

*The Greenwood Lake Public Library provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Greenwood Lake Public Library complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*

## **I. HIRING PRACTICES**

### **Hiring**

- 1) New employees will be hired based upon qualifications outlined in individual job descriptions listing required skills, knowledge, abilities and educational background.
- 2) The Board of Trustees (The Board) is responsible for recruitment of a qualified Library Director and of the Treasurer/Secretary to the Board.
- 3) All other professional, non-professional and custodial recruitment is conducted by the Library Director, under the guidelines listed below and only after approval of the Board to fill a position(s).

When the Library is seeking a new employee(s), the following procedures shall be followed:

- a. Civil Service procedures will be followed for all competitive class positions.
  - b. Review records of previous applicants and interview those qualified for the open position.
  - c. If the applicant pool is insufficient, advertise position via social media, stating description of position, hours and days required, application cut-off date, application requirements, experience requirements, and the phone number of the library for contact.
  - d. Take such other recruitment steps that may be approved by the Board.
- 4) It is against Library policy to hire immediate family members of current employees and Board members when filling new positions, with the exception of Labor Class designations.
  - 5) Starting salaries, or starting salary ranges based on level of experience, will be established by the Board for each vacant position before it is filled.

## **Requirements**

- 1) Employment requirements for any position should be directly related to the tasks to be performed.
- 2) Appropriate pre-employment Civil Service examinations must be taken as required for competitive class positions.
- 3) All applicants will be asked to provide written consent for the library to have a background and reference check performed. Information obtained through the background and reference check process will not be used to discriminate against an applicant based on race, color, national origin, sex, religion, disability, genetic information (including family medical history) and age, or be misused in violation of federal or state equal opportunity laws and regulations.
- 4) All applicants considered for employment will receive a copy of the job description of the position for which they are applying.
- 5) Newly hired employees will also receive a copy of these Personnel Policies.

## **Application and Selection Process**

- 1) Competitive class employment applicants must respond to the Civil Service canvassing letter and adhere to all stipulations outlined therein by the specified date. All prospective employees must complete an employment application.
- 2) Interviews and/or testing of applicants will be conducted by the Library Director.
- 3) Upon completion of the interviewing process, the Library Director will submit to the Board a report recommending all qualified applicants for an open position along with an explanation of why the applicants are being recommended for Board approval.
- 4) For the positions of Library Director and Treasurer/Secretary to the Board, the Board President and Human Resources Committee Chair will interview and recommend applicants to the Board for its approval.
- 5) An applicant who is not hired due to information acquired from the background and reference check will receive an "Adverse Action Notice" in compliance with FCRA requirements. This notice will outline an applicant's right to a copy of the report and steps they can take to dispute or correct the information therein.
- 6) All applicants will be notified of the outcome of the application process.

## **II. EMPLOYMENT PRACTICES**

*\*\*NOTE: The Civil Service "Manual of Procedure in Disciplinary Actions" will govern all competitive class, permanent positions, and all non-competitive positions after five (5) years of service. (Civil Service Law, Section 75/Fair Play Policies).*

### **Probation and Performance Evaluation**

- 1) All new employees will be on probation for a period of not less than 8 weeks or more than 52 weeks, as dictated by Civil Service. At the discretion of the Library Director, and with approval by the Board, the probation period for an individual new employee can be shortened.
- 2) All employees who receive a promotion will be on probation in the new position for a period of not less than 8 nor more than 26 weeks, per Civil Service regulations. Length of probation will be set on a case-by-case basis within this 8-26 week period at the discretion of the Library Director and approval of the Board.
- 3) During probation, evaluations will take place semi-annually, unless specific circumstances arise.
- 4) The Library Director will conduct employment evaluations for the Library staff annually (unless specific circumstances arise), based on each employee's date of hire, or, if the employee has been promoted, on the date of his or her most-recent promotion. The evaluation will focus on the employee's performance, goal setting and need for training and skills improvement, if appropriate.
- 5) The Director's and Treasurer/Secretary to the Board's evaluations will be conducted by the Board annually, based on the individuals' date of hire, or, if the employee has been promoted into the position, on the date of his or her promotion. The evaluations will concentrate on performance, goal setting and need for training and skills improvement, if appropriate.
- 6) All evaluations will be conducted in a private setting with a written summary signed by both parties for placement in the employee's confidential personnel file.
- 7) Employees have the right to respond in writing within 15 days of their evaluation and have that response placed in their personnel file.

## Grievances

- 1) Grievances by staff members will be submitted in writing to the Library Director. Should a staff member wish to submit their grievance directly to the Board of Trustees, they may do so through the Board Secretary, or directly through the contact information listed at the end of this manual.
- 2) All written grievances will be brought to the attention of the Board at their next business meeting. An employee may submit their written grievance/response to the Board's secretary and request to appear at that meeting to address the Board on their behalf. The secretary will schedule an executive session on the next meeting's agenda for this purpose.
- 3) The Greenwood Lake Public Library will not retaliate against an employee who, in good faith, has lodged any grievance against the library. See "Whistleblower Policy".

## Disciplinary Procedures

- 1) The following are violations of terms of employment which require disciplinary action:
  - a. Abuse of sick leave or other contractual benefits.
  - b. Frequent tardiness.
  - c. Breaches of professional conduct. Professional conduct includes, but is not limited to, proper dress, no use of illegal drugs or alcohol, adequate notice to the Library Director when taking sick or vacation days, proper treatment of Library patrons, and similar matters.
  - d. Inadequate performance.
  - e. Unauthorized absence from work
  - f. Insubordination
  - g. Theft or other criminal activity.
- 2) In the case of an actionable offense, the following procedure will be followed:
  - a. A verbal notification will be issued at the time of the first offense and noted in the employee's personnel file.
  - b. Upon 2<sup>nd</sup> offense, written notification will be given to the employee and a signed copy of the notification will be placed in the employee's personnel file stating that a 3<sup>rd</sup> offense may be grounds for disciplinary action.
  - c. At the discretion of the Library Director, either immediate action will be taken, or notice will be referred to the Board for action as outlined below.
  - d. In the event of breaches of professional conduct, insubordination, theft, or other criminal activity, the Director and Board reserve the right of immediate suspension with possible dismissal in compliance with Civil Service law.

3) Board Actions

Offenses referred to the Board can result in actions such as, but not limited to:

- a. Reprimand
- b. Probation
- c. Suspension with or without pay
- d. Dismissal pending hearing

**Personnel Records**

- 1) The following material will be maintained in employee personnel files:
  - a. Application, resume and letter(s) of reference
  - b. Copy of W-4 (state and federal) and employment eligibility form I-9.
  - c. Civil Service personnel reports
  - d. Contractual letters
  - e. Performance evaluations
  - f. Continuing education records
  - g. Request for extended leave (vacation, personal or sick) beyond the contractual period.
  - h. Documentation for illness or other extended leave periods, including worker's compensation and disability claims.
  - i. Written grievances, personnel notices and written reports on violations.
  - j. Other miscellaneous materials relating to job performance (such as commendations, awards, etc.)
  - k. The employee's salary history and current job description
  - l. Any documentation related to payroll deductions (IRA/health plan enrollment, etc.)
- 2) These materials will be kept in the employee's personnel record permanently, per state mandate.

**Separation from Service**

- 1) Resignations
  - a. Staff member resignations must be submitted in writing to the Library Director.
  - b. A minimum of two (2) weeks' notice is preferred for part time staff member resignations. A thirty (30) day notice of resignation is preferred for all full time staff members due to Civil Service processing for competitive positions. A sixty (60) day notice of resignation is preferred for the Library Director.

2) Dismissal

The Library endorses the New York Library Association policy statement on due process. A copy of this statement is available from the Library Director. Any dismissal will be conducted in accordance with Civil Service Law.

3) Layoffs may occur due to lack of funds, discontinuance of activity or reorganization.

4) Retirement

The Greenwood Lake Public Library participates as an employer in a Simple Employee Pension (SEP) Plan and offers these benefits to all full-time employees. Details are available through Human Resources. See section 5/C.

5) Exit Compensation

Employees are entitled to receive:

- a. All unpaid wages earned up to their last date of employment
- b. All earned, unused vacation and personal time up to their last date of employment
- c. All vacation time accrued as of their last date of employment

This will be calculated at the employee's current rate of pay and will be issued with the next regular payroll cycle.

In the case of immediate dismissal, as outlined in "Employment Practices; Section II-Disciplinary Procedures, 2D, the Library Director and Board reserves the right to review an employee's exit compensation prior to a check being issued.

6) Insurance Coverage

Library paid insurance benefits will terminate on the last day of the month of an employee's separation of service. For major medical plans, employees have the option of enrolling in Cobra coverage, at their expense, to insure non-interruption of health benefits. Information and application for Cobra coverage is available through Human Resources.

Supplemental insurance coverage is "portable". The carrier will be notified of an employee's separation of service and will contact the employee directly regarding continuation of coverage in the form of a personal policy at the employee's expense.

Employee paid insurance benefits will terminate with the last deduction on their final check. For major medical plans, employees have the option of enrolling in Cobra coverage, at their expense, to insure non-interruption of health benefits. Information and application for Cobra coverage is available through Human Resources.

Supplemental insurance coverage is “portable”. The carrier will be notified of an employee’s separation of service and will contact the employee directly regarding continuation of coverage in the form of a personal policy at the employee’s expense.

7) Retirement Plans

Library paid retirement benefits (SEP) will be made according to the employee’s last day of service. If the last day of service falls between the 1<sup>st</sup> and 15<sup>th</sup> of the month, benefits will be paid through the 15<sup>th</sup>. If the last day of service falls between the 15<sup>th</sup> and the 30<sup>th</sup> of the month, benefits will be paid through month end.

Employee paid retirement/savings plan payments will be made according to the accumulated amount deducted from the employees pay for that month.

The library’s financial investment vendor will be notified of an employee’s separation of service. The employee will be provided contact information for that vendor and encouraged to contact them regarding their accounts.

- 8) Human Resources will provide Civil Service with an employee’s last date of employment so that their position will be listed as vacant and the Library will be able to fill it accordingly. The employee will be provided with the name and phone number of the library’s Civil Service Technician so that they can obtain their “status” within the system.
- 9) Employees must turn in their keys no later than their last shift, or immediately upon their notification of separation of service at the Director’s discretion. Their security code will be removed from the alarm system and their employee status will be changed within the library’s borrowing system.

### **III. SALARY ADMINISTRATION**

#### **Payroll Cycle**

The schedule of salary payments shall be bi-weekly with checks being issued on Friday(s).

Each check will include the two-weeks ending the Sunday prior to the payday.

New employees will be placed on the payroll immediately. Their first check will reflect any hours worked prior to the first payday of their employment.

## Raises

Salary increases are granted in accordance with the salary schedule adopted by the Board and based on merit. **Effective 7/1/25 the new entry wage limits will be:**

<u>Hourly Positions</u>	<u>Entry Wage</u>
Part-Time Custodian	Minimum Wage - \$3 above
Part Time Page	-Minimum Wage-
P/T Library Clerks	Min.Wage to \$2 above
F/T Library Clerks	Min.Wage to \$3 above
Sr. Library Clerk	\$3-\$4 above Min.Wage
	<i>*in-house promotional wage @ Director's recommendation</i>
Principal Library Clerk	\$2 above Min. Wage-\$4 above
	<i>*in-house promotional wage @ Director's recommendation</i>
Part Time Account Clerk	Min.Wage to \$5 above
Property Super.	\$23-\$28 per hour
Library Assistant (35 hrs.)	\$40,000 (\$21.98/hr.)
Library Assistant (Kids) (35 hrs.)	\$40,000 (\$21.98/hr.)
Treasurer/Board Scty.	\$50,000 (\$27.48/hr.)
Library Manager	\$58,000-\$63,000 (\$31.87-\$34.62/hr.)
Library Director I	\$70,000-\$75,000 (\$38.47-\$41.21/hr.)

## IV. EMPLOYEE BENEFITS

### Insurance and Credit Plans

- 1) All employees are covered by unemployment insurance as required by the New York State Unemployment Insurance Law.
- 2) All employees are covered by Worker's Compensation
- 3) All employees are covered by Disability Insurance and NYS Paid Family Leave.
- 4) Effective 7/1/25, the Library will contribute to the cost of medical coverage, including Dental and Vision, for employees working 35 hours or more per week, as follows:

### Length of Employment

90 days – 2 years  
2-4 years  
4-8 years  
8+ years

### Library's Contribution

50% of the single coverage rate  
70% of the single coverage rate  
80% of the single coverage rate  
100% of the single coverage rate

The position of Library Manager (Director) will be eligible for the highest benefit tier after the 90 day waiting period.



***For commercial health care providers*** - Any full time employee may add family coverage to their policy at their own expense. Part time employees may participate in the Library's health plan at their own expense. There is a ninety-day (90) waiting period from date of employment to enroll, or employees may enroll once a year upon the anniversary date of the policy (December 1<sup>st</sup>). All payments will be made through pre-tax payroll deductions.

***For Medicare*** – Upon turning 65, Medicare will become an employee's primary provider. Plan premiums are billed directly to the employee and not subject to payroll deductions. Out-of-pocket premiums will be reimbursable on a monthly basis upon submittal of proof of payment. These reimbursements are subject to the contribution schedule shown above. Medicare contributions will be capped at the equivalent single coverage rate of the commercial health plan. ***\*\*Employees should consult human resources a minimum of 120 days prior to their 65<sup>th</sup> birthday to facilitate the switch from the current health care provider to Medicare.***

- 5) The Library will contribute up to \$2,500 annually to the cost of supplemental plans offered to full time employees eligible to receive, but declining, paid medical benefits. Any employee may participate in these supplemental plans, including spouse and family coverage, at their own expense, *provided* they are currently insured through a major medical plan. There is a 90-day waiting period from date of employment to enroll, or employees may enroll once a year upon the anniversary date of the policy (December 1<sup>st</sup>). Employee's contributions will be made through payroll deductions.

The Board of Trustees and their dependents are eligible to participate in these supplemental plans at their own expense, *provided* they are currently insured through a major medical plan. Premiums must be pre-paid by the participant.

## **Retirement & Investment Plans**

- 1) SEP (Simple Employee Pension)

Full-time employees are eligible after one (1) year of employment to participate in the library's SEP plan. Time worked as a part-time employee counts toward the one year required before eligibility. For the position of Library Manager/Director and employees hired prior to 2/1/00, the Library will contribute 6% of the employee's estimated annual income vested at inception. For employees hired after 2/1/00, the Library will contribute 5% of the employee's estimated annual income vested at inception. Details will be provided to all eligible employees.

- 2) Savings and investment

All employees are eligible to purchase a variety of products from the library's financial investment vendor via pre-tax or post-tax payroll deductions. This option is exclusively funded by employee contributions; the Library's role is non-contributory. Details are available through Human Resources.

## **V. CONDITIONS OF WORK**

### **Work Hours**

#### **Overtime**

- 1) The Greenwood Lake Public Library's workweek runs from Monday through Sunday. Any employee working a minimum of 21 hours or more in a seven (7) day workweek is classified as full time, as per Civil Service guidelines. However, an employee must work 35+ hours in a seven day workweek to receive paid medical and SEP benefits.
- 2) Work hours for employees will be set by the Library Director. Requests for schedule changes must be approved (preferably in advance, barring emergencies) by the Library Director. Employees of the Library may not work more than their regularly scheduled hours without pre-authorization by the Library Director. They are to be paid at their regular hourly rate so long as they work less than 40 hours in a week. No one will be approved to work in excess of 40 hours in a week's time.
- 3) Actual hours and days worked by all staff shall be recorded weekly by the bookkeeper, as recorded by the library's time clock. Employees may not punch in earlier than their scheduled shift, and must punch out at the conclusion of their scheduled shift. Unscheduled hours worked prior to or after a shift will not be honored, unless authorized by the Library Director for a specific purpose.
- 4) Employees scheduled to close the Library will be granted up to ¼ hour after their scheduled shift, with pay, in order to complete closing procedures when necessary (as determined by the Director).
- 5) Break schedules shall be in compliance with New York State Employment Laws.

#### **Appearance and Professional Conduct**

- 1) Appropriate dress, good grooming and neat personal appearance consistent with a responsible position are required at all times. "Casual" weekend attire for Friday, Saturday, Sunday shifts can be clean blue or black jeans that are not torn or faded, with a casual shirt or sweater which does not display commercial content, as well as sneaker-soled shoes.
- 2) Business-like conduct is required at all times.

- 3) Co-workers, patrons and visitors to the Library are to be treated with courteous, efficient and friendly service at all times.
- 4) Employees are expected to:
  - a. Be at work on-time for the full duration of their scheduled workday.
  - b. Refrain from conducting personal business during work hours.
  - c. Keep incoming or outgoing personal telephone calls, when necessary, brief and infrequent.
  - d. Refrain from inappropriate conversations/comments with other staff members or patrons.
- 5) No employee shall report to work or work impaired by any illegal or legal substance. See “Drug Free Workplace Policy”.

6) **Social Media Policy**

Employee Postings: Library employees are not prohibited from posting on Library’s social media sites during their personal time outside of work. The Library recognizes that public employees do not surrender all their First Amendment rights by reason of their employment and that the First Amendment protects a public employee’s right, in certain circumstances, to speak as a citizen addressing matters of public concern.

However, when a public employee makes statements pursuant to their official duties, the employee is not speaking as a citizen for First Amendment purposes, and the constitution does not insulate his or her communications from potential discipline by the Library. Employees must be aware that information they display or comments they make on Library social media sites may be viewed by other users as representing official Library sponsored information or comments. Therefore, in utilizing Library Social Media Websites, employees must follow the guidelines set for the in the Library’s social media policy and guidelines (Policies section II, computer policies).

Additionally, employees are to follow these guidelines when responding to professional issues on social media sites beyond the Library’s sites. An on-line pseudonym may be used when interacting on professional social media sites. Comments may be offered on library related topics with which the employee has professional knowledge. Advocacy is appropriate when contacting legislators on behalf of the Library, but staff must state that the views expressed are those of the author, not those of the Library. Comments are to be topically related to the purpose of the blog or other social media site.

Lastly, the Library recognizes that employees may participate in social media sites *beyond* the Library’s sites and professional forums. It is permissible to indicate that you are an employee of the Library in an incidental way, but be clear that any opinions expressed are yours alone and do not represent the official views of the Library. Because of your employee status, you are required to respect the

Library's policy on privacy and confidentiality and infractions may result in potential discipline by the Library. Do not use Library logos, address, telephone number, fax number or e-mail addresses on social media sites *other than those sponsored by the Library*. Do not use the Library's name in your logon ID or user name. Library employees' personal postings on issues of public concern are protected by the First Amendment.

### **Travel Expenses**

- 1) Travel by employees within Greenwood Lake is not reimbursed. Automobile travel by employees to locations outside the Greenwood Lake School District for the purpose of conducting business on behalf of the Library will be reimbursed at the current government recommended rate per mile with Library Director's approval. Commercial travel, lodging, and meals will be reimbursed at actual cost with prior Board approval.
- 2) The library carries excess liability coverage for staff, directors and officers utilizing their own vehicles to conduct library business; however, each individual's own automobile insurance policy is the primary insurance in the event of an accident or traffic violation. The library **does not insure** employees for collision or property damages resulting from a motor vehicle accident while utilizing their vehicles for library business.

### **Attendance at Conferences, Courses, Meetings and Workshops**

- 1) Staff members are encouraged to attend meetings, workshops and courses that enhance their job performance.
- 2) Requests to attend meetings, workshops, courses or conferences will be submitted to the Library Director in writing and may be subject to Board approval.
- 3) Expenses within the budgeted allocation will be provided for attendance at meetings, workshops or conferences (such as those held by RCLS), including one \$10.00 meal allowance per day.
- 4) Tuition for courses elected by the employee which would directly benefit the library and enhance that employee's contribution to the library's services may be funded up to 50%, upon recommendation of the Library Director and review of the Board of Trustees. Verification of credited course completion will be required.
- 5) The library will absorb the cost of any employee who is receiving accolades for their library related work; however, should the employee wish to have a guest(s) attend, the cost of the guest(s) will be paid by the employee.

## **VI. NATIONAL HEALTH CRISIS/EMERGENCY RESPONSE POLICY**

- 1) All employees, regardless of existing benefits, will receive one additional week of paid sick time (as it relates to individual set schedules) for medical testing, care and/or recovery. At the time that a vaccine/remedy becomes available, this additional benefit may be rescinded.
- 2) Employees will be provided and wear PPE, including face masks when social distancing is difficult, and gloves when handling any library materials.
- 3) Employees may be tested for body temperature before or during every shift and may be required to go home and not return without written approval from a physician.
- 4) Any employee directly exposed to a person(s) testing positive for the medical issue/viral infection/etc. causing said health crisis, must begin health department quarantine practices immediately, and get tested for the virus, etc. That employee may not return to work until they test negative, at which time printed proof of test results must be provided.
- 5) Extended care for recovery will be covered by disability for longer-term illness.
- 6) Paid Family Leave is available for care of a family member according to the rules set forth by NY State in the Paid Family Leave Act.
- 7) If a staff member tests positive, all staff will be notified as soon as the Director is notified. Any staff member directly exposed to that person within the last 7 days must begin quarantine immediately and get tested for the virus, etc. That employee may not return to work until they test negative at which time printed proof of test results must be provided.
- 8) At the notification to the Director of a single staff infection, the Director will immediately notify the Board of Trustees. Contact tracing will be done according to our patron logs and those people also notified. A notice will be posted on our website, Facebook and Instagram to notify the general public.
- 9) In the event that 2 or more staff members test positive, all of the above will be enacted and the library will shut down for 6 days for infection eradication.
- 10) During that 6 day period, all staff must quarantine and be tested and provide negative test results before returning to work.
- 11) At the point that endemic status is achieved, the Emergency Response Policy will be suspended.

## **VII. LEAVES OF ABSENCE**

### **Bereavement Leave**

- 1) Employees shall receive up to three (3) paid bereavement days in the event of the death of a member of the employee's immediate family. Immediate family shall include spouse, parent, child, sister, brother, grandparent, grandchild and immediate in-laws.
- 2) Bereavement days, if not taken, shall not be subject to accumulation.

## **Disability**

The Library pays for Disability Insurance Coverage (DBI) for any employee's *non-work related injury or illness* (including disability due to pregnancy), beginning with the 8<sup>th</sup> consecutive day of disability. Benefits are payable for up to 26 weeks, based on your average weekly wages for the eight weeks immediately preceding your disability, and are subject to the maximum allowable by the law in effect on the initial day of disability.

Written notice and proof of disability should be filed within 30 days from the first day of your disability. Please see Human Resources for policy details and assistance in filing a claim.

## **Paid Family Leave**

The Library pays for Paid Family Leave (PFL) coverage for an employee assisting his/her immediate family member with a serious illness, for bonding with a new baby (including adoptions and foster care) or for military exigencies. Per New York State, benefits are being phased in, beginning January 1, 2018.

When being used in conjunction with the arrival of a baby, PFL cannot be taken at the same time as Disability; they must be taken in sequence with a maximum benefit length of 26 weeks. A 30-day notice of intent for "foreseeable" events (birth, scheduled treatments/therapy, military deployment, etc.) is preferred. For "sudden" events (stroke, emergency delivery or short-notice deployment, etc.) notify your employer as soon as possible, preferably within 2 days.

Please see Human Resources for policy details and assistance in filing a claim.

## **Jury Duty Leave**

- 1) All employees called to serve on jury duty will:
  - a. Submit, in advance, to the Library Director a copy of the notice to appear for jury duty.
  - b. Submit upon termination of leave, a signed, written statement indicating the actual time spent on jury duty (i.e.: proof of service)
  - c. Receive their regular Greenwood Lake Public Library salary, without loss of benefits for the first five (5) shifts of jury duty. For shifts 6 to 20, the employee will receive the difference between the state's compensation for jury duty and their regular Greenwood Lake Public Library salary, without loss of benefits.
  - d. Take advantage of the one (1) hour response system when possible.

### **Military Leave**

A military leave of absence shall be granted pursuant to the provisions of the United States Code. Please see "Paid Family Leave" for additional details.

## **VIII SICK LEAVE, PAID TIME OFF (PTO) AND HOLIDAYS**

**The library does not grant unpaid time off unless the employee has a medical necessity or family emergency. Verification of these circumstances may be required for, or after approval.**

### **Sick Leave**

The library provides employees with paid 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 the need for medical diagnosis or preventive care.

Upon their date of hire, employees are immediately eligible for sick leave. Each employee will receive the equivalent of their two week schedule to use by their employment anniversary. For example: a full time employee hired on January 1<sup>st</sup> and working 35 hours a week will have 70 hours of sick leave available until the following December 31<sup>st</sup>. A part time employee working a 20 hour week will have 40 hours available within their anniversary year.

Unused sick leave will be carried over to the employee's next anniversary year; however, the total sick leave available to an employee in any one year will not exceed the equivalent of 2 weeks and three days.

Employees are required to notify the Director prior to their shift if they need to utilize their sick leave. If the Director is unavailable, they should contact Human Resources.

Upon missing three consecutive shifts due to illness, the library requires a doctor's note in order to return to work.

Any employee provisionally or permanently appointed to a full time position from a part time position will accrue, and may use, PTO and sick leave at the rate earned under their part time appointment during the one year transitional period. At their one (1) year anniversary as a full-time employee, full-time PTO and sick leave benefits will begin. When a paid holiday falls within an employee's selected PTO period, the employee will be granted an extra day of PTO time consistent with the above provisions.

## **Paid Time Off (PTO)**

1) Full time employees will receive PTO according to the following schedule:

### **At the completion of:**

1 year of full-time service	2 weeks
5 years of full-time service	3 weeks
10 years of full-time service	4 weeks

- 2) PTO time will be accounted for on an hourly basis, at a rate equivalent to that employee's daily schedule. For example, a 3 year employee working a total of 35 hours per week is entitled to 2 weeks PTO, or 70 hours.
- 3) PTO is to be allotted on the basis of each employee's original date of hire, or date of promotion to full time status. For example, an employee first hired on April 1st will have a personal PTO year from April 1st of one year to March 31st of the next year. Days cannot be saved into a new PTO year. Exceptions may be granted at the option of the Director.
- 4) The Library Director will try to accommodate all requested PTO schedules; however, has the authority to deny any requests if it will adversely affect the operation of the library. PTO plans should be presented to the Library Director at least six (6) weeks in advance, with changes presented as soon as they are known. The Library Director will try to accommodate all requested changes, as well as last-minute requests for PTO time; however, the Library Director has the authority to deny any unscheduled PTO time if it will adversely affect the operation of the Library.
- 5) Part-time employees are entitled to one (1) week PTO based on their weekly scheduled hours after the completion of one (1) year of service. After the completion of five (5) years of service, part-time employees are entitled to two (2) weeks PTO based on their weekly scheduled hours.

## **Holidays**

- 1) Full-time employees shall receive seven (7) paid holidays, effective the date of their employment, with the possibility of an additional four (4) more depending on their work schedule and how the holidays fall (e.g. Easter Sunday, the Sunday *preceding* Memorial Day and Labor Day, and the Sunday or Monday *following* Independence Day) . Holidays on which the Library is closed are:

New Year's Day	Thanksgiving Eve –close at 5:00 PM
Memorial Day	Thanksgiving Day
Juneteenth	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year's Eve –close at 2:00 PM
Veterans' Day	



- a. Easter Sunday and the Sundays *preceding* Memorial Day and Labor Day will be a paid holiday *only for all those normally scheduled to work*.
- b. When Independence Day falls on a Saturday or Sunday, the Sunday or Monday *following* Independence Day will be a paid holiday *only for all those normally scheduled to work*. When it falls on a weekday, *only that day will be a paid holiday*.
- c. When a paid holiday falls on a full time employee's scheduled day off, the employee is entitled to a compensating day off with pay. This does not apply to the holidays outlined in section a) and b). Compensating days off must be coordinated with the Library Director.

The Board may approve additional paid closings upon recommendation of the Library Director.

- 2) Full-time employees also shall receive two (2) paid personal days, effective on their date of employment, which may be used to observe religious holidays or for other purposes.

As the Library is an Equal Opportunity Employer, personnel observing religious or cultural holidays not listed above should discuss their obligations with the Director so that arrangements can be made.

Part time employees will be paid for holidays that fall on a day they are normally scheduled to work.

## **IX LIBRARY CLOSINGS**

If the Library closes because of extreme weather or other emergency conditions, employees scheduled to work will be credited with time as if worked. Previous time off requests supercede any credited time.

## **X TRANSITION OF CURRENT EMPLOYEES TO CIVIL SERVICE STATUS**

When current employees make the transition from full-time provisional status to full-time permanent appointment, each will be on probation for a period of not less than eight (8) weeks, nor greater than twenty-six (26) weeks from the date of his or her appointment by Civil Service.

## **XI SEXUAL HARASSMENT POLICY**

This policy was supplied by the New York State Department of Labor and appears as an attachment to this manual.

## **XII ANTI-HARASSMENT/DISCRIMINATION POLICY**

The Greenwood Lake Public Library affirms its commitment to a policy of protecting and safeguarding the rights and opportunities of all people who seek, obtain and hold employment without subjugation to harassment or discrimination in the workplace. It is the Library's policy to provide an employment environment free from discrimination and harassment based on race, color,

creed, religion, national origin, disability, political affiliation, age, arrest record and veteran or marital status.

This policy applies to all Library employees and all personnel in a contractual or other business relationship with the Library, including independent contractors, vendors, consultants, volunteers and visitors. It may also be applied to the conduct of non-employees with respect to unlawful harassment and/or discrimination of Library employees in the workplace. The policy applies with equal force on all Library premises, Library sponsored events, programs and activities that take place off the Library premises.

“Prohibited Discrimination” of employees can take the form of any negative treatment of an employee, by either a Library official, co-worker or patron, which negatively impacts an employee’s employment opportunity and/or employment benefits, and is based upon the employee’s race, color, creed, religion, national origin, disability, political affiliation, age, arrest record and veteran or marital status. Prohibited discrimination of employees can also take the form of harassment even when there is no tangible impact upon the employee’s employment opportunities and/or employment benefits.

“Prohibited Harassment” can constitute a form of prohibited discrimination under this Policy if it is unwelcome and has the purpose or effect of unreasonably interfering with an individual’s work performance, or creating an intimidating, hostile or offensive working environment. Such harassment of employees is prohibited by this Policy if it is based upon race, color, creed, religion, national origin, disability, age, sexual orientation, arrest record, and veteran or marital status. In this regard, individuals subject to this Policy should be mindful that conduct or behavior that is acceptable amusing or inoffensive to some, may be viewed as unwelcome, abusive or offensive to others.

“Prohibited Behavior” - It is impossible to list all possible forms of unlawful harassment, the following are examples of conduct that may constitute harassment based on race, color, creed, religion, national origin, disability, political affiliation, age, arrest record and veteran or marital status:

- Using slurs or derogatory terms
- Telling derogatory jokes or stories
- Displaying graffiti or other derogatory or insulting writings
- Making degrading comments about a person and/or their appearance
- Demeaning or criticizing an individual
- Sabotaging, damaging or interfering with an individual’s work
- Threatening or intimidating an individual

While a single incident of these types of behavior may not create a hostile working environment, if such behavior is severe, persistent or pervasive, or if submission to such conduct is made either explicitly or implicitly a term or condition of employment or receipt of employment benefits, such conduct constitutes prohibited discrimination and/or harassment.

The Library will not tolerate any form of unlawful discrimination or harassment and will take all steps necessary to prevent and stop such occurrences in the workplace. All employees, including supervisory personnel and Board of Trustees are responsible for ensuring a work environment free from prohibited discrimination and harassment. Employees are directed to report violations to the

Library Director, Board Secretary, or directly to The Board. They, in turn, must take immediate and appropriate corrective action when instances of prohibited discrimination and/or harassment come to their attention to assure compliance with this Policy.

### **Procedure for Complaints:**

Reporting of all incidents is essential, regardless of the offender's identity or position. An employee or other individual shall contact the Library Director, Board Secretary or member of The Board either orally or in writing as soon as possible, preferably immediately after the incident occurs. A complaint form can be obtained through the administrative office.

All employees should be aware that appropriate resolution of discrimination complaints and effective remedial action oftentimes is possible only when complaints are promptly filed. Complaining parties should be aware that statutes of limitations may constrain the time period for instituting legal actions outside of this Policy.

The Library will investigate all allegations of discrimination and harassment as promptly as possible. Complainants are expected to cooperate with the Library's investigation procedures by providing all relevant information relating to the complaint, as are all other parties having relevant or related knowledge or information regarding the incident in question. The Library shall keep complaints as confidential as the investigation allows, recognizing the personal nature and emotional impact of discrimination/harassment allegations.

Retaliation is strictly prohibited by the Policy and by law against anyone who in good faith reports a suspected violation of this Policy, who assists in making such a complaint, or who cooperates in a harassment or discrimination investigation. Complaints of retaliation should be brought directly to the Library Director, Board Secretary or member of The Board.

If retaliation is found, the person retaliating will be subject to corrective action up to and including termination from employment, or in the case of a non-employee, an appropriate remedy up to and including suspension of their Library privileges.

## **XIII POLICY ON THE PREVENTION OF SEXUAL ABUSE AND MOLESTATION**

### **Purpose and Intent**

It is the purpose and intent of Greenwood Lake Public Library to provide a safe, secure environment for all members of our community.

The Greenwood Lake Public Library does not permit or condone actual or threatened acts of physical or mental abuse, sexual abuse, sexual molestation or sexual misconduct to occur in the library or at any activity sponsored by the Library or related to any individual's service to the Library. The Library has a **Zero Tolerance Policy** regarding any acts of prohibited conduct.

Sexual abuse takes the form of inappropriate sexual contact or interaction for the gratification of the actor. Sexual abuse includes sexual assault, exploitation, molestation or injury. It does not

include sexual harassment, which is another form of behavior prohibited by the Greenwood Lake Public Library and which is regulated by a separate procedure and policy.

All employees and volunteers are subject to this policy and, prior to commencement of employment or other service, must review this policy and sign where indicated below, acknowledging review, understanding and receipt of this policy. We have adopted mandatory procedures that employees and volunteers must follow when they learn of or witness sexual abuse or molestation.

## **Background Checks**

All employees and any volunteer whose duties will include working with or around children, the elderly, or individuals with special needs will receive a background records check, including multi-state criminal records, sex offender registry and identity verification, before the start of their employment or volunteer duties. All records, forms and reports will become part of the employee's confidential personnel file.

Applicants must consent to a background check to be considered for a position. Any applicant who has already been hired or promoted and is subsequently found to have provided false or misleading information related to the background check may be subject to disciplinary action, up to and including termination.

All offers of employment and continued employment, whether paid or volunteer, are contingent upon a satisfactory background check. Employment shall not be effective until the applicant has satisfactorily completed the background check.

Background checks may be repeated after a period of five years.

## **Protection Policy**

Reasonable efforts will be made to have two adults present, or nearby, with children, the elderly, or individuals with special needs. Reasonable effort will be made to place children, the elderly, and people with special needs in rooms with windows or open doors when two adults cannot be present.

## **Reporting Procedure**

If staff believes that an assault has just occurred, they should call the police. All staff members who learn of sexual abuse being committed must immediately report it to the Library Director and/or President of the Board of Trustees. If the victim is an adult, the abuse will be reported to Adult Protective Services and the police. If a child is the victim, it will be reported to the parent or guardian, the Division of Family Services, and the police.

The Director should notify the Board of the allegations. The Director should notify the insurance carrier and seek advice in immediate handling of the matter. Legal advice and counsel regarding the handling of the matter should be obtained immediately.

The Director should communicate to appropriate staff the existence of the incident, steps being taken in response, and who should speak to the press, general public, and other agencies, etc. The official spokesperson for the Library in any of these matters will be the Director and/or the President of the Board of Trustees.

Any employee or volunteer who is suspected of, or reported as, engaging in sexual activity, misconduct or relationships with a service recipient, will be immediately suspended, pending the outcome of an investigation into the allegations of abuse.

## **Investigation and Follow Up**

All staff members, whether paid or volunteer, witnessing an incident should complete incident forms at once, for immediate review by the Library Director and/or the President of the Board of Trustees. Time is of the essence; urgency and immediacy are implicit.

The form should include...

- Name and title of reporter
- Name and address of individuals involved
- Description of incident/activity/misconduct
- How misconduct was discovered
- Where and when misconduct took place
- Names of witnesses
- Names of collaborating persons
- Description of physical injury and medical response

To the fullest extent possible, but consistent with the Library's legal obligation to report suspected abuse to law enforcement authorities, the Library will endeavor to keep the identities of any alleged victim(s) and any alleged violator(s) confidential. The Library will not deny, minimize, or blame any individual involved in allegations.

All staff must document all efforts in the handling of any incident.

There are a number of "red flags" that suggest someone is being sexually abused. They take the form of physical or behavioral evidence. Physical evidence of sexual abuse includes, but is not limited to:

- Sexually transmitted diseases
- Difficulty walking or ambulating normally
- Stained, bloody or torn undergarments
- Genital pain or itching
- Physical injuries involving the external genitalia

Behavioral signals suggestive of sexual abuse include, but are not limited to:

- Fear or reluctance about being left in the care of a particular person
- Recoiling from being touched

- Bundling oneself in excessive clothing
- Discomfort or apprehension when sex is referred to or discussed
- Nightmares or fear of night and/or darkness

All allegations will be taken seriously and Library staff will take appropriate action in accordance with the laws of the State of New York, insurance policy requirements, and based upon advice of legal counsel.

### **Results/Pending Results of Law Enforcement Investigation**

Any Library staff against whom allegations of sexual abuse, sexual molestation, or sexual misconduct are directed will be immediately suspended either with or without pay pending the results of the investigation.

Results of the investigation must:

- Prove or disprove allegation(s) or misconduct
- Lead to immediate termination, immediate filing of charges, and assistance in prosecution when allegations are substantiated.
- Lead to establishment and implementation of prevention procedures to eliminate a reoccurrence of the event.

### **Retaliation Prohibited**

We prohibit any retaliation against anyone, including any employee, volunteer, board member, or other individual, who in good faith reports sexual abuse, alleges that it is being committed or participates in the investigation. Intentionally false or malicious accusations of sexual abuse are prohibited. Anyone who improperly retaliates against someone who has made a good faith allegation of sexual abuse, or intentionally provides false information to that effect, will be subject to discipline, up to and including termination.

**This policy must be read and understood by each and every employee and volunteer. A letter signed by each will be kept on file.**

*Addendums: Acknowledgement of receipt of policy  
Consent to Background and Reference Checks  
FCRA rights summary*

## **GRANDFATHER CLAUSE**

For all employees hired before June 1, 1996, no salary, vacation, retirement or benefits, (excluding the SEP benefit) will be reduced as a result of revisions to these policies.

The Greenwood Lake Public Library Board of Trustees has no authority to waive policies mandated or promulgated by a higher authority (i.e. The Board of Regents, Civil Service and New York State Department of Labor). However, the Board may make and adopt its own set of policies with the inclusion of some statutory provisions, and can waiver same for the overall benefit of the institution, not including such statutory provisions.

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