

Library Board of Trustees
SPECIAL Board Meeting Agenda
Monday, June 30, 2025
5:15 pm at the Stevens Memorial Community Library

I. Call to Order

II. Attendance

III. Pledge to the Flag

IV. Approval of Agenda

MOTION:

V. Public Comments

VI Special Meeting Business – CONSENT AGENDA – Referrals from Personnel Committee

- 1) Motion to approve Personnel Policy & Employee Handbook Update
- 2) Motion to Approve Paid Family Leave to be deducted from employee wages as outlined in New York State Law
- 3) Motion to approve the Full Time Clerk and Part Time Clerk Job Descriptions that were revised and updated
- 4) Motion to:
 - a. Hire Rachel Beck to fill the position of Full Time Clerk at \$16.80/hour, up to 40 hours per week. 2025 PTO pro-rated for the full-time position as outlined in the handbook/PTO policy.
 - b. Maintain the other part-time clerks in the position (with the revised job description).
 - c. Move Abigail Wilkinson to Clerk, per-diem (with the revised part-time clerk job description).

MOTION: APPROVE ALL 4 CONSENT ITEMS:

VII. Adjourn

MOTION:

Attend the Open House!

Next Board Meeting July 21, 2025 @ 6:00 at the library

Next Finance: July 21, 2025 @ 5:00 at the library

Next Personnel: TBD

Job Descriptions



LIBRARY CLERK (Full-Time)
Reports to: Library Director

Job Description:

Library clerks are detail oriented with excellent people skills. Library clerks are expected to have organizational skills and a passion for service to the community. Library clerks should feel comfortable offering advice on the purchase of new library materials.

Responsibilities:

- Provides all circulation services including but not limited to holds, ILL, book drop, fines, checking in and out of all materials
- Assists patrons in seeking local and system-wide materials and information in all formats
- Supports and assists patrons in appropriate use of library resources including public computers, internet, meeting spaces, copier, printer, and fax machine
- Routine clerical duties including but not limited to answering phones, filing, taking/leaving messages
- Creates and updates patron records in a confidential manner
- Manages and collaborates on projects
- Monitors and creates posts for the library's social media accounts under discretion of the director
- Reconciles cash drawer and takes small amounts in payments for Friends of the Library memberships, lost, missing, or damaged book payments from patrons and other libraries, and book sales
- Participates in professional and educational opportunities to supplement and enhance job performance.
- Processes all new materials into Evergreen and sends purchase information to OWWL cataloging for further processing needs
- Checks all incoming packages to ensure proper contents have arrived and distributes packing slips
- Participates in annual performance evaluations with director
- Some cleaning of library spaces including but not limited to the checkout desk, children's area, and exterior spaces
- Ability to walk, stand, reach, kneel, bend, sit for extended periods, and be able to lift up to 30 pounds
- Additional responsibilities or other duties as assigned by the library director

Requirements and Skills:

- High School Diploma or equivalent
- Working knowledge of office/clerical work, minimal knowledge of Canva, LibCal, WordPress, and email
- Ability to multitask in a stress-free manner
- Flexible schedule
- Ability to understand and follow oral and written instructions

Hours: The person in this role will be expected to work 40 hours per week. Candidates must be available Monday through Friday, mostly day shifts, but with the potential to work evenings and some weekends.

Compensation and Benefits:

- The hourly rate is \$15.50-\$17.00 depending on experience
- Paid Time Off
- NYS Retirement System



LIBRARY CLERK (Part-Time)

Reports to: Library Director

Job Description:

Library clerks are detail oriented with excellent people skills. Library clerks are expected to have organizational skills and a passion for service to the community. Library clerks should feel comfortable offering advice on the purchase of new library materials.

Responsibilities:

- Provides all circulation services including but not limited to holds, ILL, book drop, fines, checking in and out of all materials
- Assists patrons in seeking local and system-wide materials and information in all formats
- Supports and assists patrons in appropriate use of library resources including public computers, internet, meeting spaces, copier, printer, and fax machine
- Routine clerical duties including but not limited to answering phones, filing, taking/leaving messages.
- Creates and updates patron records in a confidential manner
- Manages and collaborates on projects
- Monitors and creates posts for the library's social media accounts under discretion of the director
- Reconciles cash drawer and takes small amounts in payments for Friends of the Library memberships, lost, missing, or damaged book payments from patrons and other libraries, and book sales
- Participates in professional and educational opportunities to supplement and enhance job performance.
- Processes all new materials into Evergreen and sends purchase information to OWWL cataloging for further processing needs
- Checks all incoming packages to ensure proper contents have arrived and passes this information to the Budget and Finance clerk
- Participates in annual performance evaluations with director
- Some cleaning of library spaces including but not limited to the checkout desk, children's area, and exterior spaces
- Ability to walk, stand, reach, kneel, bend, sit for extended periods, and be able to lift up to 30 pounds
- Additional responsibilities or other duties as assigned by the library director

Requirements and Skills:

- High School Diploma or equivalent
- Working knowledge of office/clerical work, minimal knowledge of Canva, LibCal, WordPress, and email
- Ability to multitask in a stress-free manner
- Flexible schedule
- Nighttime and weekend availability
- Ability to understand and follow oral and written instructions

Compensation and Benefits:

- The hourly rate is \$15.50-\$17.00
- Paid Time off
- NYS Retirement System eligible

Policy/ Policies

[STEVENS MEMORIAL COMMUNITY LIBRARY
EMPLOYEE HANDBOOK]

SECTION ONE

INTRODUCTION

WELCOME

The mission of the Stevens Memorial Community Library (“SMCL” or the “Library”) is to serve and support our community so that all may succeed.

This mission is accomplished by providing efficient and effective current library services including professional personnel, programs and outreach. The Library also provides quality services in an open and non-judgmental environment with equal access to library resources in a variety of formats, for all.

As a Library employee, you are an important part of furthering this mission.

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

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

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

Executive Director & Board of Trustees

PREFACE

This Handbook* outlines the human resources policies and benefit plans currently in effect at **SMCL**. Policies are revised or added periodically and are effective as of the date issued.

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

Important Information about Benefits

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

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

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

This Handbook and its policies are effective **[INSERT]** and supersedes all other personnel manuals and personnel policies previously distributed by the Library. To avoid confusion, please discard any copies of previously published handbooks or personnel policy manuals.

SECTION ONE

EMPLOYMENT PRACTICES

2.01 EQUAL EMPLOYMENT OPPORTUNITY

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

MANAGEMENT RESPONSIBILITIES

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

REASONABLE ACCOMMODATIONS

Consistent with our Individuals with Disabilities and Religious Accommodation policies, the Library will work to make reasonable accommodations for a qualified applicant, intern or employee with a known disability or arising out of an individual's sincerely held religious beliefs or practices, unless doing so would result in an undue hardship to the Library. Employees who require a reasonable accommodation due to a known disability or arising out of a sincerely held religious belief or practice should refer to the applicable Library policies.

QUESTIONS AND COMPLAINTS

Questions regarding the administration of this policy or a complaint regarding Equal Employment Opportunity should be directed to the Executive Director or, if the complaint is about the Executive Director, to the President of the Board. Consistent with our policy on Harassment & Discrimination Prevention, the Library will promptly and thoroughly investigate all complaints. Confidentiality will be maintained to the greatest degree possible, consistent with the Library's obligation to thoroughly investigate the complaint.

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

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

NON-RETALIATION

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

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

2.02 EMPLOYMENT AT-WILL

Employment with SMCL is at-will unless state law provides otherwise. This means that employment may be terminated for any or no reason, with or without cause or notice at any time by the employee or by the Library. Nothing in this Employee Handbook or any oral statement will limit the right to terminate the at-will employment relationship. This at-will employment policy is the sole and entire agreement between the employee and SMCL regarding the fact that employment with SMCL is at-will. No supervisor has any authority to enter into a contract of employment, express or implied, that changes the fact that employment with the Library is at-will. Only the Board of Trustees, or their authorized representative has the authority to enter into an agreement that alters the at-will employment relationship, and any such agreement must be in writing and signed by the Board President, or their authorized representative.

2.03 HARASSMENT & DISCRIMINATION PREVENTION

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

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

APPLICABILITY

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

All covered individuals conducting business in or with the Library must refrain from engaging in harassment and discrimination.

NO TOLERANCE

Harassment, discrimination, and retaliation of any kind may violate our policies, be unlawful, and/or subject the Library to liability. Workplace harassment, unlawful discrimination, and retaliation will not be tolerated at SMCL. All covered individuals conducting business with SMCL are required to conduct themselves in a professional and appropriate manner, and are prohibited from engaging in sexual or other forms of harassment and discrimination in the workplace. Any individual covered by this policy who engages in workplace harassment, unlawful discrimination or retaliation may be subject to remedial and/or disciplinary action, up to and including termination.

Harassers may also be individually subject to liability and the Library or supervisors who fail to report or act on harassment may be liable for aiding and abetting such behavior. Employees of every level who engage in harassment, unlawful discrimination, or retaliation, or who allow such behavior to continue, will be subject to disciplinary action up to and including termination.

DEFINITION OF SEXUAL HARASSMENT

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

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

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

There are two main types of sexual harassment:

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

Any covered individual who feels harassed should report the harassment to the Executive Director (or, if the complaint is about the Executive Director, the President of the Board) so that the Library can promptly investigate any alleged violations of this policy. Any harassing or discriminatory conduct, even a single incident, can be addressed under this policy.

EXAMPLES OF SEXUAL HARASSMENT

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

- Physical assaults of a sexual nature, such as:
 - Touching, pinching, patting, grabbing, brushing against another employee's body or poking another employee's body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.

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

DEFINITION OF OTHER UNLAWFUL HARASSMENT

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

- Pushing, hitting, crowding, cornering or unwanted physical touching;
- Inappropriate jokes or the use of slurs or other offensive language regarding, or made because of, an individual's actual or perceived membership in one of the protected categories listed above;
- Derogatory or degrading written comments regarding, or made because of, an individual's membership in one of the categories listed above. Specific examples include, but are not limited to e-mail, text messages, memos, notes, graffiti, other visual depictions or pictures, cartoons, drawings, and videos;
- Inappropriate, unwelcomed behaviors, such as offensive gestures and wearing clothes, jewelry, signage, etc. known to be offensive to particular protected classifications; and

- Any other unwelcome conduct that has the purpose or effect of creating an intimidating, hostile, or offensive working environment as defined by law, or has the purpose or effect of unreasonably interfering with an individual's work performance or otherwise adversely affecting an individual's employment opportunities.

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

WHO CAN BE A TARGET?

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

WHERE CAN HARASSMENT OCCUR?

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

REPORTING HARASSMENT AND DISCRIMINATION

In New York, harassment does not need to be severe or pervasive to be illegal or violate this policy. Any covered individual who has been subjected to behavior that may constitute unlawful harassment or discrimination, or who witnesses or becomes aware of potential instances of workplace harassment or discrimination, is encouraged to report such behavior to the Executive Director or, if the complaint is about the Executive Director, the President of the Board.

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

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

BYSTANDER INTERVENTION

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

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

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

MANAGEMENT RESPONSIBILITIES

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

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

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

COMPLAINTS AND INVESTIGATIONS

All complaints, information, or knowledge of suspected workplace harassment or discrimination will be investigated whether that information was reported in verbal or written form. Investigations will be thoroughly conducted in a prompt and timely manner and will be confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers, will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

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

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

- Upon receipt of the complaint, the Executive Director or another designee will conduct an immediate review of the allegations, assess the appropriate scope of the investigation, and take any interim actions, as appropriate, as the "investigator". If the complaint is verbal, the individual will be encouraged to complete the "Complaint Form" in writing. If the complainant chooses not to complete the Complaint Form, the Executive Director will prepare a complaint form or equivalent documentation based on the complainant's verbal report.

- When applicable, the investigator may request, review and preserve documents relevant to the allegations, such as emails, phone records or other electronic communications.
- The investigator will interview all parties involved, including any relevant witnesses.
- The investigator will prepare written documentation of the investigation (such as a letter, memo or email), which may contain the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of the complaint, together with any corrective actions action(s).
- Written documentation and associated documents will be maintained by the Library in a secure and confidential location.
- Following the investigation, the Executive Director will promptly notify the complainant and the individual(s) about whom the complaint was made that the investigation has been completed and implement any corrective actions identified in the written document.

CORRECTIVE ACTION

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

NON-RETALIATION

SMCL will not tolerate retaliation against anyone who:

- Makes, in good faith, a complaint of harassment, either internally or with any anti-discrimination agency;
- Testifies or assists in a proceeding involving harassment under the Human Rights Law or other anti-discrimination law;
- Opposes harassment by making a verbal or informal complaint to management, or by simply informing a supervisor of harassment;
- Reports that another employee has been harassed; or
- Encourages a fellow employee to report potential harassment.

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

Even if the reported harassment does not rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the

practices were unlawful. However, this retaliation provision is not intended to, and will not, protect persons making intentionally false charges of harassment.

LEGAL PROTECTIONS AND EXTERNAL REMEDIES

An employee or covered individual who prefers not to report harassment internally may choose to pursue external legal remedies, including by filing a claim with the New York State Division of Human Rights ("NYSDHR"), or in state courts. Complaints also may be made to both the Library and a government agency.

The NYSDHR, which enforces the New York Human Rights Law and can order relief (including, but not limited to, requiring your employer to take action to stop the harassment, or repair the damage caused by the harassment, including paying monetary damages, punitive damages, attorney's fees, and civil fines), has established a toll-free confidential hotline to provide counsel and assistance to individuals who believe they are experiencing workplace sexual harassment. Employees can call the toll-free sexual harassment hotline at 1-800-HARASS-3 Monday through Friday, 9:00 AM to 5:00 PM.

The NYSDHR's local office contact information is: NYS Division of Human Rights, 65 Court Street #506, Buffalo, NY 14202, www.dhr.ny.gov.

Local Police Department Contact

If the harassment involves unwanted physical touching, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime. Employees should contact the local police department if they wish to pursue criminal charges.

Remember, the Library cannot remedy claimed sexual or other harassment, discrimination, or retaliation unless an employee brings these claims to the attention of management. Employees should report any conduct which they believe violates this policy.

2.04 REPRODUCTIVE HEALTH DECISIONS

SMCL complies with state law regarding reproductive health decisions as outlined in this policy.

NON-DISCRIMINATION/ NO RETALIATION

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

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

ADDITIONAL INFORMATION

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

2.05 PREGNANCY ACCOMMODATIONS

The Library will not discriminate against an employee or applicant with known physical or mental limitations related to the pregnancy, childbirth or pregnancy-related medical conditions who requests an accommodation due to pregnancy, childbirth and related conditions or who requests an accommodation due to pregnancy, childbirth or pregnancy-related medical conditions unless the accommodation would impose an undue hardship on the operation of the Library.

REASONABLE ACCOMMODATIONS

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

REQUESTING A REASONABLE ACCOMMODATION

Employees or applicants who would like to request a reasonable accommodation under this policy should provide to the Executive Director documentation from their medical provider identifying their condition and its functional limitations that require accommodation (unless the condition is obvious). The Executive Director will evaluate the information provided regarding any reported or apparent barriers or limitations and will then communicate with the applicant or employee and engage in an interactive process to determine the nature of the limitation and what, if any, reasonable accommodation(s) may be appropriate. If, through this interactive process, the Library identifies a reasonable accommodation that does not impose an undue hardship on the Library or its operations, the Library will make that accommodation. Any medical information provided will be kept confidential and disclosed only as permitted by law.

Employees who wish to request time away from work to accommodate a limitation related to pregnancy, childbirth or a pregnancy-related medical condition should contact the Executive Director. However, the Library will not require a qualified employee to take leave if another reasonable accommodation can be provided.

NO DISCRIMINATION AND NO RETALIATION

The Library prohibits discrimination on the basis of pregnancy, childbirth or related medical conditions. The Library also will not interfere with any individual's rights under applicable law or take any adverse action against a qualified applicant or employee because they request or use reasonable accommodations in accordance with this policy, report or oppose discrimination under applicable law, or participate in a proceeding involving an alleged violation of applicable law. Individuals who believe they have been subjected to, or believe that another

individual has been subjected to, prohibited discrimination or retaliation should report it immediately to the Executive Director.

ADDITIONAL INFORMATION

Employees or applicants for employment who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact the Executive Director. Employees who need reasonable break time to express breast milk for their child should consult the Library's **Lactation Accommodation** policy and the Policy on the Rights of Employees to Express Breast Milk in the Workplace which is available from the Executive Director.

2.06 LACTATION ACCOMMODATION

In accordance with New York law, all employees have the right to express milk in the workplace.

LACTATION BREAKS

The Library will provide nursing employees with up to 30 minutes of paid break time to express milk each time the employee has a reasonable need to do so for up to three years following the birth of a child.

Nursing employees can also take time to express milk during their regularly scheduled meal or rest breaks.

Employees will be allowed to take longer unpaid breaks if needed. Non-exempt employees, whose lactation break exceeds 30 minutes may be granted additional unpaid lactation break time beyond the 30 minutes of paid time. Exempt employees will receive their full salary in accordance with federal and state law.

Employees are not required to make up time taken for lactation breaks.

LACTATION ROOM

Employees who work onsite have the right to request a lactation room for the purpose of expressing milk. Employees will be informed as soon as practicable after informing the Executive Director of the need for a lactation room when a lactation room or location has been designated. The lactation room will be a well-lit, sanitary place, other than a restroom or toilet stall, that is shielded from view, free from intrusion, and in reasonable proximity to the employee's work area. The lactation room will include an electrical outlet, a chair, a working surface area on which to place a breast pump and other personal items, nearby access to running water and, when possible, access to refrigeration for the purpose of storing the expressed milk. Please note that the Library is not responsible for ensuring the safekeeping of expressed milk stored in any refrigerator on its premises. The employee is required to store all expressed milk in closed containers, regardless of the method of storage, and should remove such milk at the end of the workday.

REQUESTING USE OF THE LACTATION ROOM

To request the use of a lactation room, employees should contact the Executive Director. The Library will respond to the employee's request in writing within a reasonable amount of time, not to exceed five business days.

A room identified for use as a lactation room may also be used for other purposes. However, an employee's need for a room for lactation breaks will be prioritized, and during times when an employee is using the room as a lactation room, that will be its sole function.

EMPLOYEE'S RESPONSIBILITY

Employees are required to provide reasonable advance notice to the Library that they intend to take breaks to express milk upon returning to work following the birth of the child. If providing the requested lactation room will place an undue hardship

on the Library's operations, the Library will engage in reasonable efforts to provide a private room or location, other than a restroom or toilet stall, that is in close proximity to the work area where an employee can express milk in private.

NON-RETALIATION AND NON-DISCRIMINATION

Employees who believe the Library has failed to comply with the requirements of this policy and applicable law should immediately notify the Executive Director. The Library will not retaliate or discriminate against an employee because they exercise their rights under this policy or file a complaint or institute any proceeding under or related to applicable law.

ADDITIONAL INFORMATION

Pursuant to New York State requirements, a [Policy on the Rights of Employees to Express Milk in the Workplace](#) that further explains your rights under New York State law will be provided at hire, annually after hire, and whenever an employee returns to work following the birth of a child. Employees are expected to review both this Lactation Accommodation policy and the New York Policy on the Rights of Employees to Express Milk in the Workplace.

Employees who have questions about either of these policies may contact the Executive Director.

2.07 INDIVIDUALS WITH DISABILITIES

SMCL does not discriminate in employment against a qualified individual with a disability in any aspect of employment, including the application process. SMCL's commitment to this policy includes making reasonable accommodations to otherwise qualified persons with disabilities to enable them to perform the essential functions of their jobs, unless doing so would pose an undue hardship on the Library or its operations or would pose a direct threat of substantial harm to the employee or others.

OUR COMMITMENT

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

QUALIFIED INDIVIDUALS WITH DISABILITIES

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

REASONABLE ACCOMMODATION

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

When requesting an accommodation, employees are required to notify the Executive Director of the need for the accommodation, including by providing documentation from their medical provider identifying their condition and its functional limitations (unless the condition is obvious). All supporting documentation should be submitted as quickly as possible to prevent a delay in the accommodation process.

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

DETERMINING APPROPRIATE ACCOMMODATIONS

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

Employees who feel they have been unreasonably denied an accommodation or who have questions concerning this policy should contact the Executive Director or the President of the Board.

2.08 RELIGIOUS ACCOMMODATION

SMCL will provide reasonable accommodation for employees' religious beliefs, observances and practices when a need for such accommodation is identified, and reasonable accommodation is possible.

RELIGIOUS ACCOMMODATION

A reasonable accommodation is one that eliminates the conflict between an employee's religious beliefs, observances or practices and the employee's job requirements, without causing undue hardship on the Library or its operations.

Any employee who perceives a conflict between job requirements and a religious belief, observance or practice should bring the conflict and their request for accommodation to the attention of the Executive Director to initiate the accommodation process. The Library asks that accommodation requests be made in writing, and in the case of schedule adjustments, as far in advance as possible.

INTERACTIVE DIALOGUE

Once the employee has submitted their request for an accommodation, SMCL will evaluate the request by meeting with the employee to discuss the request and propose a reasonable accommodation. The Executive Director will be responsible for implementing the accommodation.

NO RETALIATION AND NO DISCRIMINATION

SMCL will not retaliate or otherwise discriminate against an employee or applicant because they request an accommodation in accordance with this policy. Employees who have questions concerning this policy or feel they have been unreasonably denied an accommodation should contact the Executive Director.

2.09 CODE OF ETHICS

SMCL's code of ethics is dependent upon our core values maintaining ethical standards and the personal integrity of every individual at the Library. Each employee of the Library is required to ensure that they and their family members do not improperly benefit personally from the employee's position as an employee for the Library. For this reason, it is of paramount importance that we always conduct our day-to-day activities in an ethical and responsible manner.

CONFLICT OF INTEREST

While we acknowledge that employees may have pursuits separate from their work at the Library, employees must refrain from participating in any activity or business venture which could conflict with the interests of SMCL and their job duties and responsibilities with SMCL. Specifically, employees may not accept personal payment or other benefits from any supplier, vendor or patrons of the Library, nor should they take any action as a representative of the Library for personal gain. Employees also may not accept a second job with a customer, competitor, supplier, or vendor of the Library where there is an actual or perceived conflict.

PROPRIETARY INFORMATION

In working at SMCL, employees may learn things about SMCL and our patrons' operations which are proprietary or confidential, and the Library has a legitimate and substantial business interest in maintaining the confidentiality of such information. Every employee of the Library has a professional and ethical responsibility to treat this information as privileged and to ensure such information is not improperly or accidentally disclosed.

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

Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

Additionally, employees who have the following information by virtue of the performance of their job responsibilities should not disclose such information for any reason, except as required to complete job duties, without the permission of the employee at issue: Social Security Numbers, dates of birth, driver's license or resident identification numbers, financial accounts, credit or debit card numbers, and security and access codes or passwords that would permit access to medical, financial or other legally protected information.

Upon termination of employment, employees must return and not retain any duplicates of all Library property and all copies of documents, notes, flash drives

and other repositories containing proprietary or confidential information such as pricing lists, invoices, marketing methods, database systems, financial information, employee lists and all other information that is not general public knowledge relating to SMCL, except as otherwise required to retain pursuant to a legal hold notice.

RECEIVING AND GIVING GIFTS

Employees should avoid situations that could create an actual or perceived conflict of interest, or that could otherwise hinder an employee's ability to perform their job in an honest and ethical manner. To this end, employees may not accept or give substantial gifts, favors or excessive business entertainment from patrons or suppliers. A gift, favor or entertainment is considered substantial or excessive if it might influence an employee's business relationship with the donor. Generally, substantial gifts or favors are defined as having a value of \$20 or more and should be reported to the Executive Director.

EMPLOYEE'S RESPONSIBILITY

Employees are responsible for promptly reporting any violation or suspected violation of these guidelines on conflicts of interest, proprietary information or gift giving and receiving or any violation or suspected violation of any other Library policy to the Executive Director or a member of the Board.

NO RETALIATION

The Library protects those employees from retaliation who in good faith report possible inappropriate, unprofessional, illegal or unethical actions. Any employee who believes they have been retaliated against in violation of this policy should notify the Executive Director immediately. Individuals who engage in any retaliation in contravention of this policy are subject to disciplinary action in accordance with the Library's Standards of Conduct policy.

ADDITIONAL INFORMATION

Violations of this policy are subject to disciplinary action, up to and including termination of employment and, if applicable, legal action.

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

2.10 NEPOTISM

The Library is committed to a policy of employment and advancement based on qualifications and merit and follows Wyoming County Civil Service policies.

Definitions:

Family member/relative, immediate family: defined as one of the following relationships by blood:

- Parent
- Child
- Grandparent
- Grandchild
- Brother
- Sister
- Uncle
- Aunt
- Nephew
- Niece
- First cousin

And the following relationships by marriage:

- Husband
- Wife
- Mother-in-law
- Father-in-law
- Son-in-law
- Daughter-in-law
- Sister-in-law
- Brother-in-law
- Step-parent
- Step-child
- Step-sibling
- Half-brother
- Half-sister
- Aunt
- Uncle
- Nephew
- Niece
- Spouse/partner of any of the above and cohabitating couples
- Significant others
-

PURPOSE

This policy is designed to guard against employment relations from which nepotism

or charges of nepotism might arise, to assure reliability and appearance of fairness in the best interest of the Library, to assure and maintain accountability and to avoid the potential for employment related conflicts of interest.

POLICY

It is the policy of the \Library not to discriminate in its employment and personnel actions with respect to its employees and applicants on the basis of marital or familial status. Notwithstanding this policy, no person shall be appointed or employed in any position in the Library if such appointment or employment would cause the employee to come under the supervision of a relative, either directly or through a chain of authority. Further, no person shall hold a position where they would be responsible for auditing or evaluating the work of a relative.

APPLICATION

This policy applies to all categories of employment, including full and part time, temporary, casual or seasonal appointments within all departments/divisions of the Library. This policy does not prohibit the appointment, in the competitive service, of an individual if (1) the individual is within reach for selection from an appropriate certified eligibility list and (2) an equally qualified alternative selection cannot be made from the certified eligibility list.

PROCEDURE

(a) The Library shall employ no person in any position that places such person under supervision (as defined above) of another employee to whom such person is a relative. Exceptions may be approved by the Director and Board of Trustees for employment that would be for the benefit of the Library.

(b) Whenever the Director or Board of Trustees proposes, as an exception to the Library's policy, to employ a person or to continue the employment of a person in a position that would fall under the administrative supervision of anyone to whom the person is related in any manner specified above, such shall be discussed at the next Board Personnel Meeting. With approval of the Director, this will then be forwarded to the full Board of Trustees for approval. Exceptions will be permitted where there are unique circumstances and there is a benefit to the Library.

(c) When two existing employees marry, and a determination has been made that the potential for creating adverse impact as described above exists, the Director shall make reasonable efforts to minimize problems of supervision, or safety, security or morale through reassignment of duties, relocation or schedule changes. The proposed plan for accommodation shall be submitted to the Board of Trustees for approval.

(d) The Board of Trustees, in consultation with the Director, shall have the final authority and

responsibility for determining if a potential for adverse impact exists or does not exist, and deciding whether to approve the appointment or promotion of the applicant or employee.

SECTION THREE

EMPLOYEE RELATIONS

3.01 EMPLOYMENT ELIGIBILITY & WORK AUTHORIZATION

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

EMPLOYMENT ELIGIBILITY AND WORK AUTHORIZATION

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

3.02 EMPLOYMENT CLASSIFICATIONS

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

FULL-TIME

Employees in this category are regularly scheduled to work at least 40 hours per week and receive benefits based on position, length of service and scheduled hours.

REGULAR, PART-TIME

Employees in this category are regularly scheduled to work less than (40) hours per week and are eligible for certain benefits based on position, length of service and scheduled hours.

ON-CALL/PER DIEM/TIME AS REPORTED

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

EXEMPT CLASSIFICATIONS

Under applicable law, all positions, regardless of employment classification, are classified as either exempt or non-exempt for overtime and minimum wage requirements based on the nature of the job duties and amount of wages.

Exempt Employees

Employees employed as executive, administrative, professional, outside sales and computer employees are classified as exempt. They are generally paid a salary for all hours worked, and are not entitled to minimum wage protections or overtime pay for working more than forty hours in a week.

Non-Exempt Employees

Other employees are classified as non-exempt, and will be paid at least the minimum wage for all hours worked and overtime pay at one and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

3.03 WORKING HOURS

MEAL BREAK

Employees working at least a six-hour workday, which extends over the noon meal break (11 a.m. to 2 p.m.), are entitled to a 30-minute meal break to be taken between 11 a.m. and 2 p.m.

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

Employees may not take a shorter meal break or skip a meal break to leave early. All non-exempt employees must record their meal breaks.

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

TIME RECORDS

Non-exempt employees are responsible for recording their hours worked and any absences on their timesheet each week, signing it and then submitting it to the Executive Director by no later than Friday. Employees are prohibited from engaging in off-the-clock work or unrecorded work. Employees are also required to record the beginning and end of meal periods. Under no circumstances should an employee record time for another employee. Should an employee forget to record their time, the employee should notify their supervisor and they will make the appropriate notations on the timesheet.

Non-exempt employees may not start their shifts before their scheduled start times, work beyond the end of their scheduled end times, or work overtime without advance written permission from their supervisor.

3.04 PAY PRACTICES

SMCL is committed to a policy of fair and equitable compensation for all employees.

WAGE AND SALARY PROGRAM

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

PAYDAY

Employees are paid bi-weekly on Thursday. If payday falls on a holiday, employees will ordinarily be paid on the day before the holiday.

PAYROLL

Employees enrolled in direct deposit will have their pay deposited in their designated accounts on payday. All employees will be provided with paperwork to authorize and enroll in direct deposit at their time of hire, and are strongly encouraged to do so. Employees who do not complete this paperwork shall receive paper checks, which they must report to the Library to collect each week.

GARNISHMENTS

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

OVERTIME

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

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

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

Paid time off, including holidays, is not counted as hours worked when calculating overtime.

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

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

OUTSIDE WORK ACTIVITIES

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

TRAVEL/EXPENSE REIMBURSEMENT

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

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

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

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

OVERPAYMENTS

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

POLICY FOR DEDUCTIONS FROM WAGES

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

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

PERMITTED DEDUCTIONS FROM EXEMPT EMPLOYEE'S PAY

Employees who are classified as exempt must record absences from work for reasons such as paid time off.

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

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

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

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

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

REPORTING IMPROPER DEDUCTIONS OR OTHER ERRORS

Month Year

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

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

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

3.05 ATTENDANCE

Each employee's position and the work that they do at SMCL is important. Employees are expected to be in regular attendance and at work on time. To limit the impact on business operations caused by employee absences or tardiness, the Library has adopted the following policy which applies to absences not previously approved by the Library and/or not protected under applicable law.

ATTENDANCE AND PUNCTUALITY

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

Excessive absenteeism or tardiness may result in disciplinary action up to and including termination of employment unless the absence or tardiness is legally protected. The following types of time off will not be considered grounds for disciplinary action under this policy:

- Approved time off, including PTO taken pursuant to the PTO policy;
- Approved leaves of absence including but not limited to disability leave, jury duty leave, witness leave, voting leave, military leave, leave provided as an accommodation under the Americans with Disabilities Act or similar state or local laws, leave protected under a federal or state family and/or medical leave law or any other leave protected by applicable federal, state or local law; and/or
- Time off due to a work-related injury covered by workers' compensation.

Each situation of absenteeism or tardiness will be evaluated on a case-by-case basis. However, the Library will not subject employees to disciplinary action or retaliation for an absence or for tardiness that is legally protected.

CALL-IN PROCEDURES

An employee who is going to be late or absent from work must contact the Executive Director via call, text or email at least two hours before their scheduled start time or as soon as is practicable, before the time the employee is scheduled to begin working for that day. If the Executive Director is unavailable, employees should contact the Board President.

EARLY DEPARTURE

Employees are also expected to remain at work for their scheduled workday, except for meal or break periods, or when required to leave on authorized Library business or otherwise authorized to leave. Employees who need to leave before the end of their scheduled workday must notify the Executive Director immediately.

JOB ABANDONMENT

Month Year

Absent extraordinary circumstances or a legally protected reason, if employees fail to report for work without any notification to their **supervisor** and their absence continues for a period of three consecutively scheduled days, the Library will consider the employee to have abandoned and voluntarily terminated their employment.

DISCIPLINARY ACTION

Failure to comply with this policy may result in disciplinary action up to and including termination of employment.

ADDITIONAL INFORMATION

An employee who believes that their absence or tardiness to work is legally protected should notify the Executive Director of this fact at the time of the absence or tardiness. Employees will not be required to reveal the nature of any underlying medical condition unless otherwise necessary to designate leave under an applicable Library policy or federal, state or local leave law. If an employee believes they have been mistakenly subject to disciplinary action for an absence or for tardiness that the employee believes is legally protected, the employee should promptly discuss the matter with the Executive Director.

3.06 OPEN COMMUNICATION

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

SUGGESTIONS

SMCL values employees' talents and abilities and seeks to foster a cooperative environment. For this reason, the Library encourages employees to bring their complaints, concerns, job-related ideas, recommendations and any other suggestions an employee believes would positively benefit SMCL to the Executive Director. When appropriate, the Executive Director will bring them to the attention of the Board President and/or full Board.

NO RETALIATION

Employees will not be retaliated against in any way for raising concerns, asking questions or for making suggestions.

3.07 SOLICITATION & DISTRIBUTION

In order to prevent disruptions in the operations of SMCL, solicitation and distribution of advertising material, handbills, or other literature during the working time of the employee soliciting or the employee being solicited, or in working areas, is restricted as described below.

SOLICITATION DEFINED

For purposes of this policy, solicitation includes, but is not limited to, asking employees: for funds or contributions; to purchase goods for charitable or commercial purposes; to sign petitions; to join or become members of a group; to support political candidates; or to support or commit to causes, groups, or interests. Solicitations may be made by any form of communication, including verbal, written, email, text message, direct messaging, etc. Solicitation does not include brief conversations that are so limited that they do not interrupt employees' work.

DURING WORKING TIME

Employees may not solicit or distribute non-work-related literature to another employee for any purpose when either the person doing the soliciting, or the person being solicited is on working time. For purposes of this policy, working time refers to that portion of any working day in which the employee is actually working or scheduled to work. It does not include such times as lunch or break time or before or after work. Employees who are on non-working time still may not solicit or distribute non-work-related literature to another employee who is on working time.

IN WORKING AREAS

Employees may not distribute non-work-related literature to another employee for any purpose in the working areas of SMCL. "Working areas" do not include areas such the parking lot or break room.

3.08 STANDARDS OF CONDUCT

The Library expects employees to follow basic, common-sense rules of conduct that will protect everyone's safety and security.

FORMS OF UNACCEPTABLE BEHAVIOR

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

- Falsification of employment records, employment information or other records or work-related information of the Library;
- Recording the work time of another employee, allowing any employee to record another employee's work time, or allowing falsification of any timesheet, whether the employee's or another employee's;
- Theft or damage of any Library property or the property of any employee or patron;
- Use of Library materials, supplies, or tools for personal reasons without advanced permission from the Executive Director;
- Violation of the Library's electronic resources in a manner that interferes with the employee's work performance or violates a Library policy;
- Possessing, distributing, selling, transferring, using or being under the influence of alcohol or illegal drugs in the workplace;
- Provoking a physical fight or engaging in physical fighting in the work environment, during working hours, at a work event or on premises owned or occupied by the Library;
- Carrying firearms, weapons or dangerous substances at any time, on premises owned or occupied by the Library, unless state law provides otherwise;
- Using violent, threatening or unlawfully harassing language at any time in the work environment, during working hours or while on premises owned or occupied by the Library;
- Making knowingly false statements concerning the Library or any employee or patron;
- Failing to obtain permission to leave work or be offline during scheduled working time (not including unpaid meal and rest breaks) unless the reason is legally protected;
- Working overtime without authorization or refusing to work assigned hours;
- Violating any policy, rule or procedure of the Library;
- Failure to demonstrate immediate and consistent improvement in poor work performance;
- Committing a fraudulent act or intentional breach of trust under any circumstances; and
- Discrimination or harassment in violation of the Library's Equal Employment Opportunity (EEO) or Harassment & Discrimination Prevention policies

Month Year

against any employee, client, contractor, visitor or other individual involved in the operations of the Library based upon race, religion, age, sex, national origin, disability or any other protected characteristic under applicable federal, state or local law.

CORRECTIVE ACTION

Before taking corrective action, the Executive Director may meet with the employee to explain why the need for corrective action is warranted.

Depending upon the severity of the matter, disciplinary measures may include counseling, verbal warning, written warning, suspension, demotion, transfer, or termination. The Library will determine the appropriate corrective action and does not guarantee that one form of action will necessarily precede another.

AT-WILL EMPLOYMENT

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

SECTION FOUR

BENEFIT PROGRAMS

4.01 HOLIDAYS

Each year, the Board will designate holidays on which the Library will be closed.

Only those non-exempt staff “regularly-scheduled” to work on the holiday a holiday falls will be paid holiday time. Non-exempt employees who would normally be off work on a day designated as a paid holiday shall not be paid. “Regularly scheduled” means the employee has been scheduled—and reported to work—on that day at least 8 of the preceding 10 weeks (i.e., if the holiday falls on a Wednesday, the employee must have been scheduled to and reported to work on 8 of the preceding 10 Wednesdays). Holiday pay is not counted for the purpose of calculating an employee’s hours of work for overtime purposes or for calculating overtime premiums. Exempt employees will receive holiday pay in compliance with federal and state wage and hour laws.

4.02 PAID TIME OFF

The Library provides employees with paid time off (PTO) from work. PTO may be taken for any reason, including vacation days, sick leave, or other personal time away from work.

PTO Allotment

Effective January 13, 2025, and each January 1 thereafter, full-time employees receive PTO based on their years of service and position as follows:

<i>Library Director</i>	
<u>Years of Service</u>	<u>PTO Accrued</u>
0-4 years	160 hours (20 days)
4-10 years	200 hours (25 days)
10+ years	240 hours (30 days)

<i>Other Full-Time Employees</i>	
<u>Years of Service</u>	<u>PTO Accrued</u>
0-4 years	120 hours (15 days)
4-10 years	160 hours (20 days)
10+ years	200 hours (25 days)

Part-time employees shall receive PTO in proportion to the number of hours they are regularly scheduled to work, calculated based on a 40-hour full-time workweek. For example, a part-time employee with 7 years of service regularly scheduled to work 20 hours per week is eligible to accrue 10 “days” of PTO each calendar year (a “day” of PTO shall be equal to the number of hours the part-time employee typically is scheduled to work). Should an employee’s regularly-scheduled hours increase throughout the year, their PTO allotment shall be adjusted accordingly.

Employees hired throughout the year shall receive a pro-rated amount of PTO depending on the number of months remaining in the calendar year. For instance, an employee hired on July 1 who would have received 20 days of PTO for the calendar

year would receive 10 days of PTO for their initial calendar year of employment, and will receive 20 days of PTO on the first January 1 thereafter.

Requests for PTO

Employees must take PTO in increments of at least one (1) hour. Employees must request PTO from the Library Director as far in advance as possible, but at least a week in advance, except when the need for PTO is unforeseeable (e.g., sick day), in which case the employee must inform the Library Director as soon as possible and follow all regular call-in procedures. Stevens Memorial Community Library generally will grant requests for PTO when possible, taking business needs into consideration.

Any employee who takes three or more consecutive days of PTO due to illness or injury must provide documentation by a licensed medical provider attesting to the employee's fitness to return to work.

Absences Without Accrued PTO

For the avoidance of doubt, if employees do not have PTO to cover their absence, employees shall not be paid for such absence. In addition, employees who are absent from work without sufficient accrued PTO may be subject to discipline, up to and including termination of employment.

No Carryover

Employees may not carry over accrued but unused PTO. Any accrued but unused PTO will be forfeited at the end of the calendar year, except that employees may elect at year-end to be paid out at their regular rate for up to 50% of any PTO remaining as of December 31.

Termination of Employment

On termination of employment for any reason, employees forfeit any accrued but unused PTO.

4.03 SHORT-TERM DISABILITY INSURANCE

New York employees who are temporarily disabled by a nonwork-related injury or illness (including a disability due to pregnancy) may be eligible to receive disability benefits.

ELIGIBILITY

All employees who cannot work due to a non-job-related disability are covered under this short-term disability insurance program if they meet the eligibility requirements of the New York State Disability Benefits Law.

BENEFITS

Disability benefits are not paid during the first seven consecutive days of any period of disability. Benefits begin on the eighth consecutive day of a disability and may continue being paid for up to a maximum of 26 weeks during any one period of disability or in a 52-week period. Eligible employees will receive a weekly benefit amount equal to 50 percent of their average weekly wage for the eight weeks immediately prior to their disability, up to a maximum weekly benefit amount of \$170.00.

Employees will generally not be eligible to receive disability benefits if they are receiving workers' compensation, permanent disability or unemployment. Likewise, employees are ineligible for disability benefits if they perform any type of work for which they receive wages or profit, even if that work is performed at home.

INTERACTION WITH OTHER BENEFITS

Employees cannot collect both disability benefits and New York Paid Family Leave (PFL) benefits concurrently. An employee who is eligible for both PFL benefits and disability benefits in the same 52-week period may not receive more than 26 total weeks of combined PFL and disability benefits during that period.

Employees may use any accrued but unused PTO prior to receiving disability benefits. Employees may also choose to use accrued but unused PTO to supplement disability benefits received; if the employee chooses to do so, the Library will integrate all paid benefits so that the employee will not be paid more than their regular compensation at any time.

COST

Disability benefits are funded by employee contributions made through payroll deductions. The amount of an employee's contribution depends on the employee's average weekly wage. The maximum deduction amount will be adjusted periodically by the state. The amount of any deduction taken will be reflected on an employee's pay statement.

LEAVE ENTITLEMENT

The disability benefits described in this policy are a partial wage replacement benefit, not a protected leave of absence. Employees are required to obtain approval for a leave of absence by contacting the Executive Director and to comply with applicable eligibility, notice, and certification requirements when required by Library policy or applicable law.

When applicable, disability benefits will run concurrently with leave time available under the Library's Disability Leave policy and any other applicable leave.

EMPLOYEE'S RESPONSIBILITY

Absences greater than seven days may qualify for short-term disability insurance benefits. Employees must notify the Executive Director immediately if they anticipate being on a medical leave beyond seven calendar days.

When filing a claim for disability benefits, employees will be required to submit a Notice and Proof of Claim for Disability Benefits and required certifications to the insurance carrier within 30 days of becoming disabled.

NO DISCRIMINATION AND NO RETALIATION

The Library takes its disability benefits obligations very seriously and will not interfere, restrain or deny the exercise of any right protected under the New York disability benefits law. If an employee believes that their New York disability benefits rights have been violated in any way, they should immediately report the matter to the Executive Director.

ADDITIONAL INFORMATION

Employees may also contact the Executive Director with questions regarding this policy.

This is intended as a brief introduction to the Short-Term Disability Insurance. A more thorough explanation of the plan is contained in the Summary Plan Description and plan documents available from the Executive Director. In the event of a discrepancy between the terms of this policy and the official plan documents, the official plan documents will control.

4.04 DISABILITY LEAVE

SMCL offers employees an unpaid leave of absence due to an injury or illness, including pregnancy-related disability, consistent with applicable law. During an unpaid disability leave, employees may be eligible to receive wage replacement benefits which will provide pay during leave.

ELIGIBILITY

All employees are eligible for this leave.

LENGTH OF LEAVE

Leave will be provided as medically necessary and consistent with the operational needs of the Library and applicable law.

PAY DURING LEAVE

Disability leaves are unpaid except to the extent an employee is eligible to receive wage replacement benefits while on leave including workers' compensation benefits or short-term disability benefits. In addition, employees may use their PTO while on leave, to the extent permitted by law.

Employees should be aware workers' compensation or short-term disability insurance benefits are partial wage replacement benefits, not a job-protected leave of absence. Therefore, having applied for, or receiving these benefits, is not an automatic designation of leave under this policy, and employees are required to obtain approval for a leave of absence by contacting the Executive Director and complying with the medical certification requirements of this policy.

MEDICAL CERTIFICATION

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

RETURN TO WORK

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

JOB REINSTATEMENT

We will make all reasonable efforts to return employees to the same or similar position as held prior to the disability leave, subject to our staffing and business requirements and applicable law. An employee's continued absence from work beyond the period of disability may be deemed a voluntary termination of employment.

4.05 NEW YORK PAID FAMILY LEAVE BENEFITS

New York's Paid Family Leave (PFL) law provides job protected leave and wage replacement to eligible employees for qualifying events.

ELIGIBILITY

To be eligible, employees must: regularly work 20 or more hours per week and have been employed for at least 26 consecutive workweeks preceding the first full day family leave is taken; or regularly work less than 20 hours per week and have worked for at least 175 days preceding the first full day family leave is taken. Paid time off can be counted toward an employee's eligibility determination. Employees are eligible for PFL regardless of citizenship and/or immigration status.

PFL is granted to eligible employees who request time off for the following qualifying events:

- To participate in providing care, including physical or psychological care for a "covered family member" with a "serious health condition";
- To bond with a child during the first 12 months after the child's birth, adoption or foster care placement with the employee; or
- Due to a qualifying exigency for the employee's spouse, domestic partner, child, or parent who is on active military duty or has been notified of an impending call to active duty.

"COVERED FAMILY MEMBER" WITH A "SERIOUS HEALTH CONDITION"

Covered "family members" include:

- Spouse;
- Domestic partner (including same and different gender couples; legal registration not required);
- Child/stepchild and anyone for whom the employee has legal custody;
- Parent/stepparent;
- Parent-in-law;
- Grandparent;
- Grandchild; or
- Sibling.

A "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves: (a) inpatient care in a hospital, hospice or residential health care facility; or (b) continuing treatment or continuing supervision by a health care provider.

LENGTH OF LEAVE AND BENEFITS

Eligible employees may receive up to 12 weeks of job protected, paid time off for a PFL-qualifying reason within a 52-week period. Employees taking PFL will

receive 67% of their average weekly wage, or 67% percent of the state average weekly wage, whichever is less.

PFL may be taken on a continuous or intermittent basis. Employees who take PFL on a continuous basis (e.g., in weekly increments) are eligible for the maximum number of weeks of leave, as indicated above.

Employees who take PFL in daily increments (intermittent leave) are eligible for paid leave based on the average number of days worked per week during a base period.

INTERMITTENT USE

Eligible employees may take leave under the PFL on an intermittent basis, in full-day increments. Employees may not take partial day leave under PFL.

When an employee takes intermittent PFL, the employee must provide notice to the Executive Director as soon as is practicable before each day of intermittent leave.

MULTIPLE EMPLOYEES REQUESTING LEAVE

More than one employee of SMCL cannot use the same period of PFL to bond with the same child or to care for the same qualifying family member.

EMPLOYEE NOTICE REQUIREMENTS

In the case of a foreseeable leave, a covered employee must provide the Executive Director with advance notice 30 days before the date on which the leave would begin. If the employee is unable to provide 30 days' notice, they must provide notice as soon as it is practicable under the circumstances. Usually, this means giving notice the same day the employee receives notice or the next business day. If an employee does not give the Executive Director timely notice, the employee's PFL leave may be delayed or denied.

In giving notice, an employee must provide sufficient information for the insurer to determine if the leave qualifies for PFL and the anticipated timing and duration of the leave.

PROCEDURE FOR REQUESTING LEAVE

Employees must complete and submit a Request for Paid Family Leave Form (PFL-1) with supporting documentation as follows to the insurer:

- (1) Bonding Certification: PFL-2 Form plus documentation;
- (2) Health Care Provider Certification: PFL-4 Form plus Personal Health Information (PHI) Release (PFL-3 Form); or
- (3) Military Qualifying Event: PFL-5 Form plus documentation.

The Forms can be obtained from the Executive Director.

To submit a request for PFL, employees must:

- Complete the employee's portion of the PFL-1 Form.
- Submit the PFL-1 Form to the Executive Director.

- The Library will complete its portion of the PFL-1 Form and return it to the employee within three business days.
- If the Library fails to respond, the employee may submit all materials directly to the insurer.
- Depending on the type of PFL leave the employee is seeking, the employee will be required to complete additional PFL forms as described in the letter from the insurer. Employees must submit the completed PFL forms to the insurer before or within 30 days after the start of their leave. The insurer must pay or deny leave requests within 18 calendar days of receiving an employee's completed forms.

CONCURRENCE WITH OTHER LEAVES/BENEFITS

Employees may choose to supplement PFL benefits with applicable PTO. Employees should refer to the applicable paid time off policies for information regarding minimum increments applicable to such leave.

Short-Term Disability

Employees cannot use PFL and short-term disability benefits at the same time, but can use them consecutively, up to a maximum of 26 weeks of disability and PFL benefits combined in a rolling 52-week period. If an employee is unable to work and qualifies for workers' compensation benefits, the employee may not use PFL benefits at the same time the employee is receiving workers' compensation benefits. An employee receiving reduced earnings may be eligible for PFL.

COST

Effective October 1, 2025, PFL premiums shall be paid for by the employee via deduction from the employee's paycheck on an after-tax basis. The deduction amount is set annually by the Department of Financial Services.

WAIVER OPTION

Employees have the option of filing a waiver for PFL benefits if:

- The employee's regular employment schedule is 20 hours or more per week, however the employee will not work 26 consecutive weeks; or
- The employee's regular employment schedule is less than 20 hours per week and the employee will not work 175 days in a 52-consecutive-week period.

Employees who are eligible to waive PFL benefits and wish to do so must complete and submit a waiver form to the Executive Director. Employees who submit a waiver form will not make any contributions for PFL benefits and will not be eligible to receive PFL benefits. If the employee voluntarily revokes the waiver, or the employee's schedule changes such that it is anticipated that the employee will become eligible to receive PFL benefits, the waiver will be revoked, the employee must start making contributions on a going forward basis and must pay retroactive contributions to the employee's date of hire.

PERIODIC STATUS REPORTS AND RETURN FROM LEAVE

The Library may require an employee on PFL leave to report periodically on the employee's status and intent to return to work to the extent permitted by law.

Any employee who exercises their right to PFL will receive job protection. This means that upon the expiration of that leave, the employee will be entitled to return to the same position the employee held when leave began, or to an equivalent position with equivalent pay and other terms and conditions of employment.

QUESTIONS AND ADDITIONAL INFORMATION

Employees who have questions regarding this policy should contact the Executive Director. For additional information concerning leave entitlements and obligations that might arise when PFL is either not available or exhausted, employees should consult the Library's other leave policies or contact the Executive Director. The Library is committed to complying with PFL and shall interpret and apply this policy in a manner consistent with the PFL law and regulations. Employees who disagree with a denial of their claim for PFL may submit their dispute to arbitration. Employees will be provided with information about how to request arbitration with their PFL denial.

Employees also are protected from discrimination and retaliation for requesting or taking PFL.

4.06 NEW YORK STATE RETIREMENT SYSTEM

Overview

The Library is a participating employer in the New York State and Local Retirement System (“NYSLRS”), which includes the Employees’ Retirement System (“ERS”) and the Police and Fire Retirement System (“PFRS”). Eligible employees may be required or may elect to participate in the NYSLRS, depending on their job classification, hours worked, and employment status.

Participation in the NYSLRS provides employees with retirement, disability, and death benefits as established by New York State law and administered by the Office of the State Comptroller. Additional information about the Retirement System is available at .

Eligibility

Eligibility for membership in NYSLRS is determined by New York State law and is generally based on your job title, employment status, and full- or part-time schedule.

- **Mandatory Membership:** Some employees, such as full-time permanent civil service employees or those in competitive classes, may be required to join the NYSLRS.
- **Optional Membership:** Other employees, including many part-time, seasonal, or temporary staff, may be eligible to join on a voluntary basis.

New employees will receive information on their eligibility and membership options at the time of hire.

Enrollment

Eligible employees will be provided with enrollment forms and assistance in completing them. Enrollment is managed through the Treasurer and processed through the NYSLRS’s secure employer portal. Employees may also access Retirement Online to manage their account at www.osc.ny.gov/retirement/retirement-online.

Tier Status

An employee’s “tier” in the NYSLRS is determined by their initial date of membership. The tier affects the retirement benefits available, the contribution rate, and the vesting requirements.

Employees can view detailed information about tiers, benefits, and contribution rates on the NYSLRS website.

Contributions

Most members of NYSLRS are required to contribute a percentage of their gross wages toward their retirement benefits. Contribution rates are established by law and may vary by tier and annual salary. Contributions are automatically deducted from each paycheck and forwarded to NYSLRS.

Vesting and Benefits

Employees become vested after completing a minimum period of credited service (typically 5 years for most current tiers). Once vested, members are eligible to receive a retirement benefit when they reach retirement age and apply for retirement.

NYSLRS also provides:

- Disability retirement benefits (subject to service requirements and medical eligibility)
- Death benefits for beneficiaries
- Loan and service credit purchase options

Retirement Planning and Resources

Employees are encouraged to plan for retirement and stay informed of their benefits. NYSLRS offers tools, calculators, and planning guides on its website. Employees may also contact the NYSLRS directly or use Retirement Online for personalized information and account management.

Contact Information

New York State and Local Retirement System (NYSLRS)

Website:

Customer Service: 1-866-805-0990

Retirement Online: <https://www.osc.ny.gov/retirement/retirement-online>

Disclaimer

This policy is intended to provide general information and is not a substitute for official NYSLRS rules, laws, or guidance. In case of any discrepancy, the rules and regulations of the New York State Retirement System shall prevail.

4.07 TIME OFF FOR CANCER SCREENING

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

ELIGIBILITY

Upon hire, all employees are eligible to receive paid time off to be screened for cancer. Employees must complete a "Time-Off for Cancer Screenings Form" and return it to the Executive Director.

The form may be obtained from the Executive Director.

EMPLOYEE'S RESPONSIBILITY

Once the employee has attended the screening appointment, the employee must return the "Verification of Time-Off for Cancer Screenings Form" to the Executive Director to receive compensation for the time off.

ADDITIONAL INFORMATION

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

4.08 JURY DUTY & COURT ATTENDANCE

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

JURY DUTY PAY

All non-exempt employees called to serve on jury duty will be paid by the Library the New York State mandated per diem for the first three days of jury service. Thereafter, any necessary time off for jury duty service is unpaid. Exempt employees will be paid their full weekly salary if they work any part of the week in which they perform jury service.

DOCUMENTATION

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

TIME AWAY FROM WORK

Employees are expected to return to work if they are excused from jury duty during their regular working hours.

COURT ATTENDANCE

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

4.09 CRIME VICTIM LEAVE

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

ELIGIBILITY

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

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

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

CRIME VICTIM LEAVE PAY

Time off under this policy is unpaid except that exempt employees will not incur any reduction in pay for a partial week's absence for leave under this policy. However, the employee may use accrued PTO.

DOCUMENTATION

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

TIME AWAY FROM WORK

Employees are expected to return to work if they are excused from proceedings during their regular working hours.

NO RETALIATION

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

4.10 DOMESTIC VIOLENCE VICTIM LEAVE

The Library will reasonably accommodate employees who are the victim of domestic violence with time off in compliance with the New York State Human Rights Law.

REASONABLE ACCOMMODATIONS

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

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

EMPLOYEE'S RESPONSIBILITY

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

Acceptable forms of certification include:

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

When taking leave under this policy, an employee may use accrued PTO. Otherwise, leave will be unpaid. During the leave, the Library will maintain any health insurance coverage being provided in the same manner as if the employee had not taken leave.

CONFIDENTIALITY

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

NO RETALIATION

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

4.11 MILITARY LEAVE

The Library recognizes the obligation of those employees serving in any branch of the military or other uniformed services of the United States.

ELIGIBILITY

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

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

LEAVE AND REEMPLOYMENT

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

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

PAY DURING LEAVE

The Library will grant leave with pay not exceeding a total of thirty days or twenty-two working days, *whichever is greater*, in any one calendar year and not exceeding thirty days or twenty-two working days, *whichever is greater*, in any one continuous period of such absence. Military leave beyond the 22 workdays or 30 calendar days in a calendar year will be unpaid, however employees may choose to use PTO.

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

EMPLOYEE'S RESPONSIBILITY

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

BENEFITS CONTINUATION

While on leave, employees will be treated as continuously employed and will not directly or indirectly suffer any loss or reduction of service time, seniority, PTO, holiday privileges or any other right or privilege. However, during leave, PTO does not accrue during the period of military service.

VETERANS BENEFITS

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

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

CONCURRENCE WITH OTHER LEAVES

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

NO RETALIATION

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

4.12 VOTING LEAVE

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

TIME AWAY FROM WORK

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

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

ADVANCE NOTICE

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

4.13 VOLUNTEER FIREFIGHTER & AMBULANCE PERSONNEL LEAVE

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

ELIGIBILITY

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

NOTIFICATION

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

4.14 SOCIAL SECURITY

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

BENEFITS

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

COST

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

ADDITIONAL INFORMATION

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

4.15 WORKERS' COMPENSATION

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

BENEFITS

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

ELIGIBILITY

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

LEAVE ENTITLEMENT

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

COST

The Library pays the entire premium for this insurance policy.

REPORTING ACCIDENTS

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

SECTION FIVE

SAFETY POLICIES

5.01 ACCIDENT REPORTING AND INVESTIGATION

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

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

PURPOSE

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

NO RETALIATION

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

PROCEDURE

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

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

5.02 ALCOHOL & DRUG-FREE WORKPLACE

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

DEFINITION OF CONTROLLED SUBSTANCES

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

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

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

PRESCRIPTION AND OVER-THE-COUNTER DRUGS

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

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

Any employee who cannot work safely and who does not advise the Library about warnings accompanying lawfully prescribed or obtained medications will be subject to disciplinary action up to and including possible termination of employment. An employee's lack of knowledge concerning such warnings will not excuse a violation of this rule where an employee has failed to make the inquiries required by this policy.

VIOLATION OF POLICY

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

5.03 WORKPLACE SEARCHES

In order to ensure the safety of the workplace, prevent theft of Library and personal property and/or enforce Library policies, unless otherwise prohibited by applicable law, SMCL reserves the right to conduct searches of any person, vehicle or object on Library property with or without reasonable suspicion that a policy or legal violation has occurred.

SEARCHES

Please be aware that the Library reserves the right to search desks, files or file cabinets, briefcases, baggage, toolboxes, lunch bags, clothing, purses, vehicles parked on Library property and any other item in which dangerous, stolen or unauthorized objects may be hidden. The Library also reserves the right to authorize searches by law enforcement on its property with or without the employee being present.

5.04 VIOLENCE IN THE WORKPLACE

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

DEFINITION

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

WEAPONS

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

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

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

REPORTING VIOLENCE

It is everyone's responsibility to prevent violence in the workplace. Employees must immediately report what they see or hear in the workplace that could indicate that a co-worker may be a threat to the safety of the workplace. Employees should report any incident that may involve a violation of the Library's policies that are designed to provide a safe workplace environment. Concerns may be presented to the employee's supervisor or any other member of management.

CONFIDENTIALITY AND RETALIATION

Any employee making a report or participating in the investigation of workplace violence will not be retaliated against in any way. Reports will be investigated promptly, and confidentiality will be maintained to the greatest degree possible, consistent with our obligation to thoroughly investigate the allegation and

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consistent with applicable law and the need to facilitate an investigation and/or a solution to the problem. Employees who feel that they have been retaliated against for reporting workplace violence, domestic violence, or suicidal behaviors, or for participating in the investigation of an alleged incident, should contact the Executive Director.

CORRECTIVE ACTION

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

SECTION SIX

EMPLOYEE PROGRAMS & PROCEDURES

6.01 MEDIA RELATIONS

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

MEDIA REQUESTS FOR OFFICIAL STATEMENT

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

6.02 CHANGES IN PERSONAL INFORMATION

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

NOTIFICATION

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

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

6.03 PERSONNEL FILES

The Library maintains an official personnel file for each employee that contains necessary job-related and personal information. These files are confidential, and guidelines exist to safeguard against improper disclosure.

ACCESS TO PERSONNEL FILE

Current employees may see information kept in their personnel file upon written request, except for confidential materials such as job references or information relating to other employees. Employees may make arrangements with the Executive Director to see these documents. Employees may request and receive copies of all documents they have signed at the time they are signed.

Internal availability and access to personnel files are limited to those with proper authorization and a business need to know.

INQUIRIES ABOUT EMPLOYEES

All inquiries or requests for information about employees (active or inactive) from people outside the Library should be referred to the Executive Director. This applies to all requests, whether written or verbal.

In some cases, employers are required by federal, state or local law to disclose information to the government or other authorized entities even if the Library would ordinarily keep such information confidential. SMCL will comply with all laws that require disclosure of employee information upon receipt of a properly authorized request.

DISCIPLINARY RECORDS REQUEST

Employees will be promptly notified by SMCL if an individual or outside entity requests their disciplinary records as part of the Freedom of Information Law (FOIL).

PROTECTION AND DISPOSAL OF PERSONAL RECORDS

SMCL is committed to ensuring that records containing personal identifying information are protected and disposed of in accordance with state law. Personal information is disposed of in a manner that ensures no unauthorized person will have access to employee personal information.

6.04 SOCIAL MEDIA

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

DEFINITIONS

For purposes of this policy, “social media activity” includes any website or forum that allows for open communication on the internet, including, but not limited to, postings on social networking sites, such as Facebook, Instagram, Snapchat and LinkedIn; blogs and other on-line journals and diaries; bulletin boards and chat rooms; microblogging, such as X (formerly known as Twitter) or Threads; and postings of video or audio on media-sharing sites, such as YouTube or TikTok.

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

PERSONAL OPINIONS

Employees should express only personal opinions online and should never represent themselves as a spokesperson for SMCL unless given explicit permission or approval to do so. Employees who choose to post online content relating to SMCL should make it clear that they are not speaking on behalf of SMCL.

FOLLOW EXISTING POLICIES AND TERMS OF USE

Employees are required to observe and follow: (a) existing SMCL policies and agreements, such as this Employee Handbook; (b) the policies and terms of use of the particular social media forum or service that is being used; and (c) applicable laws and regulations. This means that employees should not use social media to post or display comments that are knowingly false, defames the Library, or depicts the employee engaging in conduct that is unlawful or in violation of SMCL’s workplace policies against workplace violence or discrimination and harassment based on any protected status under federal, state or local law.

SAFEGUARD CONFIDENTIAL PERSONAL AND PROPRIETARY INFORMATION

Employees should exercise caution when posting their own or others’ personal information. It is inappropriate to use or disclose “confidential personal information” (as defined below) about another individual or use or disclose SMCL’s “proprietary confidential information” in any form of social media. It also is inappropriate, and a violation of this policy, to post any photos or information about Library patrons or

donors on your or the Library's social media accounts without the person's express written authorization.

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

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

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

IDENTIFY YOURSELF IN ENDORSEMENTS

Employees must clearly and conspicuously disclose their affiliation with SMCL if they endorse, comment on or promote the Library's products or services in social media.

EXPECTATIONS OF PRIVACY

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

PERSONAL USE OF SOCIAL MEDIA DURING WORKING HOURS

To ensure proper employee focus on job duties and adequate functioning of Library equipment, employees are not permitted to engage in social media activities during working time. For purposes of this policy, "working time" is defined as the time during which employees are scheduled to work, but does not include scheduled rest periods, meal breaks and other specified times when employees are not expected to be working. Moreover, during non-working time, employees must avoid usage that may interfere with the system's productivity, such as large attachments or audio/video segments.

IDENTIFY ANY COPYRIGHTED OR BORROWED MATERIAL WITH CITATIONS AND LINKS

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

from using the Library's logos for any business/commercial venture without prior written approval.

ADDRESSING WORK-RELATED CONCERNS

For the most efficient resolutions employees are encouraged to address work-related concerns with the Executive Director rather than through social media.

6.05 PROFESSIONAL ATTIRE

The impression that we make on visitors to SMCL is important. There is no substitute for neatness, propriety of dress, good grooming and speech, and a professional attitude. Sensitivity to these areas will ensure that our good relationships with patrons are maintained and fostered.

Although no formal dress code exists, employees are asked to wear clothing that is appropriate for their position and the work that they do. Clothing should be neat, clean, in good taste and not constitute a safety hazard. Clothing items that are not appropriate for our work environment include:

- shorts of inappropriate length;
- track suits or sweat suits;
- athletic pants;
- midriff-baring tops;
- baseball caps, hats, knit caps;

items or accessories containing any offensive, political, harassing, or discriminatory words, terms, logos, pictures, cartoons, slogans, or writing or images.

6.06 BUSINESS EQUIPMENT AND INFORMATION SYSTEMS USAGE

The Library has significantly invested in its technology and equipment (collectively "Business Equipment and Information Systems"). The Library's Business Equipment and Information Systems are vital to keeping our operations flowing smoothly and effectively.

MONITORING OF BUSINESS EQUIPMENT AND INFORMATION SYSTEMS; NO EXPECTATION OF PRIVACY

The Business Equipment and Information Systems provided by the **Library**, and all information and electronic communications transmitted through, received by or stored on the Business Equipment or Information Systems, are the exclusive property of the Library.

The Library (and/or through its authorized representatives) has the right, without notice, in its sole discretion, to monitor, review, retain, disclose and/or take any other appropriate actions regarding (collectively, "Monitor") any information and electronic communications transmitted through, received by or stored on its Business Equipment and Information Systems. This includes emails and messages sent or received (whether such emails and messages are related to personal or business matters and/or whether they are sent or received using a Library mail account; a non-Library internet-based account, such as yahoo.com, hotmail.com or gmail.com; or a social networking website); faxes; voicemails; internet and intranet communications; access and usage; and documents, files or programs stored on the Library's Business Equipment and Information Systems to the fullest extent permitted by law. The Library's rights regarding monitoring its employees' use of the Business Equipment and Information Systems exist whenever an employee uses the Library's Business Equipment and Information Systems, regardless of whether they are working in the office, at home, or at another location, and whether or not such use is during official business hours or relates to the Library's business. Thus, at no time should employees believe that they have any expectation of privacy while using any of the Library's Business Equipment and Information Systems.

Employees' use of the Library's Business Equipment and Information Systems constitutes their consent to monitoring by the Library (and/or its authorized representatives). Therefore, employees should not expect privacy or confidentiality in anything they create, download, display, store, send or receive on the Library's Business Equipment or Information Systems, even if it has been deleted, password-protected, encrypted or is marked "confidential," "private," "personal," "privileged" or other words or phrases intended to convey it is private. In addition, the use of passwords to gain access to the Library's Business Equipment and Information Systems is intended solely to protect the security of the Library's business and does not confer an expectation of privacy for individual employees. If an employee wishes to avoid the Library potentially accessing and reviewing their personal communications, documents, files or data, then they should not use the Library's Business Equipment and Information Systems for personal purposes

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and should not save personal material on the Library's Business Equipment and Information Systems.

ACCEPTABLE USE

This policy describes the Library's general guidelines for using its Business Equipment and Information Systems.

Employees should use the Library's Business Equipment and Information Systems with the understanding that these resources are provided for the benefit of the Library's operations. Employees may use Library email for personal use, during nonworking time, as long as such use complies with Library rules and policies and applicable laws. Employees should never use the Library's Business Equipment and Information Systems for personal use in a manner that degrades the functionality of those systems or interferes with their work duties or responsibilities to patrons.

The following guidelines, which are not all-inclusive, have been established to ensure that employees understand expectations concerning the use of the Library's Business Equipment and Information Systems:

- Employees must comply with the password and other security provisions of the Library's Business Equipment and Information Systems. Employees must not use codes or passwords to gain unauthorized access to other employees' files or Library files. Employees must not provide access to the Library's Business Equipment and Information Systems to anyone other than employees of the Library who are authorized users and other authorized users.
- Sending, saving, accessing or viewing obscene or vulgar material on the Library's Business Equipment and Information Systems is prohibited. Messages stored and/or transmitted by the Library's Business Equipment and Information Systems must not contain content that may reasonably be considered to be a violation of the Library's Harassment and Discrimination Prevention Policy. Prohibited material includes but is not limited to, sexual comments, jokes or images; racial slurs; gender-specific comments; or any comments, jokes or images that would discriminate against or harass someone based on their race, color, sex, age, national origin or ancestry, disability or any other category protected by federal, state or local law. Any use of the Library's Business Equipment and Information Systems to engage in harassment or discrimination prohibited by Library policies is unlawful and strictly prohibited.
- The Library's policies apply fully to the use of the Library's Business Equipment and Information Systems. Any use of the Library's Business Equipment and Information Systems that violates a Library policy is prohibited.
- The Library's Business Equipment and Information Systems must not be used for solicitation purposes during working time. The Library's no-solicitation rule applies to the use of the Library's Business Equipment and Information Systems.

- Employees may use software on local area networks or multiple machines only in accordance with applicable license agreements.
- Employees may not download software and install it on Library Business Equipment and Information Systems. The Library reserves the right to audit any Library computer or equipment to determine what software is installed on the local drive(s).

COMPUTER AND SYSTEMS SECURITY

All Library Business Equipment and Information Systems and the data stored on them are, and remain at all times, the property of the Library. As such, all messages created, sent or retrieved over the internet or the Library's Business Equipment and Information Systems are the property of the Library and should be considered Library information. The Library reserves the right to retrieve and read any message composed, sent or received using the Library's Business Equipment and Information Systems for any business reason, including but not limited to, ensuring compliance with this policy, applicable law and all Library policies.

Employees should be aware that even when a message is deleted or erased, it is still possible to re-create the message; therefore, the ultimate privacy of a message cannot be ensured to anyone. Accordingly, internet, email and other messages are not private. Furthermore, all communications, including but not limited to, text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

Employees should also be aware that duplicates of email or other messages transmitted through a personal, web-based email account using Library equipment could be stored on the Library's Business Equipment and Information Systems; likewise, information regarding internet sites that an employee has accessed may also be stored.

EMAIL AND MESSAGE CONTENT SCREENING

The Library maintains the right to screen all inbound and outbound email and other message content (e.g., instant messages) sent or received on the Library's Business Equipment and Information Systems. Messages or attachments that contain obscene or vulgar material may be quarantined and held from transmission or receipt until the sender or recipient can verify the message or attached document is work-related.

If an employee wants to communicate with an attorney or send an otherwise confidential piece of communication that they do not want the Library to monitor, the employee should consider using a personal email address and personal computer equipment. If an employee does use Library business equipment or information systems, the employee consents to any monitoring by the Library and should understand that there is no right to privacy for such communications, to the extent permissible under applicable law.

6.07 SHOULD YOU LEAVE US

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

TYPES OF TERMINATIONS

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

INVOLUNTARY TERMINATION

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

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

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

VOLUNTARY TERMINATION

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

RESIGNATIONS

Employees resigning voluntarily are expected to give a minimum of **how much** advance notice in writing to the Executive Director so that the proper replacement can be found. An employee's consideration in this situation will be viewed favorably by management should the employee reapply for employment with the Library.

FINAL WAGES

Final wages will be paid in the first payroll following the employee's separation date.

UNUSED VACATION/PTO

Earned but unused PTO is not paid upon termination of employment for any reason.

REQUESTS FOR REFERENCE CHECKS

So that the Library can handle requests for job references in a consistent, fair and lawful manner, all requests for official job references on behalf of the Library must be forwarded to the Executive Director. No other person or department is

authorized to release references for current or former employees. In response to job reference requests, SMCL will only confirm current or former employees' dates of employment and job title.

EXIT INTERVIEWS

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

LIBRARY PROPERTY

Upon separation of employment for any reason, employees are expected to return all Library-issued items, including, but not limited to: keys, key fobs, tools, Employee Handbooks, flash drives and patron information and may not retain any copies of Library information in any form. The Library may also take all action deemed appropriate to recover or protect Library property.

HANDBOOK ADDENDUM

SYSTEMS ACCESS AND CONFIDENTIALITY OF LIBRARY RECORDS ACKNOWLEDGEMENT

As an employee of SMCL, you have access to library patron's personally identifiable information (PII) contained in Evergreen, email, reports, calendars, and other local tools. This information is confidential by law and needs to be protected. Your access is contingent on adhering to local policy, state law, and the OWWL Library System's Systems Access and Confidentiality of Library Records Policy. We encourage you to review local policies and the full System policy (<https://owwl.org/system/systemsaccess>) for all the details. Below is a general overview of policies and law to help better understand this access.

General Overview of Policies

- **Use information only for circulation needs:** You may only access and use information to perform tasks related to providing library services such as notifications regarding available holds, checkouts, renewals, overdue materials, and card expirations. You may also directly communicate with a patron about issues with their account. No other access is assumed or approved when accessing personally identifiable information.
- **Keep information confidential:** User information may not be shared with anyone except other authorized users or the patron. This confidentiality continues even after you leave the library.
 - **Please Note:** Library trustees, volunteers, Friends of the Library, and other patrons are not authorized users and may not be granted access to patron information or records.
- **Keep information secure:** Account access must be protected by using strong passwords (randomly generated, at least 12 characters), by not repeating passwords for different logins, by only accessing accounts on library-owned machines, by not downloading user information to personal devices, and by not sharing account credentials with anyone.
- **Review full policy:** This summary provides a general overview; all related policies and laws should be reviewed in their entirety by all authorized library users. These policies and laws include the Systems Access and Confidentiality of Library Records Policy, Civil Practice Law 4509, and local confidentiality laws.

Acknowledgment

By acknowledging receipt of this handbook, I affirm that I have been informed of, understand, and agree to comply with the terms and conditions governing my access to this data. I have reviewed all relevant policies and laws and am satisfied with the answers to my questions.

I further understand that any violation of policies or laws related to the appropriate release of or disclosure of patron information may result in one or more sanctions, including immediate termination of my access to the Information Systems (including, but not limited to Evergreen and email), criminal penalties, or civil liability.

Harassment Complaint Form

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

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

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

Complainant Information

Name: _____ Date: _____

Position/Department: _____ Manager Name: _____

Phone Number _____ Email Address _____

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

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

Complaint Information

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

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

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

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

The next question is optional but may help the investigation.

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

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

Attorney's Name: _____

Attorney's Phone Number: _____

Attorney's Email Address: _____

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

Completed By: _____

Employee Name (printed)

Employee Signature

Date

Library Representative Receiving Complaint

Date

Title

EMPLOYEE HANDBOOK RECEIPT

I acknowledge receipt of the updated Stevens Memorial Community Library ("SMCL") Employee Handbook, which includes, among other things, SMCL's policies prohibiting sexual harassment and a notice of electronic monitoring. I understand that these policies are not intended to create a contract of employment nor is any other communication by a management representative, either expressed or implied, intended to be a contract, unless explicitly stated otherwise in a written agreement signed by the President of the Board of the Library.

I understand that neither these policies nor other Employee Handbook policies are a guarantee of employment for any set period and that either the Library or I may terminate my employment at any time, with or without cause. Furthermore, I understand that the policies and benefits described in the Employee Handbook may be added to, revised or deleted at any time.

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

I have read, understand and agree to comply with these policies.

Employee's Name (Printed)

Employee's Signature

Date