

# Peekskill Field Library



## Employee Handbook

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## **SECTION I: INTRODUCTION**

### **ABOUT THE FIELD LIBRARY**

The Field Library was founded in 1887 by Cortlandt DePeyster Field, one of Peekskill's earliest philanthropists. The Library was chartered by New York State with a Special Act of the Legislature on April 11, 1887.

The first site of the Library was the second floor of a riding academy on Smith Street. It was begun with a collection of 5,000 books and an endowment of \$10,000, both donated by Mr. Field. In 1924, the Library was relocated to 901 South Street, a building formerly used as a Presbyterian Church. The Library moved to its present quarters in the Neighborhood Center in 1978.

The Field Library is an association library serving the City of Peekskill and the Town of Cortlandt. The City provides approximately two-thirds of the Library's funding. The balance of the Library's income comes from a contract with the Town of Cortlandt, endowments, fees, and fund-raising events. The Field Library is a member of the Westchester Library System.

### **ORGANIZATIONAL STRUCTURE**

#### **A. Board of Trustees**

The administration of the Library is overseen by the Board of Trustees. The Board of Trustees sets all policies that govern the Library, and oversees the Library budget. It is also the responsibility of the Board to select a qualified Library Director, who is responsible for all day to day operational issues.

The by-laws of the Board call for a minimum of 9 and a maximum of 11 members. The Board is self-perpetuating, and Officers are elected from among its members.

#### **B. Library Staff**

The Library Director serves as the administrative manager of the Library, and carries out the policies of the Library as developed and adopted by the Board of Trustees. The Library Director's responsibilities include personnel management, budgetary control, collection development, liaison with appropriate governmental, library and community officials, and other duties as required by the Board of Trustees.

Supervisors are responsible for the administration of their assigned departments, and report to the Library Director.

### **ABOUT THIS HANDBOOK**

This handbook details the policies and procedures of The Peekskill Field Library (“the Library”). It is designed as a working guide for employees and supervisors, and to provide you with general information on benefits, policies and practices which are of direct interest to all our employees. Read it carefully and keep it for future use. Suggestions for changes may be made at any time. If questions arise, don’t hesitate to speak with the Library Director. Of course, due to our changing operational needs, items within the handbook may be modified from time to time, and none of the information within it should be considered contractual in nature. We will try to keep you informed of any changes that may affect you.

Your employment at the Library is on an “at-will” basis. This means that either you or the Library is free to end the employment relationship at any time, for any reason, and with or without notice or cause. No Library employee, supervisor or representative, other than the Library Director or the Board of Trustees, has the authority to change the at-will employment relationship or to contract with any employee for different terms of employment. The Library Director and/or Board of Trustees may change the at-will employment relationship only in a written contract, signed by all parties thereto. Nothing in this Handbook constitutes a contract or promise of continued employment.

This handbook supersedes and replaces any and all prior understandings, employee handbooks, policies, and practices of the Library. The guidelines, policies and procedures set forth in this handbook will be applied in a manner consistent with applicable federal, state and local laws. The Library reserves the right to change any provision in the Handbook at any time.

### **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

The Library is committed to the principle of equal employment opportunity for all individuals. As such, employment decisions are based on merit, qualifications, and abilities. The Library believes equal opportunity is not only consistent with good business practices but, of equal importance, is also a moral concern and obligation for each of us.

Consistent with the Library's commitment to equal employment opportunity, our policy is to comply with all applicable federal, state, and local laws concerning employment discrimination. Accordingly, employment decisions are made without regard to an employee's or applicant's actual or perceived race, color, religion, creed, sex, sexual orientation, national origin, age, ancestry, ethnicity, disability, citizenship, alienage, marital status, partnership status, familial status, military or veteran status, genetic information, predisposing genetic characteristic, status as a victim of domestic violence, or any other status protected by applicable federal, state, or local law.

This policy applies to all employment practices including but not limited to recruitment, advertising, hiring (or failure or refusal to hire), employment, job assignment, working conditions, training, compensation, benefits, promotions, discipline and terminations, and other obligations and privileges of employment.

Any violation of this policy will not be tolerated and will result in appropriate disciplinary action, up to and including termination. If an employee believes someone has violated this policy, we encourage the employee to bring the matter to the attention the Library Director. The Library will promptly investigate the facts and circumstances of any claim this policy has been violated and take appropriate corrective measures.

The Library is committed to providing equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation where appropriate in order for an otherwise qualified individual to perform the essential functions of the job. It is your responsibility to notify your supervisor and the Library Director of the need for accommodation. Upon doing so, the Library may ask you for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals.

The Library also recognizes and supports its obligation to reasonably accommodate job applicants and employees with religious beliefs or practices who are able to perform the essential functions of the position, with or without reasonable accommodation. The Library will provide reasonable accommodation to otherwise qualified job applicants and employees, unless doing so would impose an undue hardship on the Library. Likewise, the Library will provide reasonable accommodations, as appropriate, for employees who are victims of domestic violence.

We encourage an applicant or employee who believes he or she needs a reasonable accommodation of any kind to discuss the need for a possible accommodation with his or her direct supervisor or the Library Director.

If you have any questions or concerns, you are encouraged to let the Library Director or your supervisor know. Remember, our doors are always open to listen to your concerns.

Any individual at any time, even after separation of employment who feels this policy has been violated should immediately contact his or her supervisor and/or the Library Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of inappropriate conduct under this policy will be subject to disciplinary action, up to and including termination of employment.

### **SEXUAL HARASSMENT POLICY**

The Library will not tolerate the sexual harassment of its employees. The purpose of this policy is to ensure that employees of the Library are free from sexual harassment in the workplace or at any other location where Library-sponsored activities occur, since such conduct may be unlawful and negatively affect our employees and the Library. If you believe that you or another employee is being sexually harassed by a supervisor, employee, client, vendor or other third parties with whom you interact as part of your job, you are directed to bring the matter to the Library's attention immediately in the manner set forth below.

Sexual harassment is not easily defined. Examples of conduct that could constitute sexual harassment include unwelcome sexual advances, request for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars, posters, or Internet sites, sending sexually explicit e-mail, voice-mail, or other electronic transmissions, or other verbal, non-verbal or physical conduct of a sexual nature, such as uninvited or non-consensual touching or sexually-related comments, that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; or (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities. In addition to the above, any disrespectful behavior through insulting or degrading sexual remarks or conduct, and threats, demands, or suggestions, that an employee's work status is contingent upon the employee's toleration of or acquiescence to sexual advances, are grounds for disciplinary action, up to and including termination.

All employees have a duty to report any instances of sexual harassment, whether the harassment is directed toward you or another employee and whether committed by a supervisor, fellow employee, or non-employee. If you feel that you have been subjected to harassment, or if you witness conduct that you believe is sexual harassment, report the matter immediately to your immediate supervisor. If you are not sure to whom you should speak about an issue of sexual harassment, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be sexual harassment, immediately contact the Library Director. They will ensure that an investigation is immediately conducted. Every report of perceived sexual harassment will be fully investigated and corrective action will be taken where appropriate.

Any employee who engages in inappropriate conduct deemed to be sexual harassment, or who otherwise violates this policy will be subject to disciplinary action, up to and including termination of employment. It is unlawful and against the Library's policy to retaliate against an employee for making a sexual harassment complaint or for cooperating in an investigation of a sexual harassment complaint; such retaliation is also grounds for disciplinary action up to and including termination.

Information resulting from complaints filed under this procedure will be kept confidential by the Library to the extent possible under the circumstances.

#### **OTHER FORMS OF HARASSMENT POLICY**

The Library also does not tolerate harassment in the workplace or at any other location where the Library sponsored activities occur, whether the harassment is based on a person's actual or perceived race, color, religion, creed, sex, sexual orientation, national origin, age, ancestry, ethnicity, disability, citizenship, alienage, marital status, partnership status, familial status, military or veteran status, genetic information, predisposing genetic characteristic, status as a victim of domestic violence, or any other status protected by federal, state or local law. The purpose of this policy is to ensure that our employees are free from all forms of harassment in the workplace, since such behavior has a negative impact on both the employee and the Library, and may be unlawful. If you believe that you or another employee is being harassed by a supervisor, employee, client, vendor, or other third parties with whom you interact as a part of your job, you are directed to bring the matter to the Library's attention immediately in the manner set forth below.

Harassment is any conduct that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; or (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities. Examples include vulgar or offensive conversation or jokes; unwelcome comments about an employee's physical characteristics, religious beliefs, ethnic background, medical condition, or disability; teasing, slurs, threats, derogatory comments, or other similar verbal, non-verbal or physical conduct directed toward a person, which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

All employees have a duty to report any instances of harassment, whether the harassment is directed toward you or another employee. If you feel that you have been subjected to harassment, or if you witness conduct that you believe is harassment, report the matter immediately to your immediate supervisor. If you are not sure to whom you should speak about an issue of harassment, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, immediately contact the Library Director. They will ensure that an investigation is immediately conducted. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate.

Any employee who engages in inappropriate conduct, or who otherwise violated this policy, will be subject to disciplinary action, up to and including termination of employment. It is against the Library's policy to retaliate against an employee for filing a harassment complaint or for cooperating in an investigation of a harassment complaint; such retaliation is also grounds for disciplinary action up to and including termination.

Information resulting from complaints filed under this procedure will be kept confidential by the Library's management to the extent possible under the circumstances.

### **OPEN DOOR POLICY**

The Library is committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where

communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. We take into account individual circumstances and the individual employee.

Employees are encouraged to share their problems, issues, concerns and suggestions with any supervisor or the Library Director. Supervisors and the Library Director are expected to actively listen to employees, encourage their input, and seek to resolve any problems/issues. Any employee who is not comfortable speaking to a supervisor or the Library Director, or who is unsatisfied with the response to an issue previously raised, should feel free to contact any member of the Board of Trustees. In short: our doors are *always* open.

## **SECTION II: YOUR EMPLOYMENT**

### **INTRODUCTORY PERIOD**

The first six (6) months of employment is considered an Introductory Period. You should use this introductory period to determine whether your position is meeting your expectations. The Library also uses this period to evaluate your capabilities, conduct and work habits. If you are retained after this period, your length of service will be calculated from your first day of work. Employee eligibility for any benefits during this period, including insurances and paid time off, is specifically set forth in the policies below and applicable plan documents. The Introductory Period does not alter the employment at-will relationship.

### **EMPLOYEE CLASSIFICATIONS**

All employees are classified as one of the following:

- a) Regular Full-Time: an employee who satisfactorily completes the Introductory Period and who regularly works 35 hours per week.

Regular Part-Time: an employee who satisfactorily completes the Introductory Period and is regularly scheduled to work at least one shift per week of three hours or more.

- b) Substitute/casual: substitute/casual employees are used to fill in for regular full-time and/or regular part-time employees who are absent from work, to supplement the regular work force as needed (typically on a less-than-weekly

basis), or to assist with the completion of a specific project. Substitute/casual employees are not eligible for any benefits, except as required by law.

- c) Grant-Funded: Grant funded positions are funded by a specific project or program for a specified length of time determined by the grant. Notwithstanding the foregoing, grant-funded employees are employed on an at-will basis, and are not guaranteed employment for the duration of the program. Grant-funded employees are not eligible for any benefits, except as required by law.

In addition to the preceding classifications, employees are also categorized as either “exempt” or “non-exempt.” Exempt employees are generally salaried, and are engaged in executive, administrative, or professional capacities. Exempt employees do not receive overtime pay. Non-exempt employees are required to record their hours worked and are eligible for overtime pay. If you have any questions regarding your eligibility for overtime, please speak to the Library Director.

### **YOUR SCHEDULE, WORKDAY, WORKWEEK AND PAYCHECK**

Employees’ schedules are determined by the Library, and may vary depending on the operational needs of the Library. A bi-weekly schedule is posted in the staff room. All time worked in excess of an employee’s scheduled hours must have the *prior* approval of your supervisor and/or the Library Director. Working more hours than scheduled without prior approval may result in disciplinary action up to and including discharge.

For most employees, the normal workday includes a thirty-minute unpaid meal period, which will be scheduled by your supervisor or the Library Director to ensure that adequate coverage is maintained at all times. Employees who work more than six hours **must** take a meal break, and may not use it at the immediate beginning or end of a shift so as to allow the employee to arrive late or leave early.

Each work week begins on Monday and covers the one-week work period through and including Sunday. Paychecks are issued bi-weekly on the first Tuesday following the end of each pay period. Generally, if a pay day falls on a holiday, paychecks are provided on the business day preceding the regularly scheduled pay day.

For exempt employees, a weekly salary is provided as compensation for all hours worked.

Most nonexempt employees receive an hourly rate of pay for each hour worked during the work week. Some nonexempt employees may receive a weekly salary to compensate them up to the first 40 hours they work each week.

### **OVERTIME**

As with most organizations, we experience periods of extremely high activity. During these times, additional work, including overtime, is required from all of us. We appreciate and expect your cooperation. Your supervisor and/or the Library Director will notify you whenever overtime is necessary. Efforts will be made to provide you with advance notice. If you are a non-exempt employee, you will receive overtime pay for all hours you work over forty (40) in any one workweek as required by applicable law.

Please note, all overtime work must have the *prior* approval of your supervisor and/or the Library Director. Working overtime without prior approval may result in disciplinary action up to and including discharge. Pay for holidays, sick days, vacation days, personal days, and other non-working days do not count as hours worked for overtime purposes.

### **SUNDAY PREMIUM**

The Library's current practice is to pay hourly non-exempt employees at 1.5 times their regular hourly rate of pay for all hours actually worked on Sundays as premium pay. The Library reserves the right to modify this practice in its sole discretion. Sunday premium pay is not included in employees' regular rate of pay for purposes of calculating statutory overtime entitlements. Salaried exempt employees will not receive any premium pay for Sunday work, but will be granted paid time off in an amount equal to the time actually worked.

### **ATTENDANCE AND PUNCTUALITY**

Given the Library's limited resources, attendance and punctuality are important factors for the Library's success. We work as a team, and this requires that each person be in the right place at the right time. That means employees are expected to be present and ready to work at the start of their assigned shifts, and to return from meal breaks on time.

If you are going to be late for work or absent, you must notify your immediate supervisor or the Library Director as far in advance as possible under the circumstances, but before the start of your shift. Failure to do so may result in disciplinary action, up to and including discharge.

Personal issues requiring time away from your work, such as doctor's appointments or other matters, should be scheduled during your nonworking hours if possible.

If you are absent for three consecutive shifts without notifying the Library, it is assumed that you have voluntarily abandoned your position with the Library, and your employment with the Library will end.

### **RECORDING YOUR TIME**

It has always been the Library's policy to properly pay employees for all their work time. To ensure all nonexempt employees are paid accurately and efficiently, employees will be asked to sign in and out and record all time worked using time sheets. All nonexempt employees are required to "sign in" immediately prior to starting work and "sign out" upon concluding work. Employees should also sign out at the beginning of each meal period, and sign back in at the conclusion of each meal period.

Although employees are expected to complete their work during their assigned hours, we understand that this cannot always be the case. Nonetheless, nonexempt employees may not perform any work outside their regular work hours without prior authorization from a supervisor or the Library Director. Nevertheless, all time worked, whether scheduled or not and regardless of whether or not the time has been preapproved, must be reported so it can be properly paid. Nonexempt employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work is time spent by an employee performing work related activities but is not reported to the Library as time worked. Any employee who engages in work activities outside his or her scheduled hours must still be sure to record this work by signing "in" and "out" at the start and finish of this unscheduled time, even if that employee did not obtain pre-authorization.

All time performing work during a meal break must be recorded. Please note, however, that the law requires a minimum 30 minute meal break under most circumstances. As such, employees must ensure that they take at least a 30 minute meal break each day during which they are fully relieved from all work activity. If your meal period is interrupted in any way, please be sure to notify your supervisor or the Library Director, and accurately reflect the interruption on your time sheet for that day.

Nonexempt employees should not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless authorized by management to do so. Again, all time must be recorded whether authorized or not authorized. Any employee who fails to report or who inaccurately reports hours worked may be subject to disciplinary action, up to and including discharge. If you have any questions about recording work time, please contact your supervisor.

It is a violation of Library policy for any employee to falsify or alter any time record. It is a serious violation of our policy for anyone to instruct or direct an employee to incorrectly or falsely report hours worked or to otherwise alter any time record to under-report or over-report hours worked. If anyone instructs you to (1) incorrectly or falsely report your hours worked, or (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, you should report it immediately to your supervisor or the Library Director. Anyone who violates this policy will be subject to disciplinary action up to and including termination.

### **PAY CORRECTION POLICY**

It is the Library's policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that you are paid properly for all time worked and that no improper deductions are made, you must record correctly all work time and review your paychecks promptly to identify and report all errors.

#### ***Review Your Pay Stub***

We make every effort to ensure our employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to our attention, we will promptly make any corrections necessary. Please review your pay stub when you receive it to make sure it is correct. If you believe a mistake has occurred or if you have any questions, please use the reporting procedure outlined below.

#### ***Non-exempt Employees***

If you are classified as a non-exempt employee, you must maintain a record of the total hours you work each day. These hours must be accurately recorded on a time sheet that will be provided to you by your supervisor. Each employee must verify that the reported hours worked are complete and accurate. Your time sheet must accurately reflect all regular and overtime hours worked, any absences, late arrivals, early departures and meal breaks. At the end of each week, you should submit your completed time sheet to your supervisor for verification and

approval. If your time sheet is not accurate, notify your supervisor or the Library Director immediately. When you receive each pay check, please verify immediately that you were paid correctly for all regular and overtime hours worked each work week.

Unless you are authorized by your supervisor or the Library Director, you should not work any hours that are not authorized. Do not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless you are authorized to do so and that time is recorded on your time card. Employees are prohibited from performing any “off-the-clock” work. “Off-the-clock” work means work you may perform but fail to report on your time card. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge.

It is a violation of the Library’s policy for any employee to falsify a time sheet, or to alter another employee’s time sheet. It is also a serious violation of our policy for any employee, or manager to instruct another employee, to incorrectly or falsely report hours worked or alter another employee's time sheet to under- or over-report hours worked. If any manager or employee instructs you to (1) incorrectly or falsely under- or over-report your hours worked, or (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, you should report it immediately to the Library Director or a member of the Board of Trustees.

### ***Exempt Employees***

If you are classified as an exempt salaried employee, you will receive a salary which is intended to compensate you for all hours you may work for the Library. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

Under federal and state law, your salary is subject to certain deductions. For example, absent contrary state law requirements, your salary can be reduced for the following reasons:

- Full day absences for personal reasons.
- Full day absences for sickness or disability, if you have exhausted the paid sick leave available to you under a bona fide sick leave policy.
- Intermittent absences, including partial-day absences, covered by the federal Family and Medical Leave Act, if you have exhausted other paid leave available to you

- To offset amounts received as payment for jury and witness fees or military pay.
- The first or last week of employment in the event you work less than a full week.
- Any work week in which you do not perform any work.

Your salary may also be reduced for certain types of deductions such as your portion of health and life insurance premiums; state, federal or local taxes, social security, etc. In any work week in which you performed any work, your salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness or disability. However, paid time off (PTO) will be reduced in partial day increments.
- Your absence on a holiday when the facility is closed or because the facility is otherwise closed on a scheduled work day.
- Absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work.
- Any other deductions prohibited by state or federal law.

Please note: it is not an improper deduction to reduce an employee's accrued vacation, personal or other forms of paid time off for full or partial day absences for personal reasons, sickness or disability.

### ***To Report Concerns or Obtain More Information***

If you have questions about deductions from your pay, please immediately contact your supervisor. If you believe you have been subject to any improper deductions or your pay does not accurately reflect your hours worked, you should immediately report the matter to your supervisor. If the supervisor is unavailable or if you believe it would be inappropriate to contact that person (or if you have not received a prompt and fully acceptable reply), you should immediately contact the Library Director. Every report will be fully investigated and corrective action will be taken where appropriate, up to and including discharge for any employee(s) who violates this policy. In addition, the Library will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in an investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy will result in disciplinary action, up to and including discharge.

### SECTION III: YOUR BENEFITS

In addition to offering a pleasant working environment, the Library is pleased to offer an excellent combination of supplemental benefits to our employees. Our benefit program has been carefully devised. We are constantly studying and evaluating our program to better meet the present and future needs of our employees, and to keep up with changing times. Many of the benefits below are described in greater detail in specific plan documents available from the Library Director. In case of a conflict between the brief description below and the Plan documents, the Plan documents are controlling.

#### **VACATION**

Regular-full time and regular part-time employees are eligible to receive paid vacation time subject to the terms set forth below. Eligible employees begin to accrue vacation hours immediately at the time of hire, but may not use such time until the completion of the Introductory Period described in this handbook.

Vacation time is available to eligible employees as of January 1 each year. In an eligible employee's first year of employment, the employee's vacation entitlement is prorated based on the employee's date of hire.\*

*\* - for example, an employee who begins working on June 1 will receive 50% of his or her vacation entitlement for that year. An employee who begins working on September 1 will receive 25% of his or her vacation entitlement.*

#### ***Regular Full-Time Employees***

Regular full-time librarians and the Library Director receive 140 hours (20 days) of vacation per year. All other regular full-time employees are entitled to vacation in accordance with the following schedule:

Years of Continuous Service <b>Completed</b> as of January 1	Annual Vacation Entitlement
0-2	70 hours (10 days)
3-4	120 hours (15 days)
5 or more	140 hours (20 days)

In addition to the above, regular full-time employees who have **completed** 5 full years of continuous employment as of January 1 will receive one additional day (7 hours) in recognition

of their longevity, for a total of 147 hours (21 days) per year. Thereafter, all regular full-time employees will receive one additional day upon the completion of every five additional years in recognition of their longevity.\*

*\* - for example, a regular-full time employee who has completed 5 continuous years of continuous employment as of January 1 will be eligible for 147 hours (20 days per the standard allotment above, **plus** one additional day for longevity). A regular full-time employee who has completed 10 continuous years of service as of January 1 will be eligible for 154 hours (20 days per the standard allotment above, **plus** two additional days for longevity).*

Regular full-time employees are required to use their vacation time by December 31<sup>st</sup> of the year in which the hours are accrued. Regular full-time employees' accrued but unused vacation time will be converted to sick time as of January 1<sup>st</sup> of the subsequent year.

### ***Regular Part-Time Employee***

Regular part-time employees' annual vacation entitlement is based on the number of hours for which each such employee is regularly scheduled on a bi-weekly basis, divided by four. For example, an employee who is regularly scheduled to work 20 hours per bi-weekly period (i.e., 10 hours per week) will receive five vacation hours per year (20 hours bi-weekly, divided by four = five hours).

Regular part-time employees are required to use their vacation hours by December 31<sup>st</sup> of the year the hours are accrued; unused vacation hours will not carry over from one year to the next in any form. Regular part-time employees will be paid for any accrued but unused vacation hours at the end of each year.

### ***Payout Upon Separation from Employment***

At the sole discretion of the Library, Employees who are laid off as part of a reduction in force or who voluntarily resign and provide at least two weeks' notice may be paid a portion of their vacation entitlement for that calendar year which will be prorated based on the employee's last day of employment. Employees who are terminated or whose employment is separated for any other reason will not be paid for any unused vacation.

## **SICK TIME**

Regular full-time employees are eligible to receive paid sick time.

Sick time accrues at a rate of seven (7) hours on the first of each month, up to a maximum of 840 hours. Once an employee has accrued 840 hours of sick time, he or she will no longer accrue additional sick time until his or her accrued sick time falls below 840 hours. Employees on an approved leave of absence do not continue to accrue sick time. Employees may be asked to provide medical documentation to support their use of paid sick time.

Sick time hours carry over from year to year, subject to the accrual cap described above. Employees will not be paid for any accrued but unused sick time upon separation from employment.

### **PERSONAL TIME**

In addition to vacation and sick time, regular full-time employees who have completed their Introductory Period are eligible to receive three personal days per calendar year. Personal days are available on January 1<sup>st</sup> of each year. Regular full-time employees are required to use their personal time by December 31<sup>st</sup> of the year in which the hours are accrued. Full-time regular employees' accrued but unused personal time will be converted to sick time as of January 1<sup>st</sup> of the subsequent year.

An employee who wishes to use personal time should give his or her supervisor as much notice as possible.

Employees who are laid off as part of a reduction in force or who voluntarily resign and provide at least two weeks' notice will be paid any accrued but unused personal time upon separation. Employees who are terminated for any other reason will not be paid for any accrued but unused personal time.

### **HOLIDAYS**

Although the holiday schedule may vary from year to year, the Library is closed on most legal holidays, plus Easter Sunday. In addition, the Library typically closes at 12:00 p.m. on Christmas Eve, New Year's Eve, and Good Friday.

When the Library is closed for a full day due to a holiday, the Library will determine, in its sole discretion, whether and to what extent employees will receive holiday pay. In general, when the Library is closed for a holiday, non-exempt employees who are regularly scheduled to work on that day will receive seven hours of straight time pay. Employees who are not regularly scheduled

to work on that day will receive an additional day of paid time off to be used within the same pay period of the holiday.

If the Library is closed for a holiday during an employee's scheduled vacation, that day will not be counted as a vacation day, but as a holiday. Holiday pay does not count as hours worked for purposes of calculating overtime under any circumstances.

## **HEALTH INSURANCE**

Regular full-time employees may be eligible for health insurance benefits provided by the Library. Such benefits, as well as benefits for eligible employee' dependents, may be subject to an employee contribution. Regular part-time employees may be eligible to participate in the health plan at their own expense.

For more information regarding the Library's health insurance benefits, please speak to the Library Director. Participation in any such plan will be subject to the eligibility requirements and other terms and conditions of the applicable plan, and governed by appropriate plan documents.

## **RETIREMENT**

The Library participates in the New York State Retirement System. Membership in the System is mandatory for regular full-time employees. Regular part-time employees may elect to participate in the System, but their participation is not mandatory. Participation in any such plan will be subject to the eligibility requirements and other terms and conditions of the applicable plan, and governed by appropriate plan documents.

## **401(K) RETIREMENT SAVINGS PLAN**

The Library offers eligible employees the opportunity to participate in a defined contribution Retirement Savings plan, which includes a cash or deferred arrangement, commonly referred to as a "salary reduction" or a "401(k) plan." Under the Plan, eligible employees may elect to contribute on a pre-tax basis through payroll deductions (elective contributions). The contributions and investment earnings will be tax-free while they remain in the Plan. For more

detailed information, please consult the Summary Plan Description and/or appropriate plan documents.

### **WORKERS' COMPENSATION BENEFITS**

Should you suffer a work-related injury, disease, or illness, you may be eligible to receive benefits from the Library's Workers' Compensation policy, paid for entirely by us. This program provides for coverage of medical expenses and weekly compensation payments. For more information, please contact your supervisor. To ensure your well-being and the correct processing of these claims, you must notify your supervisor immediately about any injury occurring during and as a result of employment, no matter how slight. Do not try to treat the injury yourself.

### **NEW YORK STATE DISABILITY BENEFITS**

As an employee, you may be covered by New York State disability insurance consistent with applicable law. Under this state benefit plan, you may be eligible to receive weekly disability payments for non-occupational disabilities due to illness, injury, or pregnancy. Additional information and forms are available from the Library Director.

### **EDUCATION REIMBURSEMENT**

Employees who are enrolled in classes as part of a graduate degree program (MLS or MLIS) are entitled to reimbursement for tuition costs at the rate of \$50.00 per class.

### **PROFESSIONAL DUES**

Employees are entitled to partial reimbursement for membership dues in library-related professional organizations. The Library will reimburse 50% of the cost of membership up to a maximum of \$50.00 per membership per year. Regular full-time employees may receive such reimbursement for up to two (2) memberships, and regular part-time employees may be reimbursed for one (1) such membership. The Library Director receives full reimbursement for up to three (3) memberships.

## **SECTION IV: ADDITIONAL TIME OFF FROM WORK/LEAVES OF ABSENCE**

### **BREAKS FOR NURSING MOTHERS**

Employees who are nursing are provided with break time and they may use their meal period to express breast milk for their nursing child for up to three (3) years after the birth of a child. Nursing employees, who need a private area for expressing breast milk, should speak with their supervisor or the Library Director. The Library will make reasonable efforts to provide a private room or other location for the purpose of expression of breast milk. Employees will not be discriminated against for exercising their rights under this policy.

### **BLOOD DONATION LEAVE**

Employees who work an average of at least twenty (20) hours per week are eligible for up to three (3) hours of leave during any twelve-month period for time off to donate blood. An employee must provide advance notice to his or her supervisor of his or her intention to take this leave. The Library will not retaliate against any employee who requests or takes a leave of absence to donate blood or bone marrow. Employees may use paid time off (i.e., vacation or personal days) for this purpose.

### **BONE MARROW DONATION LEAVE**

Employees who work an average of at least twenty (20) hours per week are eligible for up to twenty-four (24) work hours of leave for time off to donate bone marrow. An employee must provide advance notice to his or her supervisor of his or her intention to take this leave. The Library will not retaliate against any employee who requests or takes a leave of absence to donate bone marrow. Employees may use earned vacation time for this purpose.

### **VOTING LEAVE**

Employees who are eligible to vote in an election and who do not have four consecutive hours in which to vote either before or after work while the polls are open may request up to two hours off with pay to vote.

If you plan to take time off to vote, you must notify your supervisor at least one week before Election Day. The Library may specify which hours you take off to vote.

### **JURY DUTY**

Employees who are called for jury duty will be paid during such time in an amount equal to what they would have earned had they worked their regularly scheduled shifts. The Library reserves the right, in its sole discretion, to discontinue such payments, in accordance with applicable law. Employees must make arrangements with their immediate supervisor as soon as they receive a jury summons. The Library reserves the right to request proof of jury service issued by the Court.

### **MILITARY LEAVE**

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law. The time off will be unpaid, except where applicable federal or state law dictates otherwise. In the event of an unpaid military leave Employees may, at their discretion, elect to use any accrued but unused earned vacation and/or personal time at this time.

Military orders should be presented to your immediate supervisor and arrangements for leave made as early as possible before departure. Employees are required to give advance notice of their service obligations to the Company unless military necessity makes this impossible. You must notify your immediate supervisor of your intent to return to employment based on requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with state and federal law.

### **MILITARY SPOUSE LEAVE UNDER NEW YORK STATE LAW**

An employee who is the spouse of a person on active duty in a combat theater or zone of operations also may be entitled to up to 10 days of unpaid leave. Time off may only be taken while the person in the military is on leave from active duty. To be eligible for leave, the employee must work for the Library for at least 20 hours per week.

## **BEREAVEMENT LEAVE**

In the event of the death of a family member, an employee may be granted up to three (3) consecutive working days off with pay. "Family" means the spouse of the employee, or a child, parent, sibling, grandparent or grandchild of the employee or the employee's spouse, as well as other relatives who reside in the employee's household. In addition, employees may be granted one (1) working day off with pay in the event of the death of a non-immediate family member (e.g., aunt, uncle, cousin, nephew, niece).

Requests for bereavement leave should be made to your supervisor or the Library Director as soon as possible.

## **PREGNANCY DISABILITY LEAVE OF ABSENCE**

If an employee is disabled by pregnancy, childbirth or related medical conditions, she may be eligible to take a pregnancy disability leave ("PDL"). If affected by pregnancy or a related medical condition, an employee may also be eligible for one or more reasonable accommodations. Employees should contact the Library Director to request leave or an accommodation of any kind.

### ***Reasons for Leave***

PDL is for any period(s) of actual disability caused by the employee's pregnancy, childbirth, or related medical condition. Time off needed for prenatal or postnatal care; doctor-ordered bed rest; gestational diabetes; pregnancy-induced hypertension; preeclampsia; childbirth; postpartum depression; loss or end of pregnancy; or recovery from childbirth or loss or end of pregnancy are all covered by this PDL policy.

### ***Duration of Leave***

An employee is entitled to up to 26 weeks of PDL while the employee is disabled by pregnancy, childbirth or related medical condition.

### ***Employee Notice Requirements***

To receive reasonable accommodation, obtain a transfer, or take a PDL, an employee must provide sufficient notice so the Library can make appropriate plans – 30 days advance notice if the need for the reasonable accommodation, transfer or PDL is foreseeable, otherwise as soon as practicable if the need is an emergency or unforeseeable.

### ***Medical Certification***

An employee is required to obtain a certification from her health care provider of her need for PDL, or the medical advisability of an accommodation of any kind. Upon receipt of such medical certification, the Library reserves the right to request additional information or clarification.

As a condition of an employee's return from PDL, the Library requires the employee to obtain a release to return to work from her health care provider stating she is able to resume her original job duties.

### ***Leave is Unpaid***

PDL leave is unpaid. However, an employee is required to use any accrued sick leave while on PDL leave. At the employee's option, the employee may use any accrued vacation, sick or personal time as part of her PDL before taking the remainder of her leave on an unpaid basis. The use of any paid leave will not extend the duration of the employee's PDL. Effective January 1, 2018, employees may be eligible to for Paid Family Leave under New York State's Paid Family Leave program.

### ***Leave Concurrent with Family and Medical Leave***

If an employee is eligible for leave under the federal Family and Medical Leave Act (FMLA), her PDL will also be designated as time off under the family and medical leave policy.

### ***Return to Work***

If an employee does not return to work on the originally scheduled return date or request in advance an extension of the agreed upon leave with appropriate medical documentation, the employee may be deemed to have voluntarily terminated her employment with the Library. Failure to notify the Library of her ability to return to work when it occurs, or her continued absence from work because her leave must extend beyond the maximum time allowed, may be deemed a voluntary termination of the employee's employment with the Library, unless the employee is entitled to leave under the FMLA or any other applicable law or policy. Upon the employee's return from PDL, the employee will be reinstated to her same or a comparable position.

Taking PDL may impact certain benefits and the employee's seniority date. If an employee wants more information regarding her eligibility for a leave and the impact of the leave on her seniority and benefits, the employee should contact the Human Resources Department.

### ***Continuation of Health Insurance Benefits***

An employee who participates in the Library's group health insurance plans will be eligible to continue participating in the plan while on PDL under the same terms and conditions as if she was working. An employee should make arrangements with the Library Director for payment of her share of the insurance premiums.

## **PARENTAL LEAVE**

All regular full-time and regular part-time employees who have completed the Introductory Period are eligible to take up to four weeks of unpaid leave to bond with a child upon the birth of a child, or placement of a child for adoption. The following rules/guidelines will govern such leave:

- Eligible employees may begin taking this leave upon the birth or placement of a child for adoption, or at the end of a period of disability due to childbirth or related medical conditions, whichever is later.
- Parental leave must be taken within one month of the time when it becomes available to you (as set forth above) and, as permissible by law, runs concurrently with any other leave to which you may be entitled to bond with a newborn or newly placed adopted child (e.g., the New York State Paid Family Leave Act).
- Employees who are approved for parental leave may substitute any accrued paid time off (PTO) for unpaid parental leave. Employees on parental leave will not accrue PTO, holiday pay or other benefits.
- You should generally provide at least four weeks' notice of the intent to take parental leave.
- Unless required by applicable law, parental leave may not be taken on an intermittent basis. Upon returning from parental leave, the Library will attempt to return you to the same or an equivalent position as held immediately before taking parental leave.
- Eligible employees will continue participating in the Library's medical and dental benefits plans on the same basis as active employees during parental leave, and will remain responsible for any portion of the premiums for which the employee is responsible while active.

## **NEW YORK STATE PAID FAMILY LEAVE**

Effective January 1, 2018, the New York State Paid Family Leave Program will provide most employees with a limited amount of paid leave to bond with a new child, care for a loved one with a serious health condition, or, under certain circumstances, to help relieve family pressures when someone is called to active military service. New York's Paid Family Leave program is employee-funded. That is, the benefit is

paid for by employees much like short term disability benefits, for example. Beginning on or after July 1, 2017, you will see a payroll deduction to pay for your Paid Family Leave benefit. For more information regarding your eligibility for or use of Paid Family Leave, please contact the Library Director.

### **LEAVE AS A REASONABLE ACCOMMODATION**

Employees who have exhausted all time available to them under the Library's leave policies, and either: a) federal, state or local law does not provide a further leave entitlement; or b) employees have exhausted all leave expressly provided by federal or state law, may apply for leave as a reasonable accommodation. Please contact the Library Director to discuss.

## **SECTION V: STAFF PRIVILEGES**

### **STAFF ROOM**

The Library provides a staff room for use during breaks and meals. As a courtesy to others, please keep this room clean. Smoking is not allowed anywhere in the Library or the Neighborhood Center Building.

### **BOOKS AND OTHER LIBRARY MATERIALS**

Employees may place orders for books and other materials through the Library and take advantage of any institutional discount that is available.

### **STAFF BORROWING PRIVILEGES**

Library employees are not charged fines for overdue materials. HOWEVER, staff is not to abuse this privilege, or to manipulate the circulation system for personal benefit (e.g., by changing due dates or renewing non-renewable items).

### **MILEAGE ALLOWANCE**

When employees travel on Library business in their own car, they are entitled to monetary compensation for each mile traveled. Mileage is calculated assuming the library as the beginning and ending point, unless the travel occurs on the employee's day off, in which case, mileage is

calculated to and from the employee's home. The Library will also reimburse employees for parking fees and/or tolls incurred during Library-related travel.

## **SECTION VI: GENERAL INFORMATION**

### **PERFORMANCE EVALUATIONS**

The performance evaluation process at the Library is intended to be a constructive and positive experience. It should be viewed as an opportunity for employees to learn where they stand relative to their expected job performance, goals and objectives. At the same time, it offers employees a chance to become involved in determining their future career development, and to map out ways in which they can be true participants in the library's achievement of success. Performance evaluations will be completed by supervisors and/or the Library Director as scheduled by the Library.

### **EXTREME WEATHER CONDITIONS**

It may occasionally become necessary to delay the opening of the Library or to close the Library for the day due to severe snow or other adverse weather conditions. If there is a delayed opening or closing, the Library will post notifications to this effect on its social media platforms, including the Library's Facebook and Twitter feeds.

Regular full-time employees will be paid for any time lost due to any weather-related or emergency closing of the Library. If a full-time employee makes the personal decision not to come to work and the library is open, they must use a personal day or vacation time. Regular part-time employees will be paid for lost time in the event of a full-day closure, and will be paid for their scheduled hours if the Library opens late or closes early while they are on their shift due to extreme weather or other emergency conditions provided the employee does not voluntarily call out or leave prior to closing.

### **JOB POSTINGS**

Whenever a vacancy exists in the Library, it will be posted on the staff bulletin board. Staff members are encouraged to apply for any vacancy for which they are qualified.

## **SALARY INCREASES**

Salary increases may be granted at the discretion of the Board of Trustees. If approved, salary increases generally take effect the first payroll period in January. Due to the Library's reliance on public funding, regular salary increases cannot be guaranteed.

## **EMPLOYEE CODE OF CONDUCT**

To assure orderly operations and provide the best possible work environment, the Library expects employees to follow rules of conduct that will protect the interests and safety of all employees and the interests of the Library. The following are examples of some, but not all, of the types of conduct that are infractions of the rules of conduct which can result in disciplinary action, up to and including termination:

- Theft or inappropriate removal or possession of Library property
- Falsification of timekeeping records, employment documents, or other Library records/documents
- Working under the influence of alcohol or illicit drugs in violation of the Library's Drug and Alcohol Free Workplace policy
- Discourteous or unprofessional behavior toward Library patrons
- Possession, distribution, sale, transfer, or use of alcoholic or illicit drugs in the work place, while on duty, or while operating employer-owned vehicles or equipment, or while conducting Library business
- Physically threatening conduct, including but not limited to physically fighting or physically threatening violence in the workplace or while conducting Library business
- Negligence or improper conduct leading to damage of employer-owned property
- Violation of the Library's policies, including but not limited to Non-Harassment and Sexual Harassment policies
- Possession of dangerous or unauthorized material, such as explosives, in the workplace or while conducting Library business
- Excessive, unexcused absenteeism, tardiness or any absence without notice
- Unauthorized use of telephones, mail system, computer, email, or other employer-owned equipment
- Unsatisfactory performance
- Using work time for non-work purposes
- Engaging in criminal conduct on Library property or during Library business hours

- Failing to comply with the Library's workplace policies and/or procedures

Occurrences of any of the following violations may result in disciplinary action, up to and including suspension and/or immediate dismissal, depending on the nature of the infraction and your work history.

### **CONFLICT OF INTEREST POLICY**

#### Article I -- Purpose

1. The purpose of this conflict of interest policy is to protect the Library's interests when it is contemplating entering into a transaction or arrangement that might benefit the private interests of a covered person or might result in a possible excess benefit transaction.
2. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

#### Article II -- Definitions

1. Covered Person: any member of The Field Library Board of Trustees and any employee of The Field Library.
2. Interested person: any member of The Field Library Board of Trustees and any employee of The Field Library who has a direct or indirect financial interest.
3. Financial interest: a covered person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
  - a. An ownership or investment interest in any entity with which The Field Library has a transaction or arrangement;
  - b. A compensation arrangement with the Library or with any entity or individual with which the Library has a transaction or arrangement; (Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial).
  - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which The Field Library is negotiating a transaction or arrangement.

A Conflict of Interest exists when an Interested Person has more than a *de minimis* Financial Interest in any transaction or arrangement being contemplated by The Field Library Board of Trustees or Library Director.

#### Article III -- Procedures

1. Duty to Disclose: In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to The Field Library Board of Trustees or the Library Director.
2. Recusal of Self: Any covered person may recuse at any time from involvement in any decision or discussion in which the covered person believes he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.
3. Determining Whether a Conflict of Interest Exists: After disclosure of the financial interest and all material facts, and after any discussion with the Library Board or Director, the covered person shall leave the meeting while the determination of a conflict of interest is discussed and voted upon. The remaining members shall decide if a conflict of interest exists. The existence and resolution of the potential conflict shall be documented in the minutes of any meeting at which the conflict was discussed or voted upon.
4. Procedures for Addressing the Conflict of Interest
  - a. An interested person may make a presentation at a Library Board meeting, but after the presentation, the interested person shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest. The interested person shall not attempt to influence the deliberation or voting on any matter giving rise to the conflict.
  - b. The Field Library Board President shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
  - c. After exercising due diligence, the Library Board shall determine whether the Library can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Library Board shall determine by a majority vote of the disinterested members whether the transaction or arrangement is in the Library's best interest, for its own benefit, and whether it is fair and reasonable. Pursuant to that determination, the party seeking the determination shall be free to enter into the proposed arrangement or transaction.

#### 5. Violations of the Conflicts of Interest Policy

- a. If The Field Library Board of Trustees has reasonable cause to believe a covered person has failed to disclose actual or possible conflicts of interest, it shall inform the covered person of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board of Trustees determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### Article IV – Records of Proceedings

The minutes of the Board and all committees with board delegated powers shall contain (a) the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest; (b) the nature of the financial interest; (c) any action taken to determine whether a conflict of interest was present; (d) the Board's decision as to whether a conflict of interest in fact existed; (e) the names of the persons who were present for discussions and votes relating to the transaction or arrangement; (f) the content of the discussion, including any alternatives to the proposed transaction or arrangement; and (g) a record of any votes taken in connection with the proceedings.

#### Article V – Compensation

A covered or interested person who receives compensation, directly or indirectly, from The Field Library is precluded from voting on matters pertaining to the compensation.

#### Article VI – Statements

Each covered person shall sign a statement which affirms they have received a copy of this policy, has read and understands this policy, and if at any time during the year the information in the statement changes materially, the covered person shall disclose such changes and revise the disclosure form.

## **WHISTLEBLOWER POLICY**

### ARTICLE I -- Purpose

The Field Library is committed to maintaining an environment where employees are free to raise good faith concerns regarding The Field Library's operating practices, including but not limited to:

1. Reporting suspected violations of law;
2. Providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other governmental body; and
3. Identifying actual or potential violations of The Field Library's bylaws and policies.

### ARTICLE II -- Reporting a Violation

Employees of The Field Library have a responsibility to raise concerns with, and report violations to the Director, who is responsible for the administration of this policy. If the concerns are with or about the Director, the individual should address concerns to any member of The Field Library Board of Trustees.

### ARTICLE III -- No Retaliation

1. The Field Library expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against any member, employee, trustee, or volunteer who raises suspected violations of law, cooperates in inquiries or investigations, or identifies potential violations of The Field Library's policies or bylaws. Any Library employee, including the Director, who engages in retaliation will be subject to discipline, up to and including termination or removal.
2. Any employee who believes that they have been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to the Director. If the concerns are with or about the Director, the individual should address concerns to any member of the Field Library Board of Trustees.

### ARTICLE IV -- Investigation

1. Reports of suspected violations of law, or The Field Library's bylaws or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality, consistent with a full and fair investigation. The investigation will include the local police where applicable and will begin no later than 48 hours after the first

report of a violation. The Field Library Director will conduct or designate other internal or external parties to conduct the investigations. The investigating parties will notify the concerned individuals of their findings, and prepare other reports as indicated by the circumstances. A summary of all such reports will be presented to the Director.

2. In the event that a report of a suspected violation of law or policy or retaliation involves Director, The Field Library Board of Trustees will conduct the investigation, or designate a third party to conduct the investigation.

#### ARTICLE V -- Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

#### **WORKPLACE VIOLENCE**

The Library is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Library and personal property.

Threats, threatening language or any other acts of aggression or violence made toward or by any Library employee will not be tolerated. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious and/or destructive action undertaken for the purpose of domination or intimidation. Weapons are prohibited on Library premises unless such prohibition is restricted by applicable law.

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. All threats will be promptly investigated. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If an investigation confirms that threat of a violent act or violence itself has occurred, the Library will take swift and appropriate corrective action. This policy should not be interpreted to interfere with or restrict an employee's right to engage in protected concerted activity under the law like a lawful strike or picketing.

If you are the recipient of a threat made by an outside party, please follow the steps detailed in this section. It is important for us to be aware of any potential danger in our offices. Indeed, we want to take effective measures to protect everyone from the threat of a violent act by an employee or by anyone else.

### **DRUG AND ALCOHOL FREE WORKPLACE**

The Library is committed to maintaining a safe and productive environment free of drug and alcohol abuse. The Library will therefore not tolerate the possession, consumption, use or sale of, or being under the influence of alcoholic beverages or any illegal drugs on the Library's premises at any time, or at or during a Library event or activity, whether or not you are at work or the prohibited act occurs during work hours, or whether working on or off the Library's premises (excluding permitted use of alcohol for authorized ceremonies, celebrations, and events).

The Library reserves the right to conduct alcohol or drug tests in accordance with applicable laws. Violation of this rule may result in immediate discharge. Such violations may also have other legal consequences.

### **ELECTRONIC COMMUNICATIONS POLICY**

The Library's communication and computer systems are intended for business purposes when used during working time. This includes the e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of the systems. For purposes of this policy, "working time" includes the time during which employees are actually scheduled to work, but does not include scheduled rest periods, meal breaks and other specified times when employees are not expected to be working.

The Library may access its e-mail systems and obtain the communications within the systems, including past e-mail messages, without notice to users of the system, in the ordinary course of business when the Library deems it appropriate to do so. The reasons for which the Library may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that the Library's operations continue appropriately during an employee's absence.

Further, the Library may review Internet usage with the Library's property, or communications sent via the Internet with the Library's property, are for business purposes only when used during working time. The reasons for which the Library may review employees' use of the Internet with the Library's property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that the Library's operations continue appropriately during an employee's absence.

The Library may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

The Library's policies prohibiting harassment, in their entirety, apply to the use of the Library's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, color, religion, creed, sex, sexual orientation, national origin, age, ancestry, ethnicity, disability, citizenship, alienage, marital status, partnership status, familial status, military or veteran status, genetic information, predisposing genetic characteristic, status as a victim of domestic violence, stalking and sex offenses, or any other status protected by federal, state or local law.

Since the Library's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited. No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

### **SOCIAL MEDIA POLICY**

This policy establishes a set of rules and guidelines for any activity and participation in "social media" by all Library "users." These rules are intended to be adaptable to the changes in technology and norms of online communication and behavior, and may be amended by the Library at any time, for any reason, without notice to users.

Nothing contained within this policy is intended to interfere with employee rights under the National Labor Relations Act, including but not limited to employees' right to discuss the terms and/or conditions of their employment, or other laws protecting lawful job related activities, nor would it be interpreted or applied so as to interfere with employee rights to self-organize, form,

join, or assist labor organizations, to bargain collectively through representatives of their choosing, or to engage in other concerted activities for the purpose of collective bargaining or other mutual aid or protection, or to refrain from engaging in such activities.

For purposes of this policy:

- The term “social media” applies to any web-based and mobile technologies, in use now or developed in the future, that enable individual 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, through providers such as Facebook, Instagram, LinkedIn, SnapChat, Twitter, YouTube or others.
- The term “users” refers to employees, directors, volunteers, and interns.

#### *Exercise Responsibility Online*

You are personally responsible for any of your social media activity conducted with a Library email address or on a Library website or page, and/or which can be traced back to a Library domain, and/or which uses the Library’s Information Systems and/or which expressly or implicitly identifies you as an employee of the Library.

If from your post in a blog or elsewhere in social media it is clear you are a Library employee, or if you mention the Library, or it is reasonably clear you are referring to the Library or a position taken by the Library, and also express a political opinion or an opinion regarding the Library’s positions or actions, the post must specifically note that the opinion expressed is your personal opinion and not the Library’s position. This is necessary to preserve the Library’s good will in the community.

#### *Follow Existing Policies And Terms Of Use*

Observe and follow (i) existing Library policy and agreements, such as our Employee Handbook and your Employment Agreement(s) with the Library, if applicable, (ii) the policies of the particular online/social networking venue, and (iii) applicable law. This means that you are prohibited from using social media to post or display comments about coworkers or supervisors or the Library that are vulgar, obscene, threatening, intimidating, or a violation of the Library’s workplace policies against discrimination, harassment, or hostility on account of age, race, religion, sex, ethnicity, nationality, disability, or other protected class, status, or characteristic.

Thus, the rules in the Library's Employee Handbook, including its Electronic Communication Policy and anti-harassment and discrimination policies apply to employee behavior within social media and in public online spaces.

Most websites, including Facebook and others, have rules concerning the use and activity conducted on their sites. These are sometimes referred to a "Terms of Use." You 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.

Do not post any information or conduct any online activity that may violate applicable local, state or federal laws or regulations. Any conduct which under the law is impermissible if expressed in any other form or forum is impermissible if expressed through social media.

*Be Respectful And Mindful Of Privacy And Confidentiality, And Think Before Posting*

Before sharing a comment, post, picture or video about or from a friend or colleague through any type of social media, it is a good practice to be courteous and first obtain his or her consent.

It also is inappropriate to use or disclose the Library's confidential or proprietary information in any form of social media. For purposes of this Policy, Library confidential or proprietary information includes but is not limited to financial information, future business performance and business plans, business and brand strategies, information which is or relates to Library trade secrets. All Library rules regarding Library confidential or proprietary information and personal information, including the Library's written information security program, Confidential Information Policy and Non-Disclosure Agreement, apply in full to social media, such as blogs or social networking sites. For example, any information that cannot be disclosed through a conversation, a note, a letter or an e-mail also cannot be disclosed in a blog. Sharing this type of information, even unintentionally, can potentially result in harm to the individual, harm to the Library's business, and ultimately you and/or the Library being sued by an individual, other businesses or the government.

Before posting any online material, ensure that the material is not knowingly false; instead, try to be accurate and truthful. If you find that you've made a mistake, admit it, apologize, correct it and move on. You should never post anything that is maliciously false.

Before posting a comment or responding to a blog, think before sending. If you are unsure about the effects of the post or other online action, reach out to your supervisor for some assistance, particularly when unsure about a response to another employee or a client.

### *Use Your True Identity*

When participating in any social media, be completely transparent and disclose your true identity for your personal protection. Additionally, when commenting on or promoting any Library service on any form of social media, you must clearly and conspicuously disclose your relationship with the Library to the members and readers of that social media.

### *Manage Your Expectation Of Privacy*

Consistent with the Library's Electronic Communications Policy, the 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 we deem it appropriate to do so. As such, when using such systems, you should have no expectation of privacy with regard to time, frequency, content or other aspect of your use, including the websites you visit and other Internet/Intranet activity. The reasons the 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.

### *Interact On Your Time*

The Library respects the right of any employee to participate in social media, such as maintaining a blog or participating in online forums. However, to protect the Library's interests and to oversee employees' focus on their job duties, employees must avoid excessive use of social media during work time or at any time with the Library equipment or property, unless doing so is expressly permitted by the Library.

### *Identify Any Copyrighted Or Borrowed Material With Citations And Links*

When publishing any online material through social media that includes another's direct or paraphrased quotes, thoughts, ideas, photos, or videos, always use citations and link to the original material where applicable.

Should you have any questions about this policy, please contact the Library Director or a member of the Board of Trustees.

## **PERSONAL APPEARANCE**

Personal appearance means how you dress, how neat you are, and your personal cleanliness standards. Your personal appearance can influence what patrons and guests think about the Library, and can have a significant impact on our reputation in the community. Personal appearance can also impact the morale of your co-workers.

During business hours or whenever you represent the Library, you should be clean, well groomed, and wear appropriate clothes. This is particularly important if your job involves dealing with patrons or guests in person.

Employees are expected to wear appropriate attire, and business casual attire is usually acceptable. All technical services staff and pages are allowed to wear jeans while on duty, subject to the standards described below. More formal dress may be appropriate in some instances, such as for attending certain meetings or events.

Clothes must not to have any fringes, rips, tears, stains or holes, and should always fit properly so they are not overly baggy and do not expose midriffs or undergarments.

If your supervisor or the Library Director finds that your personal appearance is inappropriate, you will be asked to leave work and return properly dressed and groomed. Nonexempt employees who are asked to leave will not be paid for the time away from work. See your supervisor if you are not sure about the correct clothing standards for your job.

## **SOLICITATION AND DISTRIBUTION**

Solicitation by an employee of another employee is prohibited, while either the person doing the soliciting or the person being solicited is on working time. For purposes of this policy, solicitation means activity that poses a reasonable risk of interference with production by calling for an immediate response to another employee's oral persuasion to join a certain cause or purchase a type of product or service.

Working time includes the time during which any of the employees involved are actually scheduled to work, and does not include scheduled rest periods, meal breaks and other specified times when employees are not expected to be working.

Distribution of advertising material, handbills, or other literature by employees during working time is prohibited. In addition, employees may not distribute literature or printed materials of any kind at any time in any working area.

Solicitation and/or distribution by third parties is prohibited at all times.

## **DISCIPLINE**

All employers, no matter what their business, must occasionally take disciplinary action against employees. Disciplinary action provides a framework for correcting and preventing the recurrence of unacceptable employee behavior or job performance. Disciplinary action may be in the form of a verbal or written warning, reprimand, suspension, reassignment, or termination. Certain types of behavior or performance problems require more serious discipline than others. Employees are not guaranteed any particular level or type of disciplinary action. The Library examines each instance of poor performance or unacceptable behavior and responds to it in the way it deems appropriate.

## **SECTION VI: IF YOU LEAVE US**

### **RESIGNATION**

Employees who voluntarily resign their employment with the Library are asked to provide two weeks' advance notice of their resignation. A letter of resignation should be submitted to your supervisor and/or the Library Director and should include the effective date of resignation and the reason for leaving. This letter must be signed by the employee.

Upon separation of your employment, immediately return all items that belong to the Library, such as keys, I.D. cards, etc. to your supervisor or the Library Director.

### **BENEFIT CONTINUATION OPTIONS**

Upon terminating employment, you will be advised of your rights to continue certain insurance coverage under the Library's policies, if applicable.

## **A FEW CLOSING WORDS**

This Handbook is intended to give you a brief look at the Library and its policies. From time to time, we may modify the terms and procedures in it. If you have any questions at any time, ask the Library Director. We welcome you with the sincere hope that our association will be a successful and rewarding one.

**ACKNOWLEDGMENT**

I acknowledge receipt of the Peekskill Field Library (the "Library") Employee Handbook. I acknowledge that this Handbook supersedes any and all prior handbooks or policies of the Library. I understand that the information contained in the employee handbook constitutes management guidelines only, which may be added to, deleted, or changed from time to time at the discretion of the Library.

I recognize that neither the Handbook nor any other communication, either written or oral, made at the time of hire, or subsequently, is intended to in any way create a contract unless written and signed by the Library Director or a member of the Board of Trustees. I understand that my employment is at-will and entered into voluntarily and may be terminated by me or the Library at any time, with or without cause or notice.

I acknowledge that I have read or will read this Handbook, and I accept full responsibility for familiarizing myself and understanding all of the policies contained within.

If I do not understand any of the policies within this Handbook or I have any questions regarding the content or interpretation of this Handbook, I agree to bring it to the attention of my supervisor and/or the Library Director or a member of the Board of Trustees.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Department