would violate those rules.

SAFEGUARD CONFIDENTIAL PERSONAL AND PROPRIETARY INFORMATION

Employees should exercise caution when posting their own or others' personal information. It is inappropriate to use or disclose "confidential personal information" (as defined below) about another individual or use or disclose Dansville Public Library's "proprietary confidential information" in any form of social media.

For purposes of this policy, "confidential personal information" refers to information that could be used to commit identity theft such as an individual's Social Security Number, financial account numbers, driver's license number or personal medical information (including family medical history).

Dansville Public Library's "proprietary confidential information" refers to internal information that is not subject to the Freedom of Information Law (FOIL) or subject to Open Meetings.

All Dansville Public Library's rules regarding Dansville Public Library's confidential proprietary information and confidential personal information, apply in full to social media, such as blogs or social networking sites.

IDENTIFY YOURSELF IN ENDORSEMENTS

Employees must disclose their affiliation with Dansville Public Library if they endorse the Library's services in social media. When commenting on or promoting any Dansville Public Library venue or service on any form of social media, we suggest that employees be completely transparent and disclose their identity for their personal protection. Additionally, when commenting on or promoting any Library product or service on any form of social media, an employee must clearly and conspicuously disclose their relationship with Dansville Public Library to the members and readers of that social media.

EXPECTATIONS OF PRIVACY

Dansville Public Library may access and monitor its Information Systems and obtain the communications within the systems, including email, Internet usage and the like, with or without notice to users of the system, in the ordinary course of business when the Library deems it appropriate to do so. When using such systems, employees should have no expectation of privacy regarding time, frequency, content, or other aspects of use, including the websites the employee visits and other Internet/Intranet activity. The reasons Dansville Public Library accesses and monitors these systems include, but are not limited to maintaining the system, preventing, or investigating allegations of system abuse or misuse, assuring compliance with software copyright laws and complying with legal and regulatory requirements.

PERSONAL USE

Dansville Public Library respects the right of any employee to participate in social media, such as maintaining a blog or participating in online forums. However, to ensure proper employee focus on job duties and adequate functioning of Library equipment, employees are not permitted to engage in personal social media activities during working time. For purposes of this policy, “working time” is defined as the time during which employees are scheduled to work, but does not include scheduled rest periods, meal breaks and other specified times when employees are not expected to be working. Moreover, during non-working time, employees must avoid usage that may interfere with the system’s productivity, such as large attachments or audio/video segments.

IDENTIFY ANY COPYRIGHTED OR BORROWED MATERIAL WITH CITATIONS AND LINKS

When publishing any online material through social media, employees must respect and follow all copyright and other intellectual property laws and should use citations and links to original material, where possible.

ADDRESSING PERSONAL CONCERNS

Consistent with the Library’s Open Communication policy employees are encouraged to address work related concerns through their supervisor, the Director, or Board President with whom they feel comfortable rather than through social media.

DISCLAIMER

The Library will not enforce the social media policy in a manner that would interfere with employees’ rights to discuss the terms and conditions of employment.

ADDITIONAL INFORMATION

The Library will monitor social media to the fullest extent permitted by applicable law and will take disciplinary action against those who violate the policy.

Contact the Director for additional information or clarification of any aspect of this policy.

6.05 SHOULD YOU LEAVE US

Employees of Dansville Public Library are employed on an at-will basis. This means that employment may be terminated by either party at any time, with or without cause or notice. Nothing in this policy is intended to limit or alter the at-will nature of your employment. To ensure fairness and consistency throughout our Library, terminations are handled in accordance with applicable federal and state laws and the following provisions.

TYPES OF TERMINATIONS

Termination refers to either voluntary resignations initiated by the employee or involuntary terminations initiated by the Library.

INVOLUNTARY TERMINATION

An involuntary termination occurs when the Library decides to end the working relationship with an employee. Involuntary terminations may occur for cause or for reasons other than cause.

Involuntary terminations for cause include, but are not limited to, terminations for violating Library policy, misuse or theft of resources, the falsification of information, excessive absence/tardiness, or unsatisfactory work performance.

Involuntary terminations for reasons other than cause include, but are not limited to, a reduction in workforce.

VOLUNTARY TERMINATION

A voluntary termination means an employee has made the decision to end the working relationship with the Library. Voluntary terminations include, but are not limited to, written or verbal resignation, retirement, and job abandonment.

RESIGNATIONS

Full-time employees resigning voluntarily are expected to give a minimum of one-month advance notice in writing to the Director, and all other employees resigning voluntarily are expected to give a minimum of two-weeks advance notice in writing to the Director, so that the proper replacement can be found. An employee's consideration in this situation will be viewed favorably by management should the employee reapply for employment with the Library.

FINAL WAGES

Final wages will be paid in accordance with applicable state law.

UNUSED VACATION LEAVE

Employees who resign voluntarily, giving the required advance notice, will be paid for earned but unused vacation leave. Earned but unused vacation leave will not be paid to employees who resign with less than the required advance notice or to employees who are terminated by the Library.

UNUSED SICK LEAVE

Earned but unused sick leave is not paid upon termination.

UNUSED PERSONAL LEAVE

Earned but unused personal days are not paid upon termination.

FLOATING HOLIDAYS

Floating holidays are not paid upon termination of employment.

TERMINATION OF BENEFITS

Employees should see the Director for information regarding termination of benefits upon separation.

REQUESTS FOR REFERENCE CHECKS

So that the Library can handle requests for job references in a consistent, fair and lawful manner, all requests for official job references on behalf of the Library must be forwarded to the Director. No other person or department is authorized to release references for current or former employees. In response to job reference requests, Dansville Public Library will only confirm current or former employees' dates of employment and job title.

EXIT INTERVIEWS

Before leaving Dansville Public Library, employees may be asked to participate in a voluntary exit interview. This will provide closure to the employee's employment with the Library and will allow the Library to ensure that it has resolved various administrative matters, answered any questions about continuation of benefits and listened to any of the employee's comments or ideas about improving the Library's operations.

COMPANY PROPERTY

Upon termination of employment, resignation, retirement or layoff or immediately upon request, employees are expected to return all Library-issued items, including, but not limited to: keys, key fobs, tools, Employee Handbooks, manuals, computers, cell phones, flash drives and patron information and may not retain any copies of Library information in any form. The Library may also take all action deemed appropriate to recover or protect Library property.

EMPLOYEE HANDBOOK RECEIPT ACKNOWLEDGEMENT

I acknowledge receipt of Dansville Public Library's Employee Handbook which describes Library policies, an overview of current employee benefits and my obligations.

I understand that the policies contained in this Handbook are not intended to create a contract of employment nor is any other communication by a management representative, either express or implied, intended to be a contract, unless explicitly stated otherwise in a written agreement signed by the Director and Board of Trustees of our Library.

I understand that this Handbook is not a guarantee of employment for any set period and that either the Library or I may terminate my employment at any time, with or without cause. Furthermore, I understand that the policies and benefits described in this Handbook may be added to, revised, or deleted at any time.

I further understand that the benefit information found in this Handbook is intended to provide an overview of the benefit plans. The actual benefits may be controlled by the terms of the applicable plan documents and insurance policies. Questions regarding the interpretation of those plans will be answered in accordance with the actual plan documents and insurance policies, rather than the summaries contained in this Handbook. Employees may obtain copies of these documents from the Director.

I have read, understand, and agree to comply with the contents of this Handbook. It is understood that Dansville Public Library retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the Library.

If I have any questions about the information contained in this Handbook, I will discuss them with my supervisor and/or the Director.

Employee's Name (Printed)

Employee's Signature

Date

ADDITIONAL INFORMATION

HANDBOOK ADDENDUM



HARASSMENT COMPLAINT FORM

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form for employees to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual or other forms of workplace harassment, you are encouraged to complete this form and submit it to **[insert contact information for individual(s) responsible for complaints (name and/or job title, phone number, email address and/or physical company address)]**. Once you submit this form, **Dansville Public Library** will follow its Non-Harassment/Non-Discrimination policy and investigate any claims, as outlined in the Library's policy. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting orally or in another manner, the Library will still follow its Non-Harassment/Non-Discrimination policy and investigate the claim.

Complainant Information

Name: _____ Date: _____

Position/Department: _____ Manager Name: _____

Phone Number _____ Email Address _____

Name of Accused: _____ Accused's Position/Department: _____

Accused's Relationship to you: ☐ Supervisor ☐ Subordinate ☐ Co-Worker ☐ Other

Complaint Information

1. Please describe what happened and how it is affecting your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

2. Date(s) incident(s) occurred: _____

3. Is the conduct still continuing? ☐ Yes ☐ No



Dansville Public Library

200 Main Street Dansville, NY 14437
585-335-6720 | Fax: 585-335-6133
dansvillelibrary.org

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4. Please list the name(s) and contact information of any witness(es) or individual(s) that may have information related to your complaint.

The next question is optional but may help the investigation.

5. Have you previously complained or provided information (verbal or written) about harassment at **Dansville Public Library**? If yes, when and to whom did you file the complaint or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information below.

Attorney's Name: _____

Attorney's Phone Number: _____

Attorney's Email Address: _____

I acknowledge that all information provided above is true, complete, and accurate to the best of my knowledge.

Completed By: _____
Employee Name (printed)

Employee Signature

Date

Library Representative Receiving Complaint

Date

Title



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INCIDENT REPORT FORM

DATE _____ DAY _____ TIME _____

Staff Reporting Incident _____

Incident Type

☐ Illness/Injury

☐ Vandalism

☐ Maintenance

☐ Patron Incident

☐ Library Evacuation

☐ Other _____

Person(s) Involved Name and Contact Info

Witness(es) Name and Contact Info (including Staff)

Brief Description of Incident (use back if necessary)

Staff Action Taken (use back if necessary)

Police or Emergency Agencies Contacted

Follow-up Required

