



Employee Handbook

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A Word about This Handbook

This Employee Handbook contains information about the employment policies and practices of the library. We expect each staff member to read this Handbook carefully, as it is a valuable reference for understanding your job and the library. The policies outlined in this Employee 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. Staff will be notified of all updates and/or revisions in a timely fashion.

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 and the library. 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.

The library reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without prior notice. All such revisions, deletions or additions to the Handbook must be in writing and must be approved by the Library Director. No oral statements or representations can change the provisions of this Handbook. The provisions of this Handbook are not intended to create contractual obligations with respect to any matters it covers. Nor is this Handbook intended to create a contract guaranteeing that you will be employed for any specific time period.

Nothing in this Employee 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 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 part of the Dutchess County Civil Service and we adhere to all regulations and guidelines that pertain to us. This Employee Handbook refers to current benefits offered by the library. Refer to the Policy Manual if you have specific questions regarding benefits as those documents are

controlling. Likewise, if a written contract is inconsistent with this 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 library administration so that the problem can be settled by examination and discussion of the facts. We hope that library administration is able to satisfactorily resolve most matters. If you are unsatisfied after meeting with library administration or if you would like further clarification on the matter, you may request a meeting with the president 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

Probationary Period:

Salaried and hourly staff members, full or part time, are on a probationary period during their first 180 days of employment. This introductory period does not guarantee that

the employment agreement will not be terminated prior to 180 days. The Library Director may at his or her discretion extend the probationary period beyond 180 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 or your immediate supervisor will have an opportunity to evaluate your work performance. After the six month probationary period is complete, Dutchess County Civil Service rules and regulations apply.

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

- Page
- Library Clerk, non-competitive
- Library Clerk, competitive
- Library Assistant, competitive
- Office Manager, competitive
- Senior Library Clerk, competitive
- Custodian, non-competitive

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.

A protected class is a group of people with a common characteristic who are legally protected from employment discrimination on the basis of that characteristic. Protected classes include: race, creed, color, national origin, sexual orientation, military status, sex, age, marital status, domestic violence victim status, disability, pregnancy-related condition, predisposing genetic characteristics, prior arrest or conviction record, familial status, and gender identity. Employees and applicants for employment are also protected against retaliation for opposing unlawful discriminatory practices.

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 they have 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) 229-7791 ext.5/ director@hydeparklibrary.org or the personnel committee of the library board. The board president serves on the personnel committee and can act as a receiver of information for the committee. A staff member may also initiate a harassment complaint by sending mail to the library, addressed to the personnel committee: Personnel Committee, 2 Main Street, Hyde Park, NY 12538. 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 of good faith reports or because the employee 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.

Sexual Harassment

Position:

The Hyde Park Library District is committed to maintaining a workplace free from harassment in any form including sexual harassment. Sexual harassment is a form of

workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of Hyde Park Library District's commitment to a discrimination-free work environment. Sexual harassment is against the law and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with The Hyde Park Library District. Employees can also file a complaint with a government agency or in court under federal, state or local anti discrimination laws.

Policy (See full policy (3.2) in policy manual):

Hyde Park Library District policy applies to all employees, applicants for employment, interns, whether paid or unpaid, regardless of immigration status, contractors and persons conducting business with the Hyde Park Library District. In the remainder of this document, the term "employees" refers to this collective group.

Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).

Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Hyde Park Library District will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of Hyde Park Library District who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees who believe they have been subject to such retaliation should inform a supervisor, manager, Hyde Park Library Director or a member of the Board of Trustees. All employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

Sexual harassment is offensive, a violation of our policies, unlawful, and may subject Hyde Park Library District to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual

harassment or who allow such behavior to continue, will be penalized for such misconduct.

Hyde Park Library District will conduct a prompt and thorough investigation that ensures due process for all parties whenever management receives a complaint about sexual harassment or otherwise knows of possible sexual harassment occurring. Hyde Park Library District will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.

All employees are encouraged to report any harassment or behaviors that violate this policy. Hyde Park Library District will provide all employees a complaint form for employees to report harassment and file complaints.

Managers and supervisors are required to report any complaint that they receive, or any harassment that they observe or become aware of, to the Library Director or a member of the Board of Trustees of the Hyde Park Library District.

This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees upon hiring.

Annual Sexual Assault Prevention Training:

New York State Law requires that employers of one or more employees must conduct sexual harassment prevention training for all employees each year. Library Administration will provide staff members with instructions on how to complete this training, what is required, and how to report their participation.

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 or when placing them in a particular position. 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 may result in termination.

New Staff Member Orientation

Upon joining our library, you were given a digital copy of our Employee Handbook. After reading this 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 and 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 building better understanding between you and the Library Director, with respect to your job performance and 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 or Office Manager 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 Hyde Park 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

Hyde Park Library Employees are paid every two weeks (bi-weekly). All employees should fill out their timesheets each day after their shift. Timesheets are located in the Payroll Binder at the Circulation desk. All employees will also include hours of any library workshop and/or staff meeting they attend.

The employee timesheet should include the following information:

- Employee's name
- Pay period
- Date worked
- Day worked

- Position worked if applicable
- Hours worked
- Total workweek hours
- Employees Signature and the date

Payday

You will be paid biweekly on Friday for the period that ends on the previous Tuesday. Printed paychecks will usually be available on Thursday, but should not be deposited until the date they are written for. 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 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.

The following are examples of reasons employees may be subject to salary deductions, except where prohibited by state law:

- 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 beyond allotted sick leave.
- Any unpaid leave taken under the Family and Medical Leave Act

The Library will not make deductions which are prohibited by the Fair Labor Standards Act or state laws from its staff members' pay. If questions or concerns about any pay

deductions arise, staff members may discuss and resolve them with the Library Director or Office Manager. 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 contact the Library Director or Office Manager.

Overtime

Overtime pay rates cover time worked in excess of 40 hours per week. Therefore, employees who work more than 40 hours in a week will be paid time and a half. 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. All staff members will be paid for holidays that fall on their regularly scheduled work times. Presently, Hyde Park Library is closed for the following holidays:

- New Year's Eve & New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Juneteenth
- July 4th
- Labor Day
- Thanksgiving Day& the day after
- Christmas Eve & Christmas Day

Federal Holidays

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

Closures; Inclement Weather, Etc.

The Library Director is empowered to close the library to the public for additional days because of safety considerations, due to work being done on the building, or for staff development. 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, such as inclement weather, staff members scheduled to work that day will be compensated just as if the library were open during that time.

Staff Member Benefits

Paid Time Off (PTO)

All employees, to varying degrees, are eligible for Paid Time Off (PTO).

A. Personal Days

1. The Library Director will receive two days of personal leave per calendar year.
2. Other salaried staff will receive one day of personal leave per calendar year.
3. Personal days cannot accumulate.

B. Sick Leave

1. For salaried workers, paid sick leave will accumulate at the rate of one day per month. Unused days may accrue from year to year up to forty-eight days.
2. For hourly workers, there will be up to ten hours of paid sick leave allotted per year.
3. No paid sick leave will be awarded during the probationary period.

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

Employees summoned for jury duty are granted leave in order to serve. The Library will pay the employee's salary minus the amount of jury duty compensation. 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.

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.

Bereavement Leave

1. Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. Bereavement leave of up to five days without loss of pay will be provided to salaried and hourly employees for days regularly scheduled.
2. For the purpose of this policy, members of an immediate family shall be limited to spouse, domestic partner, parents, children, grandchildren, grandparents, brothers, sisters, and any in-laws subject to the discretion of the Director.
3. Employees may, with the Director's approval, use any available paid leave for additional time off as necessary.

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 Board. Staff are encouraged to explore the Paid Family Leave and/or Family Medical Leave options before resorting to this.

1. Compensatory Time.

There is no cash payment for overtime work by salaried personnel, but compensatory time off may be arranged by the Library Director. In the event of an unusual accumulation of hours, the Library Director has the option to grant payment in lieu of compensatory time.

2. Leaves without Pay.

Request for leaves without pay for educational, maternity or paternity, travel or other purposes may be submitted in writing to the Library Director, who will forward them to the Board for consideration. Each case will be considered on its individual merits.

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.

Benefits

Medical Insurance

The Library provides funding towards a medical plan for all salaried workers. There is no “buy-out” option for those who may not wish to take advantage of the plan.

Dental Insurance

Although the Library does not offer funding toward dental insurance, staff are able to buy in to the dental plan that the Director participates in via the Library’s insurance broker Marshall and Sterling. Contact the Director for more information.

Employee Assistance Program

The Library provides access to free counseling and other services for all staff through an employee assistance program that the Dutchess County Director’s Association buys into collectively. Information about this program is posted in the staff break room.

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.

Workers’ Compensation

Employees are entitled to applicable New York State Worker’s Compensation for illness contracted or injury sustained on the job. Employees who become ill or are injured on the job should inform their supervisor immediately and complete a report form.

Disability Insurance

As required by New York State law, the Library provides short-term disability benefits to employees who are unable to work because of a qualifying disability due to an illness, off- the-job injury or pregnancy. There is no cost to the employee for this coverage.

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 or Office Manager.

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

Although staff schedules are generally the same week to week, the library reserves the right to alter schedules based on the changing needs of the library and its patrons. Being regularly scheduled for a shift does not guarantee that an employee will continue to work that shift. Changes in schedules will be announced with as much advance notice as possible. Reasonable accommodations will be made whenever possible.

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-salaried 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 and/or your immediate supervisor 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.

Paid Shift Breaks

- Staff who work 4 hours are entitled to a 15 minute break.
- A shift of 5 or 6 hours gets a 30 minute lunch break.
- A 7 hour shift gets a 30 minute lunch break as well as a 15 minute break.
- An 8 hour shift gets a 30 minute lunch break as well as two 15 minute breaks.

Lactation Breaks

The library will provide a reasonable amount of break time to accommodate a staff member's need to express breast milk for the employee's infant child. The break time should, if possible, be taken concurrently with other break periods already provided.

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. Employees should notify Library Administration that time will be required to express breast milk under this policy.

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 Hyde Park Library exists to serve the Hyde Park 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.

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 while using 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 their 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 or while engaged in library activities. Our staff members are also prohibited from reporting for 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 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 Boards and Pamphlet Rack

Hyde Park Library will make available bulletin board and materials display spaces to fulfill its role as a source of community information. Space is available under the following conditions:

1. Items displayed are restricted to regional cultural / educational events, legal notices, or announcements from local non-profit groups. Advertised events should occur within 45 days.
2. The library director or designee must approve all posters, flyers, and other such materials. Final determination on the display of materials will be determined by the library director in keeping with the library's role as a source of community information.
3. The library will be allowed to retain copies of any materials posted or placed in the library for distribution.
4. Certain restrictions apply to the materials which are displayed. Disallowed materials are those that do not fit within the library's role as a source of community information or are inconsistent with our mission statement, including, but not limited to:
 - partisan political material
 - petitions
 - solicitations / or items for sale
 - surveys
 - proselytizing materials

5. The library will not be responsible in any fashion or manner for any materials permitted to be displayed under this policy.

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.

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 Employee 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 as soon as you become aware of it. 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 Hyde Park 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 Hyde Park 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.
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 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. Open-toed shoes, excessively high heels, cut-off and frayed shorts, and short shorts are prohibited as well as low-cut shirts, see-through shirts, shirts and hats with statements or advertisements (political or otherwise, including team logos), and excessively soiled clothing. Staff will maintain personal hygiene that is appropriate for working closely with patrons and other staff. Many people, including your fellow employees, are sensitive to strong scents such as colognes and perfumes. Staff members should be aware of this and try to limit application of strong scents as much as possible.

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 the employee in the interactive process of determining 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 their job, the cost, and the effect on business operations. In some cases, employees will be required to provide documentation from an appropriate healthcare provider. 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

Included in the Personnel Files are the following items:

- a. Forms related to hiring
- b. Letters of reference
- c. Background check information
- d. Evaluations
- e. Reprimands
- f. Statements of grievance and problem resolution
- g. Commendations, letters, and memoranda relating to performance
- h. Memoranda relating to health, maintained in a sub-file
- i. Emergency telephone numbers
- j. Other materials deemed necessary and relevant to the function of the Library

It is the responsibility of each employee to promptly notify the Library Director or Office Manager of any changes in personal data. Personal mailing addresses and telephone numbers, emergency contacts' names and telephone numbers, and other such reports should be accurate and current at all times.

Personnel Files are confidential. They are located in a locked cabinet in the Office Manager's office. Access to these files is limited to the Library Director and their specific designees for specific tasks such as updating staff records and conducting annual reviews.

The Library will release the following information about an employee upon a request verified as legitimate by the Library Director:

- a. Dates of employment
- b. Position(s) held
- c. Additional information will be released only at the employee's request.

No employee shall disclose any information obtained from personnel records concerning another staff member without the permission of the Library

Director. Employees should notify supervisors before listing them on references on applications.

All employees have the right to inspect their personnel files, except for confidential materials and materials not required to be disclosed under New York State law. Files are available by making arrangements with the Library Director.

Outside Employment

Library employees are free to simultaneously hold positions with other employers provided that their other jobs do not negatively impact the library, involve the use of confidential information learned directly or indirectly from their employment at the library, or present a conflict of interest with their library position (e.g., working for a company that has a business relationship with the library).

Outside employment by the Library Director requires express approval by the Board of Trustees.

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 other than the Director 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, physical or electronic files, or Library credit cards, must be returned immediately at the time employment ends. 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.

Discipline/Termination of Employment

1. **Notice.** In the case of termination of services, on the part of the employer, a part-time employee will receive two weeks' notice, and a full-time employee will receive one month's notice. An employee who resigns is expected to give the Library the same notice, except in the case of illness or family emergency. Employees may be terminated for substandard work without notice during the probationary period.
2. **Counseling.** After the probation period, employees will receive oral and written counseling to improve substandard work before dismissal. Serious offenses, including but not limited to theft, use of drugs or alcohol while at work, physical assault, or a determination of sexual harassment on the part of the employee, may result in immediate dismissal without counseling.
3. **Grievance.** Employees who are terminated may file a grievance with the President of the Board of Trustees within five days of termination. A grievance must be made in writing.
4. **Civil Service Law.** Discipline and Termination will follow the guidelines of Dutchess County Civil Service Law.
5. **Budget cutbacks.** If budget cuts necessitate a reduction in staffing levels, the Library Director will determine which positions can be cut to create the least negative effect on Library services, and submit a plan to the Library's Board of Trustees for approval before implementation. Longevity will also be a major factor in retaining staff.

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.

All staff will be shown the *Hyde Park Library Emergency Staff Operations* PowerPoint presentation when hired. Please observe the following precautions:

- 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.

- The use of alcoholic beverages, marijuana or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages, marijuana or illegal substances on the library's property during working hours is forbidden.
- Use, adjust and repair machines and equipment only if you are trained and qualified.
- Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
- Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess; just ask the Library Director.
- 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, 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. ***No inspection will take place without the knowledge and permission of the Library Director.*** In the event of the Library Director's absence, their official designee is responsible for making this decision. 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, may 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 or anywhere on library premises. 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 or equipment 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 administrator.

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.

When events warrant an evacuation of the building, you should follow the procedures outlined in our *Emergency Staff Operations* document. 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 Employee Handbook

This is to acknowledge that I have received a copy of the Hyde Park Library Employee 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 Employee Handbook. I understand that the policies outlined in this Employee 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 the library reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without prior notice. I understand that I will be notified of any changes and provided with an updated Employee Handbook as soon as possible. I understand that no oral statements or representations can change the provisions of this Employee Handbook.

I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period. I understand that this Employee Handbook refers to current policies and benefits maintained by the library and that I must refer to the actual documents as those documents are controlling.

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

NAME _____

DATE _____

SIGNATURE _____