

**PAWLING FREE LIBRARY**  
**Board of Trustees**  
**Minutes of Meeting**  
**May 12, 2022**

**Attendees:** Amy Emke, Stephanie McLaughlin, Susan Stone, Karen Franco, Heather Fidler, Megan Burlington, Virginia West, Wanda Rusiecki, David Potter, and Brian Avery (Director)

**Absent:**

**Visitors:** Nick Robertshaw, Trinity Boscardin

**Call to order:** Meeting was called to order at 6:50.

**Minutes of Previous Meeting:** Motion to approve by Amy & 2<sup>nd</sup> by Susan. All in favor.

**Director's Report:** A copy of the director's report was provided to all trustees.

- The Personnel Committee has recommended an update to the Employee Handbook based on wording required by New York State. Motion by Amy to accept the changes to the Employee Handbook recommended by the Personnel Committee, 2<sup>nd</sup> by Megan. All in favor.
- Motion by Amy to approve the hiring of Julieta Leon-DeJesus and Rosemary Mancuso as library clerks, 2<sup>nd</sup> by Wanda. All in favor.
- Move by Amy to approve the director's report, 2<sup>nd</sup> by Stephanie. All in favor.

**Treasurer's Report:** A copy of the four-month financial statement was provided to trustees and was posted on the Library website.

- Motion by Stephanie to purchase Employee Fraud Insurance, 2<sup>nd</sup> by Amy. All in favor.
- Treasurer's report moved to file.

**New Business:**

- a. Policy Committee Update.
  - At their next meeting, the Policy Committee will review library policy regarding what outside entities may be permitted to use the Community Room in the Annex.
  - The proposal to expand the number of seats on the board is tabled.
- b. Buildings & Grounds Committee Update. The Kids' Corner site plan must be approved by both the Village and the County. We are close to site plan approval from the Village and are waiting to hear from the County. Meanwhile, we are working on the bid documents for bidding out the Kids' Corner construction.
- c. Long-Range Planning Committee Update.

- Motion by Amy to accept the long-range plan recommended by the committee, 2<sup>nd</sup> by Susan. All in favor.
- d. Centennial Committee Update.
- The gala on May 21 will complete the Centennial celebrations. It is expected to be a big success.
  - Donor leaves (on the Kids' Corner mural) are being offered for sale at \$100 each.
- e. Book Sale Committee Update.
- A big thank you to the Book Sale Committee: Nick Robertshaw, Wanda Rusiecki, Karen Franco, and David Potter. They receive, sort, and pack book donations every Saturday throughout the year.
  - The book sale grossed \$11,201 during the first weekend of the sale, May 7-8. That includes the \$25/head that 34 dealers paid to get in during Early Bird hours (8:00 – 9:30 on Saturday).
  - Wanda will send out thank you letters to volunteers from the community who helped with the sale.
  - Karen emphasized the need for more volunteers next year as well as an active volunteer coordinator. The Committee is working on a volunteer database.
- f. Public Comment: no comments.
- g. Board Development.
- Motion by Amy to enter executive session to discuss the possible appointment of two new trustees, 2<sup>nd</sup> by Stephanie. All in favor. Motion by Amy to exit executive session, 2<sup>nd</sup> by Susan. All in favor.
  - Motion by Amy to appoint Trinity Boscardin and Katy Fritts to the Board, 2<sup>nd</sup> by Megan. All in favor.
  - Discussion of Board's summer schedule. One meeting over the summer may be cancelled. Brian will send out a poll to determine trustee availability.

Motion to adjourn by Amy, 2<sup>nd</sup> by Karen. All in favor. Meeting adjourned at 8:00.

Respectfully submitted by: Karen Franco, Secretary

**Next Meeting June 9, 2022 @ 6:45 p.m.**

# Long Range Plan 2022 – 2025

## **Mission Statement**

The Library seeks to serve the Town of Pawling, including the Hamlet of Holmes as well as the surrounding areas, by making high-quality Library materials available to all community members free of charge, for the purposes of personal enjoyment, self-improvement or academic inquiry. By meeting the community members' needs, we hope to encourage enthusiastic readers of all ages, dedicated to personal enrichment and learning.

## **Pawling Free Library Board of Trustees' Values**

To maintain and enhance the library's role as an integral part of the community, both in location and contributions, and as a community center for the Village and Town of Pawling and the hamlet of Holmes, the board of trustees is committed to these values:

- Library services provided by staff and volunteers will be professional, user friendly and welcoming for all residents.
- Library facilities should support an optimal range of programs, an array of resources and technology and ample quiet areas.
- The library shall strive to remain a viable, thriving, contemporary organization that encourages lifelong learning, relevant workforce development and access to new and emergent technologies.

## **Goals and Objectives**

1. Finances
  - a. The library will put its tax allocation up for a public 414 tax vote at least once every four years.
  - b. The library board will develop targeted relationships with key community members who are in a position to support the library financially.
  - c. The book sale committee will hold at least one major book sale per year and will also sell books during at least one other event per year.
2. Facilities
  - a. The front entrance and restrooms in each building will be made accessible.
  - b. The Library building will be expanded to include a dedicated children's space.
  - c. The exterior of each building will be professionally cleaned at least once every three years.

- d. The Library will pursue funding opportunities for additional parking next to the annex.
3. Technology
    - a. The Library will print photo-ID library cards on-site.
    - b. By 2025, the Library will fund its digital collection at a level commensurate with or greater than its physical collection.
    - c. Public access computers will be replaced at least every five years.
  4. Programming
    - a. The Library will create programming developmentally appropriate for every stage of life.
    - b. The Library will offer STEAM programming for children, teens, and adults.
    - c. The Library will provide programming and resources that incorporate the needs of non-native English speakers.
    - d. The library will foster relationships with local organizations in order to co-sponsor programs and expand program outreach into the community.
  5. Staff
    - a. The Library will provide opportunities to staff to develop and maintain their computer and technical skills.
    - b. The Board of Trustees will seek opportunities to increase communication and trust between the Board and the employees.
  6. Civic Engagement
    - a. The Library Director will maintain a direct relationship with local elected officials.
    - b. The Library will maintain a strong presence with Mid-Hudson Library System to improve our resources, programs and staff training and board development.
    - c. The Library will send a mailing to the entire community at least once per year with information about the library's finances and activities.
    - d. The Library will maintain a presence in local civic organizations.
    - e. The Library will maintain a presence at local civic events.



# Staff Member Handbook

Revised 5/2022

## Mission Statement

The Pawling Free Library seeks to serve the greater Pawling community. The Library provides high quality materials free of charge, for the purpose of personal enjoyment, self-improvement or academic inquiry. By meeting the community member's personal needs, we encourage enthusiastic readers of all ages. The Pawling Library is a community center, dedicated to enrichment, learning and growth.

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## A Word About This Handbook

This Staff Member Handbook contains information about the employment policies and practices of the library. We expect each staff member to read this Staff Member Handbook carefully, as it is a valuable reference for understanding your job and the library. The policies outlined in this Staff Member Handbook should be regarded as management guidelines only, which will require changes from time to time. The library's board of trustees may at its own discretion make changes to any provisions in this handbook at any time.

The library retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the staff members and the library. This Staff Member Handbook supersedes and replaces any and all prior Staff Member Handbooks and any inconsistent verbal or written policy statements.

At the time of the adoption of this handbook, every provision is believed to be fully compliant with state and federal law. If on any point this handbook is found to be in conflict with any legal requirements, the prevailing law will be understood to supersede the contents of this handbook.

Except for the policy of "at-will" employment, which can only be changed by the Library Director in a signed written contract, the library reserves the right to revise, delete and add to the provisions of this Staff Member Handbook at any time without further notice. All such revisions, deletions or additions to the Staff Member Handbook must be in writing and must be approved by the Library Director. No oral statements or representations can change the provisions of this Staff Member Handbook.

The provisions of this Staff Member Handbook are not intended to create contractual obligations with respect to any matters it covers. Nor is this Staff Member Handbook intended to create a contract guaranteeing that you will be employed for any specific time period.

Nothing in this Staff Member Handbook is intended to unlawfully restrict a staff member's right to engage in any of the rights guaranteed them by Section 7 of the National Labor Relations Act, including but not limited to, the right to engage in concerted protected activity for the purposes of their mutual aid and/or protection. Nothing in this Staff Member Handbook will be interpreted, applied or enforced to interfere with, restrain or coerce staff members in the exercise of Section 7 rights.

Our library is an "at-will" employer. This means that regardless of any provision in this Staff Member Handbook, either you or the library may terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in this Staff Member Handbook or in any document or statement, written or oral, shall limit the right to terminate employment at will. No officer, staff member or representative of the library is authorized to enter into an agreement— express or

implied— with any staff member for employment for a specified period of time unless such an agreement is in a written contract signed by the Library Director.

This Staff Member Handbook refers to current benefit plans maintained by the library. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

Likewise, if a written contract is inconsistent with the Staff Member Handbook, the written contract is controlling.

## Equal Employment Opportunity

Our library is committed to equal employment opportunity. We will not discriminate against staff members or applicants for employment on any legally-recognized basis [“protected class”] including, but not limited to:

- Race and associated traits, including hairstyles
- Color
- Age
- Sex
- Sexual orientation
- Gender
- Gender identity
- Religion
- National origin
- Pregnancy
- Physical or mental disability
- Military or veteran status
- Citizenship and/or immigration status
- Genetic information, including family medical history
- Marital status
- Familial status
- Domestic violence or stalking victim status
- Legal use of consumable products outside of work hours
- Legal recreational activities outside of work hours
- Political activities
- Child or spousal support withholding
- Wage garnishment for consumer debt
- Wearing a depiction of the American flag or displaying an American flag at the employee’s workstation as long as the display does not substantially and materially interfere with the staff member’s job duties,
- Non-conviction arrest records, unless pending
- Association or relationship with someone in a protected class
- Any other protected class, in accordance with applicable federal, state, and local laws

You may discuss equal employment opportunity related questions with the Library Director.

### A Word About Our Staff Member Relations Philosophy

We are committed to providing the best possible climate for maximum development and goal achievement for all staff members. Our practice is to treat each staff member as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal. In order to maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most important, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. We take into account individual circumstances and the individual staff member. We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

### Talk to Us

We encourage you to bring your questions, suggestions and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations. If you feel you have a problem, present the situation to the library administration so that the problem can be settled by examination and discussion of the facts. We hope that the library administration is able to satisfactorily resolve most matters. If you still have questions after meeting with the library administration or if you would like further clarification on the matter, request a meeting with the personnel committee of the library board. Your suggestions and comments on any subject are important, and we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

## Categories of Employment

**INTRODUCTORY PERIOD:** Full-time, part-time regular, and part-time staff members are on an introductory period during their first 90 days of employment. This introductory period does not guarantee that the employment agreement will not be terminated prior to 90 days. The Library Director may at his or her discretion extend the introductory period beyond 90 days on a case-by-case basis, in order to give a new employee an opportunity to demonstrate performance up to the library's standards.

During this time, you will be able to determine if your new job is suitable for you and the Library Director will have an opportunity to evaluate your work performance. However, the completion of the introductory period does not guarantee employment for any period of time since you are an "at-will" staff member both during and after your introductory period.

Upon hire, the Library Director will notify you of your employment classification. You will be classified into one of the following categories:

- **PART-TIME REGULAR STAFF MEMBERS** regularly work 17 hours or more each week.
- **PART-TIME STAFF MEMBERS** work fewer than 17 hours each week.
- **SEASONAL STAFF MEMBERS** perform a job for a specified time, normally less than one year.
- **PER DIEM STAFF MEMBERS** do not work regularly scheduled hours, but are called in to work on an as needed basis.

In addition to the preceding categories, staff members are also categorized as "exempt" or "non-exempt."

- **FULL-TIME STAFF MEMBERS** regularly work at least a 37-hour workweek.
  - **NON-EXEMPT STAFF MEMBERS** are entitled to overtime pay as required by applicable federal and state law.
  - **EXEMPT STAFF MEMBERS** are not entitled to overtime pay and may also be exempt from minimum wage requirements pursuant to applicable federal and state laws.

## Conditions of Employment

### Prohibition of Harassment

We prohibit harassment of one staff member by another staff member, supervisor or third party for any reason based on a “protected class” including, but not limited to: veteran status, uniform service-member status or any other protected class under federal, state, or local law. Harassment of third parties by our staff members is also prohibited.

In New York, the following are a protected class: age [18 and over], race, creed, color, national origin, sexual orientation, sex, disability (including use of a guide dog, hearing dog, or service dog), predisposing genetic characteristics, military status, marital status, victims of domestic violence or stalking, and for displaying the American flag on the staff member's person or work station, as long as the display does not substantially and materially interfere with the staff member's job duties, and legal use of consumable products or legal recreational activities off company premises during nonworking hours.

The purpose of this policy is not to regulate the personal morality of staff members. It is to ensure that in the workplace, no staff member is harassed or harasses another for any reason or in any manner. The conduct prohibited by this policy includes conduct in any form including but not limited to e-mail, voice mail, chat rooms, Internet use or history, text messages, pictures, images, writings, words or gestures.

While it is not easy to define precisely what harassment is, it includes: slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes and teasing.

Any staff member who believes that s/he has been harassed or who witnesses harassment should report the situation immediately to one of the following members of management who have been designated to receive such complaints: the Library Director at (845) 855-3444 and 11 Broad Street, Pawling, NY 12564 or the personnel committee of the library board. The board president serves on the personnel committee and can also supply contact information of the other committee members. A staff member may also initiate a harassment complaint by sending mail to the library, addressed to the personnel committee: Personnel Committee, 11 Broad St, Pawling, NY 12564 or by sending an email to [personnel@pawlinglibrary.org](mailto:personnel@pawlinglibrary.org). A member of the personnel committee will then contact you to learn what your complaint is.

If a staff member makes a report to any of these members of management and the manager either does not respond or does not respond in a manner the staff member deems satisfactory or consistent with this policy, the staff member is required to report the situation to one of the other members of management designated in this policy to receive complaints.

The library will investigate all such reports as confidentially as possible. Adverse action will not be taken against a staff member because he or she, in good faith, reports or participates in the investigation of a violation of this policy. Violations of this policy are not permitted and may result in disciplinary action, up to and including discharge.

### Prohibition of Sexual Harassment

Any type of sexual harassment is against library policy and may be unlawful. The library's full sexual harassment policy is available in the current policy book.

We firmly prohibit sexual harassment of any staff member by another staff member, supervisor or third party. Harassment of third parties by our staff members is also prohibited. The purpose of this policy is not to regulate the morality of staff members. It is to ensure that in the workplace, no staff member is subject to sexual harassment. While it is not easy to define precisely what sexual harassment is, it may include: unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature including, but not limited to, sexually-related drawings, pictures, jokes, teasing, e-mails, text messages, uninvited touching or other sexually-related comments. The conduct prohibited by this policy includes conduct in any form including but not limited to e-mail, voice mail, chat rooms, Internet use or history, text messages, pictures, images, writings, words or gestures.

Sexual harassment of a staff member will not be tolerated. Violations of this policy may result in disciplinary action, up to and including discharge. There will be no adverse action taken against staff members who report violations of this policy in good faith or participate in the investigation of such violations. Any staff member who believes that s/he is a victim of sexual harassment, or who witnesses harassment, should immediately report such actions in accordance with the following procedure. All complaints will be promptly and thoroughly investigated as confidentially as possible.

Any staff member who believes that s/he is a victim of sexual harassment or has been retaliated against for complaining of sexual harassment, should report the situation immediately to one of the following members of management who have been designated to receive such complaints: the Library Director at (845) 855-3444 and 11 Broad Street, Pawling, NY 12564 or the personnel committee of the library board at (845) 855-3444, [personnel@pawlinglibrary.org](mailto:personnel@pawlinglibrary.org), and 11 Broad Street, Pawling, NY 12564. The board president serves on the personnel committee and can also supply contact information of the other committee members.

If a staff member makes a report to any of these members of management and the manager either does not respond or does not respond in a manner the staff member deems satisfactory or consistent with this policy, the staff member is required to

report the situation to one of the other members of management designated in this policy to receive complaints.

The library will investigate every reported incident immediately. Any staff member, supervisor or agent of the library who has been found to have violated this policy may be subject to appropriate disciplinary action, up to and including immediate discharge.

The library will conduct all investigations in a discreet manner. The library recognizes that every investigation requires a determination based on all the facts in the matter. We also recognize the serious impact a false accusation can have. We trust that all staff members will continue to act responsibly.

The reporting staff member and any staff member participating in any investigation under this policy have the library's assurance that no reprisals will be taken as a result of a sexual harassment complaint. It is our policy to encourage discussion of the matter, to help protect others from being subjected to similar inappropriate behavior.

### Background Checks

The Pawling Library is committed to providing a safe and secure environment for our community, as well as safeguarding the assets and resources of the Library. In support of this effort, we conduct employee background checks.

Prior to extending an offer of employment, or at other times during employment with the Library, as appropriate, the Library may conduct a detailed reference/background/credit/criminal check of an applicant or employee.

All reference/background/credit/criminal checks will be conducted by a third party service provider in compliance with the Fair Credit Reporting Act and other applicable laws. Information discovered through the background check process will be used solely for the purpose of evaluating an individual's suitability for employment and will not be used to discriminate against anyone on the basis of race, color, religion/creed, sex/gender, age, sexual orientation, gender identity/expression, national origin, genetic information, marital/familial status, disability, military, veteran status, or any other protected status.

The Library will conduct a criminal background check of any final candidate who is being tendered a conditional offer for employment. No candidate may be approved by the Library's Board of Trustees for a staff position prior to the satisfactory completion of a background check. Seasonal employees and former employees may be re-hired without a new background check provided that their re-appointment falls within twelve months of their last day worked for the Library.



Any information that is falsely reported or omitted by an applicant or an employee, may be cause for withdrawal of an offer of employment, promotion or transfer and/or constitute cause for termination of employment and disqualification of future hire.

Employees are required to report to the Library's Board of Trustees any criminal convictions that take place during the course of their employment, excluding infractions punishable only by a fine. Failure to promptly report such convictions may lead to disciplinary action up to and including termination of employment.

### Employment of Relatives

The Library does not have a general prohibition against hiring relatives. However, an employee will generally not be hired, transferred, or promoted into a position where they will be managed, directly or indirectly, by a family member or romantic partner. Other factors may also be considered when hiring a relative or romantic partner of a current employee, placing them in a particular position, or creating reporting relationships. The Library may transfer an employee or otherwise change their employment status at any time for any reason, including to avoid the appearance of favoritism or other conflict of interest.

### Immigration Reform and Control Act

All employees are required to complete Section 1 of Form I-9 on their first day of employment, and produce, within three business days, acceptable proof of their identity and eligibility to work in the United States. Failure to produce the proper identifying documents within three days will result in termination.

### New Staff Member Orientation

Upon joining our library, you were given a digital copy of our Staff Member Handbook. After reading this Staff Member Handbook please sign the handbook receipt page and return it to the Library Director. The Library Director is responsible for the operations of the entire library. S/he is a good source of information about the library and your job.

You will also be given access to any physical spaces and digital resources required to do your job effectively. Please notify the Library Director immediately if you have not been given access to any keys, software, or account information which is necessary for the proper execution of your job responsibilities.

### Performance Reviews

Your performance is important to our library. At least once a year the Library Director will review your job progress within our library and help you set new job performance plans.

The performance review program provides the basis for better understanding between you and the Library Director, with respect to your job performance, potential and development within the library. You will be given the opportunity to discuss your review with the Library Director, after which time you will be expected to sign an acknowledgement that the review has been completed. Completed reviews will be filed in your personnel folder.

### Changes in Personal Data

To aid you and/or your family in matters of personal emergency, we need to maintain up to date information.

Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to the Library Director promptly.

### Library Policy

Library policy will be reviewed annually by employees. It is a part of the employee's job to know and follow all library policy. Negligence to do so is grounds for termination.

## **Promotion and Appointment**

From time to time, the Pawling Library will have employment vacancies. Regardless of whether the opening represents a higher, lower or parallel position, current staff members are encouraged to express as soon as possible to library administration any interest they have in open or pending vacancies. If a staff member does not proactively express interest, library administration will move to fill the position without further consultation from current staff members. If any staff member expresses interest in a vacancy before interviews for that vacancy have been scheduled, he or she will be given the opportunity to schedule an interview. Upon the completion of interviews, library administration will offer the job to the candidate of its choosing, and is not obligated to consider candidates' employment status or seniority.

## **Compensation**

### Wages

### *Recording Your Time*

Part-time, part-time regular, seasonal, per diem and full-time non-exempt staff members must record their hours on time sheets and submit them to the Library Director by the end of the last day of the pay period. Full-time exempt staff members must submit their days worked by the end of the last day of the pay period.

Accurately recording all of your time is required in order to be sure that you are paid for all hours worked. You are expected to follow the established procedures in keeping an accurate record of your hours worked. Time sheets must accurately record the following information:

- The start and end time of each shift worked
- Any unpaid periods that fall between the start and end time of a day's work
- Number of hours for which to be compensated on any paid holiday
- Paid time off accrued and used

The workweek starts on Monday and ends on Sunday. Time should be recorded in fifteen minute increments. Employees are responsible for making sure that the electronic versions of their time sheets accurately reflect the printed time sheets submitted to the Library Director.

Exempt staff members may be required to accurately record their time worked in accordance with federal and state wage and hour law. All staff members subject to this policy are required to accurately record all time worked.

Submission of an inaccurate timesheet will be regarded as a serious and potentially actionable matter, regardless of whether the employee intended to misrepresent the compensation due to him/her.

### *Payday*

You will be paid biweekly on Wednesday for the period that ends on the previous Sunday. If the library is closed on any weekday in between the start of a new pay period and payday of a previous pay period, your payment may be delayed for as many days as the number of weekdays the library is closed. If you find a mistake on your paystub, report it to the Library Director as soon as you notice. The Library Director will assist you in taking the steps necessary to correct the error.

### *Paycheck Deductions*

The library is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes, Medicare and Social Security taxes and state disability insurance. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement. The library may make deductions from staff members' salaries in a way that is permitted under federal and state wage and hour rules. For instance, the cost of participating in the New York State Paid Family Leave Program. However, it is the policy of the library that exempt staff members' pay will never be "docked," or subject to deductions, in any manner which would violate salary pay rules issued by the United States Department of Labor and any corresponding rules issued by the state government, as applicable. Staff members will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law.

Thus, exempt staff members may be subject to salary deductions, except where prohibited by state law, for the following reasons:

- Absences of one or more full days for personal reasons, other than sickness or disability
- Absences of one or more full days due to sickness or disability, if there is a plan, policy, or practice providing replacement compensation for such absences
- Absences of one or more full days before eligibility under such a plan, policy, or practice or after replacement compensation for such absences has been exhausted
- Suspensions of one or more full days for violations of safety rules of major significance
- Suspensions of one or more full days for violations of written workplace conduct rules, such as rules against sexual harassment and workplace violence
- Payment of actual time worked in the first and last weeks of employment, resulting in a proportional rate of a staff member's full salary
- Any unpaid leave taken under the Family and Medical Leave Act
- Negative paid-time-off balances, in whole-day increments only

The Pawling Library will not make deductions which are prohibited by the Fair Labor Standards Act or state laws from its exempt staff members' pay. If questions or concerns about any pay deductions arise, staff members may discuss and resolve them with the Library Director. If an error is found, you will receive an immediate adjustment.

### *Garnishment*

When a staff member's wages are garnished by a court order, the library is legally bound to withhold the amount indicated in the garnishment order from the staff member's paycheck. The library will, however, honor applicable federal and state guidelines that protect portions of a staff member's income from being subject to garnishment.

### *Direct Deposit*

You have the option of receiving your pay in a payroll check or having your pay deposited into your bank account(s) through our direct deposit program. If at any time you wish to initiate direct deposit or to change the account(s) into which your paycheck is deposited, you will need to submit a Direct Deposit Enrollment/Change Form to the Library Director.

### *Overtime*

There may be times when you will need to work overtime so that we may meet the needs of our patrons. Although you will be given advance notice when feasible, this is not always possible. Non-exempt staff members must have all overtime approved in advance by the Library Director.

Non-exempt staff members will be paid at a rate of time and one half their regular hourly rate for hours worked in excess of 40 hours in a week.

Full-time at the library is considered 74 hours per pay period. However, overtime is calculated on a weekly rather than biweekly basis. Consequently, overtime pay rates cover time worked in excess of 40 hours per week. Therefore, non-exempt employees who work greater than 37 hours but no more than 40 hours in a week will be paid at their normal salary.

Only actual hours worked count toward computing weekly overtime. If you have any questions concerning overtime pay, please check with the Library Director.

### *Advances and Loans*

The Library does not give advances or loans to employees.

### Time Away From the Library

#### *Holidays and Scheduled Closures*

The library will be closed for selected days during the year. The Library Director will prepare a closing calendar, with the approval of the board of trustees, for each calendar year.

Full-time staff members are eligible for paid holidays.

Full-time non-exempt staff members must work their scheduled workday before and after the holiday in order to be paid for the holiday, unless they are absent with prior permission from the Library Director.

Upon the completion of the introductory period, part-time regular staff members will be paid for any scheduled closures that fall on their regularly scheduled work day.

Part-time employees will not be paid for any holidays or scheduled closures. However, part-time employees will not be prevented from working their standard number of biweekly hours by virtue of a scheduled closure. Therefore, part-time employees will be given the option of working additional time during the same biweekly pay period commensurate with the number of hours affected by the scheduled closure. The additional time worked will be scheduled at the discretion of the Library Director.

#### *Federal Holidays*

The days that the library is scheduled to be closed during the year do not match the ten days that the federal government currently list as federal holidays, and therefore the library has set its own policy.

Those full-time employees who are scheduled to work on federal holidays have the option of taking off a compensatory day within the same week, the timing being at the discretion of the Library Director.

Those full-time employees who are not scheduled to work on federal holidays shall be given 7.5 hours of paid time off each time a federal holiday falls on their normal day off. This paid time off is subject to the same usage protocols as all other paid time off.

In practice, this means that full-time employees might encounter four different situations when a federal holiday arises:

<b>Scenario 1</b>	Library is open, employee is scheduled to work that day of the week
<b>Resolution 1</b>	Employee may use a different paid day off within that same week
<b>Scenario 2</b>	Library is open, employee is not scheduled to work that day of the week
<b>Resolution 2</b>	Employee receives paid time off
<b>Scenario 3</b>	Library is closed, employee normally would have been scheduled to work that day of the week
<b>Resolution 3</b>	Employee is paid as though s/he worked that day
<b>Scenario 4</b>	Library is closed, employee normally would not have been scheduled to work that day of the week
<b>Resolution 4</b>	Employee receives paid time off

### *Closures*

With board approval, the director may also elect to close the library to the public for additional days for the purposes of staff development or because of safety considerations.

If there is a planned closure for staff development purposes, all staff members will be expected to work that day regardless of whether the staff development schedule aligns with their normal schedule. Staff members who cannot be present must make arrangements with the Library Director.

If there is an unplanned closure for safety considerations, staff members will be compensated just as if the library were open during that time.

### *Staff Member Benefits*

Our library has developed a comprehensive set of staff member benefit programs to supplement our staff members' regular wages. Our benefits represent a hidden value of additional income to our staff members.

This Staff Member Handbook describes the current benefit plans maintained by the library. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

The library reserves the right to modify and/or terminate its benefits at any time. We will keep you informed of any changes.

### *Paid Time Off (PTO)*

Full-time, part-time regular and part-time staff members are eligible for Paid Time Off (PTO).

For full-time staff members PTO is calculated according to your anniversary date as follows:

- For your first two full years you shall accrue 2.85 hours of PTO per biweekly pay period.
- After two full anniversary years, and each year thereafter, you shall accrue 4.27 hours of PTO per biweekly pay period.

For part-time regular staff members PTO is calculated as follows:

- Up to the end of year 4: 1 hour for every 25 hours worked
- Years 5 thru 8: 1 hour for every 17 hours worked
- Years 9 onward: 1 hour for every 15 hours worked

For part-time staff members PTO is calculated as follows:

- 1 hour for every 30 hours worked
- No adjustment for time of service

Submit PTO requests in writing at least thirty days in advance to the Library Director for requests of three days or more. For requests of fewer than three days please submit your PTO requests as soon as possible. When possible, PTO requests are granted, taking into account operating requirements. Length of employment and the sequence in which requests are received may determine priority in scheduling PTO times.

Should the Library Director elect to use PTO, he or she must notify the Board of Trustees of any absence of three or more consecutive weekdays.

PTO can be used as vacation time, sick time or to take care of personal matters.

Employees may use PTO to care for a family member who is sick.

At the discretion of the Library Director, part-time and part-time regular employees may be granted permission to generate a negative PTO balance for one pay period.

In cases of medical and family emergencies, part-time and part-time regular employees may be granted permission to generate a larger negative PTO balance. All petitions must be requested in writing and submitted for approval by the Library Director and Board of Trustees. The Library Director and Board of Trustees will use their own discretion regarding the best interests of the library when determining whether to grant permission to generate a negative PTO balance.

In cases of medical and family emergencies, full-time employees may request permission to take unpaid leave or to use projected PTO which the employee is scheduled to receive in future pay periods. All petitions must be requested in writing and submitted for approval by the Library Director and Board of Trustees. The Library Director and Board of Trustees will use their own discretion regarding the best



interests of the library when determining whether to grant permission to generate a negative PTO balance. Approval may be granted by the consensus of the Personnel Committee of the board and does not require a vote from the full Board of Trustees.

Pay is not granted in lieu of taking the actual time off.

While Paid Time Off can be carried from one calendar year to the next, no employee will be permitted to use more PTO in one calendar year than he or she has accrued in the preceding 12 months.

Upon discharge, eligible staff members will not be paid for accrued but unused PTO.

While unofficial PTO balances are tracked on employee timesheets, the official numbers are kept by the Library Director.

### *Paid Family Leave*

Employees who have worked for the Library for at least 26 weeks if working 20 or more hours per week, or 175 days if working fewer than 20 hours per week, are eligible to apply for New York's Paid Family Leave Benefit. Paid Family Leave provides partial-income replacement and job protection.

Employees may apply to use Paid Family Leave for the following:

- Bonding with a child during the first 12 months following their birth, adoption, or fostering
- To care for a close relative with a serious health condition.
- If they are eligible for time off under the military provisions of the Family Medical Leave Act (FMLA) when a spouse, child, domestic partner or parent of the employee is on active duty or has been notified of an impending call or order of active duty.

Employees may use accrued paid time off, if available, to supplement Paid Family Leave benefits. Paid Family Leave runs concurrently with leaves under the Family and Medical Leave Act (FMLA) and other Library, local, state, and federal leaves of absence.

If applicable, health care benefits will be maintained during the leave. The employee is responsible for their portion of the medical insurance premium cost, if any. Failure to pay the employee portion of the health insurance premiums in advance may result in the termination of coverage. If eligible, the employee will receive notification of continuation of benefits.

To request leave, or for additional information, employees should contact the Library Director. The name of the Library's insurance carrier and other pertinent information will be provided when an employee requests Paid Family Leave.

### *Volunteer Emergency Responder Leave*

Employees who are members of a volunteer fire or ambulance service will be granted unpaid leave to provide these services. Employees must notify the Library Director in advance if they are a member of such a group, and if possible should give notice prior to missing work due to a call to service. The Library may request a notarized statement from the employee's fire department or volunteer ambulance service certifying the leave was to serve as a volunteer emergency responder.

### *Jury Duty*

Staff members summoned for jury duty are granted leave in order to serve.

Staff members will only be provided time off with pay to the degree that such pay is required to comply with state and federal wage and hour laws.

We reserve the right to request proof of jury service issued by the Court upon return.

Employees are required to make arrangements with the Library Director as soon as they receive their summons.

When permitted by state law, we expect you to return to your job if you are excused from jury duty during your regular working hours. At the time of the adoption of this manual, this requirement is permitted.

### *Voting Leave*

Employees will be granted enough time off on election day so that they are able to vote. Up to three hours of that time will be paid. Unless the library and employee otherwise agree, voting time off must be at the end or beginning of an employee's shift, as designated by the Library. Employees must give at least two days' notice of the need for leave to vote.

### *Military Leave*

Staff members who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law.

The time off will be unpaid, except where state law dictates otherwise. Exempt staff members may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Accrued paid time off (PTO) may be used for this leave if the staff member chooses. Military orders should be presented to the Library Director and arrangements for leave made as early as possible before departure. Staff members are required to give advance notice of their service obligations to the library unless military necessity makes this impossible. You must notify the Library Director of your intent to return

to employment based on requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with state and federal law.

Additional information regarding military leaves may be obtained from the Library Director.

#### *Witness Leave*

Staff members are given the necessary time off without pay to attend or participate in a court proceeding in accordance with state law. We ask that you notify the Library Director of the need to take witness leave as far in advance as is possible.

Exempt staff members may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

#### *Bereavement Leave*

Full-time, part-time regular, part-time, seasonal and per diem staff members are eligible for up to five paid continual shifts for the death of an immediate family member. Members of the immediate family include spouses, committed partners, parents, brothers, sisters, children, grandchildren, grandparents, and parents-in-law and their children.

Part-time regular and part-time staff members are eligible for bereavement pay in proportion to the number of hours they normally are scheduled to work.

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

#### *Leave of Absence*

Under special circumstances, full-time staff members who have completed their introductory period may be granted a leave of absence without pay. The granting of this type of leave is normally for compelling reasons and is dependent upon the written approval of the Library Director.

Leaves may not exceed 30 days during which time no benefits will accrue. Leaves of absence are granted only after earned PTO is exhausted.

We will make reasonable efforts to return you to the same or similar job you held prior to the leave of absence, subject to our staffing and business requirements.

### *Victims of Crime Leave*

The library will grant reasonable and necessary leave from work, without pay, to staff members who are victims of a crime to attend or participate in legal proceedings pertaining to the crime. Affected staff members must give the library reasonable notice that leave under this policy is required.

Exempt staff members may be provided time off with pay when necessary to comply with state and federal wage and hour laws. At the time of the adoption of this handbook, no such compensation is required.

## Benefits

### *Medical Insurance*

Eligible full-time staff members may enroll in a single or a family contract after completing their introductory period, on the first day permitted by the insurance carrier. Eligibility may be defined by state law and/or by the insurance contract.

Information and enrollment forms may be obtained from the Library Director.

To assist you with the cost of this insurance, our library pays a portion of a single or a family contract. You are responsible for paying the balance through payroll deduction.

Participating staff members are also covered under our medical insurance plan's prescription drug program.

A booklet containing the details of the plan and eligibility requirements may be obtained from the Library Director.

Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling.

Upon discharge you may be entitled to continuation or conversion of the group medical insurance plan in accordance with the terms of the policy and/or applicable state and federal law. For more information, contact the Library Director.

### *Section 125 Plans*

Our library offers a pretax benefits contribution option for staff members. This staff member benefit is known as a Section 125 plan.

A Section 125 plan is a benefit plan that allows you to make contributions toward premiums for medical insurance on a "before tax", rather than an "after tax" basis. Your premium contributions are deducted from your gross pay before income tax and Social Security is calculated.

To participate in this plan, complete an election form and return it to the Library Director.

You cannot make any changes to your medical insurance coverage until the next open enrollment period, unless your family status changes or you become eligible for a special enrollment period due to a loss of coverage. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child or loss of insurance of your spouse. A change in election due to a change in family status is effective the next pay period.

### *Short-Term Disability Insurance*

Staff members are eligible for short-term disability insurance after four consecutive weeks of full time employment or 25 days of regular part time employment in accordance with state law. Other staff members may also be eligible for this insurance, depending on the staff member's previous employer. This insurance is designed to provide income for you when you are absent from work for more than seven calendar days due to non-occupational illness, injury or pregnancy-related disability.

The benefits are calculated as a percentage of your salary up to a maximum each week, as specified by law, for up to 26 weeks.

Provide written notice including a doctor's certificate stating the nature of the disability and your expected date of return to work. Disability insurance information may be obtained from the Library Director.

### *Social Security*

During your employment, you and the library both contribute funds to the federal government to support the Social Security program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.

### *Unemployment Insurance*

Upon separation from employment, you may be entitled to state and federal unemployment insurance benefits. Information about unemployment insurance can be obtained from the Library Director.

### *Workers' Compensation*

On-the-job injuries are covered by our Workers' Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to the Library Director. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting management to any condition that could lead to or contribute to an accident.

## On the Job

### Working Hours

#### *Work Schedule*

The library sets the work schedule for each employee. Work schedules are determined on the basis of the needs and requirements of the library and are designed to:

- Maximize the level of service available to library patrons
- Provide regularly recurring consecutive hours of work where practicable
- Minimize personnel costs to the library

The library reserves the right to alter schedules based on the changing needs of the library and its patrons. Employees will be expected to work any schedule which has been provided to them. Employees may be required to come in to work on days which they were not scheduled in advance, including evenings and weekends.

#### *Work Location*

Employees are expected to do their work on-site, from the Library's property. Employees may request to work off-site on a limited basis or to attend off-site events and meetings. Requests will be granted at the discretion of the Library Director. Hourly, non-exempt employees are required to track and report hours working off-site according to the same standards by which they track and report hours working on-site.

#### *Attendance and Punctuality*

Attendance and punctuality are important factors for your success within our library. We work as a team and this requires that each person be in the right place at the right time.

If you are going to be late for work or absent, notify the Library Director as far in advance as is feasible under the circumstances, but before the start of your workday.

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

If you are absent for three days without notifying the library, it is assumed that you have voluntarily abandoned your position with the library, and you will be removed from the payroll.

### *Personal Cellular Phone Use*

The use of personal cell phones, or work cell phones for personal matters, should be held to a reasonable limit during work hours and not interfere with an employee's productivity or the productivity of their coworkers. Reasonableness will be determined by management.

### *Meal Time*

Staff members working a shift of more than six hours will be provided at least 30 paid minutes for a meal between 11:00 a.m. and 2:00 p.m. Staff members working a shift that starts before 11:00 a.m. and continues past 7:00 p.m. will be provided an additional paid meal period of at least 20 minutes between 5:00 p.m. and 7:00 p.m. Staff members working a shift of more than six hours between 1:00 p.m. and 6:00 a.m. will be provided a paid meal period of at least 45 minutes midway through the shift. The Library Director is responsible for approving the scheduling of this time.

### *Lactation Breaks*

The library will provide a reasonable amount of break time to accommodate a female staff member's need to express breast milk for the staff member's infant child. The break time should, if possible, be taken concurrently with other break periods already provided. Non-exempt staff members should clock out for any time taken that does not run concurrently with normally scheduled rest periods, and such time generally will be unpaid in accordance with state law. The library will also make a reasonable effort to provide the staff member with the use of a room or other location in close proximity to the staff member's work area, for the staff member to express milk in private.

Staff members should notify the Library Director to request time to express breast milk under this policy. The library reserves the right to deny a staff member's request for a lactation break if the additional break time will seriously disrupt operations.

No provision of this policy applies or is enforced if it conflicts with or is superseded by any requirement or prohibition contained in a federal, state, or local law or regulation. Anyone with knowledge of such a conflict or potential conflict should contact the Library Director.

### Standards of Conduct

The Pawling Library exists to serve the Pawling community. Consequently, every action of its staff should be intended for the benefit of the community. In behavior and demeanor, we expect every staff member to be friendly, charitable and helpful whenever they interact with another person— whether that person is a patron, a



volunteer, another staff member, or any other individual who has dealings with the library.

Representing the library well is just as much a requirement of all employees as is adherence to other library policies. Consequently failure to project a positive public image of the library will be subject to corrective disciplinary measures.

Each staff member has an obligation to observe and follow the library's policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of the library, corrective disciplinary measures will be taken.

Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or discharge. The appropriate disciplinary action imposed will be determined by the library. The library does not guarantee that one form of action will necessarily precede another.

Among other things, the following may result in disciplinary action, up to and including discharge: violation of the library's policies or safety rules; insubordination; unauthorized or illegal possession, use or sale of alcohol or controlled substances on work premises or during working hours, while engaged in library activities or in library vehicles; unauthorized possession, use or sale of weapons, firearms or explosives on work premises; theft or dishonesty; physical harassment; sexual harassment; disrespect toward fellow staff members, visitors or other members of the public; performing outside work or use of library property, equipment or facilities in connection with outside work while on library time; poor attendance or poor performance. These examples are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors.

Nothing in this policy is designed to modify our "employment-at-will" policy.

### *Substance Abuse*

The library has vital interests in ensuring a safe, healthy and efficient working environment for our staff members, their co-workers and the patrons we serve. The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger to everyone. For these reasons, we have established as a condition of employment and continued employment with the library the following substance abuse policy.

Staff members are prohibited from reporting to work or working while using illegal or unauthorized substances. Staff members are prohibited from reporting to work or working when the staff member uses any controlled substance, except when the use is pursuant to a doctor's orders and the doctor advised the staff member that the

substance does not adversely affect the staff member's ability to safely perform his or her job duties.

In addition, staff members are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal or unauthorized substances and alcohol in the workplace including: on library paid time, on library premises, in library vehicles, or while engaged in library activities. Our staff members are also prohibited from reporting for duty or remaining on duty with any alcohol in their systems. Staff members are further prohibited from consuming alcohol during working hours, including meal and break periods.

Your employment or continued employment with the library is conditioned upon your full compliance with the foregoing substance abuse policy. Any violation of this policy may result in disciplinary action, up to and including discharge.

Consistent with its fair employment policy, the library maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. We encourage staff members to seek assistance before their substance or alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others. The library will attempt to assist its staff members through referrals to rehabilitation, appropriate leaves of absence and other measures consistent with the library's policies and applicable federal, state or local laws.

The library further reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, the inspection of library issued lockers, desks or other suspected areas of concealment, as well as a staff member's personal property when the library has reasonable suspicion to believe that the staff member has violated this substance abuse policy.

This policy represents management guidelines. For more information, please speak to the Library Director.

### *Non-Solicitation*

The library believes employees should have a work environment free from interruptions of a non-work related nature, as work time is for work. When you are to be working you should focus on your duties and not engage in activities that would interfere with your own work or the work of others. For the purpose of this policy, solicitation includes, but is not limited to, for collection of any debt or obligation, for raffles of any kind or chance taking, or for the sale of merchandise or business services, the attempt to sell any product or service (e.g. selling or collecting for Tupperware®, Avon® products, churches, schools, Girl Scout cookies, etc). Such

interruptions can be both detrimental to the quality of work and efficiency, and may not be respectful of others' job responsibilities and right not to be interrupted.

Staff members may not engage in solicitation for any purpose during their work time, which includes the working time of the staff member who seeks to solicit and the employee who is being solicited. Although solicitation is not encouraged, it is permitted as long as it is limited to the staff member's break and lunch time and kept out of active working areas. Nothing in this policy is intended to restrict a staff member's statutory rights.

### *Distribution*

Distribution of any type (materials, goods, etc.) is prohibited in work areas at any time, whether or not the staff members are on working time. Non-staff members are prohibited from distributing materials to staff members on library premises at any time. Inappropriate literature is prohibited, e.g. literature that violates the library's non-harassment and discrimination policies; items of a defamatory nature, items that include threats of violence, unprotected literature of a political nature that is highly inflammatory and likely to disrupt facility discipline and order or safety. Nothing in this policy is intended to restrict a staff member's statutory rights.

### *Care of Equipment*

You are expected to demonstrate proper care when using the library's property and equipment. No property may be removed from the premises without the proper authorization of management. If you lose, break or damage any property, report it to the Library Director at once.

### Patron and Public Relations

Our library's reputation is built on excellent service and quality work. To maintain this reputation requires the active participation of every staff member.

The opinions and attitudes that patrons have toward our library may be determined for a long period of time by the actions of one staff member. It is sometimes easy to take a patron for granted, but if we do we run the risk of losing not only that patron, but his or her associates, friends or family who may also be patrons or prospective patrons.

Each staff member must be sensitive to the importance of providing courteous treatment in all working relationships. You are expected to treat all patrons, volunteers, and staff members with a level of respect that reflects favorably on yourself and on the library.

### *Bulletin Board*

The library maintains a bulletin board(s) in our facility as an important source of information. These bulletin boards are to be used solely for library announcements, community events, and government postings. The library reserves the right to review all items designated for posting and to make its own determinations about what to post.

### *Contact with the Media*

All media inquiries regarding the library and its operations must be referred to the Library Director. Only the Library Director is authorized to make or approve public statements on behalf of the library. No staff members, unless specifically designated by the Library Director, are authorized to make statements on behalf of or as a representative of the library.

### *Acceptable Use of Electronic Communications*

Any and all telephone conversations or transmissions, electronic mail or transmissions, or internet access or usage by an employee by any electronic device or system may be subject to monitoring at any and all times by any lawful means. The electronic devices or systems that may be subject to monitoring include, but are not limited to, computer, telephone, wire, radio or electromagnetic, photo-electronic or photo-optical systems.

This policy contains guidelines for electronic communications created, sent, received, used, transmitted, or stored using library communication systems or equipment and staff member provided systems or equipment used either in the workplace, during working time or to accomplish work tasks. "Electronic communications" include, among other things, messages, images, data or any other information used in e-mail, instant messages, voice mail, fax machines, computers, personal digital assistants (including Blackberry, iPhone or similar devices), text messages, pagers, telephones, cellular and mobile phones including those with cameras, Intranet, Internet, back-up storage, information on a memory or flash key or card, jump or zip drive or any other type of internal or external removable storage drives. In the remainder of this policy, all of these communication devices are collectively referred to as "Systems."

Staff members may use our systems to communicate internally with co-workers or externally with patrons, suppliers, vendors, advisors, and other business acquaintances for business purposes.

All electronic communications contained in library systems are library records and/or property. Although a staff member may have an individual password to access our

systems, the systems and electronic communications belong to the library. The systems and electronic communications are accessible to the library administration at all times including periodic unannounced inspections. All systems and electronic communications are subject to use, access, monitoring, review, recording and disclosure without further notice. The electronic communications of any employee operating on behalf of the library or during hours of active employment are not confidential or private. The library's right to use, access, monitor, record and disclose electronic communications without further notice applies equally to staff member-provided systems or equipment used in the workplace, during working time, or to accomplish work tasks.

Although incidental and occasional personal use of our systems that does not interfere or conflict with productivity or the library's business or violate policy is permitted, personal communications in our systems are treated the same as all other electronic communications and may be used, accessed, recorded, monitored, and disclosed by the library at any time without further notice. Since all electronic communications and systems can be accessed without advance notice, staff members should not use our systems for communication or information that staff members would not want revealed to third parties.

Staff members may not use our systems in a manner that violates our policies including but not limited to Non-Harassment, Sexual Harassment, Equal Employment Opportunity, Protecting Library Information, Non-Solicitation, and Distribution. Staff members may not use our systems in any way that may be seen as insulting, disruptive, obscene, offensive, or harmful to morale. Examples of prohibited uses include, but are not limited to, sexually explicit drawings, messages, images, cartoons, or jokes; propositions or love letters; ethnic or racial slurs, threats of violence or bullying, or derogatory comments; or any other message or image that may be in violation of library policies or federal, state or local law.

In addition, staff members may not use our systems:

- To download, save, send or access any discriminatory or obscene material;
- To download, save, send or access any music, audio or video file in a manner prohibited by copyright law;
- To install any software from the internet (including shareware or free software) without the advance permission of library administration;
- To download, save, send or access any site or content that the library might deem "adult entertainment;"
- To access any "blog" or otherwise post a personal opinion on the Internet (see Social Media policy) during work hours except as part of one's work responsibilities;

- To solicit staff members or others;
- To attempt or to gain unauthorized or unlawful access to computers, equipment, networks, or systems of the library or any other person or entity;
- In connection with any infringement of intellectual property rights, including but not limited to copyrights; and
- In connection with the violation or attempted violation of any law.

A staff member may not misrepresent, disguise, or conceal his or her identity or another's identity in any way while using electronic communications; make changes to electronic communications without clearly indicating such changes; or use another person's account, mailbox, password, etc. without prior written approval of the account owner and without identifying the actual author.

Staff members must always respect intellectual property rights such as copyrights and trademarks. Staff members must not copy, use, or transfer passwords, proprietary materials of the library or others, or staff, volunteer or patron information without appropriate authorization.

All systems passwords and encryption keys must be available and known to the library. Staff members may not install password or encryption programs without the written permission of the Library Director. Staff members may not use the passwords and encryption keys belonging to others without authorization.

Numerous state and federal laws apply to electronic communications. The library will comply with applicable laws. Staff members also must comply with applicable laws and should recognize that a staff member could be personally liable and/or subject to fine and imprisonment for violation of applicable laws.

This policy does not limit a staff member's rights under Section 7 of the National Labor Relations Act. Nothing in this policy is meant to restrict a staff member's right to discuss the terms and conditions of his/her employment during non-working hours using non-library systems.

Violations of this policy may result in disciplinary action up to and including discharge as well as possible civil liabilities or criminal prosecution. Where appropriate, the library may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. We will not, of course, retaliate against anyone who reports possible policy violations or assists with investigations.

If you have questions about the acceptable use of our systems or the content of electronic communications, ask the Library Director for advance clarification.

## *Social Media*

The library has in place policies that govern use of its own electronic communication systems, equipment, and resources which staff members must follow. We encourage you to use good judgment when communicating via social media.

“Social media” includes all means of communicating or posting information or content of any sort on the internet, including to your own or someone else’s blogs, personal web sites, comment sections of any website, list-servs, social networking sites and apps, web bulletin boards, chat services, messaging services, whether or not associated or affiliated with the library, as well as any other form of electronic communication.

The same principles and guidelines found in the library's Staff Member Handbook policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow staff members or otherwise adversely affects patrons, vendors, suppliers, people who work on behalf of the library or its legitimate business interests may result in disciplinary action up to and including immediate discharge.

The following is a general and non-exhaustive list of guidelines you should keep in mind. These guidelines specifically govern contexts in which you are posting information as a private individual; nonetheless, many of these practices are still advisable when posting information on behalf of the library as part of your job responsibilities:

1. Always be fair and courteous to fellow staff members, patrons, vendors, suppliers or people who work on behalf of the library. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers or by utilizing our Talk To Us policy than by posting complaints to a social media outlet. Avoid posting anything that could be construed as complaints or criticism of the library, its staff and volunteers. Avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparages patrons, staff members, vendors, or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment on the basis of race, age, gender, national origin, color, disability, religion or any other status protected by federal, state or local law or company policy. Inappropriate postings that may include discriminatory remarks, harassment, retaliation, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including immediate discharge.

2. Make sure you are always truthful and accurate when posting information or news. If you make a mistake, correct it quickly. Be open about any previous posts you have altered. Use privacy settings when appropriate. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. The Internet is immediate, nothing that is posted ever truly “expires.” Never post any information or rumors that you know to be false about the library, fellow employees, patrons, volunteers, vendors, suppliers, or people working on behalf of the Pawling Library or Mid-Hudson Library System.
3. Maintain the confidentiality of non-public information. Do not post patron information, internal reports, policies, procedures or other internal confidential communications.
4. Do not create a link from your blog, website or other social networking site to the library's website without identifying yourself as a library employee.
5. Express only your personal opinions. Never represent yourself as a spokesperson for the library. If the library is a subject of the content you are creating, be clear and open about the fact that you are a staff member and make it clear that your views do not represent those of the library, fellow staff members, patrons, vendors, suppliers or people working on behalf of the library. If you do publish a blog or post online related to the work you do or subjects associated with the library, make it clear that you are not speaking on behalf of the library. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of Pawling Free Library.”
6. You must refrain from using social media while on working time or while using equipment we provide, unless it is work-related as authorized by the Library Director, or other member of management; or consistent with the Acceptable Use of Electronic Communications Policy.
7. Do not use any of the library email addresses to register on social networks, blogs or other online tools utilized for personal use.

Staff members are encouraged to report violations of this policy. The library prohibits retaliation against any staff member for reporting a possible deviation from this policy or for cooperating in an investigation. Any staff member who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including immediate termination.

Staff members should not speak to the media on the library's behalf without contacting the Library Director. All media inquiries should be directed to him or her.

If you have questions or need further guidance, please contact the Library Director.



### *Dress Policy*

Staff members are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times.

Our patrons' satisfaction represents the most important and challenging aspect of our business. Whether or not your job responsibilities place you in direct patron contact, you represent the library with your appearance as well as your actions. The properly-attired individual helps to create a favorable image for the library, to the public and fellow staff members.

The library maintains a business casual environment. All staff members should use discretion in wearing attire that is appropriate for the office and patron interaction.

Reasonable accommodations will be made for an employee's religious beliefs consistent with business necessity to present a professional appearance to our patrons.

Any work missed because of failure to comply with the dress code will not be compensated. Multiple violations of the dress code policy may result in disciplinary action, up to and including termination.

### *Protecting Library Information*

Protecting our library's information is the responsibility of every staff member. Do not discuss the library's confidential business or proprietary matters, or share confidential, personal employee or patron information with anyone who does not work for us (such as friends, family members, members of the media, or other business entities).

Confidential information does not include information pertaining to the terms and conditions of a staff member's employment. Nothing in this policy is designed to limit a staff member's rights under Section 7 of the National Labor Relations Act.

All telephone calls regarding a current or former staff member's position/compensation with our library must be forwarded to the Library Director.

The library's address shall not be used for the receipt of personal mail.

### *Conflict of Interest/Code of Ethics*

A library's reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other staff members. Therefore, staff members must never use their positions with the library, or any of its patrons, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities.

The library adheres to the highest legal and ethical standards applicable. The library's business is conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each staff member is of utmost importance.

Staff members of the library shall conduct their personal affairs such that their duties and responsibilities to the library are not jeopardized and/or legal questions do not arise with respect to their association or work with the library.

## Employer/Employee Responsibilities

### *Reasonable Accommodations*

If the Library is made aware of an employee's disability and resulting need for accommodation, the Library Director will engage with him or her in the interactive process. This process will determine what, if any, accommodations are necessary and reasonable in order to assist an employee in doing the essential functions of his or her job. Whether an accommodation is reasonable will be determined based on a number of factors, including whether it will effectively assist the employee in doing the essential functions of his or her job, the cost, and the effect on business operations. In most cases, employees will be required to provide documentation from an appropriate healthcare provider. The Library Director will provide employees with the necessary form.

All employees are required to comply with safety standards. Employees who pose a direct threat to the health or safety of themselves or others in the workplace may be temporarily moved into another position or placed on leave until it is determined if a reasonable accommodation will effectively mitigate the risk.

### *Personnel Folders*

Employee files are maintained by the Pawling Library and are considered confidential. Access to these files is restricted to the Library Director and board president. Permission may be granted to others to access these files for administrative purposes. Such purposes include but are not limited to hiring and promotion considerations, verification of file contents, and investigation of complaints and legal proceedings.

Employee files will be updated over the course of an employee's employment and will be retained for an additional five years. Employees may not access their personnel files.

### *Outside Employment*

We hope that you will not find it necessary to seek additional outside employment. However, if you are planning to accept an outside position, you must notify the Library Director.

Outside employment must not conflict in any way with your responsibilities within our library. Staff members may not conduct outside work or use library property, equipment or facilities in connection with outside work while on library time.

### *Reference Checks*

Our library will not honor any oral requests for references. All requests must be in writing and on company letterhead. Generally, we will only confirm our staff members' dates of employment, salary history, and job title.

Under no circumstances should a staff member provide another individual with employment or performance information regarding current or former staff members of our library. If you receive a request for reference information, please forward it to the Library Director.

### *If You Must Leave Us*

All Library property, such as computer equipment, keys, tools, parking passes, physical or electronic files, or Library credit cards, must be returned immediately at the time of termination. Employees may be responsible for any lost or damaged items. When leaving, employees should ensure that they take all of their personal belongings with them.

You should notify the library if your address changes during the calendar year in which discharge occurs so that your tax information will be sent to the proper address.

Generally, we will confirm upon request our staff members' dates of employment, salary history, and job title.

### *Resignation*

The Library requests that employees provide at least two weeks' written notice of their intent to resign. This notice should be submitted to the Library Director. Dependent upon the circumstances, an employee may be asked to not work any or all of their notice period, in which case they will be allowed to use up to two weeks of accrued paid time off, if available, from the time notice is given. An exit interview may be requested.

### *Termination*

All employment with the Library is "at-will." This means that either the Library or the employee can terminate the employment relationship at any time, with or without notice, and for any reason allowed by law or for no reason at all. An employee's at-will status can only be changed by written contract, signed by both the employee and the Library Director.

## Safety in the Workplace

### Each Staff Member's Responsibility

Safety can only be achieved through teamwork at our library. Each staff member, supervisor and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify the Library Director of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform the Library Director immediately.
2. The use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on the library's property is forbidden.
3. Use, adjust and repair machines and equipment only if you are trained and qualified.
4. Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
5. Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess; just ask the Library Director.
6. Know the locations, contents and use of first aid and firefighting equipment.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

### Workplace Violence

The safety and security of library staff, volunteers, and patrons is of paramount importance. Violent or threatening behavior directed against a staff member, volunteer or library patron will not be tolerated.

Prohibited behavior may include but is not limited to:

- Any attempt or threat, whether verbal or physical, to inflict physical injury upon another individual
- Any intentional display of force which would give a person reason to fear or expect bodily harm
- Intentional and wrongful physical contact with a person without his or her consent that could result in injury

This policy does not require reporting conduct between children present under the supervision of a guardian, except for those cases in which a staff member should reasonably be expected to regard the conduct as dangerous and/or exceptional.

If you receive or witness any threatening communications from a staff member or outside third party, report it to the Library Director at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to a staff member or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Staff members are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.

Employees who violate this policy, including failing to report or fully cooperate in the library's investigation, may be subject to disciplinary action, up to and including discharge.

#### Workplace Searches

To protect the property and to ensure the safety of all staff members, patrons and the library, the library reserves the right to conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes or any other possessions or articles carried to and from the library premises. In addition, the library reserves the right to search any staff member's office, desk, files, locker, equipment or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of the library, and are issued for the use of staff members only during their employment. Inspection may be conducted at any time at the discretion of the library.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Staff members working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as staff members who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including discharge, if upon investigation they are found to be in violation of the library's security procedures or any other library rules and regulations.

### Good Housekeeping

Good work habits and a neat place to work are essential for job safety and efficiency. You are expected to keep your place of work organized and materials in good order at all times. Report anything that needs repair or replacement to the Library Director.

### Smoking in the Workplace

Our library is committed to providing a safe and healthy environment for staff members and visitors. Smoking, vaping and/or the use of e-cigarettes is not permitted within the library building, on library premises, or within 100 feet of any library entrance. Violations of this policy may result in disciplinary action, up to and including discharge.

### No Weapons in the Workplace

Possession, use or sale of weapons, firearms or explosives on work premises, while operating library machinery, equipment or vehicles for work-related purposes or while engaged in library business off premises is forbidden except where expressly authorized by the library and permitted by state and local laws. This policy applies to all staff members, including but not limited to, those who have a valid permit to carry a firearm.

Staff members who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to the Library Director immediately.

Violations of this policy will result in disciplinary action, up to and including discharge.

### In An Emergency

The Library Director should be notified immediately when an emergency occurs. Emergencies include anything that provides an immediate danger to patrons, volunteers, and staff, such as accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. If the Library Director is unavailable, contact the nearest library official.

Should an emergency result in the need to communicate information to staff members outside of business hours, the Library Director will contact you. Therefore, it is important that staff members keep their personal emergency contact information up to date. Notify the Library Director when this information changes.

Additionally, the library has established a voice mail system that can be reached at (845) 855-3444. In an emergency, staff members may call the system to obtain updated information.

When events warrant an evacuation of the building, you should follow the instructions of the Library Director or any other member of management. You should leave the building in a quick and orderly manner. You should assemble at the pre-determined location as communicated to you by the Library Director to await further instructions or information.

Please direct any questions you may have about the library's emergency procedures to the Library Director.



## Receipt of Staff Member Handbook and Employment-At-Will Statement

This is to acknowledge that I have received a copy of the Pawling Free Library Staff Member Handbook and I understand that it contains information about the employment policies and practices of the library. I agree to read and comply with this Staff Member Handbook. I understand that the policies outlined in this Staff Member Handbook are management guidelines only, which will require changes from time to time. I understand that the library retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the staff members and the library. I understand that this Staff Member Handbook supersedes and replaces any and all prior Staff Member Handbooks and any inconsistent verbal or written policy statements.

I understand that except for the policy of “at-will” employment, which can only be changed by the Library Director in a signed written contract, the library reserves the right to revise, delete and add to the provisions of this Staff Member Handbook at any time without further notice. I understand that no oral statements or representations can change the provisions of this Staff Member Handbook.

I understand that this Staff Member Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Staff Member Handbook does not create a contract guaranteeing that I will be employed for any specific time period.

**THIS LIBRARY IS AN “AT-WILL” EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS STAFF MEMBER HANDBOOK, THE LIBRARY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS STAFF MEMBER HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT WILL. NO OFFICER, STAFF MEMBER OR REPRESENTATIVE OF THE LIBRARY IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ME OR ANY STAFF MEMBER FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE LIBRARY DIRECTOR.**

I understand that this Staff Member Handbook refers to current benefit plans maintained by the library and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

If I have questions regarding the content or interpretation of this Staff Member Handbook, I will ask the Library Director.

NAME \_\_\_\_\_

DATE \_\_\_\_\_

STAFF MEMBER

SIGNATURE \_\_\_\_\_