

# Peekskill Field Library



## Employee Handbook

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## REVISION HISTORY

Description of revision	Board Approved
<p><b>The following updates were made to the Staff Handbook:</b></p> <ul style="list-style-type: none"> <li>● <b>Revised:</b> Employee Classification (Regular Full-Time Exempt and Nonexempt)</li> <li>● <b>Revised:</b> Benefits - Vacation and Personal Time policy updated for Regular Full-Time staff.</li> <li>● <b>Added:</b> Family Sick Time for Full-Time and Part-Time staff</li> <li>● <b>Revised:</b> Sick &amp; Safe Leave Policy</li> <li>● <b>Revised:</b> Name Tag Policy</li> <li>● <b>Added:</b> Workplace Accommodations</li> </ul>	11/21/2024
<ul style="list-style-type: none"> <li>● <b>Added:</b> Paid Prenatal Leave Policy</li> </ul>	12/19/2024

## 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 of 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 the HR Administrator, 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 PREVENTION POLICY**

The Field Library (“Library”) is committed to maintaining a work environment free from unlawful sexual harassment, which is a form of employment discrimination. This Sexual Harassment Prevention Policy (“Policy”) is one component of the Library’s commitment to a discrimination-free work environment.

#### **Summary of Policy**

1. This Policy applies to all Library employees, administrators, officers and trustees. It also applies to individuals who are not employees of the Library, such as employees of contractors, subcontractors, vendors and consultants, as well as Library volunteers, interns, temporary employees, and other persons who provide services to the Library. All such individuals are prohibited from engaging in sexual harassment.
2. Sexual harassment is strictly prohibited and will not be tolerated by the Library. Anyone who engages in sexual harassment in violation of this Policy will be subject to discipline or other corrective action as appropriate.
3. No person covered by this Policy shall be subject to an adverse employment action because they make a good faith report of an incident of sexual harassment, or provide information or otherwise participate in an investigation of a sexual harassment complaint. Any person covered by this Policy who engages in prohibited retaliation will be subject to disciplinary or other corrective action.
4. The Library will conduct a prompt, thorough and impartial investigation, consistent with this Policy, in response to any complaint about sexual harassment. The Library will also investigate other instances of potential sexual harassment that come to the Library’s attention. The Library will take appropriate disciplinary or other corrective action whenever prohibited sexual harassment is found to have occurred. All employees, administrators, officers, interns, temporary workers and individuals providing services to the Library are required to cooperate with any investigation of sexual harassment conducted by the Library.

#### **What is “Sexual Harassment”?**

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and local law. Sexual harassment includes harassment on the basis of sex, sexual orientation,



self-identified or perceived sex, gender expression, gender identity, and the status of being transgender.

Sexual harassment includes unwelcome conduct that is of a sexual nature or directed at an individual because of that individual's actual, self-identified or perceived sex, sexual orientation, gender expression, gender identity, or transgender status when:

- Such conduct is made either explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment; or
- Such conduct has the purpose or effect of treating an individual unequally or less well than others with regard to a term or condition of employment.

A sexually harassing hostile work environment can consist of unwanted sexual advances, threats, derogatory comments, signs, jokes, pranks, intimidation, physical contact, violence, or other conduct which is of a sexual nature, or which is directed at an individual because of that individual's sex, where the conduct is more than what a reasonable person would consider a petty slight or trivial inconvenience and alters the terms of employment for the individual subject to the harassment. It makes no difference if the individual engaging in such conduct is "just joking" or "teasing" or "playful."

Sexual harassment can also occur when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

### Examples of Sexual Harassment

The following is a non-exhaustive list of some of the types of acts that may constitute sexual harassment:

- Physical acts of a sexual nature, such as:
  - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
  - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions.
- Sexually-oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience, including those which occur outside of the physical workplace or in a remote work setting.

- Written conduct such as authoring threatening, derogatory or offensive letters, e-mails, text messages, or social media posts.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - Displaying pictures, videos, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes sexual displays on Library or personal computers, cell phones or tablets in the workplace or to anyone covered by this Policy.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Intentional misuse of an individual's preferred pronouns.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, or the status of being transgender.

#### Who Can Be a Target of Sexual Harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment is prohibited regardless of whether the person engaging in the harassing conduct is a co-worker, intern, temporary worker, subordinate, supervisor or manager, administrator or officer, anyone else providing services to the Library or anyone else with whom the Library does business (*e.g.*, outside vendors, consultants, independent contractors).

#### Where Can Sexual Harassment Occur?

Prohibited sexual harassment is not limited to the physical workplace itself. It can occur while employees are working remotely or interacting through virtual means, traveling for business, at Library-sponsored events, or other occasions outside work (*i.e.*, not in the workplace). Calls, texts, emails, and social media usage containing inappropriate messages, language, videos or graphics may also constitute sexual harassment or contribute to unlawful workplace harassment for anyone covered by this Policy, even if such things occur away from the workplace, on personal devices, or during non-work hours.

#### What is "Retaliation"?

Retaliation includes any conduct, whether or not in the workplace or employment-related, which might deter a reasonable person from making or supporting a charge of discrimination or

harassment and is directed at someone who engages in protected activity. Protected activity includes opposing a discriminatory practice, making a good faith report of a suspected violation of this Policy, filing a harassment complaint, participating in an investigation or proceeding of such a report or complaint, or encouraging a fellow employee to make a report.

Retaliation against an individual who makes a good-faith complaint about sexual harassment or what they believe to be a violation of this Policy, or who participates in an investigation into alleged sexual harassment is strictly prohibited and will not be tolerated. Anyone who engages in retaliation prohibited by this Policy will be subject to disciplinary or other corrective action in accordance with applicable law and Library policy.

### Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. The Library cannot prevent or remedy sexual harassment unless it knows about it. Any employee or other person covered by this Policy who has been subjected to behavior that may constitute sexual harassment, or who witnesses or becomes aware of potential instances of sexual harassment, is encouraged to do the following:

- If possible, tell the harasser that their actions are not welcome and must stop.
- Promptly report the harassing action(s), word(s) and/or incident(s) to the Human Resources Administrator.
- If you feel uncomfortable speaking with the Human Resources Administrator, or if you feel a complaint you previously made has not been adequately addressed, report the harassing action(s), word(s) and/or incident(s) to the Library Director.

Reports of sexual harassment may be made verbally or in writing. A form for submitting a written complaint of sexual harassment is attached at the end of this Policy. Individuals are encouraged to use this complaint form, but using the form is not required. Regardless of whether being made verbally or in writing, a report of sexual harassment should be as detailed as possible and include the names of the individual(s) involved, any witness(es) to the harassment, direct quotes and/or evidence (*e.g.*, notes, e-mails, digital recordings, etc.) of the harassment. Individuals who report sexual harassment on behalf of another person should state clearly that the complaint is being made on another person's behalf.

### Supervisory Responsibilities

Any supervisor or manager who receives a complaint or information about suspected sexual harassment, or observes conduct that may be sexually harassing behavior is required to take appropriate steps to address the conduct and to report such suspected sexual harassment to

the Human Resources Administrator, or if the Human Resources Administrator is unavailable or is the one engaging in the harassing conduct, to the Library Director.

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

### Bystander Intervention

Any employee witnessing harassment as a bystander is encouraged to report it. A supervisor or manager that is a bystander to harassment is required to report it. Generally, there are five standard methods of bystander intervention that can be used when anyone witnesses harassment or discrimination and wants to help, including:

1. Interrupt the harassment by engaging with the individual being harassed and distracting them from the harassing behavior;
2. If a bystander feels unsafe interrupting on their own, they can ask a third party to intervene or assist in interrupting the harassing behavior;
3. Record or take notes of the potentially harassing behavior;
4. Check-in with the person who has been harassed after the incident to see how they are feeling and let them know the behavior was not okay and that it should be reported; and
5. If a bystander feels safe, confront the harassers and tell them their behavior is inappropriate. When confronting harassment, physically assaulting an individual is never an appropriate response.

### Investigation of Sexual Harassment

The Library, either itself or through a delegated investigator, will conduct an investigation into all reports, complaints or other information about suspected sexual harassment, regardless of whether that information was reported in verbal or written form.

Investigations will be conducted in as timely and thorough a manner as possible commensurate with the nature of the complaint, and will be confidential to the extent possible. Upon receiving a complaint, the Library will conduct a review of the allegations and if appropriate put interim measures in place for the investigation. The individual bringing the complaint, and the victim if that person is not the complainant, will each be given an opportunity to present their version of events and any relevant evidence to the investigator. Anyone accused of sexual harassment will be appropriately informed of the allegations against them, and will be given an opportunity to present their version of events and any relevant evidence to the investigator. The investigation may also include reviewing documentation and other evidence, and interviewing other individuals identified as witnesses to the alleged harassment or who may otherwise have

information relevant to the allegations being investigated. The Library may adapt and modify the investigatory procedure, in its discretion, based on the nature of the complaint and the conduct at issue.

All employees and other individuals covered under this Policy are required to cooperate with the Library's investigation into suspected sexual harassment, and are required to provide truthful and complete answers to questions asked of them by the investigator. Everyone involved in the reporting and investigation of sexual harassment are obligated to keep the information pertaining to the investigation confidential to the maximum extent possible, to protect the privacy of those involved in the investigation and to allow the Library to conduct an objective and appropriate investigation.

If the Library's investigation is conclusive and prohibited sexual harassment is found to have occurred, appropriate disciplinary or other corrective action will be taken in a timely manner and appropriate measures will be taken to deter any future harassment.

Once the investigation is complete and a determination has been made, the determination will be communicated to the individual who complained, the victim of the harassment (if the victim is not the individual who made the complaint), and the accused harasser. Follow-up interview(s) or other communication(s) with the individual who complained, the victim of the harassment (if the victim is not the individual who made the complaint) and/or any individual who participated in the Library's investigation into a complaint of unlawful harassment may be conducted where appropriate, to ensure that the sexual harassment has not resumed and that no retaliation has occurred.

#### Legal Protections and External Remedies

Sexual harassment is not only prohibited by the Library but is also prohibited by state, federal, and local law.

If the sexual harassment involves potential criminal conduct such as physical touching, coerced physical confinement or coerced sex acts, it may be appropriate to report such conduct to the local police department.

In addition to the procedures described in this Policy, individuals may choose to pursue legal remedies with the following governmental entities: the U.S. Equal Employment Opportunity Commission ("EEOC"), the New York State Division of Human Rights ("NYSDHR"), the Westchester County Commission on Human Rights, or in court within the time periods required by law.

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 Civil Rights Act (42 U.S.C. § 2000e *et seq.*). A discrimination complaint can be filed with the EEOC within 300 days from the conduct giving rise to the complaint. The EEOC investigates complaints, and may

pursue a claim in federal court on behalf of the complaining party or issue a Right to Sue Letter that allows an individual to pursue their claims in federal court. Federal courts may award remedies if discrimination is found to have occurred, which may include reversing an unlawful employment action, and paying monetary damages and attorneys' fees. The EEOC can be contacted by calling (800) 669-4000, (800)-669-6820 (TTY), or at its website [www.eeoc.gov](http://www.eeoc.gov).

The NYSDHR enforces the New York State Human Rights Law (N.Y. Executive Law, art. 15, § 290 *et seq.*), which prohibits sexual harassment in employment in New York State and protects employees and other individuals working in an employer's workplace. A sexual harassment complaint alleging a violation of the Human Rights Law may be filed either with the NYSDHR subject to a three-year statute of limitations, or in New York State Supreme Court subject to a three-year statute of limitations. If unlawful discrimination is found, the NYSDHR or the court may award relief, which may include requiring the employer to take action to stop the harassment, to redress the damage caused, including reversing an unlawful employment action, and paying monetary damages, and civil fines. The NYSDHR can be contacted at (888) 392-3644 or at its website [www.dhr.ny.gov](http://www.dhr.ny.gov). The NYSDHR also maintains a confidential and toll-free sexual harassment hotline for individuals to receive advice regarding sexual harassment. The number for the hotline is 1-800-HARASS-3 (1-800-427-2773), and is available Monday through Friday, 9:00 a.m. to 5:00 p.m.

Many localities enforce laws protecting individuals from sexual harassment and discrimination. For example, the Westchester County Human Rights Law, which is enforced by the Westchester County Commission on Human Rights (<https://humanrights.westchestergov.com>), may provide protections to individuals who work within Westchester County and award relief if unlawful discrimination is found to have occurred.

### Other Types of Harassment

The Library also prohibits discrimination or harassment on the basis of race, color or national origin; religion; age; creed; disability; marital, familial or caregiver status; citizenship; pregnancy; veteran or military status; genetic predisposition or carrier status; status as a victim of domestic violence, sex offenses or stalking; or any other non-sex based category protected by federal, state, county or local law. For more information, see Other Forms of Harassment Policy (Non-Sexual Harassment), which is found elsewhere in the Employee Handbook.

### Questions

If you have any questions about this Policy, please contact the Human Resources Administrator, or if you feel uncomfortable speaking to the Human Resources Administrator, please contact the Library Director.

**THE FIELD LIBRARY – SEXUAL HARASSMENT COMPLAINT FORM**

This form is designed to assist individuals making a report under the Library’s Sexual Harassment Prevention Policy. If you believe you are, or have been, subject to conduct in violation of the Sexual Harassment Prevention Policy, or witness or otherwise become aware of such conduct, you are expected to report that information either verbally or in writing. It is the policy of the Library to promptly and thoroughly investigate such reports.

If you wish to make a written report, you may use this form to do so. After completing this form, please submit it to the Human Resources Administrator. If you are more comfortable reporting verbally or in another manner, you are welcome to do so.

The Library prohibits retaliation against any individual who opposes a discriminatory practice, makes a good faith report of discrimination or harassment, or who participates in an investigation of such reports. Your cooperation in truthfully completing this form and providing as much accurate information as possible will enable us to investigate and respond to these matters.

**YOUR INFORMATION**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Work Address: \_\_\_\_\_

Personal Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_

Email: \_\_\_\_\_

Preferred Communication Method: \_\_\_\_\_

**SUPERVISOR’S INFORMATION**

Immediate Supervisor’s Name: \_\_\_\_\_ Title: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Work Address: \_\_\_\_\_

**INFORMATION CONCERNING SUSPECTED HARASSMENT**

1. The name of the person(s) involved in your complaint

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Other identifying information: \_\_\_\_\_

Relationship to you: • Supervisor • Subordinate • Co-Worker • Other: \_\_\_\_\_

2. Please describe the conduct or incident(s) that are the basis of this report and your reasons for believing the conduct is harassment. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

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3. Date(s) harassment occurred: \_\_\_\_\_

Is the harassment continuing?      • Yes      • No

4. Please list the name and contact information of any witnesses or individuals that may have information related to your complaint. Please use additional sheets of paper if necessary.

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

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Upon receipt of this report, you will be contacted by the Human Resources Administrator. Every effort will be made to assure that confidentiality will be maintained throughout the investigatory process to the extent consistent with the need to investigate your report and to take appropriate corrective action. For additional information, see the Sexual Harassment Prevention Policy.

The information provided in this report is true and complete and I request that the Library investigate this complaint and advise me of the outcome of the investigation.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **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 the HR Administrator, any supervisor or the Library Director. HR Administrator, 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 (Review & Approved 11/21/24)**

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.
  - Full-Time Exempt: Defines all full-time professional employees and department supervisors with a regularly scheduled work week consisting of 35 hours per week earning a weekly salary over the applicable threshold amount. Full-time exempt employees are not entitled to any overtime compensation for hours worked beyond 40.
  - Full-Time Non-Exempt: Defines all full-time, non-professional employees with a regularly scheduled work week consisting of 35 hours per week whose primary duties do not include supervision. In the event that the employee is required to work more than 35 hours per week, compensation will be provided at their regular rate for hours worked up to 40 hours and one and a half times their rate for hours over 40. Prior approval from the department supervisor and the Director is required for any overtime.
- b) 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. Additional hours will be scheduled at the discretion of the direct supervisor and/or Director.
- c) 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.

- d) 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 the HR Administrator, your supervisor and/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 HR Administrator 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 HR Administrator, 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 exempt. 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:

- o Full day absences for personal reasons.
- o 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.
- o 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
- o To offset amounts received as payment for jury and witness fees or military pay.
- o The first or last week of employment in the event you work less than a full week.
- o 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:

- o Partial day absences for personal reasons, sickness or disability. However, paid time off (PTO) will be reduced in partial day increments.
- o Your absence on a holiday when the facility is closed or because the facility is otherwise closed on a scheduled work day.

- o Absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work.
- o 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 the HR Administrator. 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 the HR Administrator and 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 benefits to our employees. Many of the benefits below are described in greater detail in specific plan documents, which may be obtained from the HR Administrator. In case of a conflict between the brief description of benefits below and the Plan documents, the Plan documents are controlled.

#### **VACATION**

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

Vacation leave for eligible employees accrues as of January 1st of each year. In an eligible employee's first year of employment, the employee's vacation accrual is prorated based on the employee's date of hire. For example, if an employee begins working on June 1st, the employee will receive 50% of his or her vacation entitlement for that year. An employee who begins working on September 1st will receive 25% of his or her vacation entitlement for that year.

#### ***Regular Full-Time Employees (Review & Approved 11/21/24)***

Full-time employees shall receive 140 hours (or 20 days) of vacation leave per year.

In addition to the above, full-time employees who have completed five (5) full years of continuous employment as of January 1st shall receive one (1) additional vacation day (i.e., 7 hours) in recognition of their longevity, for a total of 147 hours (21 days) of vacation leave per year. Thereafter, all full-time employees will receive one (1) additional vacation day upon completing every five (5) additional years of employment in recognition of their longevity. For example, a full-time employee who has completed five (5) continuous years of employment as of January 1st will be eligible for 147 hours (20 days per the standard allotment above, plus 1 additional day for longevity). A full-time employee who has completed ten (10) continuous years of service as of January 1st will be eligible for 154 hours (20 days per the standard allotment above, plus 2 additional days for longevity).

Full-time employees are required to use their vacation time by December 31st of the year in which the hours are accrued. Employees may carry forward a maximum of five (5) vacation days. Vacation days will never exceed a maximum of thirty (30) days in any given calendar 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 to work on a bi-weekly basis, divided by four (4). For example, an employee who is regularly scheduled to work twenty (20) hours per bi-weekly period (i.e., 10 hours per week) will receive five (5) vacation hours per year (20 hours bi-weekly, divided by 4 = 5 hours).

Regular part-time employees are required to use their vacation hours by December 31st of the year in which 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 (2) weeks' written 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 shall not be paid for any unused vacation days.

**PERSONAL TIME (Review & Approved 11/21/24)**

In addition to vacation and sick time, full-time employees are eligible to receive three (3) personal days per calendar year, which may be used following the completion of their Introductory Period. Personal days are available on January 1st of each year. Full-time employees are required to use their personal time by December 31st of the year in which the hours are accrued. Full-time employees' accrued but unused personal time will not carry over and must be used within the calendar year or that time is forfeit.

An employee who wishes to use personal time shall notify his or her supervisor as far in advance 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 shall not be paid for any accrued but unused personal time.

**Family Sick Time (Review & Approved 11/21/24)**

The Peekskill Field Library provides time off for full-time and part-time employees to care for an ill family member.

**Full-time Employees:** Each full-time employee is entitled to three (3) family sick days (21 hours) per calendar year, which become available after completing the introductory period.

**Part-time Employees:** Each part-time employee is entitled to one (1) day (or 7 hours) of family sick time per calendar year.

Family sick days can be used starting January 1st of each year. Please note that unused family sick time cannot be carried over and will expire at the end of the calendar year. Family sick time will not be paid out upon separation from the library.

If you need to use family sick time, please notify your supervisor as soon as possible. The library director may require documentation, including medical certificates.

For information regarding our Paid Family Leave policy. (See pg 36, PFL)

**SICK & SAFE TIME POLICY** *(Review & Approved 06/20/24)*

1. Accruals:
  - a. Full-time employees are eligible to receive paid sick and safe time at a rate of seven (7) hours on the first of each month, up to a maximum accrual of 840 hours. Once a full-time employee has accrued 840 hours of sick and safe time, he or she shall no longer accrue any additional sick time until his or her sick time accrual falls below 840 hours.
  - b. Employees who do not work in a full-time capacity will accrue sick and safe time at the rate of one (1) hour for every thirty (30) hours worked, up to a maximum of forty (40) hours per calendar year. For eligible employees hired after July 1, 2019, leave under this Policy will accrue starting on the employee's respective date of hire. Employees may accrue and use up to forty (40) hours of sick time per calendar year. Up to forty (40) hours of accrued and unused sick and safe time may be carried over to the following year, however no more than forty (40) hours of sick and safe time can be used in any given year.
2. Use of Sick and Safe Leave: An employee may use sick and safe time for the following purposes:
  - a. An employee's own mental or physical illness, injury or health condition, regardless of whether such illness, injury, or health condition has been diagnosed or requires medical care at the time that such employee requests such leave; the medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; an employee's need for preventative medical care.
  - b. The care of a family member with a mental or physical illness, injury or health condition, regardless of whether such illness, injury, or health condition has been diagnosed or

requires medical care at the time that such employee requests such leave; care of family member who needs a medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition, or who needs preventative medical care.

- c. For absences from work due to any of the following reasons when the employee or the employee's family member has been a victim of domestic violence as defined by Executive Law § 292; a family offense, sexual offense, stalking or human trafficking:
  - i. obtain services from a domestic violence shelter, rape crisis center, or other services program;
  - ii. participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members;
  - iii. meet with an attorney or other social services provider to obtain information and advice on, and prepare for or participate or attend any related criminal or civil proceeding;
  - iv. file a complaint or domestic incident report with law enforcement;
  - v. meet with a district attorney's office;
  - vi. enroll children in a new school; or
  - vii. take any other actions necessary to ensure the health or safety of the employee or the employee's family member or to protect those who associate or work with the employee.

\*\*An employee who has committed domestic violence, a family or sexual offense, stalking, or human trafficking is not eligible for leave under 2(c), nor may this leave be used on behalf of an employee's family member who has engaged in any of these.

As referred to herein, a "family member" includes an employee's: child (regardless of age, biological, adopted, or foster child; legal ward; or child of an employee standing in loco parentis); spouse; domestic partner; parent; sibling; grandchild or grandparent; and the child or parent of an employee's spouse or domestic partner or household member.

3. Employees must take leave under this policy in increments of fifteen (15) minutes, with a minimum duration of one (1) hour.
4. Requests for sick and safe leave may be made orally or in writing to the Library's HR Administrator and the request shall include the expected duration of the employee's absence.
5. Documentation:

- a. Sick Leave - As permitted by law, employees may be required to provide documentation or information for absences of more than three (3) consecutive work days, including reasonable documentation signed by a licensed health care provider indicating the need for the amount of sick time taken.
  - b. Safe Leave - The employee may be required to provide to the Library documentation, including: (1) a court appearance ticket or subpoena; (2) a copy of a police report; (3) an affidavit from an attorney involved in the court proceeding relating to the issue of domestic violence and/or human trafficking; or (4) an affidavit from an authorized person from a reputable organization known to provide assistance to victims of domestic violence and victims of human trafficking. Any information about an employee or family member obtained solely for the purposes of utilizing safe time leave shall be treated as confidential and shall not be disclosed except with the written permission of the affected employee, unless such disclosure is otherwise required by law.
  - c. Any health or safety information possessed by the Library regarding an employee or employee's family member will be maintained on a separate form and in a separate file from other personnel information.
6. When the use of leave provided under this Policy is foreseeable, the employee shall make a good-faith effort to notify the Library as soon in advance as practical, and when possible, make a reasonable effort to schedule the use of leave in a manner that does not unduly disrupt the operations of the Library.
  7. Employees are not entitled to receive remuneration for any unused, accrued sick and safe time upon termination, resignation, retirement or other separation from employment.
  8. In addition to leave provided under this Policy, employees may also be entitled to leave under other Library policies. The Library will also allow employees to elect to use accrued, unused sick and safe leave with the New York Paid Family Leave Act to supplement their wages up to 100% of their normal wages when applicable and to the extent permitted by law.

## **HOLIDAYS**

The Field Library observes various holidays, which may vary from year to year.

- New Year's Day
- Martin Luther King's Birthday
- Presidents' Day
- Easter
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day/Indigenous Peoples' Day
- Veterans Day
- Thanksgiving Day
- Christmas Day
- New Year's Eve

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 up to 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 HR Administrator. 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 HR Administrator.

### **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 AND ACCOMODATIONS**

### **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 the HR Administrator, supervisor or the Library Director as soon as possible.

**PAID PRENATAL LEAVE POLICY** *(Revised and Approved 12/19/2024)*

Effective January 1, 2025, the Field Library will provide eligible employees with up to 20 hours of paid prenatal leave during a 52-week period. This 52-week period runs from the first time the employee uses any paid prenatal leave in accordance with this policy. Employees cannot use or take more than 20 hours of paid prenatal leave in the 52-week period. Unused paid prenatal leave does not carry over.

Paid prenatal leave may only be taken for health care services received by an employee during their pregnancy or related to such pregnancy, including physical examinations, medical procedures, monitoring and testing, and discussions with a health care provider related to the pregnancy. Paid prenatal leave can be used for fertility treatment or care appointments, including IVF, as well as end-of-pregnancy care appointments. Paid prenatal leave is only available to the employee directly receiving prenatal health care services.

Paid prenatal leave must be taken in thirty-minute (30-minute) increments. Paid prenatal leave will be paid at the employee's regular rate of pay, or the applicable minimum wage, whichever is greater.

Employees that intend to utilize or otherwise need to utilize paid prenatal leave are required to provide advance notice by a written notice to the direct supervisor and Library Director.

The Field Library will not payout any accrued unused paid prenatal leave upon separation of employment, regardless of the circumstances surrounding the separation. Accordingly, any unused paid prenatal leave will be forfeited upon an employee's separation from employment.

The Field Library will not require employees to submit medical records or documents, or disclose confidential information about their health condition(s), as a condition of using paid prenatal leave.

Employees will not be discharged, threatened, penalized, or in any other manner discriminated or retaliated against because they have exercised their rights, including requesting or using paid prenatal leave in accordance with this policy and the applicable law.

Any questions or concerns should be directed to Human Resources.

## **NEW YORK STATE PAID FAMILY LEAVE** *(Revised and Approved 6/20/2024)*

The Library provides paid leave benefits in accordance with the New York State Paid Family Leave Benefits Law (“PFL”). PFL is designed to enable eligible employees to take time off from work to care for family members under circumstances as outlined below. Employees taking PFL will receive partial wage replacement through an insurance policy that is funded by weekly, post-tax employee payroll deductions (established annually in accordance with state law). Payroll deductions will begin on the employee’s first day of employment. Participation in the PFL program is mandatory for all employees, except for those individuals eligible for a waiver (explained below).

### **Employee Eligibility**

An employee regularly scheduled to work at least twenty (20) hours per week is eligible to take PFL after he/she has been employed by the Library for twenty-six (26) consecutive weeks.

An employee regularly scheduled to work less than twenty (20) hours per week is eligible to take PFL after working for the Library for 175 days.

*Note:* Time spent on paid time off (e.g., vacation, sick and personal) will count towards an employee’s eligibility determination, provided deductions were taken during that period of paid time off. However, time that an employee spends on New York State Disability Leave or unpaid leave will not be counted towards an employee’s eligibility determination.

### **Qualifying Reasons for Leave Under PFL**

Eligible employees may apply to take PFL for the following qualifying reasons.

1. **Caring:** To provide care for their child (regardless of age), parent (including parent-in-law), grandparent, grandchild, sibling, spouse and/or domestic partner with a “serious health condition”.
  - *“Providing care”* includes: necessary physical care, emotional support, visitation, assistance in treatment, transportation, arranging for a change in care, assistance with essential daily living matters, and personal attendant services.
    - *Note:* During the leave, the employee must be in close physical proximity to the identified family member who is receiving care.
  - *“Serious Health Condition”* means: an illness, injury, impairment or physical or mental condition that involves either in-patient care or continuing treatment (or

supervision) by a health care provider. Questions regarding the definition of “serious health condition” should be directed to Human Resources.

- **Note:** Absent complications, the common cold, the flu, an earache, an upset stomach, a minor ulcer, a headache (other than a migraine), a routine dental procedure / orthodontia problem, a periodontal disease, etc. *does not* typically constitute a serious health condition.

2. **Bonding:** To bond with their child following the child’s birth, adoption or placement in foster care.

- In the case of adoption or placement, PFL may be taken prior to the adoption or placement if the employee’s absence is necessary for the placement or adoption to proceed. PFL taken for these circumstances must be used within one year of the first day of leave, or within one year of the adoption / placement, whichever is earlier.
- In the case of the birth of a newborn child, PFL taken to bond with the child must be used within the first year following the child’s birth.

3. **Preparing:** To prepare for, or attend to, a qualifying exigency arising out of their family member’s military service.

- “*Family member*”, as applied to this particular provision, shall include the employee’s spouse, domestic partner, child or parent who is currently on active duty or has been notified of an impending call to active duty in the Armed Forces of the United States.
- “*Qualifying exigency*” shall have the same meaning and interpretation under PFL as the term is currently used under the federal Family and Medical Leave Act (“FMLA”). Questions regarding the definition or application of “qualifying exigency” should be directed to Human Resources.

***PFL is not available for the employee’s own disability or serious health condition.*** Disability or medical leave may be available in those circumstances. Please see the Library’s other medical leave policies for additional information.

## Waivers

Employees have the opportunity to waive PFL benefits under the following limited circumstances:

- The employee's regular work schedule is 20 or more hours per week, but the employee will not work for the Library for 26 consecutive weeks.
- The employee's regular work schedule is less than 20 hours per week and the employee will not work for the Library for 175 days during a consecutive 52-week period.

If an employee elects to waive PFL coverage, the Library will not take PFL payroll deductions from that employee. However, if an employee elects to waive PFL coverage and his/her regular schedule changes such that he/she works for either 26 consecutive weeks or 175 days in a consecutive 52-week period, the employee's waiver will be automatically revoked under the law. When such a waiver is revoked, the Library will notify the employee regarding his/her contribution obligations. Thereafter, the Library may begin taking PFL payroll deductions from the employee, including any retroactive amounts from the employee's date of hire or the amount necessary to prevent the Library from having to pay the applicable PFL insurance premium.

## Amount of PFL Leave Available

Eligible employees are entitled to up to twelve (12) weeks of leave during a 52-week period. The 52-week period is calculated by measuring backwards from each day for which PFL is taken. PFL may be taken in daily or weekly increments. In the event that an employee also collects New York State Disability Leave Benefits ("DBL") for his/her own disability, the maximum amount of time that can be taken for both DBL and PFL can total no more than 26 weeks during a 52-week time period.

The Library will not permit more than one employee to use PFL to care for the same family member at the same time.

Example: If both spouses work for the Library, the Library may deny PFL to one spouse *if* both employees have requested to take PFL during the same period of time to bond with the same child. However, both spouses could take PFL at different times to bond with the same child.

## PFL Benefit Levels

Employees do not continue to receive their full pay from the Library during PFL. Rather, they will receive a partial wage replacement benefit payment which will be paid directly from the Library's insurance carrier. Employees will receive 67% of their average weekly wage, up to a

cap of 67% of the current Statewide Average Weekly Wage. NYS sets the Statewide Average Weekly Wage each year.

If PFL leave spans across calendar years, the employee's benefit amount / rate is set at the time the PFL leave begins and does not increase during the leave period.

### Intermittent Leave

PFL may be taken on either a weekly or intermittent basis (*i.e.*, separate blocks of time). Intermittent PFL must be used in full-day increments.

### Employee Notice Requirements

Employees must provide the Library with notice regarding the need for PFL before the start of the leave; notice should be given to Human Resources. Employees are required to provide sufficient information and notice to inform the Library of the qualifying event, the anticipated timing, and the duration of leave.

- If the need for PFL is foreseeable (*i.e.*, planned medical treatments / appointments, to bond with a child, a qualifying military exigency, etc.), the employee must provide the Library with at least thirty (30) days' advance notice, or as soon as the need for leave becomes known.
- If the need for PFL is not foreseeable because of a medical emergency, change in circumstances or lack of advance knowledge, the employee must notify the Library as soon as practicable under the circumstances.
- If an employee fails to provide 30 days' advance notice of foreseeable PFL and provides no reasonable excuse for the delay, the insurance carrier may partially deny the claim for a period of up to 30 days from the date the notice is given.
- If leave is taken on an intermittent basis, the employee must provide notice as soon as is practicable before each day taken as intermittent leave.

When the need for PFL is foreseeable, including intermittent leave, employees are encouraged to consult with their supervisor and Human Resources regarding leave scheduling so as to minimize operational disruptions to the Library.

### Applying for PFL Benefits

Employees needing PFL should notify Human Resources. In order to receive income replacement benefits while on PFL, an employee must submit a claim form to the Library's PFL insurance carrier using the applicable *Request for Paid Family Leave* forms. The claim form(s)

will provide details regarding the documentation that will be required to support the request for PFL benefits. These forms may be obtained from Human Resources.

Employees are responsible for timely filing their own PFL claim(s) with the Library's insurance carrier. While employees have thirty (30) days from the date PFL is taken to file the claim, employees should consider filing the claim as quickly as possible to ensure prompt payment of PFL benefits if the claim is ultimately approved. The Library will not file a claim on an employee's behalf. In addition, an employee will not receive any PFL benefits until the claim has been fully submitted and approved by the insurance carrier. The insurance carrier has eighteen (18) days, from the date of submission, to make this decision.

An employee who is absent from work and whose PFL claim is later denied by the insurance carrier, may be authorized for leave, if eligible, under the Library's other leave of absence policies.

If the employee is not eligible under any other leave of absence policy, the employee will be required to apply any accrued, unused paid time off. If the employee does not have any accrued, unused paid time off, or elects not to apply paid time off, the employee's absence may be treated as unexcused.

#### Supplement of Paid Time Off

An employee has the option to supplement his/her PFL benefit with accrued paid time off (vacation, sick or personal time) in order to receive full pay. In no event can the combination of PFL benefits and paid time off result in the receipt of more than 100% of an employee's regular wages.

#### Maintenance of Health Benefits

While an employee is out of work on an approved PFL, the Library will maintain the employee's health benefits as if the employee continued to be actively employed. However, the employee will continue to be responsible for paying the health insurance premium(s) and is expected to make arrangements with Human Resources to ensure timely payment. If payment is more than thirty (30) days late, the employee's health insurance coverage may be dropped for the duration of PFL. The Library will provide fifteen (15) days' notice prior to terminating coverage.

#### Restoration of Employment

An employee who returns to work at the conclusion of an approved period of PFL will be restored to the same position or to a comparable position (with comparable pay, benefits and other terms and conditions of employment). If the employee has exhausted all weeks of available PFL and is still unable to return to work, the employee is no longer provided with any job restoration rights under PFL, unless other job protections apply.

### Appeal Rights

If an employee's request for PFL has been denied by the insurance carrier, the employee has the right to appeal the determination through an arbitration proceeding. Information regarding the appeal process is available from the insurance carrier.

### Protection from Discrimination and Retaliation

The Library will not discriminate and/or retaliate against any employee for inquiring about, applying for, or using PFL benefits. Employees who believe they have experienced discrimination and/or retaliation should immediately notify Human Resources.

### Fraud

An employee who fraudulently obtains PFL, or who uses PFL in an improper manner, is subject to disciplinary action, up to and including termination.

### Questions

An employee who has questions concerning PFL is encouraged to contact Human Resources for more information, clarification and/or appropriate guidance.

### **BREAK TIME FOR NURSING EMPLOYEES AND LACTATION ACCOMMODATION POLICY***(Review & Approved 10/17/24)*

In accordance with New York Labor Law Section 206-c, the Library provides accommodations to employees who choose to express breast milk in the workplace. Employees who need to take time during the workday to express breast milk should notify Human Resources preferably prior to their return to work following the birth of their child. The Library will work with the employee to provide a reasonable accommodation to express breast milk at work in accordance with applicable laws and regulations.

### Reasonable Break Time

The Library will provide an eligible employee with sufficient break time to allow the employee to express breast milk, each time such employee has reasonable need to express breast milk, for up to three (3) years following the birth of their child.

Typically, such breaks to express breast milk are about 20-30 minutes in duration, once every three hours. However, this may vary depending on the employee's individual needs and the location of the designated lactation room, and an employee may opt to take shorter breaks or



less frequent breaks. Human Resources will work closely with an employee to communicate and confirm a break schedule that accommodates the employee's needs.

Breaks that last 30 minutes or less will be paid. Breaks that last longer than 30 minutes will be unpaid for non-exempt employees, or an employee will be permitted to use existing paid break or meal time for lactation break time needed in excess of 30 minutes. Non-exempt employees must clock out and clock in for breaks that last longer than 30 minutes in accordance with the Library's normal time-keeping policies unless the employee is using other existing paid meal or break time. Exempt employees will not receive a deduction from their salary for this time in accordance with federal and state wage and hour laws. Employees that use existing breaks (meal breaks or general rest breaks provided to all employees) will be treated the same as employees using such breaks for any other reason other than expression of breast milk. Employees will be relieved of all duties during breaks to express breast milk. If an employee is not relieved of all duties during their break, the time will count as hours worked and be paid.

Employees may be required to postpone their scheduled break time for no more than 30 minutes if they cannot be spared from their duties until appropriate coverage arrives.

Upon request, the Library will allow the employee to work before or after their regular shift to make up the amount of unpaid break time used for the expression of breast milk provided that such additional time falls within the Library's normal work hours. However, employees are not required to make up such break time.

#### Location to Express Breast Milk

The Library will designate an office room in the back office area on the main floor of the library, and it will be made available for use by an employee who chooses to express breast milk in the workplace. The room or other location will be close to the work area, well-lit, shielded from view, and free from intrusion from other individuals in the workplace or the public. The room or other location will not be a restroom or toilet stall.

The room or other location designated shall include, at a minimum, a chair, a working surface, nearby access to clean running water, and an electrical outlet (provided that the workplace is supplied with electricity) unless to do so would impose an undue hardship on the Library.

If the sole purpose or function of the designated room or other location is not dedicated for use by employees to express breast milk, the room or other location will be made available to an employee when needed and will not be used for any other purpose or function while in use by the employee to express breast milk. The Library will notify all other employees as soon as practicable when a room or other location is designated for use to express breast milk. The Library will notify all employees in writing through email or printed memo when a room or

other location has been designated as a lactation break space. The space must be maintained and clean at all times.

Employees may use the refrigerator located in the Children's room to store breast milk. The Library is not responsible for ensuring the safekeeping of expressed breast milk stored in any workplace refrigerator. Employees are required to store all expressed breast milk in closed containers and bring milk home each evening.

#### Accommodation Request Process

Employees have a right to request a room or location to express breast milk in the workplace in private. Prior to returning from parental leave, the Library will send a copy of this policy to the employee (either electronically, by mail to the employee's last known address, or both) and request information from the employee regarding the need for a reasonable accommodation to express breast milk at work. The Library will work with the employee to identify a schedule and location for when and where the employee can express breast milk during work in accordance with this policy.

Employees may also independently request a reasonable accommodation by contacting Human Resources. Such request may be made orally or in writing. The employee should indicate the need for an accommodation to express breast milk in the workplace. The employee may complete the attached Lactation Accommodation request form and submit it to Human Resources.

The Library will respond to a request for a lactation accommodation in writing as quickly as possible but under no circumstances will this amount of time exceed five (5) business days.

The Library understands that an employee's needs with respect to expressing breast milk may change over time. Accordingly, an employee may request a change in any accommodation by contacting Human Resources and expressing the need for such change. The employee should identify what the proposed change is in the request to facilitate the interactive process.

#### Undue Hardship

If the Library believes that the lactation accommodation requested poses an undue hardship on the Library, the Library will discuss reasonable alternatives with the employee to accommodate the employee's needs and initiate an interactive process as quickly as possible, but no later than five (5) business days from the date of the request. This process allows for an open discussion regarding the employee's needs and how the Library can accommodate those needs. This conversation will be in good faith and may include verbal or written exchanges and communications between the employee and the Library.

Under all circumstances, the Library will still provide a room or other location, other than a restroom or toilet stall, that is in close proximity to the work area where an employee can express breast milk in private. The space will meet as many of the requirements and include as many of the amenities as possible. During the time that it takes to respond to a request and/or engage in the interactive process to determine an accommodation, the Library will provide a temporary accommodation to the employee so that the employee can pump in a manner that meets the employee's immediate needs unless doing so poses an undue hardship on the Library.

#### Retaliation Prohibited

Retaliation or discrimination on the basis of exercising the right to express breast milk at work is unlawful under federal and state law and will not be tolerated by the Library. The Library will not discharge, threaten, penalize, or in any other manner discriminate or retaliate against an employee for exercising their rights under this policy and applicable laws with respect to requesting or using reasonable accommodations related to expressing breast milk in the workplace. If an employee believes they have been subject to discrimination or retaliation in violation of this policy, they should promptly report it to Human Resources.

#### Questions

Any questions or concerns regarding this policy should be directed to Human Resources.

**Lactation Accommodation Request Form**

*This form is intended to be used by an employee requesting an accommodation to express breast milk in the workplace. The Library will provide employees with reasonable break time each time such employee needs to express breast milk during the workday. The purpose of this form is to gather information regarding the employee’s anticipated needs of reasonable break time to express breast milk. The Library understands that an employee’s needs in this regard may change over time and accordingly, an employee may submit a request for a different change depending on their needs at any time.*

*This form should be completed and submitted to Human Resources preferably prior to an employee’s return to work from parental leave.*

*Employees will not be subject to discrimination or retaliation for requesting an accommodation in accordance with the Library’s Break Time for Nursing Employees and Lactation Accommodation Policy.*

**TO BE COMPLETED BY REQUESTING EMPLOYEE**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Position/Title:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_

**Anticipated Break Schedule:**

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ (if “unknown”, state “unknown”)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other Information Relevant to Lactation Accommodation:**

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**TO BE COMPLETED BY SUPERVISOR AND HUMAN RESOURCES**

**Reviewed by (Name/Title):** \_\_\_\_\_

**Reviewed by (Name/Title):** \_\_\_\_\_

**Date Received:** \_\_\_\_\_

**Date Response:** \_\_\_\_\_

**Approved as Requested:** \_\_\_\_\_

**Proposed Modification As Follows:**

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**Explanation of Reason for Proposed Modified Accommodation:**

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**Final Schedule Agreed Upon by Employer and Employee:**

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**Agreed Upon By Employee:** \_\_\_\_\_

**Signature of Human Resources:** \_\_\_\_\_

**Signature of Supervisor:** \_\_\_\_\_

Date: \_\_\_\_\_

**WORKPLACE ACCOMMODATIONS (Approved 11/21/2024)**

The Library is committed to complying with all applicable laws prohibiting unlawful discrimination, and protecting the rights of employees and applicants who may need accommodations in the workplace due to disability, pregnancy, childbirth, or related medical condition, or for a sincerely held religious belief, practice or observance. This policy is intended to provide information regarding the Library’s commitment and compliance with these obligations, as well as how covered individuals may request accommodations.

**Accommodations for Known Disabilities**

In accordance with applicable federal, state and local laws protecting qualified individuals with known disabilities, the Library will attempt to reasonably accommodate those individuals unless doing so would create an undue hardship on the Library. Any qualified applicant or employee with a disability who requires accommodation in order to perform the essential functions of the job or to enjoy equal privileges and benefits of employment, should contact Human Resources and request an accommodation.

**Pregnancy, Childbirth and Related Medical Conditions**

The Library is committed to complying with the Pregnancy Discrimination Act, the Pregnant Workers’ Fairness Act, and all other applicable laws protecting pregnant employees from discrimination in the workplace. Accordingly, the Library will engage in the interactive process and make reasonable accommodations to known limitations related to pregnancy, childbirth, or related medical conditions for qualified employees or applicants, unless doing so would impose an undue hardship on the Library. Examples of pregnancy-related accommodations for consideration may include providing frequent bathroom breaks and rest breaks, assistance with manual labor or lifting items, leave of absence and lactation breaks. An employee may request paid or unpaid leave as a reasonable accommodation due to pregnancy, childbirth, or related medical conditions, however, the Library will not require covered employees to take paid or unpaid leave if another reasonable accommodation is available. If an employee requires a reasonable accommodation due to pregnancy, childbirth or related medical conditions, the employee should contact Human Resources.

**Sincerely Held Religious Beliefs, Practices, and Observances**

The Library will also endeavor to make reasonable accommodations, upon request, arising out of an individual’s sincerely held religious beliefs or practices, unless doing so would result in an undue hardship to the Library. If an employee requires a reasonable accommodation arising out of a sincerely held religious belief or practice, the employee should contact Human Resources.

### Interactive Process

Employees should notify Human Resources of their need for accommodation. The Library will engage in an interactive process to evaluate and determine how it may be able to effectively accommodate an employee's needs and limitations. This process may be ongoing and requires good faith participation by both the employer and the employee. The Library may require the employee to provide documentation or information regarding the employee's limitations, needs, and restrictions in an effort to understand and evaluate how the Library may be able to accommodate the employee. The Library maintains the confidentiality of medical information in accordance with applicable laws.

Employees are expected to cooperate in good faith with the Library's efforts and discussions regarding workplace accommodations, including timely responses to requests for reasonable information, documentation, or discussion regarding accommodations. The Library will determine the reasonableness of the requested accommodation taking into consideration various factors, including but not limited to the nature and cost of the requested accommodation, the Library's operational needs and the impact of the requested accommodation on the Library's operations, and whether an accommodation other than what was requested may meet the individual's needs. Upon reaching a final determination at the conclusion of the cooperative dialogue, the Library will provide the individual with its determination in writing identifying any accommodation granted or denied.

The Library acknowledges that circumstances may change over time and an employee's needs and limitations change. The Library encourages employees to notify Human Resources of any changes in limitations, needs, or restrictions.

### No Retaliation

Employees will not be subject to retaliation, coercion, intimidation, threats, or interference for requesting or receiving a reasonable accommodation. Employees should contact Human Resources to report any harassment, discrimination, or retaliation they have experienced or witnessed.

### **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 HR Administrator or Library Director to discuss.

## **LEAVE OF ABSENCE**

Effective for unpaid leaves of absence beginning on November 17, 2022, employees on an unpaid leave of absence for any reason, including medical and non-medical leaves of absence, shall not accrue vacation time, sick time, or personal time following the employee's thirtieth (30) consecutive calendar day of absence. Such leaves of absence include employees out on Worker's Compensation and short- or long-term disability.

## **COVID-19 EMERGENCY PAID SICK LEAVE POLICY**

Pursuant to the Federal Emergency Paid Sick Leave Act, Library employees may be entitled to paid sick leave in certain situations related to the Coronavirus Disease 2019 (COVID-19). While this policy generally sets forth the applicable terms of the Act, the Library reserves the right to follow all provisions of the Act, including as it may be amended or any regulations related to the Act.

This policy takes effect on April 1, 2020 and expires on December 31, 2020.

1. Full-time employees may receive up to eighty (80) hours of emergency paid sick leave. Part-time employees may be entitled to receive emergency paid sick leave in the amount of the average number of hours they work over a two-week period.
2. Employees are entitled to emergency paid sick leave when they are unable to work (or work remotely) because of any of the following reasons:
  - a. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19.
  - b. The employee has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19.
  - c. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis.
  - d. The employee needs to care for an individual under mandated quarantine or isolation order, or who has been advised to self-quarantine by a health care provider.
  - e. The employee is caring for his/her child because the child's school or day care has been closed, or their childcare provider is unavailable, due to COVID-19.
  - f. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.



Employees shall be paid their regular rate of pay, up to a maximum of \$511 per day (and a total of \$5,110), for leave provided pursuant to the reasons stated in Sections 2(a)-(c) above. Leave for reasons contained in Sections 2(d)-(f) will be compensated at 2/3 of the employee's regular rate of pay, up to a maximum of \$200 per day (and a total of \$2,000). Employees are not required to use other paid leave provided by the Library before they use paid sick leave available under the law.

3. Any employee who receives paid sick time under this Policy, must generally follow the Library's regular procedures for providing notice of an absence.

**Retaliation Prohibited:**

The Library will not take adverse action against an employee for exercising his/her rights under the law.

In addition to the benefits provided in this policy, New York State has similarly enacted its own COVID 19 Paid Sick Leave Law. The federal and state law may work in conjunction with each other. Employees should consult with the HR Administrator regarding the New York State Law.

If you have questions about this policy, contact your supervisor or the HR Administrator.

**COVID-19 PUBLIC HEALTH EMERGENCY LEAVE POLICY**

Under the federal Emergency Family and Medical Leave Expansion Act, Library employees may be entitled to Public Health Emergency Leave (PHEL) to care for their child due to the child's school or day care being closed as result of Coronavirus Disease 2019 (COVID-19). While this policy generally sets forth the applicable terms of the Act, the Library reserves the right to follow all provisions of the Act, including as it may be amended or any regulations related to the Act.

The Policy shall be in effect from April 1, 2020 through December 31, 2020.

**Employee Eligibility:**

To be eligible for PHEL, an employee must have worked for the Library for at least thirty (30) calendar days prior to the leave.

**Use of PHEL:**

An employee is eligible to receive up to twelve (12) weeks of PHEL if the employee is unable to work (or telework) because he/she needs to care for his/her own child (under 18 years of age) because the child's school or day care has been closed, or their childcare provider is unavailable, as a result of COVID-19.

Upon an employee's request for PHEL, the Library may require the employee to provide appropriate documentation in support of such leave (e.g., communication from the child's school or day care center with the date(s) of closure).

**Pay During Leave:**

The first ten (10) days of PHEL are unpaid, unless the employee elects to substitute any accrued paid leave, including Emergency Paid Sick Leave, during this period. Employees will be paid for PHEL after the first ten (10) days, at a rate of two-thirds their regular rate of pay, up to a maximum of \$200 per day and \$10,000 aggregate total.

**Health Insurance Benefits:**

While an employee is on PHEL, the employee shall continue to receive health insurance benefits subject to the same terms and conditions as if they had continued to work.

**Retaliation Prohibited:**

The Library will not take adverse action against an employee for exercising his/her rights under the law.

If you have questions about this policy, contact your Supervisor or the HR Administrator.

**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, to close the Library early, or to close the Library for the day due to severe snow or other adverse weather conditions. In the event any of these closures is necessary, a notification will be sent via the Library's Emergency Alert System and notifications will be posted to this effect on the Library's social media platforms.

Although employees are expected to try to get to work during inclement weather, there will be no obligation to travel placed on anyone who deems it dangerous or unsafe to do so. An employee who calls in an absence on an inclement day will be required to use personal or other leave for the entire scheduled workday, regardless of whether the Library closes any time after opening. Employees who elect to leave early due to inclement weather will also be required to use personal or other leave for any scheduled hours not worked. If an employee has already scheduled time off for a day when the Library closes because of inclement weather, the employee will be charged for that time. All employees will be paid only for the time scheduled to work on the emergency closing day 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 workplace, 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 the 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 email 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 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.

### **EMPLOYEE NAME TAG POLICY** *(Revised and Approved 11/21/2024)*

Upon the institution of this policy, hiring, and/or at subsequent times as may be necessary, the Library shall provide each of its employees with a name tag bearing their name. Employees are required to wear their name tag in a manner that is visible to patrons during work hours.

If an employee's name tag is lost or stolen, he/she must immediately request a new name tag by contacting Human Resources. An employee's failure or refusal to wear his/her name tag, and excessive loss or damage to name tags, may lead to disciplinary action. Employees may be required to reimburse the Library for the cost to obtain a replacement name tag.

### **CREDIT CARD POLICY**

A Bank Credit Card is established in the name of The Field Library and the specific name of the Library Director and Office Manager with a maximum credit limit of \$2,500 for each card issued and an aggregate credit limit of \$5,000 for all cards issued to The Field Library.

All monthly bank statements and correspondence will be sent to The Field Library.

The Bank Credit Card is only to be used for work-related travel expenses, to facilitate the purchase of materials online when a purchase order is not allowed by the vendor, and for payment of library-related purposes approved by the Library Director. The use of credit cards is not intended to circumvent The Field Library's Purchasing Policy.

Credit card expenditures will be paid by check following the Purchasing Policy.

Expenses may be incurred under the following conditions:

1. Prior approval of the expenditure has been given by the Library Director.
2. Expenditures must be within the guidelines of the particular activity of the approved budget.
3. The card is not to be used for personal expenses. Unauthorized use or misuse of the card is the personal responsibility of the cardholder.
4. Detailed documentation, including itemized receipts for commodities, services, travel, and/or other actual and necessary expenses to support the expenditure, must be submitted prior to the receipt of the monthly statement.

Users must take proper care of these credit cards and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Library Director and to the appropriate financial institution. Failure to take proper care of credit cards or failure to report damage, loss, or theft may subject the employee to financial liability.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent of this Policy shall result in credit card revocation and may result in discipline of the employee. A cardholder who makes unauthorized purchases will be liable for the total dollar amount of such unauthorized purchases, plus any administrative fees charged by the Bank or card company in connection with the misuse.

The library credit card is considered a method of payment for convenience purposes; expenditures paid for on the library credit card under the Credit Card Policy are considered separate claims for purposes of determining required approval.

Except when circumstances would deem otherwise, the account balance of the Library credit card should be paid in full when the monthly statement is received. Incurring interest charges should be avoided.

When the monthly statement is received, the charges must be reviewed by the Library Director. The individual expenses must be allocated to the proper expense categories for bookkeeping and accounting purposes. Credit card purchases will be paid by check.

### **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.

### **COVID-19 INFECTIOUS DISEASE CONTROL POLICY**

**Effective Date: June 15, 2020**

Coronavirus Disease 2019 (COVID-19) is a respiratory illness with symptoms that may include fever, cough and shortness of breath. The purpose of this policy is to protect and ensure the health and safety of the Field Library's staff members, patrons and visitors.

The Field Library ("Library") reserves the right to exclude any person diagnosed with COVID-19 from the Library, any workplace facilities, programs and functions if the Library finds that such restriction is necessary for the welfare of the person who has COVID-19 and/or the welfare of others within the Library. Such decisions will be based on current recommendations from the Centers for Disease Control and Prevention ("CDC") Department of Health and healthcare professionals, as well as advice and guidelines issued by the federal, state and local government, concerning the disease, the risks of transmission, the symptoms and special circumstances of each individual who has the disease, and a careful weighing of the identified risks associated with allowing individuals to access the Library.

In order to minimize the risk of potential exposure to COVID-19, employees shall, until further notice:

- Conduct virtual meetings instead of in-person meetings where possible.
- Practice social distancing by maintaining a distance of at least six (6) feet from other individuals (including other Library employees and patrons). When an employee is within six (6) feet of someone, the employee must wear a face mask or covering.
- Avoid unnecessary travel, and cancel or postpone nonessential meetings and trainings.
- Avoid gathering in breakrooms, work rooms and other areas where groups congregate.
- Wash hands often with soap and warm water for at least twenty (20) seconds.
- Avoid touching their eyes, nose and mouth.
- Keep workspaces clean using Library-provided cleaning supplies.
- Cover coughs and sneezes with a tissue or the inside of the elbow.
- When possible, avoid public transportation and recreational activities where the employee might come into contact with contagious individuals.

**Stay Home If Sick:**

Employees must notify their supervisor if they are showing any symptoms associated with COVID-19, including fever, cough and/or acute respiratory symptoms, and those with symptoms must stay home. If an employee shows symptoms of COVID-19 at work, they will be sent home immediately. Employees may not return to work at the Library until they have been cleared to return to duty by a healthcare provider.

**Report Potential Exposure:**

Employees must notify their Supervisor or the Library's HR Administrator if they have been in contact with someone who has COVID-19, even if the employee is asymptomatic. If an employee has recently traveled to a location that the CDC has identified as having an active outbreak, the employee must notify their Supervisor and/or the Library's HR Administrator. These employees may be asked to isolate/work from home for fourteen (14) days.

**Provide Notice of Absences:**

Employees who will be absent from work must follow the Library's notification procedures.

If an employee is out sick or shows symptoms of being ill, it may become necessary to request information from the employee and/or their healthcare provider, subject to applicable laws. The Library will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease.

**Visitors:**

Until further notice, there should be no business visitors to the workplace unless it is critical to the operation of the Library, and the meeting cannot be conducted virtually. Required business visitors should be authorized by a Supervisor. This provision does not apply to patrons once the Library reopens.

**Work-Related Travel:**

All nonessential work-related travel is prohibited without the prior written authorization of a Supervisor. Before providing authorization, Supervisors must check for the latest guidance and recommendations for each location to which the employee will travel. Employees must monitor themselves for symptoms of fever, cough or acute respiratory illness before starting or after completing travel.

**Personal Travel:**

Employees must report any personal travel plans, whether domestic or international, to their Supervisor before departure. Depending on the situation, the Library may ask the employee to follow certain steps, such as working from home for a fourteen (14) day period following their return from their travel destination, before returning to the workplace.

**Working From Home:**

Employees currently working remotely must continue to abide by all Library policies and procedures. Employees who work remotely must record their daily work hours and submit these hours via email to their Supervisor on a daily basis. Employees must also take their regularly allotted meal periods and breaks, where applicable, while working remotely. Such meal periods and breaks should also be documented in the daily time record submitted by the employee.

Any work performed at home shall be conducted during the employee's regular work hours and days of the week. Opportunities for overtime will be limited during this time, and overtime work must be authorized in writing by the employee's Supervisor prior to working the overtime.

If while working remotely an employee wishes to utilize any type of leave (*i.e.*, sick, vacation, personal, bereavement, etc.), the employee must adhere to the applicable policy and provide the appropriate notice to his/her Supervisor.

If, upon the Library's notification to an employee that he/she shall return to work at the Library, an employee wants to work from home due to a health concern, and has the ability to perform their work remotely, they may contact their Supervisor to request to work remotely. Requests will be handled on a case-by-case basis.

If you have questions about this policy, contact your supervisor or the Library's HR Administrator.

## **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.

## **NEUTRAL REFERENCE POLICY**

All inquiries concerning current or former employees must be directed to the Human Resources Administrator. Because of the potential liabilities associated with providing reference information, whether on or off of library property, employees are strictly prohibited from providing any references regarding current or former employees or otherwise making or posting any reference for, or job performance information about, a current or former employee.

Requests for employment verifications of former employees of The Field Library will be completed under the following guidelines:

1. All responses will be completed by the Human Resources Administrator.
2. At the Human Resources Administrator's discretion, only dates of employment, titles, and description of duties will be released.

## **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 HR Administrator or 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