



# MENDON PUBLIC LIBRARY

## EMPLOYEE HANDBOOK

Prepared by:

**HR·Works, Inc.** 

# MENDON PUBLIC LIBRARY

## Employee Handbook

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# **SECTION ONE**

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## **INTRODUCTION**

# WELCOME

Welcome to the staff of the Mendon Public Library. We are pleased you have decided to share your expertise and interest in public library service with the library staff and community of Mendon. We would like your association with us to be meaningful to you and the library.

We hope that this Employee Handbook will help you understand the personnel policies of the library. It is your copy to keep and refer to as needed. It is meant to be a comprehensive guide. You may have questions of interpretation or need clarification on certain points. Unless otherwise directed within the policy, all questions should be discussed with the Director. If he/she cannot answer your questions, he/she will get the answers for you or refer you to the appropriate sources. After you have read the policies, please sign and return the employee acknowledgement form.

Please understand that this handbook does not create any expressed or implied contract. It is specifically agreed and understood that either yourself or the Mendon Public Library can terminate your employment.

Again, welcome to the library. We are pleased you are here and look forward to working together.

Sincerely,



Laurie Guenther, Director



Bruce Peckham, President, Library Board of Trustees

# **VISION & MISSION STATEMENT**

## **VISION STATEMENT**

“The Mendon Public Library will be an essential contributor to the quality of life in the Town of Mendon. Our library will provide life-long learning opportunities through exemplary collections, technological information resources, and opportunities to gather, discuss, learn and enjoy.”

## **MISSION STATEMENT**

“The Mendon Public Library is chartered by the Board of Regents of the University of the State of New York. Recognizing its role as an essential contributor to the quality of life in the Town of Mendon, our library provides users with a variety of materials, services, programs, and external resources to support every age with independent study, technology, and support services.”

Approved by the Mendon Public Library Board of Trustees – April 7, 2009

## OUR BEGINNINGS

A group of women from the Fortnightly Club of Honeoye Falls formed the Honeoye Falls Free Library in 1912. It's 500 books were circulated free of charge from two upstairs rooms in a building on Main Street.

In 1928, Jonathon Noxon bequeathed \$10,000 to the Honeoye Falls Free Library for the purpose of erecting a library building. The Honeoye Falls Free Library Association transferred its holdings to the newly incorporated Honeoye Falls Library, Inc. in 1935. The new library was completed in 1936; it is the white home-like building at 15 Monroe Street.

The Town of Mendon established the Mendon Public Library in 1968. The Trustees of the Honeoye Falls Library voted to dissolve that organization and transfer its assets to the newly established Mendon Public Library. An addition to the Monroe Street library building was completed in 1975 to make room for the expanded collection. Over one hundred volunteers from church, social and service groups in the community moved the entire book collection from the old building into the new space.

In 2011 we moved into our present facility. This facility was funded with a bond of 1.35 million, \$500,000 NYS construction grant and an additional bond of \$550,000. The Friends of the Library are an active organization, raising over \$400,000 to help fund the additional bond of \$550,000.

We typically circulate over 100,000 items per year, about 50,000 people visit our library during the year, and approximately 3,000 people attend our free library programs. We offer study rooms, free internet access, free wireless access, and comfortable places to read. Our Friends are very active, providing many fundraising events, including the popular book sale, held at 15 Monroe St.

We are a member library of the Monroe County Library System. (MCLS) Through cooperation with member libraries, we are able to provide our patrons with access to books from any Monroe County Library. MCLS supports our shared "card catalog." Our patrons can also access databases, e-books, and other electronic materials through MCLS.

We are a public library funded primarily with Town of Mendon tax dollars (90+%). Additional funding is acquired through State Aid and fines and fees we collect at our desk. The Town of Mendon Board appoints the Library Board of Trustees, and approves the bottom line of our operating budget. The Board of Trustees makes policy for the library, and prepares and oversees the library operating budget. The Library Director reports directly to the Board of Trustees, all other staff report to the Library Director.



# PREFACE

This handbook\* outlines the Human Resources policies and benefit plans currently in effect at the Town of Mendon Public Library. In this employee handbook, the Town of Mendon Public Library is also referred to as “Mendon Public Library” “library” or “organization.” New or revised policies are issued periodically and are effective as of the date shown at the bottom of the page.

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

## Important Information about Benefits

As our organization evolves, we will continue to review and revise these human resources policies and benefit programs. The organization reserves the right to alter, reduce, or terminate any pay practices, policies, premium contributions, benefits and benefit plans, in whole or in part, without advance notice. Any such change may affect retirees and beneficiaries, as well as active employees.

The benefit information found in this handbook is intended to provide an overview of the benefit plans. The actual benefits are controlled by the terms of the applicable plan documents and insurance policies. Questions regarding the interpretation of these plans will be answered in accordance with the actual plan documents and insurance policies, rather than the summaries contained in this handbook. Employees may obtain copies of these documents from the Library Director. The organization and/or the plan administrator have the sole discretion to determine the eligibility for benefits and to interpret and administer these benefit plans.

If a discrepancy exists between the policies in this manual and New York State Employment Law, New York State employment law will govern.

\* This handbook and its policies are effective February 2015 and supersede all other personnel manuals and personnel policies previously distributed by the organization. To avoid confusion, please discard any copies of previously published employee handbooks.

## **SECTION TWO**

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# **EMPLOYMENT PRACTICES**

## **2.01 NON-DISCRIMINATION**

Mendon Public Library is committed to a policy of Equal Employment Opportunity with respect to all employees and applicants for employment. The organization prohibits discrimination against qualified employees and applicants in all aspects of employment including, but not limited to: recruitment, hiring, compensation, promotion, job assignments, transfers, demotions, training, leaves of absence, layoff, benefits, termination, and employer-sponsored activities, including social and recreational programs. This policy prohibits discrimination against all legally protected classes including, but not limited to: race, color, sex, age, disability, religion, citizenship, national origin, ancestry, military status or veteran status, marital status, sexual orientation, domestic violence victim status, predisposing genetic characteristics and genetic information, and any other status protected by law.

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### **PRACTICES**

This policy is observed in all employment practices, including, but not limited to: recruitment, hiring, compensation, promotion, job assignments, transfers, demotions, training, leaves of absence, layoff, benefits, termination, and employer-sponsored activities, including social and recreational programs and on-the-job treatment of individuals.

### **DECISIONS**

Decisions regarding all employment practices and terms of employment, including, but not limited to: recruitment, hiring, compensation, promotion, job assignments, transfers, demotions, training, leaves of absence, layoff, benefits, termination and employer-sponsored activities, including social and recreational programs, will be made in accordance with this policy.

### **MANAGEMENT RESPONSIBILITIES**

The Library Director is responsible for immediately reporting and responding to a discrimination complaint. It is critical that any reference to discrimination, whether formal or informal, is taken seriously.

### **QUESTIONS AND COMPLAINTS**

Questions regarding the administration of this policy, or a complaint regarding Equal Employment Opportunity, should be directed to the Library Director. The organization will promptly and thoroughly investigate all complaints. Confidentiality will be maintained to the greatest degree possible, consistent with the organization's obligation to thoroughly investigate the complaint.

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

**NO RETALIATION**

It is the policy of Mendon Public Library that any employee who makes or participates in the investigation of a discrimination complaint will not be retaliated against in any way. Employees who feel that they have been retaliated against for such activity should immediately contact the Library Director.

## **2.02 SEXUAL HARASSMENT**

It is the policy of Mendon Public Library that employees are provided a work environment free from all forms of discrimination, including sexual harassment. Sexual harassment refers to sexually oriented behavior that is not welcome, that is personally offensive and interferes with our work effectiveness. Sexually oriented acts or sex-based conduct have no legitimate business purpose. All employees and non-employees conducting business in our workplace must refrain from engaging in sexual harassment.

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### **DEFINITION**

Sexual harassment includes, but is not limited to: unwelcome sexual advances, requests for sexual favors and/or other verbal, non-verbal or physical conduct of a sexual nature where: submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating or hostile environment. Specific examples of sexual harassment include, but are not limited to: vulgar remarks, pinching, jokes, teasing, and uninvited touching.

### **REPORTING A CLAIM**

Employees who believe they have been the subject of sexual harassment should report their complaint immediately to the Library Director. The organization will promptly and thoroughly investigate all complaints.

### **MANAGEMENT RESPONSIBILITIES**

If the Library Director observes an employee violating this policy, immediate action will be taken to stop the misconduct. The Library Director will also immediately notify the Board of Trustees, even if no complaint has been made by an employee, or even if the employee complaining has requested that no action be taken. A prompt and appropriate investigation, if necessary, will take place.

The Library Director is responsible for ensuring that the organization is free from sexual harassment even if it is committed by individuals outside the organization. This may include, but is not limited to: patrons, vendors, independent contractors, visitors, or any other individual conducting business in the library.

## **CONFIDENTIALITY AND RETALIATION**

It is the policy of Mendon Public Library that any reporting employee or employee participating in the investigation of a sexual harassment complaint will not be retaliated against in any way. Complaints will be investigated promptly and confidentiality will be maintained to the greatest degree possible, consistent with our obligation to thoroughly investigate the allegation. Employees who feel that they have been retaliated against for reporting a complaint or participating in an investigation of a complaint should contact the Library Director.

## **CORRECTIVE ACTION**

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

## **2.03 NON-HARASSMENT**

Mendon Public Library is committed to maintaining a work environment free from all forms of unlawful harassment, and where the individual dignity of each employee is respected. Our organization prohibits unlawful harassment against anyone, for any reason, including, but not limited to: race, color, sex, age, disability, religion, citizenship, national origin, ancestry, military status or veteran status, marital status, sexual orientation, domestic violence victim status, predisposing genetic characteristics and genetic information, and any other status protected by law. All employees and non-employees conducting business in our workplace must refrain from engaging in unlawful harassment.

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### **DEFINITION**

The creation of an intimidating or hostile working environment, based on one or more of the above categories, constitutes unlawful harassment. Specific types of unlawful harassment include, but are not limited to:

- Physical harassment refers to pushing, hitting, or unwanted physical touching;
- Verbal abuse refers to verbal comments regarding, or made because of, an individual's membership in one of the categories listed above;
- Written harassment refers to derogatory or degrading written comments regarding, or made because of, an individual's membership in one of the categories listed above. Specific examples include, but are not limited to: e-mail, text messages, memos, notes, graffiti, other visual depictions or pictures; and
- Inappropriate, unwelcomed behaviors, such as whistling, not giving someone enough physical space, and blocking behaviors.

Unlawful harassment, whether it is sexual, physical, verbal or written in nature, is a form of employee misconduct which undermines the integrity of the employment relationship within our organization.

### **REPORTING A CLAIM**

Employees who believe they have been the subject of unlawful harassment should report their complaint immediately to the Library Director. The organization will promptly and thoroughly investigate all complaints.

## **MANAGEMENT RESPONSIBILITIES**

If the Library Director observes an employee violating this policy, immediate action will be taken to stop the harassment. The Library Director will also immediately notify the Board of Trustees, even if no complaint has been made by an employee, or even if the employee complaining has requested that no action be taken. A prompt and appropriate investigation, if necessary, will take place.

The Library Director is responsible for ensuring that the organization is free from unlawful harassment by individuals outside the organization. This may include, but is not limited to: patrons, vendors, independent contractors, visitors, or any other individual conducting business in the library.

## **CONFIDENTIALITY AND RETALIATION**

It is the policy of Mendon Public Library that any reporting employee or employee participating in the investigation of a harassment complaint will not be retaliated against in any way. Complaints will be investigated promptly and confidentiality will be maintained to the greatest degree possible, consistent with our obligation to thoroughly investigate the allegation. Employees who feel that they have been retaliated against for reporting a complaint or participating in the investigation of a complaint should contact the Library Director.

## **CORRECTIVE ACTION**

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



## **2.04 CODE OF ETHICS**

As an organization within the Town of Mendon, the Mendon Public Library trustees and employees are subject to the Town of Mendon Code of Ethics. In addition, the Mendon Public Library Trustees, volunteers, and employees realize it is their responsibility to the Town of Mendon to provide quality library service to the community. The following represent our commitment to the ethical standards for our library.

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### **GENERAL REQUIREMENTS**

We will provide the highest level of service to all library users with appropriate and usefully organized resources, equitable service policies, equitable access, and accurate, unbiased, and courteous responses to all requests. No preference will be given to any person or group of people.

We will distinguish between our personal attitudes and philosophies and those of the Library, acknowledging the formal position of the Board. After a policy or rule is adopted by a majority of the Library Board, individuals should publicly support those decisions.

All will respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information. We respect each user's right to privacy and confidentiality with respect to information sought or received and resources reviewed. All library records are confidential.

We uphold the principles of intellectual freedom. All will support the resistance of censorship of library materials by groups or individuals.

### **PROPRIETARY INFORMATION**

In working at Mendon Public Library, employees will learn things about our business and our customers' businesses which are proprietary or confidential. Every employee of the organization has a professional and ethical responsibility to treat this information as privileged and to ensure such information is not improperly or accidentally disclosed. Except as required in the performance of their duties for the organization, employees may not use or disclose any proprietary information such as business plans, financial data, management information systems, trade secrets, customer or supplier information and customer or supplier contracts to anyone who does not work for us or have a need to know the information.

Upon termination of employment, employees must return all organization property and all copies of documents, notes, computer disks, flash drives, and other repositories containing pricing lists, invoices, marketing methods, management information systems, financial information, employee lists, and all other information that is not general public knowledge relating to Mendon Public Library, and not retain any duplicates.

### **EMPLOYEE RESPONSIBILITY**

Employees are responsible for promptly advising management of any violation or suspected violation of these guidelines on conflicts of interest, proprietary information, or gift giving and receiving, or any violation or suspected violation of any other organization policy. Violations of this policy are subject to disciplinary action, up to and including termination of employment and, if applicable, legal action. The organization protects those employees from retaliation who in good faith report possible inappropriate, unprofessional, illegal or unethical actions. Any employee who believes they have been retaliated against in violation of this policy should notify the Library Director immediately. Individuals who engage in any retaliation in contravention of this policy are subject to disciplinary action in accordance with the organization's Standards of Conduct policy.

### **ADDITIONAL INFORMATION**

Employees should meet with the Library Director if they have questions regarding the application of this policy.

## **2.05 GIFT POLICY**

The Mendon Public Library Board of Trustees believes that private initiative plays an essential role in enriching library services for the Mendon community. Private giving is a chance for contributors to give a lasting gift that will benefit our children and grandchildren. Private contributions will offer vibrant educational resources, social opportunities, and satisfy the shifting needs of residents now and in the future.

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### **OUR COMMITMENT**

It is our goal to serve the interests of donors who make financial gifts. To this end, we will:

- Maintain the donor's goal as the primary concern, subject to applicable conditions
- Encourage donors to seek independent professional counsel and representation in making the gift and insist that donors acquire counsel and representation should they have specific questions
- Cooperate with donors and their professional counsel in the exploration of opportunities, costs, and alternatives surrounding financial giving decisions
- Maintain donor confidentiality throughout the entire giving process (Note: pertinent information will be shared to the extent necessary with professional counsel, Mendon Public Library Board of Trustees, and Library Director. (Information that is not of public record will not be made public without the express written permission of the donor.)

All private gifts to the Mendon Public Library Board of Trustees shall be received by the Mendon Public Library Board of Trustees. Unless restricted by the donor for a specified purpose, all donations accepted by the Mendon Public Library Board of Trustees shall be deposited into the Mendon Public Library Memorial Fund checking account. Funds deposited in this account shall be expended as determined by the Mendon Library Board of Trustees to provide a comfortable, welcoming, spacious, and safe library.

### **GIFT ACCEPTANCE**

**GIFTS OF MONEY.** Gifts of money may be donor-restricted or unrestricted. Unless clearly restricted in writing by the donor prior to completion of the gift, the gift will be considered unrestricted.

**GIFTS OF STOCKS, BONDS AND SECURITIES.** The Mendon Public Library Board of Trustees may accept stocks and bonds or other securities. It is the policy of the Mendon Public Library Board of Trustees to immediately liquidate the stock, bond, or security. If the security is such that it cannot be readily liquidated, the Mendon Public Library Board of Trustees may either reject the gift or hold it until it can be liquidated. If possible, this policy will be communicated to the donor in writing prior to the completed gift.

**GIFTS OF REAL ESTATE.** It is the general policy of the Mendon Public Library Board of Trustees that gifts of real estate may be accepted. Since costs and fees associated with gifts of real estate are tax deductible to the donor, the Mendon Public Library Board of Trustees will encourage donors to bear these as part of the gift. An appraisal performed by an independent appraiser must be presented to the Mendon Public Library Board of Trustees. If the Mendon Public Library Board of Trustees elects to consider acceptance of a gift of real estate, the Mendon Public Library Board of Trustees may then engage a review appraiser and an environmental engineering firm. If the market conditions are such that the real estate can be readily liquidated and there is sufficient equity to withstand changes in the market, the Mendon Public Library Board of Trustees may, in its sole discretion, accept such gifts, subject to prior approval of the Mendon Public Library Board.

**GIFTS OF BOOKS AND LIBRARY MATERIALS.** The Mendon Public Library's collection has been enriched by donations of materials the community generously gives. However, not all gifts are given with the understanding that all items will be used in the library collection, and if an item is used to enhance the library collection, it may be added or discarded without consulting the donor. The library supports open access to the public and no guarantee may be made against theft, mutilation, or wear.

Books and other library materials will be accepted on an unrestricted basis and ownership transferred immediately to the Friends of the Mendon Public Library. Friends of the Mendon Public Library in consultation with the Library Director will have the exclusive right to keep, use, sell, or dispose of books and other library materials in any manner whatsoever.

GIFTS OF PROPERTY OTHER THAN MONEY, SECURITIES, REAL ESTATE, BOOKS AND OTHER LIBRARY MATERIALS (“OTHER PROPERTY”). The Mendon Public Library Board of Trustees seeks to satisfy the charitable giving needs of all its donors and is willing to explore any alternative gift options that will satisfy those needs. These gifts may be accepted on a case-by-case basis. The Mendon Public Library Board of Trustees may accept them with the prior written acknowledgement by the donor that such gift may be immediately sold or liquidated by the Mendon Public Library Board of Trustees, in its sole discretion. Gifts should be complete and may be refused if the expenditure of funds is necessary to make the gift items usable. Gifts resulting in ongoing costs to the Library such as staffing or special maintenance will require special Mendon Public Library Board approval for acceptance.

APPRAISALS. The staff of the Mendon Public Library or the Mendon Public Library Board of Trustees will not assign values to any in-kind gifts. The donor should obtain appraisals or statements of value for tax deduction purposes.

## **RESTRICTIONS**

DONOR RESTRICTED. Donor restrictions must be stated in writing by the donor and retained on file by the Mendon Public Library Board of Trustees. Any restrictions must be approved and accepted by the Mendon Public Library Board of Trustees prior to the acceptance of the gift. Certain restrictions may be preapproved from time to time by the Mendon Public Library Board of Trustees, such as for the purchase of books in a particular subject area or for the purchase of equipment and technology for the new library.

UNRESTRICTED. Any other gifts of money to the Mendon Public Library Board of Trustees shall be unrestricted.

## **PROCEDURES**

The Mendon Public Library Board of Trustees shall establish procedures for providing for gift acknowledgement forms, receipts, transfer forms, and the like.

## 2.06 CONFLICT OF INTEREST

The Board of Trustees of the Mendon Public Library recognizes that there are rules of ethical conduct for officers and employees which must be observed if a high degree of moral conduct is to be obtained and if public confidence is to be maintained with our organization. This policy shall serve as a guide for official conduct to protect the integrity and reputation of volunteers, staff and board members. The standard of behavior of the Board of Trustees of the Mendon Public Library is that all staff, volunteers, and board members scrupulously avoid any conflict of interest between the interests of the Mendon Public Library on one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as perceptions of conflicts of interest. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

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### DEFINITIONS

**Interested Person.** Any staff, volunteer or Board Member, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest.

**Financial Interest.** a person has a financial interest if the person has, directly or indirectly, through family, business or professional associates:

- An ownership or investment interest in any entity which the Mendon Public Library has a transaction or arrangement,
- A compensation arrangement with the Mendon Public Library or with any entity or individual with which the Mendon Public Library has a transaction or arrangement, or
- A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Mendon Public Library is negotiating a transaction or arrangement.

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Mendon Public Library governing board decides that a conflict of interest exists.

## **STANDARDS OF CONDUCT**

Every staff, volunteer and Board member of the Mendon Public Library shall be subject to and abide by the following standards of conduct: (a) Gifts. No staff, volunteer or Board member shall directly or indirectly solicit or receive any money, whether in the form of cash, check, loan, credit, or any other form in any amount, or solicit any gifts, or accept or receive any individual annual gift, having a value of twenty five dollars or more, whether in the form of services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could be reasonably inferred that the money or gift was intended to influence or could be reasonably expected to influence, him or her in the performance of official duties or was intended as a reward for any official action.

## **CONFIDENTIAL INFORMATION**

No staff, volunteer or Board Member shall disclose confidential information acquired in the course of official duties or use such information to further a personal interest, except when required by law.

## **DISCLOSURE OF INTEREST IN LEGISLATION**

To the extent known, any staff, volunteer or Board Member of the Mendon Public Library who participates in the discussion or gives an official opinion to the Mendon Public Library on any legislation before it shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he or she may have in such legislation.

## **INVESTMENTS IN CONFLICT WITH OFFICIAL DUTIES**

He/she shall not invest or hold any investment, directly or indirectly, in any financial, business, commercial or other private transaction which creates a conflict with his/her duties concerning the Mendon Public Library.

## **PRIVATE EMPLOYMENT**

No staff, volunteer or Board Member shall engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his or her duties.

## **OBLIGATION TO CITIZENS**

No staff, volunteer or Board member of the Mendon Public Library shall use or attempt to use his/her official position to secure unwarranted privileges or exemptions for himself/herself or others or grant any special consideration; treatment or advantage to any citizen beyond that which is available to every other citizen.

## **PROCEDURES**

In the course of meetings or activities, all staff, volunteers and Board members will be expected to disclose to the best of their knowledge, any interests in a transaction or decision where personal, professional or business associates could receive a benefit or gain. This may be done in writing or verbally. After disclosure, the disclosing member may be asked to leave the room for the discussion and will not be permitted to vote on the question. The remaining board or committee members shall decide if a conflict of interest exists.

The staff, volunteer or Board member may make a presentation at the governing board or committee meeting, but after the presentation, he/she may be asked leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

The chairperson or the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

After exercising due diligence, the governing board or committee shall determine whether the Mendon Public Library can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Mendon Public Library best interest and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

If any person knowingly and intentionally violates any of the provisions of this policy, he/she may be removed from office or membership. This conflict of interest policy may be amended from time to time by a majority vote in the Mendon Public Library.



## **2.07 INDIVIDUALS WITH DISABILITIES**

Mendon Public Library fully supports the Americans with Disabilities Act (ADA) and New York State Human Rights Laws which make it unlawful to discriminate in employment against a qualified individual with a disability. The organization prohibits discrimination against employees and applicants with disabilities in all aspects of employment. Our organization's commitment to this policy includes making reasonable accommodations to persons with disabilities to enable them to perform the essential functions of their jobs, unless to do so poses an undue hardship on the organization or a direct threat to health or safety.

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### **OUR COMMITMENT**

The employee or applicant should make the organization aware of his or her need for an accommodation by notifying the Library Director. The organization will work with each individual to define his or her job-related or application-related needs and to try to accommodate those needs. Employees may not refuse to work alongside co-workers who have disabilities.

### **QUALIFIED INDIVIDUALS WITH DISABILITIES**

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

### **REASONABLE ACCOMMODATION**

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

### **DETERMINING APPROPRIATE ACCOMMODATIONS**

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

## **2.08 WHISTLEBLOWER PROTECTION**

Mendon Public Library strives to protect its employees, business and community as best as possible. As a matter of policy and practice, as well as in compliance with various laws, we offer employees whistleblower protection when they report certain activities or make a complaint to management about a specific situation or occurrence in the workplace that may be unsafe, illegal, abusive or fraudulent. The complaint will be taken seriously and investigated to the fullest extent possible. Employees who make complaints of this nature will be protected from retaliation.

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### **MAKING A COMPLAINT**

If an employee believes that a workplace activity or situation is unsafe, illegal, abusive or fraudulent, he/she should bring the problem to the attention of the Library Director then the President of the Board of Trustees. Mendon Public Library will, if appropriate, conduct a prompt and thorough investigation of the situation. Employees may report problems anonymously, but should be aware that this may hamper Mendon Public Library's ability to obtain further details and/or ask follow-up questions during its investigation.

Problems that are covered by other Mendon Public Library complaint procedures (e.g., employment discrimination, harassment) must be reported in the manner and to the individual(s) set out in those specific procedures, and not under this policy.

### **NO RETALIATION**

Employees who make a complaint in good faith will not be retaliated against or penalized in any manner. The employee's identity, if made known to Mendon Public Library, will be protected to the greatest extent possible, consistent with the need to investigate and remedy the situation. Any employee who believes he or she has been retaliated against in violation of this policy should notify the Board of Trustees immediately.

## 2.09 INTELLECTUAL FREEDOM AND CONFIDENTIALITY OF LIBRARY RECORDS

Mendon Public Library employees shall abide by the American Library Association (ALA) the Freedom to Read statement and the confidentiality of Library Records policy.

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### GENERAL GUIDELINES

For further information on the Freedom to Read statement please refer to the full text.

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>

For further information on confidentiality of library records please refer to the full text.

<http://www.ala.org/advocacy/intfreedom/statementspols/otherpolicies/policyconfidentiality>

### ADDITIONAL INFORMATION

Please see the Library Director for additional information or clarification of any aspect of this policy.

## **SECTION THREE**

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# **EMPLOYEE RELATIONS**

## **3.01 RECRUITMENT & PLACEMENT**

Our organization recruits and selects individuals for employment on the basis of merit, qualification and competency without regard to all legally protected classes, including, but not limited to: race, color, age, sex, disability, religion, citizenship, national origin, ancestry, military status or veteran status, marital status, sexual orientation, domestic violence victim status, predisposing genetic characteristics and genetic information, and any other status protected by law. All job offers are contingent upon the applicant providing proof of legal authorization to work at the organization.

The Library Director, appointed by the Mendon Public Library Board of Trustees, is the Library executive administrator with full responsibility for personnel management under policies approved by the Board of Trustees. The Director is responsible for recruiting, hiring, training, evaluating, promoting, and dismissing staff members and informing Library Board of these decisions.

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### **CIVIL SERVICE**

Mendon Public Library is subject to Civil Service Law. Mendon Public Library is a civil service institution, with an independent Board of Trustees appointed by the Town of Mendon. The Library follows Civil Service Law as established in New York State (Section 75).

### **JOB POSTING**

Notices of job vacancies are posted internally and externally on regular media outlets. Employees should notify the Library Director if they would like to be considered for a different position within our organization.

### **INTRODUCTORY PERIOD**

The performance of new employees will be evaluated at the end of a three month introductory period. Successful completion of the introductory period does not guarantee employment for any period of time thereafter and does not affect the employee's employment-at-will status during or after the introductory period.

### **HIRING PROCESS**

The hiring procedure includes recruitment, interviewing, and reference checks of all applicants considered for the opening. Proof of academic achievement may be required for some positions.

## 3.02 EMPLOYMENT CLASSIFICATIONS

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

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### FULL-TIME

Employees in this category are regularly scheduled to work at least 35 hours per week and receive benefits based on position, length of service and scheduled hours.

### PART-TIME

Employees in this category are regularly scheduled to work less than 35 hours per week and are eligible for certain benefits as stated to them in writing based on their position and length of service.

### CIVIL SERVICE JOB CLASSIFICATIONS AND TITLES FOR THE LIBRARY

Title	Classification number	Type
Library Director 1	3-18-011	Competitive
Librarian 1, part time	5-12-010	Non-competitive
Library Page	4-18-009	Labor
Library Technician	6-12-018	Non-competitive
Sr. Library Clerk, part time	5-19-006	Non-competitive
Bookkeeper, part time	4-03-001	Non-competitive
Cleaner, part time	4-11-016	Labor
Librarian Assistant, part time	4-19-011	Non-competitive
Secretary, part time	4-05-039	Non-competitive
Driver, messenger, part time	4-05-020	Non-competitive

### FLSA CLASSIFICATIONS

Under the Federal Fair Labor Standards Act (FLSA), all positions, regardless of employment classification, are classified as either exempt or non-exempt for overtime and minimum wage requirements based on the nature of the job duties and amount of wages.

**EXEMPT EMPLOYEES:** The FLSA provides an exemption from both minimum wage and overtime pay for employees employed as executive, administrative, professional, outside sales and computer employees.

NON-EXEMPT EMPLOYEES: Under the FLSA, non-exempt employees must be paid at least the federal minimum wage for all hours worked, and overtime pay at one and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

## **3.03      ORIENTATION PROGRAM**

People are the core of our mission at Mendon Public Library. To help get new employees off to a good start in our organization, an orientation program will be scheduled during the first week on the job.

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### **DURING THE FIRST FEW DAYS**

An appointment will be scheduled for new employees to meet with the Library Director who will explain benefits, answer questions and help employees complete the payroll and benefit forms.

The Library Director gives the new employee a tour of our facility, introduces him or her to co-workers, explains general expectations for performance and behavior, and begins training him or her on specific job requirements. It is important for employees to read our handbook, as it will answer many questions about our organization and its personnel policies.

### **EMPLOYEE RESPONSIBILITIES**

During the first few days of employment, new employees are expected to promptly and accurately complete a number of employment-related forms and documents. The Library Director is available to answer questions or to assist new employees with any procedures, subjects, or issues affecting their job or employment relationship.

### **THROUGHOUT THE EARLY WEEKS**

Throughout the first few weeks, employees will be given on-the-job training. During this time employees should gain a full understanding of their job responsibilities and our agency's standards for their position. The Library Director is anxious to help in any way they can, so employees should not hesitate to ask questions.



## **3.04 WORKING HOURS**

Our organization observes a 35 hour workweek. Time records are kept for each employee showing the hours worked each week.

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### **WORKWEEK**

Because of the nature of our business, workdays and hours may vary with the job. Our standard workweek consists of seven hours per day, five days per week.

### **MEAL BREAK**

A 30-minute, unpaid meal break is standard, for a shift lasting more than six hours unless otherwise stated for an employee's position and/or department. The Library Director is responsible for the scheduling of meal breaks.

### **NURSING MOTHERS' PROTECTION**

Nursing mothers may receive break time each day to express breast milk for up to three years after the birth of a child. Meal periods may also be used for this purpose. A nearby private area or room, which is not a bathroom, will be provided in which the employee may express breast milk. No employee will be penalized or retaliated against for choosing to express breast milk. Employees needing a private area for expressing breast milk should see the Library Director for more details.

### **TIME RECORDS**

Employees are responsible for recording their hours worked and any absences on a time sheet each week, signing it and then submitting it to the Library Director at the end of each pay period, no later than Friday afternoon.

To ensure accurate record keeping of hours worked, non-exempt employees are required to enter their time into the time record as close as possible to the beginning or end of their actual working time. Non-exempt employees may not work overtime without advance written permission from the Library Director.

In the case of sickness, -employees must notify the Library Director as soon as possible before the start of the work day. Employees should try and find coverage for their absence. Sick time for non-exempt employees is not compensated.

## **3.05 PAY PRACTICES**

Mendon Public Library is committed to a policy of fair and equitable compensation for work well done.

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### **WAGE AND SALARY PROGRAM**

Our organization assigns wage rates to each job based on the job requirements and the economic conditions of the organization and the community.

Employees will be notified annually of their pay rate, regular payday, and related information.

### **MERIT INCREASES**

Pay increases may be provided when an employee demonstrates improvement or outstanding performance in his or her job. When reviewing pay increases, the organization considers the profitability of the organization, the employee's individual work performance and other economic conditions.

### **PAYDAY**

Employees are paid bi-weekly on Thursdays. If payday falls on a scheduled holiday, typically employees will be paid on the day before the holiday. Library pay dates will be determined by the Town of Mendon payroll schedule. This includes changes in pay dates due to holidays.

### **DIRECT PAYROLL DEPOSIT**

Employees have the option of being compensated through direct deposit. The Library Director answers questions regarding direct deposit.

### **GARNISHMENTS**

A court may order the organization to garnish amounts directly from the employee's paycheck. Our organization must withhold the amount indicated in the garnishment from the employee's paycheck in accordance with federal and state law.

### **TRAVEL TIME**

Non-exempt employees required to travel for work-related reasons are paid in accordance with federal and state wage and hour laws. For more information see the Library Director.

## **TRAVEL/EXPENSE REIMBURSEMENT**

Employees will be reimbursed for pre-authorized expenses, such as: organization-related travel mileage, hotel expenses, airfare, or other business expenses incurred on behalf of Mendon Public Library. The employee must complete a travel/ expense reimbursement form, attach any receipts and submit it to the Library Director.

## **OVERPAYMENTS**

In the event an employee is overpaid due to a mathematical or clerical error, Mendon Public Library will proceed to recoup the overpayment as outlined by New York state law. For more information, see the Library Director.

## **POLICY FOR DEDUCTIONS FROM WAGES**

It is our policy to comply with the salary basis requirements of the FLSA. Therefore, we prohibit all organization from making any improper deductions from the salaries of exempt employees or from the wages of any other employee that are not consistent with state wage and hour laws. The organization does not allow deductions that violate the FLSA or state wage and hour laws.

## **PERMITTED DEDUCTIONS FROM EXEMPT EMPLOYEE'S PAY**

Deductions from pay are permissible for exempt employees, for example, under the following circumstances:

- For absences from work for one or more full days for personal reasons other than sickness or disability;
- For absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
- For required local, state or federal withholding taxes;
- To offset amounts employees receive as jury or witness fees, or military pay; or
- For unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

In addition, the organization is not required to pay the exempt employee's full weekly salary:

- For time not worked in the initial or terminal week of employment;
- For penalties imposed in good faith for infractions of safety rules of major significance; or
- For unpaid leave taken under the Family and Medical Leave Act (if applicable).

In the above three circumstances, either partial-day or full-day deductions may be made.

## **REPORTING IMPROPER DEDUCTIONS**

Employees should report improper deductions immediately to the Library Director. Employees will not be retaliated against for making a complaint. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made.

## **3.06 OVERTIME**

Our business occasionally requires longer-than-average hours of its employees in order to meet the needs of our customers. It is necessary and requested that each of us comply with overtime needs so that we may meet the deadlines established by our customers.

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### **OVERTIME RATES**

Non-exempt employees are paid one and one-half times their regular hourly rate of pay for overtime hours worked in excess of 40 hours in a workweek.

For purposes of calculating overtime, our workweek starts on Monday and ends on Sunday.

### **AUTHORIZATION**

All overtime must be authorized in advance by the Library Director.

### **DEFINITION OF HOURS WORKED**

Only actual hours worked are counted when calculating overtime.

### **VIOLATIONS**

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

## **3.07 POSITION DESCRIPTIONS**

A position description is written for each position in our organization and maintained on file. The purpose of these position descriptions is to define job standards and essential functions and physical requirements, as well as marginal or peripheral duties and reporting relationships for the various positions throughout our library.

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### **EMPLOYEE ACCESS TO POSITION DESCRIPTIONS**

Employees are provided with a copy of their position description, subject to Monroe County Civil Services standards and policies, at the time of hire and whenever accountabilities change significantly.

### **USE OF POSITION DESCRIPTIONS**

Position descriptions are designed to promote a better understanding of the total job for both employees and the Library Director. The Library Director will refer to position descriptions during the recruitment and hiring process, as well as during performance appraisal discussions.

### **UPDATING POSITION DESCRIPTIONS**

Position descriptions are updated periodically to reflect changes in job duties and organizational structure. Employees should schedule time to meet with the Library Director if they believe their position description needs updating or if they have questions.

## **3.08 PERFORMANCE PROGRESS & APPRAISAL PLAN**

To help employees grow in their jobs, the Library Director will evaluate an employee's performance in writing on a regular basis. The purpose of this performance appraisal plan is to provide a basis for better understanding between employees and the Library Director with respect to job performance, potential and development within the organization.

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### **MEETING WITH YOUR SUPERVISOR**

Performance is evaluated by the Library Director. Evaluations should not take the place of informal discussions between employees and the Library Director regarding performance, but rather should provide regular opportunities to discuss the job relationship in depth.

### **FREQUENCY**

All employees will be reviewed at least once a year. Performance appraisals are a review of the employee's work performance; not necessarily a review of pay rate. Mendon Public Library addresses merit increases separately and bases them on profitability and individual work performance in accordance with organization policy.

### **FORMS**

Performance appraisals are completed on the forms designed for this purpose. The information on the form is to be the basis for discussion between employees and the Library Director. Employees may obtain a sample of this form from the Library Director.

## **3.09 ATTENDANCE**

Each employee's position and the work that he or she does at Mendon Public Library is important. It is essential that employees be at work on time in order for us to serve our customers and run our organization in an efficient manner.

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### **PUNCTUALITY**

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

### **EMPLOYEE RESPONSIBILITIES**

An employee who is going to be late or absent from work must personally call the Library Director or Director Designee as soon as possible (for tardiness) but at least 60 minutes before the employee's scheduled start time (for absence). Employees should try and find coverage for their absence. If Mendon Public Library is closed, employees may leave a message, but are to call back to speak with the Library Director or Director Designee.

An employee absent for two consecutively scheduled days without contacting the Library Director will be considered to have voluntarily resigned from their position.



## **3.10 OPEN COMMUNICATION**

Our organization is committed to the principle of open communication between employees and their supervisors concerning any aspect of the employment relationship.

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### **WORKING TOGETHER, WE CAN FIND A SOLUTION TO ANY PROBLEM**

In every organization there are honest differences of opinion about working conditions, discipline, policies and other work-related matters. Employees should not keep concerns to themselves and are encouraged to communicate their issues to management via the steps outlined below. Problems that are unknown cannot be solved.

#### **FIRST STEP**

Employees who have a problem, complaint, question or suggestion about any aspect of our organization are encouraged to discuss the issue with their immediate supervisor. We hope that most matters can be satisfactorily resolved by such discussions.

#### **SECOND STEP**

Employees who are not satisfied with the outcome of this first session, or are not comfortable raising a particular issue with their supervisor, are welcome to discuss the situation with the Library Director. He or she will meet with the employee and/or his or her supervisor and attempt to reach a satisfactory solution.

#### **THIRD STEP**

Employees who are not satisfied with the outcome of this second session they are welcome to discuss the situation with the President of the Board of Trustees. He or she will meet with the employee and/or his or her supervisor and attempt to reach a satisfactory solution.

#### **FORTH STEP**

The resolution to a problem, complaint, question or suggestion may be appealed to the Board of Trustees. The Board of Trustee's decision on this appeal is final.

## **3.11 SOLICITATION & DISTRIBUTION**

In order to prevent disruptions in the operations of our organization and protect our employees from annoyance, embarrassment and interference with their work, solicitation and the distribution of non-work-related literature is restricted as described below.

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### **DURING WORKING TIME**

Employees may not solicit or distribute non-work-related literature to another employee for any purpose during working time. Working time refers to that portion of any working day in which the employee is being paid to perform actual job duties. It does not include such times as lunch or break time, or before or after work. Employees who are on non-working time still may not solicit or distribute non-work-related literature to another employee who is on working time.

### **IN WORKING AREAS**

Employees may not distribute non-work-related literature to another employee for any purpose in the working areas of our organization. "Working areas" do not include areas such as, but not limited to, the cafeteria or break rooms.

### **OUTSIDE INDIVIDUALS**

Individuals who are not employed at our organization may not distribute literature, nor solicit employees or visitors at any time on our organization's grounds or inside our offices.

### **POST NOTICES**

Only governmental notices required to be posted due to federal or state regulations may be posted on organization property.

## 3.12 STANDARDS OF CONDUCT

In order for our organization to operate efficiently and safely, it is necessary for all employees to observe the policies and procedures governing our work environment. If an employee's conduct interferes with the orderly and efficient operations of a department, disciplinary measures will be taken, up to and including termination of employment. The library may use surveillance cameras to insure the safety of our staff and patrons, but cameras will not be installed for the purpose of monitoring staff performance.

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### INITIAL DISCUSSIONS

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

Grounds for corrective discipline, up to and including immediate termination, may include, but are not limited to:

- Violation of organization policies or safety rules;
- Disrespectful conduct towards other employees, customers, or visitors;
- Insubordination;
- Poor performance;
- Personal audio or video recording of others in the workplace with or without their permission;
- Excessive absenteeism and/or tardiness;
- Possession of firearms or other weapons;
- Theft or dishonesty;
- Willful destruction of organization property;
- Physical, verbal or sexual harassment of employees, suppliers or customers;
- Possession, use or sale of illicit drugs or alcohol on organization property;
- Reporting to work under the influence of drugs or alcohol; or
- Any other misconduct which is not otherwise protected concerted activity.

### CORRECTIVE ACTION

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

## **3.13 SHOULD YOU LEAVE US**

To ensure fairness and consistency throughout our organization, terminations are handled in accordance with the following provisions.

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### **TYPES OF TERMINATIONS**

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

### **RESIGNATIONS**

Employees resigning voluntarily are expected to give a minimum of two weeks (non-exempt employees) or four weeks (exempt employees) advance notice in writing to the Library Director so that the proper replacement can be found. An employee's consideration in this situation will be viewed favorably by management should the employee reapply for employment with our organization at a later date.

### **UNUSED VACATION TIME**

Employees who resign voluntarily giving the required advance notice will be paid for earned but unused vacation time. Earned but unused vacation time will not be paid to employees who resign with less than the required advance notice or to employees who are terminated by the organization.

### **UNUSED SICK DAYS**

Earned but unused sick days are not paid upon termination.

### **UNUSED PERSONAL DAYS**

Earned but unused personal days are not paid upon termination.

### **HEALTH INSURANCE**

Premiums for health insurance will be paid through the last day of the month in which the termination of employment occurred. Employees who have health insurance with the Town may have the option of continuing these benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the official COBRA notice for further information.

### **DENTAL INSURANCE**

Premiums for dental insurance will be paid through the last day of the month in which the termination of employment occurred. Employees who have dental insurance with the Town may have the option of continuing these benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the official COBRA notice for further information.

**FLEXIBLE SPENDING ACCOUNT(S)**

In accordance with the provisions of COBRA, employees may have the option of continuing participation in the medical FSA plan for a period of time specified by law after employment ends. If an employee chooses COBRA continuation of medical FSA benefits, the employee may obtain reimbursement of eligible medical expenses incurred after termination of employment, provided the employee continues to pay contributions to the plan plus a small administrative charge. Refer to the official COBRA notice for further information on benefits continuation.

**LIBRARY PROPERTY**

Upon termination, employees are expected to return all organization-issued items, including, but not limited to: keys, tools, uniforms, employee handbooks, manuals, computers, cellular phones, computer disks, flash drives, and client information and may not retain any copies of library information in any form.

## **SECTION FOUR**

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# **BENEFIT PROGRAMS**

## **4.01 HOLIDAYS**

Mendon Public Library observes the following paid holidays each year.

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### **OBSERVED HOLIDAYS**

The Library Board sets a yearly schedule of observed holidays. Generally at least eight holidays are observed up to a maximum of 13 each year. Specific dates will be determined by the Library Board. The schedule will be posted as soon as it is available by the Library Director.

### **ELIGIBILITY**

Exempt employees are eligible for these paid holidays immediately upon hire. Part-time exempt employees will be paid for the holiday if it falls upon their regularly scheduled work day.

### **HOLIDAY PAY**

Holiday pay is based on the number of hours each employee is regularly scheduled to work.

### **HOLIDAY DURING VACATIONS**

Eligible employees who are on vacation when a paid holiday is observed will receive pay for the holiday at their straight time hourly rate and will not be charged for the vacation day.

### **RELIGIOUS ACCOMMODATIONS**

Requests for time off or any other type of accommodation based on an employee's sincerely held religious beliefs should be directed to the Library Director.

## 4.02 VACATIONS

Our organization provides eligible employees with paid vacation leave to give them time off for rest and relaxation.

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### ELIGIBILITY

Vacation periods are calculated based upon the calendar year January to December

\*If an employee is hired between January 1 and June 30, the staff member will be eligible for 5 vacation days, after July 1. Probationary period must be passed to earn this vacation.

If an employee is out or is on an administrative leave without pay due to a positive alcohol and/or drug test, the employee will not be eligible to accrue vacation. Additionally, the employee will not be considered "at work" for the purpose of accumulating vacation.

Exempt Employees are eligible for paid vacation in accordance with the following schedule. :

<b>Length of Service</b>	<b>Amount</b>
During the first year of employment	*Prorated
Completing less than 5 years of service as of January 1	20 days
Completing 5 years of service as of January 1	24 days
Completing 10 years of service as of January 1	28 days

Part-time exempt employees' vacation time will be ½ of full-time employees.

### SCHEDULING

Every effort will be made to permit employees to take their vacation at the time requested. However, due to the nature of our business, staffing the library is essential. Vacation time may be taken in full-day or half-day increments with the approval of the Library Director. Employees may not use vacation time that has not yet been earned. All vacations are subject to approval by the Library Director.

Employees who change their vacation request later in the year must receive approval from the Library Director. Approval will depend on the department's workload and the number of people who are scheduled for vacation at that time.



**HOLIDAY DURING VACATION**

Employees who are eligible for paid holiday while on vacation when a paid holiday is observed, will receive pay for the holiday pay and will not be charged for the vacation day.

**VACATION PAY**

An employee's vacation pay is based on the number of hours he or she is regularly scheduled to work (based on a seven hour work day) at his or her straight time hourly rate.

**EXCESS LEAVE AND UNPAID VACATION**

Leave taken in excess of an employee's allotment will be unpaid and must be approved in advance by the Library Director. All vacation must be used before any unpaid time is granted.

**PAY IN LIEU OF VACATION**

Employees may not receive pay in lieu of taking the actual time off.

**VACATION PAY AT TERMINATION**

Employees who resign voluntarily, giving at least four weeks advance notice, will be paid for earned but unused vacation time. Earned but unused vacation time will not be paid to employees who resign with less than the specified advance notice or to employees who are terminated by the organization.

## 4.03 SICK DAYS

Employees who are absent because of illness, or injury may be eligible to be paid through our organization's sick days plan. They also may be eligible for disability insurance or Workers' Compensation insurance benefits.

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### SICK DAY ELIGIBILITY

Exempt employees are eligible for sick days. Part-time exempt employees' sick time will be  $\frac{1}{2}$  of full-time employees. Sick days are calculated based upon the calendar year January to December and are awarded based on the following schedule:

- After 6 months continuous employment : 3 days
  - After 1 year continuous employment : an additional 2 days for a total of 5 days
  - After 3 years continuous employment : an additional 3 days for a total of 8 days
- After 4 years: one additional day per year to a maximum of 20 days per year

Sick time shall be tracked by eligible hours. To convert one day into hours, use the average number of hours worked in a day in a work week. When determining sick time used, the hours used must be based on the hours the employee would have worked on that particular work day.

### USE OF SICK DAYS

Sick days are used in cases of employee, spouse, sick child, parent or dependent's injury or illness. Preplanned medical or dental appointments will be eligible for sick pay, for employee or member of the family listed above.

Sick time may be taken in full-day or half-day increments with the approval of the Library Director.

Any employee absent from work for more than three days for medical reasons will be asked to supply a doctor's note.

### SICK DAY PAY

An employee's sick day pay is based on the number of hours the employee is regularly scheduled to work.

## **EMPLOYEE'S RESPONSIBILITY**

An employee who is going to be late or absent from work must personally call the Library Director or Director Designee as soon as possible (for tardiness) but at least 60 minutes before the employee's scheduled start time (for absence). Employees should try and find coverage for their absence. If Mendon Public Library is closed, employees may leave a message, but are to call back to speak with the Library Director or Director Designee.

An employee absent for three consecutively scheduled days without contacting the Library Director will be considered to have voluntarily resigned from their position.

## **CARRY OVER OF SICK DAYS**

Sick days may be accumulated to a maximum of 200 days. Part-time exempt employees' sick time may be accumulated to a maximum of 100 days. The Town has arranged with the New York State and Local Retirement System to have Subdivision (j) of §41 of the Retirement and Social Security Law apply, so that employees in Tiers 1 through 5 may elect to apply 165 unused accumulated sick days at retirement towards additional service credits.

For Tier 6 members (employees who join on or after April 1, 2012), the number of unused, unpaid sick leave days that can be credited at retirement is 100.

These accumulated days will protect employees from loss of earnings if they are absent on account of illness or accident.

## **PAY IN LIEU OF SICK DAYS**

Employees may not receive pay in lieu of using their sick days.

## **SICK PAY AT TERMINATION**

Unused sick days are not paid at termination.

## **4.04 PERSONAL DAYS**

Employees who are absent due to personal matters, illness or injury may be eligible to be paid through our organization's personal day plan. They also may be eligible for disability insurance or Workers' Compensation insurance benefits.

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### **PERSONAL DAY ELIGIBILITY**

Full-time exempt employees are eligible for three personal days annually. Part-time exempt employees are eligible for one and a half days annually. Personal days are calculated based upon the calendar year January to December.

### **USE OF PERSONAL DAYS**

Personal days may be used in cases of employee injury or illness, for doctors' appointments or personal matters. These days may not be taken adjacent to vacation or holidays.

### **EMPLOYEE'S RESPONSIBILITY**

An employee who is going to be late or absent from work must personally call the Library Director or Director Designee as soon as possible (for tardiness) but at least 60 minutes before the employee's scheduled start time (for absence). Employees should try and find coverage for their absence. If Mendon Public Library is closed, employees may leave a message, but are to call back to speak with the Library Director or Director Designee.

An employee absent for two consecutively scheduled days without contacting the Library Director will be considered to have voluntarily resigned from their position.

### **CARRY OVER OF PERSONAL DAYS**

Personal days may not be carried over from one year to the next.

### **PERSONAL DAYS AT TERMINATION**

Unused personal days are not paid at termination.

## **4.05 HEALTH INSURANCE**

To aid employees in covering the cost of medical care, our organization offers a health insurance program.

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### **ELIGIBILITY**

Full-time employees are eligible to join our group health insurance plan immediately upon hire. Refer to the annual Organizational Meeting for employee contributions.

Part-time employees may participate in the group health insurance plan, at their own expense.

The Town of Mendon will annually make a deposit into a Health Reimbursement Account (HRA) for each full-time employee: such amount to be stated in the annual Organizational Meeting.

### **OPT OUT**

Full-Time employees may elect to opt out for health insurance coverage through the plan offered to employees as per resolution of the Town Board. All eligible employees of the Town of Mendon, on an annual basis effective the first of each year, who take their health insurance coverage through a spouse's or significant other's plan from another employer, will be entitled to a benefit to be determined by the Town Board at the annual Organizational Meeting. Said benefit will be paid monthly, in arrears, will be included in the employee's earnings statement, and will be subject to taxes. This benefit will be deducted from earnings for NYS Retirement System reporting purposes.

### **COST**

To assist with the escalating cost of health insurance, the Town currently pays a portion of the premium for full-time employees, the remainder to be paid by the employee through pre-tax dollars via payroll deduction. The amount of the employee's contribution will be set by the Town Board at the annual Organizational Meeting. When you become eligible for coverage, you will receive material which more fully describes your insurance benefits including information on deductibles, co-payments etc.

As a part of our benefits review process, the cost of health insurance is evaluated periodically and the ratio of employer/employee contribution is subject to change.

## **RETIREEES**

All full-time personnel who retire in accordance with the rules and regulations of the New York State Employees' Retirement System, and are credited with at least 20 years' service with the Town, who are covered with health insurance by the Town immediately prior to retirement, or are qualified to be so covered, shall be entitled to a single policy in the less expensive plan in which the Town participates, at 90% Town expense. Such policy may be provided either at the time of retirement or at a later date, at the Retiree's option.

When a retiree who meets the above criteria reaches age 65, the Town will pay the full cost of a single policy in the Medicare Supplement Program in which the Town participates, until the retiree's death or until coverage is provided from another source. The Town will pay 75% of the cost for retirees who began employment with the Town on or after January 1, 2000. At the retiree's option, the Town will pay the equivalent amount directly to a program of the retiree's choosing.

Retirees with 10 or more years' service, who meet the other requirements detailed above, are eligible for prorated coverage as follows: The percentage of the expense to be covered by the Town equals the number of years of service (rounded to the nearest full year) divided by 20.

## **HEALTH INSURANCE COVERAGE AT TERMINATION**

Premiums for health insurance will be paid through the last day of the month in which the termination of employment occurred.

Employees who have health insurance with the Town may have the option of continuing these benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the official COBRA notice for further information. If you have not received a COBRA notice or cannot locate it, please contact the Benefits Coordinator.

*This is intended as a brief introduction to the Health Insurance Plan. A more thorough explanation of the plan is contained in the Summary Plan Descriptions, plan documents, and insurance policies available from the Benefits Coordinator. In the event of a discrepancy between the terms of this policy and the official plan documents, the official plan documents will control. Library of Mendon Public Library and, if applicable, the benefit plan administrators or insurance companies, reserve the maximum discretion and right permitted by law to administer and interpret the health plan, as well as to amend, modify or terminate the plan at any time for any reason.*

February 2015

## 4.06 DENTAL INSURANCE

Our organization recognizes that regular dental care is essential to good health. With this in mind, we offer eligible employees a dental insurance program designed to provide preventive and remedial dental care.

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### ELIGIBILITY

Full-time employees are eligible to join our group dental insurance plan immediately upon hire. Part-time employees are eligible to join the group dental insurance plan at their own expense.

### BENEFITS

This plan is designed to encourage preventive and remedial dental care. Covered services are detailed in the plan booklets provided by the insurance carrier. A copy of this booklet is available from the Benefits Coordinator.

### COST

Our organization will assist full time employees with the cost of this insurance by paying a portion of the premium. Refer to the annual Organizational Meeting for the employee's contribution.

As a part of our benefits review process, the cost of dental insurance is evaluated periodically and the ratio of employer/employee contribution is subject to change.

### DENTAL INSURANCE COVERAGE AT TERMINATION

Premiums for dental insurance will be paid through the last day of the month in which the termination of employment occurred. Employees who have dental insurance with our organization may have the option of continuing these benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the official COBRA notice for further information.

*This is intended as a brief introduction to the Dental Insurance Plan. A more thorough explanation of the plan is contained in the Summary Plan Description, plan documents, and insurance policies available from the Benefits Coordinator. In the event of a discrepancy between the terms of this policy and the official plan documents, the official plan documents will control.*

## 4.07 PRE-TAX PREMIUM PLAN

Employees of Mendon Public Library may participate in our pre-tax premium plan. The advantage of a pre-tax premium plan is that it allows employees to pay for certain insurance benefits on a pre-tax basis.

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### ELIGIBILITY

All employees who enroll in the health insurance plan and/or dental insurance plan are eligible to join our pre-tax premium plan.

### BENEFITS

Our pre-tax premium plan allows employees to save taxes on the money they pay toward health and dental insurance. Under this plan employee premiums are deducted from gross pay before taxes are deducted. By reducing gross wages, employees pay fewer taxes on the money that they earn.

### ENROLLMENT

Eligible employees who enroll in our group health or dental insurance programs will automatically be enrolled in the pre-tax premium plan.

### CHANGES IN BENEFIT ELECTIONS

Generally, after signing the pre-tax premium plan enrollment form, employees may not change their benefit plans until the beginning of the next plan year. An eligible employee may make a mid-year election change, however, upon the occurrence of certain qualifying events, provided the change is made on account of, and consistent with, such event. The qualifying events for a mid-year election change can include:

- Certain significant changes in health plan coverage or costs;
- Certain changes in family status; or
- Certain changes in the employment status of the employee or his or her spouse.

A complete list of the qualifying events for a mid-year election change can be found in the Summary Plan Description.

*This is intended as a brief introduction to the pre-tax premium plan. A more thorough explanation of the plan is contained in the Summary Plan Description, plan documents, and insurance policies available from the Benefits Coordinator. In the event of a discrepancy between the terms of this policy and the official plan documents, the official plan documents will control.*



## 4.08 FLEXIBLE SPENDING ACCOUNT

Employees of Mendon Public Library may participate in our Flexible Spending Account (FSA). The advantage of an FSA is that it allows employees to set aside part of their salary before taxes in order to pay for qualified medical and dependent care expenses.

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### ELIGIBILITY

Full-time employees and part-time salaried employees are eligible to participate in the FSA plan immediately upon hire.

### BENEFITS

An FSA allows employees to save taxes on the money they pay toward certain dependent care expenses and unreimbursed dental, vision, and medical care expenses. With the FSA, employees may designate how much of their salary will be used to pay for these benefits during the year. This amount automatically is deducted from the employee's paycheck each pay period. The advantage of this program is that the employee's designated amount is deducted from their gross pay before taxes are deducted. By lowering gross wages, employees pay fewer taxes on the money that they earn.

### ENROLLMENT

To participate in the FSA, employees must designate the deduction amount for each pay period and the annual maximum amount of deferral during open enrollment before the plan year begins. It is important that employees budget their projected benefits expenses carefully. New employees may participate in the FSA for the current plan year if they enroll within 30 days of their hire date.

### ACCOUNT MAXIMUMS

The maximum amount employees may defer per plan year is determined by the IRS annually.

### GRACE PERIOD AND RUN-OUT PERIOD or ROLLOVER

Refer to the Flexible Spending Account Summary Plan Description for details.

### CHANGES IN FSA ELECTION

Employees may not change their FSA election until the beginning of the next plan year, unless one of the following events occurs, and provided that the change is made on account of, and consistent with, such event:

- Certain changes in the employment status of the employee or his or her spouse; or
- Certain changes in family status.

## **REIMBURSEMENT**

An outside company handles claims administration for the FSA. Employees will be reimbursed from their FSA by submitting their claim to the company administering the plan for the Town of Mendon. The money received as reimbursement is tax-free.

## **FSA ELIGIBILITY AT TERMINATION**

In accordance with the provisions of COBRA, employees may have the option of continuing participation in the medical FSA plan for a period of time specified by law after employment ends. If an employee chooses COBRA continuation of medical FSA benefits, the employee may obtain reimbursement of eligible medical expenses incurred after termination of employment, provided the employee continues to pay contributions to the plan plus a small administrative charge. Refer to the official COBRA notice for further information on benefits continuation.

## **DEFERRED COMPENSATION PLAN**

All employees, full and part-time, are eligible to participate in the Town's New York State Deferred Compensation Plan. This Plan is described in full in the Plan document.

## **RETIREMENT**

Membership in the New York State Employees' Retirement System will be paid by the Town of Mendon, except for the amount an employee is required by law, rule or regulation of the State of New York to contribute to his/her retirement, as payroll deduction from his/her wages. Membership in the New York State Employees' Retirement System (NYSERS) is mandatory for full-time employees (35 hours per week) and is optional for part-time employees.

Employees hired on or after July 1, 2013 and who earn \$75,000 or more on an annual basis, have the option to enroll in the existing New York State Employees' Retirement System noted above or to participate in the Voluntary Defined Contribution (VDC) plan. See the Benefits Coordinator for details of the VDC.

*This is intended as a brief introduction to our Flexible Spending Account. A more thorough explanation of the FSA is contained in the Summary Plan Description and plan documents available from the Benefits Coordinator. In the event of a discrepancy between the terms of this policy and the official plan documents, the official plan documents will control.*

## **4.09 CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)**

The following is a summary of the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and New York health continuation coverage or “mini-COBRA” law. These laws require most employers to offer employees and their families continued group health insurance coverage at group rates in certain circumstances.

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### **CONTINUATION COVERAGE**

Federal law requires most employers to offer employees and their families the opportunity to temporarily continue group health insurance coverage (called "continuation coverage") at group rates in specified circumstances where coverage under the plan would otherwise end. COBRA continuation coverage also applies to medical/dental/vision/FSA plans. New York's mini-COBRA law also requires continuation coverage that may, in some cases, apply when federal COBRA continuation coverage does not.

### **ELIGIBILITY**

Employees of the organization who are covered by organization group medical/dental/vision/FSA coverage have a right to choose this continuation coverage if they lose their group medical/dental/vision/FSA coverage because of a reduction in their hours of employment or the termination of their employment (for reasons other than gross misconduct on the employee's part), among certain other qualifying events.

The spouse or dependent child of an employee covered by the organization group medical/dental/vision/FSA coverage also has the right to choose continuation coverage if they lose group health coverage under certain qualifying events.

### **OPTIONS**

If an employee does not choose continuation coverage, his or her group health insurance coverage will end. If an employee chooses continuation coverage, the organization is required to give the employee coverage that is identical to the coverage provided under the plan to similarly situated active employees or family members. Employees may be required to pay the entire premium for their continuation coverage, plus a small administrative fee.

At the end of the continuation coverage period, employees must be allowed to enroll in an individual conversion health plan if such option is available under the organization's group medical/dental/vision/FSA coverage.

If an employee does not choose continuation coverage of medical/dental/vision/FSA benefits, the employee may submit claims only for eligible medical/dental/vision/FSA expenses incurred through the last day of employment or applicable grace period, if any. If an employee chooses COBRA continuation of medical/dental/vision/FSA benefits, the employee may obtain reimbursement of eligible expenses incurred after termination of employment, provided the employee continues to pay contributions to the plan plus a small administrative charge.

*This policy is only a summary of your rights under the continuation coverage provisions of the law. Additional information regarding your rights is contained in the plan's general COBRA notice or can be obtained from the Benefits Coordinator. In the event of a discrepancy between the terms of this policy and the official plan documents, the official plan documents will control.*

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## 4.10 SOCIAL SECURITY

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

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### **BENEFITS**

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

### **COST**

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

### **ADDITIONAL INFORMATION**

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

## **4.11 NEW YORK STATE EMPLOYEE'S RETIREMENT SYSTEM**

Eligible employees of the organization may participate in the New York State Employee's Retirement System. This plan, which may be used in combination with your Social Security benefits and personal resources, will help to provide you with income for retirement. Life Insurance is available under the New York State Employee's Retirement System.

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### **ADDITIONAL INFORMATION**

Please see the Library Director for additional information.

## 4.12 SHORT-TERM DISABILITY INSURANCE

A loss of income due to disability can be destructive to an individual's or family's security. For this reason our organization provides eligible employees with short-term disability insurance. This insurance program assists employees in replacing lost income in the event that an employee is disabled due to an off-the-job injury, illness, or pregnancy.

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### **ELIGIBILITY**

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

### **BENEFITS**

The benefits begin on the eighth calendar day of the disability and may continue for up to 26 weeks. Disability benefits are 50 percent of the employee's average weekly wage (based on the last eight weeks of employment) up to a maximum weekly benefit of \$170.00.

### **COST**

The cost of the state-mandated short term disability insurance is paid for by the Town of Mendon.

### **LEAVE ENTITLEMENT**

Employees are eligible for a Disability Leave. This leave runs concurrently with any available Family and Medical Leave. See the Disability Leave policy for more information.

### **EMPLOYEE'S RESPONSIBILITY**

Employees must notify the Benefits Coordinator immediately if they anticipate being on a medical leave beyond seven calendar days.

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

## **4.13 WORKERS' COMPENSATION**

Our organization carries a Workers' Compensation Insurance Policy which covers all employees in the event that they are injured or become disabled due to occupational illness or injury while on the job.

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### **BENEFITS**

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

### **ELIGIBILITY**

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

### **LEAVE ENTITLEMENT**

Employees are eligible for a Disability Leave. This leave runs concurrently with any available Family and Medical Leave. See the Disability Leave policy for more information.

### **COST**

The organization pays the entire premium for this insurance policy.

### **REPORTING ACCIDENTS**

Reports of accidents or injuries, even if minor, must be filed within 24 hours with the Library Director. An incident report will need to be filled out as soon as possible. Failure to receive medical treatment in a timely manner may result in serious complications and also may jeopardize eligibility for medical benefits.



## **4.14 JURY DUTY & COURT ATTENDANCE**

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

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### **JURY DUTY PAY**

If an employee is called to serve, he or she is paid regularly scheduled wages for the entire length of jury duty. Exempt employees will be paid their full weekly salary if they work any part of the week in which they perform jury service. Any remuneration received for jury duty will be endorsed to the Town with the exception of mileage and parking fee reimbursement.

### **DOCUMENTATION**

Employees must submit a copy of the Jury Duty Attendance Certificate to their supervisor indicating the dates served. Employees will receive this statement when their jury duty is complete.

### **TIME AWAY FROM WORK**

In fairness to the organization, employees are expected to return to work if they are excused from jury duty during their regular working hours.

### **COURT ATTENDANCE**

Employees who are subpoenaed to appear in court as a witness in a criminal proceeding, or who attend court as a victim of a crime, will be granted unpaid time off for their attendance.

## **4.15 BEREAVEMENT**

In the event of a death in an employee's immediate family, the employee may take a leave immediately following the death for the purpose of making arrangements and attending the funeral.

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### **COMPENSATION**

Exempt full-time employees will receive up to five days off with pay based on their regular rate of pay in the event of the death of an immediate family member.

Exempt part-time employees will receive up to two and a half days off with pay based on their regular rate of pay in the event of the death of an immediate family member.

For the purposes of this policy, members of the immediate family include spouse, parents, children, stepchildren, sisters, brothers, aunts, uncles, grandparents, parents-in-law, sons/daughters-in-law, stepparents and stepparents-in-law or a relative who's a member of the same household or other blood relative at the discretion of the Library Director. If already receiving compensation for a leave period, holiday, sick, vacation, etc., bereavement leave will not be paid.

## **4.16 MILITARY LEAVE**

The organization recognizes the obligation of those employees serving in any branch of the military or other uniformed services of the United States. Employment status within the organization is protected by the Uniformed Services Employment and Reemployment Rights Act of 1994 and state military leave provisions.

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### **LEAVE AND REEMPLOYMENT**

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

### **COMPENSATION**

Upon completion of three months of employment an employee will be paid the difference between his or her normal weekly compensation (base rate) and military duty pay for the length of the leave. Employees on unpaid military leave may choose to apply vacation benefits to their absence.

### **HEALTH CARE CONTINUATION**

Employees on military leave can continue group health insurance for up to 36 months (through COBRA). If the leave is longer than 30 days, the employee must pay the full premium for the coverage plus a small administrative fee. For additional information on health care continuation contact the Benefits Coordinator.

### **SPOUSAL LEAVE**

In accordance with New York State law, spouses of members of the U.S. Armed forces, National Guard, or reserves that have been deployed to a combat area during a period of military conflict are entitled to up to 10 days of unpaid leave. The spouse must work on average at least 20 hours per week to be eligible for this leave. The military personnel must be on leave at the time the spousal leave is taken.

### **NOTIFICATION OF SUPERVISOR**

Employees are expected to inform the Library Director of their need for military or spousal leave as far in advance as possible. Employees also must submit a copy of the military orders to the Benefits Coordinator.

### **OTHER LEAVES**

This leave may run concurrently with FMLA, where applicable.

## **4.17 VOTING LEAVE**

Our organization believes that all employees should have the opportunity to exercise his or her right to vote in elections.

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### **TIME AWAY FROM WORK**

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

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

### **ADVANCE NOTICE**

Employees must request time off to vote in writing at least two work days in advance. Requests for time off to vote should be given to the Library Director.

## **4.18 BONE MARROW & BLOOD DONATION LEAVE**

In accordance with New York State law, our organization offers employees a leave of absence for the purpose of bone marrow or blood donation.

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### **TIME AWAY FROM WORK**

Employees who work at least 20 hours per week who seek to undergo a medical procedure to donate bone marrow will be granted a leave of absence no longer than 24 work hours. This leave is unpaid.

Employees who work at least 20 hours per week may be granted three hours of unpaid leave in any 12-month period of time for the purposes of donating blood.

### **VERIFICATION**

Employees are requested to give as much advance notice as possible. Employees who donate bone marrow must provide the Benefits Coordinator with verification from a physician as to the purpose and length of leave requested.

## **4.19      DISABILITY LEAVE**

Our organization offers employees a leave of absence due to an injury or illness, including pregnancy-related disability.

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### **ELIGIBILITY**

All employees are eligible for this leave.

### **LENGTH OF LEAVE**

Leave will be provided as medically necessary and consistent with the operational needs of the organization. The organization will comply with the requirements of the Americans with Disabilities Act and state law.

### **PAY DURING LEAVE**

Disability leaves are unpaid except to the extent an employee is eligible to receive Workers' Compensation benefits, short-term disability benefits, or paid sic, personal or vacation days. (See those policies for details.)

### **MEDICAL CERTIFICATION**

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

### **HEALTH INSURANCE DURING LEAVE**

Our organization will continue to provide health insurance coverage for full-time employees on authorized disability leave for three months. Employees are required to pay their portion of the premium on the first day of each month. Coverage will cease if an employee's premium payment is more than 30 days late. The employee may then be entitled to COBRA continuation coverage at the employee's expense. (See COBRA policy for details.)

If an employee qualifies for leave under the Family and Medical Leave Act, he or she will receive health benefits during their FMLA leave under the same terms and conditions as if he or she was on the job. (See the Family and Medical Leave Act policy.)

### **RETURN TO WORK**

Before returning to work, employees are required to present documentation from a health care provider certifying they are able to return to work.

**JOB REINSTATEMENT**

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

**OTHER LEAVES**

This disability leave runs concurrently with the Family and Medical Leave Act.

## 4.20 FAMILY & MEDICAL LEAVE ACT

Mendon Public Library provides eligible employees with time off when compelling family or medical problems require a leave of absence.

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### ELIGIBILITY

Employees become eligible for a Family and Medical Leave after completing 12 months of employment with our organization and working 1,250 hours during the 12 months immediately preceding the start of the leave. The employee must work at a location which employs at least 50 employees, or which is within a 75-mile range in which at least 50 employees work.

Family and Medical Leaves are granted to eligible employees who request time off for:

- their own serious health condition which renders them unable to perform the essential functions of their job: illness, injury, impairment, or physical or mental health condition which involves;
  - inpatient care at a hospital, hospice, or residential medical care facility; or
  - continuing treatment by a health care provider, and a period of incapacity; e.g., the inability to work or attend school or perform other usual daily activities.
- the birth of employee's child and to care for the newborn child;
- the placement of a child under the age of 18 years with the employee for adoption or foster care;
- the care of a child, \*spouse, or parent with a serious health condition;
  - **Please note:** Employees who take leave to care for a same-sex spouse do not qualify for leave covered by the FMLA unless they reside in a state that recognizes same-sex marriage. Leave taken for this purpose will not be deducted from an employee's FMLA leave entitlement for otherwise qualifying reasons.
- the care of a covered service member who has incurred or aggravated a serious injury or illness in the line of duty while on active duty in the Armed Forces, if the employee is the service member's spouse, child, parent or next of kin ("covered service member leave"); or
- any "qualifying exigency" arising out of the fact that an employee's spouse, son, daughter or parent is a covered military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty) in the Reserves component of the Armed Forces in support of contingency operation or Regular Armed Forces for deployment to a foreign country. This leave is also available for family members of active duty service members.



Qualifying exigencies may include the need to address issues arising from short-notice deployment, attend military events and related activities, arrange for or attend childcare and school activities, address certain financial and legal arrangements, attend certain counseling sessions, caring for the parents of the military member of covered active duty, attend post-deployment activities, and spend time with a covered military member on short-term rest and recuperation leave.

## **LENGTH OF LEAVE**

Eligible employees may take up to 12 weeks of leave in a 12-month period for reasons defined above. For leaves other than covered service member leave:

- The 12-month period is calculated as a “rolling” 12 month period measured backward from the date that the first Family and Medical Leave absence of any type (other than covered service member leave) begins.
- Absences due to an employee's serious health condition that are also covered by Short Term Disability Insurance or Workers' Compensation are counted as part of the leave time available under the Family and Medical Leave Act.
- Leaves taken for the birth or the placement of a child with the employee for adoption or foster care must be completed within 12 months of that birth or placement.

### **Covered Service member Leave**

- A “covered service member” is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is on the temporary retired list, for a serious injury or illness. Covered service members also include a veteran who is discharged or released from military services under condition other than dishonorable at any time during the five years preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are “covered veterans.”
- The FMLA definition of a “serious injury or illness” for current Armed Forces members and covered veterans are distinct from the FMLA definition of “serious health condition” applicable to FMLA leave to care for a covered family member.
- Eligible employees may take up to 26 weeks of leave during “a single 12-month period” to care for the service member. The “single 12-month period” begins on the date the employee’s first FMLA leave to care for the service member begins. During this single 12-month period, the employee’s combined total FMLA qualifying-leave for all types of FMLA leave may not exceed 26 weeks.

Under certain circumstances, leaves may be taken intermittently or on a “reduced leave schedule,” e.g. in periods of days or blocks of time smaller than a day.

- Employees may take leave intermittently or on a reduced leave schedule
  - when medically necessary for their own serious health condition; to care for a family member with a serious health condition; or to care for a covered service member with a serious injury or illness.
  - when necessary for “qualifying exigency” leave.
- Intermittent or reduced leave for family reasons (leave to care for a newborn or newly adopted child or a child placed in foster care) may be taken only if the organization and employee agree to the arrangement.
- If intermittent or reduced schedule leave is taken for planned medical treatment or, if agreed to by the organization, for family reasons, the organization may require the employee to transfer temporarily, during the period in which intermittent or reduced schedule leave is required, to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than the employee’s regular position. The employee will receive his or her same rate of pay and equivalent benefits in the alternate position.

### **SPOUSES COMBINED LEAVE**

If both spouses are employed within our organization and wish to take leave to care for a newly arrived child their aggregate leave is limited to 12 weeks. If both spouses wish to take leave to care for a covered service member with a serious injury or illness, or take a combination of service member leave and leave to care for a newly arrived child, their aggregate leave is limited to 26 weeks during that single 12 month period.

### **PROCEDURE FOR REQUESTING A LEAVE**

In the case of FMLA leaves for birth, adoption or placement of a child, or for planned medical treatment of the employee, a covered family member, or a covered service member, an employee must provide the Library Director with 30 days advance notice in writing before the date on which the leave would begin. If the employee is unable to provide 30 days’ notice, he or she must provide notice as soon as it is practicable.

In the case of qualifying exigency leave, or when the approximate timing of any FMLA leave is not foreseeable, the employee must provide the Library Director as much notice as soon as it is practicable.

In requesting FMLA leave, the employee must provide sufficient information to allow the organization to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave.

In the case of leave for planned medical treatment, employees are required to make a reasonable effort to schedule the treatment so as not to unduly disrupt the organization’s operations.

Employees are expected to consult with the Library Director before the scheduling of treatment to work out a treatment schedule that best suits the needs of both the employer and the employee.

## **MEDICAL/SUPPORTING CERTIFICATION**

**INITIAL CERTIFICATION.** Employees are required to provide medical certification from a health care provider of their own serious health condition or that of a family member or covered service member. Employees who request qualifying exigency leave also are required to provide certification supporting the need for leave and, when the leave is requested for the first time, a copy of the covered military member's active duty orders.

The employee must submit to the Benefits Coordinator a complete and sufficient certification within 15 calendar days after the organization requests the certification. If the certification is returned incomplete or insufficient, the employee will have seven calendar days to cure the deficiency. Failure to provide a complete and sufficient certification may result in denial of FMLA leave.

**PERIODIC RECERTIFICATION.** The organization may also require employees on FMLA leave to submit periodic re-certifications throughout the leave, but generally not more often than every 30 days unless a change in circumstances warrants earlier recertification.

**RETURN TO WORK.** Before returning to work, employees who have taken a leave for their own serious health condition are required to present documentation from their health care provider certifying that they are able to return to work.

## **OTHER REQUIREMENTS**

Employees may be required to periodically report on their leave status and on their intent to return to work as directed by the Benefits Coordinator before or during their leave.

Employees must comply with the organization's usual call-in procedures for absences while they are on FMLA leave.

## **EMPLOYMENT AND BENEFITS PROTECTION**

Employees will receive health benefits under the same terms and conditions as if they were on the job.

- Employees are required to pay their portion of the premium by the first of the month. Coverage will cease if an employee's premium payment is more than 30 days late. If the health care premium is overdue for 15 days, the organization will notify the employee that their health insurance coverage will terminate if the premium is not received within the next 15 days.

- Employees who provide a statement of notice of their intent not to return to work are not entitled to continuation of health care benefits, except as covered by COBRA (Refer to COBRA policy).
- Employees who fail to return from the leave, except for reasons of continuation, recurrence or onset of a serious health condition (including the serious health condition of a family member or covered service member), or something else beyond the employee's control, must repay the organization's share of health coverage premiums incurred during the leave.

Vacation, sick, personal days, and seniority or service time do not continue to accrue, except in cases of intermittent leave.

Employees receive time off on an unpaid basis. When paid leave is not required and/or not available, time off for FMLA is received on an unpaid basis. Employees that are on FMLA leave but are not eligible for workers' compensation or New York state disability benefits must use applicable vacation or sick/personal time in place of unpaid time. Employees that are on FMLA and are eligible for workers' compensation or NYS disability have the option of using available paid time (vacation or sick/personal time) to supplement works' compensation and disability benefits, to receive up to a combined total of 100% of their wages. Employees must satisfy the procedural requirements of the organization's vacation, sick, personal day, or policy to receive such paid time off.

An employee (other than a key employee) who qualifies for a leave will return either to the same position he or she had before or to a position equivalent in pay, benefits and other terms and conditions of employment.

Key employees may not be eligible for reinstatement to the same or an equivalent position if it would cause grievous economic harm to the organization. (A "key" employee is one who is a salaried, FMLA-eligible employee, who is among the highest paid 10 percent of all the employees employed by the employer, within a 75-mile range of the employee's worksite.)

### **ADDITIONAL INFORMATION**

The organization will not restrain, interfere with, or deny the exercise of any employee rights provided under the FMLA. The organization will not discriminate against any employee who exercises any rights under the FMLA or makes a complaint related to FMLA leave. Employees who have questions regarding this policy should contact the WHO.

Note: This leave runs concurrently with the organization's Disability Leave when the leave is based on an employee's own serious health condition.

## **4.21 PERSONAL LEAVE OF ABSENCE**

A personal leave of absence without pay may be considered on a case by case basis for employees who have completed at least one year of service with Mendon Public Library. Our service to customers is of the utmost importance and will be a factor when considering a request for a leave of absence.

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### **PURPOSE**

Generally, a request for an unpaid personal leave of absence should be for compelling personal reasons that are not covered by any other leave or established state or federal law.

### **PROCEDURE FOR REQUESTS**

Requests should be given in writing to the Library Director as far in advance as possible. The request will be reviewed and determined whether or not it can be granted. Employees then will be notified of this decision.

Earned but unused vacation or personal time benefits must be exhausted before a personal leave of absence will be approved.

### **BENEFIT STATUS WHILE ON LEAVE**

All benefits and organization payments toward insurance coverage will be suspended during leaves. No service credit is accrued toward vacation or other paid time off while on leave.

Employees must contact the Benefits Coordinator to determine if they are eligible for health insurance continuation at their own expense (see COBRA Policy).

### **REINSTATEMENT**

Depending upon our staffing needs and business requirements, the organization will make reasonable attempts to place an employee who returns from an authorized personal leave of absence in the same or equivalent job. However, the organization does not guarantee that his or her position or any other position will be available when the employee returns from a personal leave.

## **4.22 PROFESSIONAL DEVELOPMENT**

Mendon Public Library supports the professional development of individuals that is made possible through active participation in business and technical organizations.

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### **MEMBERSHIPS**

The organization will consider paying the cost of membership in a technical or business organization when the membership is beneficial to an employee's position within the organization.

### **TRADE PUBLICATIONS**

A variety of trade journals and publications are available within the organization. By reading these periodicals on a regular basis, employees can stay informed and updated on their career field.

### **MEETINGS AND SEMINARS**

The costs associated with registration fees, meals and travel expenses generally will be paid by the organization if it asks employees to attend a specific meeting or seminar, and it is approved by the Library Director.

## **4.23 EMPLOYEE ASSISTANCE PROGRAM**

On occasion, everyone has personal problems. Usually these problems are resolved with the support of relatives and close friends. But sometimes, employees or members of their family may find that they would benefit from the assistance of a trained counselor. It is for this reason that Mendon Public Library provides an Employee Assistance Program (EAP) to employees and family members who may need help with personal or behavioral problems.

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### **ELIGIBILITY**

Our EAP, which is offered through the Education Resource Associates, is available to all employees and their family members.

### **BENEFITS**

Through this program, confidential advice and short-term counseling are provided for any employee or member of an employee's family who requests it, or for an employee who is referred by his or her supervisor. Common problems addressed through counseling include alcoholism, drug abuse, financial difficulties, family tensions and conflicts with co-workers.

The privacy of employees and their family members is protected at all times. The organization is not informed when anyone seeks assistance, unless the individual so requests, or the organization refers the employee to the program as a requirement of continued employment.

### **COST**

Mendon Public Library pays the full cost of the Employee Assistance Program. Employees are responsible for the cost of outside referrals. However, the cost for outside referral help may be covered by the Town of Mendon's group health insurance program.

### **ADDITIONAL INFORMATION**

Employees may contact the Education Resource Associates at 1-800-336-2256. If they are unable to reach help at the EAP number and it is a crisis situation, employees should call 911.

## **SECTION FIVE**

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# **SAFETY POLICIES**



## **5.01 SAFETY THROUGH TEAMWORK**

Safety is a high priority at Mendon Public Library. We accept responsibility for providing employees with a safe working environment and we expect employees to take responsibility for performing their work in accordance with our safety standards and practices.

Safety will only be achieved through teamwork at our organization. We must all join together in promoting safety and taking every reasonable measure to assure safe working conditions exist throughout our organization.

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### **EVERYONE IS RESPONSIBLE FOR SAFETY**

Employees who notice an unsafe condition must notify the Library Director. Immediate action will be taken to correct the situation.

### **ACCIDENTS**

Employees should report any injury received at work to the Library Director immediately, even if it appears minor, and explain how the injury occurred. An incident report if necessary must be completed within 24 hours.

### **EMPLOYEE RESPONSIBILITIES**

An unsafe worker is a danger to the worker and fellow employees. Attention to all safety procedures is essential, not only to prevent injury, which is paramount, but also to protect property and the tremendous investment that it represents.

Each employee is responsible for safety. To accomplish this, employees should:

- Know and apply safety measures at all times;
- Know the locations, contents, and use of first aid and firefighting equipment;
- Understand their job fully;
- Seek guidance from the Library Director when unfamiliar conditions are encountered;
- Report any accident or near accident to the Library Director promptly;
- Cooperate in the application of improved work measures; and
- Report any damaged or defective equipment or other unsafe condition to the Library Director promptly.

### **SAFETY VIOLATION**

Violation of a safety measure is in itself an unsafe act. A violation will be grounds for disciplinary action, the extent of which will be determined by the nature of the violation.

## **5.02 ALCOHOL & DRUG-FREE WORKPLACE**

The organization is committed to providing employees with a work environment that is free of the problems associated with the use and unlawful possession of controlled substances or alcohol. We also are responsible for providing our customers with quality service at reasonable costs in a safe and efficient manner. As a condition of employment with our organization, all employees are required to fully comply with the provisions of this policy.

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### **DEFINITION OF CONTROLLED SUBSTANCES**

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

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

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

Further prohibited is the unauthorized use, sale, purchase, possession, distribution, dispensation, formulation, manufacture or transfer of controlled substances or alcohol on non-working time on organization premises to the extent such actions impair an employee's ability to perform his or her job or otherwise adversely affects the organization's business interests.

### **REPORTING THE USE OF PRESCRIPTION DRUGS**

Employees who are taking drugs prescribed by a physician, dentist, or other licensed practitioner which may materially affect their ability to safely perform their job as advised by prescriber must obtain a written statement from their attending physician. This statement must specify any work restrictions and is to be given to the Library Director prior to starting work under the influence of the drug(s).

**EMPLOYEE ASSISTANCE PROGRAM (EAP)**

Mendon Public Library provides an EAP for employees and their family members. Employees are encouraged to use the EAP whenever they feel the need to discuss personal issues. For employees who have difficulty handling drugs or alcohol, the EAP can provide information on treatment. The EAP is a confidential service.

**VIOLATION OF POLICY**

Employees who violate this policy will be subject to disciplinary action, up to and including termination.

**ADDITIONAL INFORMATION**

The Library Director is responsible for the administration of this policy.

## **5.03 BUILDING SECURITY**

The security of Mendon Public Library's offices and facilities is of the utmost importance.

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### **VISITORS**

Visitors to the staff area of the library must be escorted by a library employee.

### **DELIVERIES**

Delivery people are seldom thought of as visitors, but they are and should be treated as any other visitor.

### **PROHIBITED ITEMS**

The following articles may not be brought onto organization premises:

- Firearms, weapons, explosives;
- Narcotics or alcoholic beverages; and
- Other items similar in effect or purpose to any of the above, as well as items which may be considered illegal under local, state, or federal laws or contrary to standard industrial practice.

Any personal items brought on the premises are subject to inspection as necessary to protect organization property and personnel.

### **USE OF LIBRARY PROPERTY**

Library property may not be removed from the premises or equipment operated for personal use without the written approval of the Library Director.

## **5.04 SMOKE-FREE WORKPLACE**

The following smoking provisions have been adopted in the interest of providing a safe and healthy environment for both employees and visitors to our building.

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### **SMOKING RESTRICTIONS**

Smoking including the use of e-cigarettes is not permitted in any organization work areas, building, parking lots or property.

### **COMPLIANCE**

Violations of this policy are subject to disciplinary action, up to and including termination.

## **5.05 VIOLENCE IN THE WORKPLACE**

Mendon Public Library is committed to providing a safe environment for employees, customers, and visitors. The organization has zero tolerance for violence. Employees who display any violence or threaten violence in the workplace are subject to disciplinary action, up to and including termination. Talk of committing violence or joking about committing violence will not be tolerated.

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### **DEFINITION**

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

### **WEAPONS**

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

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

### **REPORTING VIOLENCE**

It is everyone's responsibility to prevent violence in the workplace. Employees must report what they see in the workplace that could indicate that a co-worker is in need of help. Employees should report any incident that may involve a violation of the organization's policies that are designed to provide a safe workplace environment. Concerns may be presented to the Library Director. All reports will be investigated and information will be kept confidential, except where there is a need to know in order to facilitate a solution to the problem.

## **PROTECTIVE OR RESTRAINING ORDER**

Employees should promptly inform the Library Director of any protective or restraining order that they have obtained that lists the workplace as a protected area. The Library Director must be informed of the details of the order and shall post a photograph of the person who is required to stay away from the employee. An employee of the Mendon Public Library who witnesses the legally restrained individual attempting to break this order will be expected to alert immediately the Library Director or the senior-most staff member on duty. Common sense should prevail, if necessary police should be called immediately.

Employees are encouraged to report safety concerns with regard to intimate partner violence. Mendon Public Library will not retaliate against employees making good-faith reports. Mendon Public Library is committed to supporting victims of intimate partner violence by providing referrals to the library's employee assistance program (EAP) and community resources and providing time off for reasons related to intimate partner violence.

## **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

Mendon Public Library provides an EAP for employees and their family members. Employees are encouraged to use the EAP whenever they feel the need for guidance with personal problems. For employees who have difficulty handling drugs or alcohol, the EAP can provide information on treatment. The EAP is a confidential service.

## **INCIDENT MANAGEMENT**

In the event of a major workplace incident that affects, or has the potential to affect, the mental health of our employees, the organization will provide initial counseling and support services to employees and immediate family members.

## **5.06      WORKPLACE SEARCHES**

Mendon Public Library reserves the right to conduct searches of any person, vehicle, or object that enters onto organization property.

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### **SEARCHES**

Please be aware that the organization reserves the right to search lockers, desks, briefcases, baggage, toolboxes, lunch sacks, clothing, purses, vehicles parked on organization property, and any other item in which something may be hidden. Searches may be conducted by organization management. The organization also reserves the right to authorize searches by law enforcement on its property with or without the employee being present.



## **5.07 SEVERE INFLUENZA PANDEMIC**

Mendon Public Library strives to maintain a safe workplace and protect the health of employees, customers, visitors or others in the event of a severe influenza pandemic. Mendon Public Library also wants to ensure the continuity of business operations in the event of a severe influenza pandemic. The agency's efforts will be guided by and in accordance with all applicable federal, state and local laws and guidelines issued by public health authorities such as the Centers for Disease Control and other governmental agencies.

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### **INFLUENZA PREVENTION**

All employees are asked to cooperate in taking steps to reduce the transmission of influenza in the workplace. We encourage employees to assist in reducing the transmission of influenza by frequent hand washing with warm, soapy water, using hand sanitizer, covering mouths with tissues when sneezing, and discarding tissues used when sneezing.

### **STAYING HOME WHEN ILL**

Mendon Public Library provides exempt employees with paid sick time to compensate employees who are unable to work due to illness. During flu season and/or an influenza pandemic, it is critical that employees do not report to work while they are ill and/or experiencing influenza-like symptoms such as: fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, diarrhea, vomiting, and fatigue. The Centers for Disease Control and Prevention has recommended that people with influenza-like illness remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.

### **WORK SCHEDULES**

A severe influenza pandemic could result in a significant level of absenteeism. Some employees may be unable to work if they become ill due to the virus while others may need to remain home to care for ill family members or to provide care for children during school closings. During this time, unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during a severe influenza pandemic should take steps now to develop any necessary contingency plans.

## **REQUESTS FOR MEDICAL INFORMATION AND/OR DOCUMENTATION**

During a pandemic, individuals who contract influenza may never be diagnosed or confirmed as having flu. Nevertheless, depending on the circumstances, if an employee is out sick or shows symptoms of being ill, it may become necessary to request information from the employee and/or the employee's health care provider. In general, the organization would request medical information to confirm the employee's need to be absent, whether and how it relates to influenza, and that it is appropriate for the employee to return to work.

## **CONFIDENTIALITY OF MEDICAL INFORMATION**

Our policy is to treat any medical information obtained from an employee or an employee's health care provider, including any voluntary disclosure that the employee has contracted influenza, as a confidential medical record. In furtherance of this policy, any disclosure of influenza-related medical information will be shared only on a need-to-know basis, and only as necessary to prevent or slow the spread of the illness at work, while maintaining confidentiality to the extent reasonably possible. Information will be shared with government officials only if required by law.

## **ADDITIONAL INFORMATION**

Please see the Library Director for additional information.

## **SECTION SIX**

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# **EMPLOYEE PROGRAMS & PROCEDURES**

## **6.01 PROVIDING SERVICE TO THE PUBLIC**

The professional treatment of the public and the impression that we make on our community are important. The library's reputation is based on excellence and quality of customer service.

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### **EACH EMPLOYEE'S RESPONSIBILITY**

The opinions and attitudes that the public has toward the Mendon Public Library may be determined for a long period of time by the actions of one employee. Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.

## **6.02 PARKING**

The Mendon Public Library welcomes everyone who is using the library or attending a library program to park in the library's parking lot. The parking needs of library employees and patrons are the first priority in regard to available parking space. Those attending library-related programs and meetings, Friends of the Library programs and meetings, and programs and meetings of nonprofit, not-for-profit civic, educational, cultural or governmental organizations are given the next priority. Non-library uses will be allowed during daylight hours only when the library is closed.

Free parking facilities are available to the employees of Mendon Public Library. When using these facilities, park in an orderly and courteous fashion.

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### **PROTECTION OF PROPERTY**

For each employee's protection, car doors should always be locked when parking in our parking areas. The organization is not responsible for loss, damage, or theft in our parking area.

### **SAFETY IN THE PARKING LOT**

Employees must adhere to normal traffic laws while driving in our parking lot. This includes full adherence to stop signs and speed limits.

### **PARKING LOT GUIDELINES**

- Parking is allowed within the lined spaces only;
- No parking in handicapped spaces without a valid permit;
- Parked cars must not interfere with pedestrian use;
- No overnight parking is allowed;
- The parking lot is to be used for parking only. There is to be no loitering in or around vehicles during or after library hours. The parking lot will not be used as any type of public forum including rallies or meetings;
- Use of the parking lot for commercial purposes is prohibited;
- Drugs, smoking, and / or alcoholic beverages are not permitted on library property including the parking lot; and
- Roller skates, rollerblades, scooters, skateboards and other coasting devices are not vehicles and are prohibited from library property including the parking lot. Bicycles used as transportation by library patrons are allowed; however "extreme" or sport bicycling is prohibited on the library property including the parking lot.

Anyone violating these rules, or engaging in any unlawful activity on the Library's premises, will be subject to action by the Monroe County Sheriff's Department. The Library does not at any time or under any condition assume any responsibility for damage to or theft of any privately-owned vehicle in the parking lot or for personal injury, from any cause whatsoever, to any person or persons utilizing the lot. Requests for parking needs are to be made to the Library Director.

## **6.03 MEDIA RELATIONS**

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

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### **MEDIA REQUESTS FOR OFFICIAL STATEMENT**

Any telephone calls, electronic communications, or visits from members of the media requesting the library's official statement should be directed to the Library Director. If the Library Director is not available, requests should be directed to the President of the Library Board of Trustees.

## **6.04 TELEPHONES & ELECTRONIC DEVICES**

It is important that our telephones be free and our employees be available during working hours for customers and other business-related calls.

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### **NON-BUSINESS CALLS**

Our telephones are maintained for business purposes only. The organization recognizes that employees may occasionally need to use organization telephones for non-business related matters. Employees are requested to limit these calls to an absolute minimum and place calls only during non-working periods. The abuse of this privilege would negatively impact the already heavy demand on our telephone lines and interfere with the efficiency of our operations.

### **LONG DISTANCE CALLS**

The organization's telephones may not be used to make non-business long distance calls except in emergencies with prior permission from the Library Director.

### **PERSONAL CELL PHONES AND ELECTRONIC DEVICES**

Radios, iPods, MP3 players, and other personal electronic devices may be used to play music during work time as long as the devices are not distracting to others and do not interfere with work performance and the use is kept to a minimum.



## **6.05 HOUSEKEEPING**

Each employee is responsible for keeping his or her own work area neat and orderly. It is everybody's responsibility to keep our facility clean and welcoming. The library will hire a custodian or custodial service for regular cleaning of our facility-

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### **WORK AREAS**

Employees may personalize their work area as long as this does not result in clutter or disorder. The organization reserves the right to exercise judgment as to what is or is not acceptable.

### **BEVERAGE BOTTLES**

Beverage cans and bottles should be disposed of in recycling containers and not left to accumulate.

### **USE OF REFRIGERATOR**

Refrigerator and snack areas must be kept clean for all staff to use.

## **6.06 PROFESSIONAL ATTIRE**

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

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### **DRESS CODE**

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

### **INAPPROPRIATE ATTIRE**

The list of inappropriate attire includes, but is not limited to:

- Faded, frayed, or torn clothing;
- Sheer clothing or clothing that is revealing, distracting, or provocative;
- Visible body piercings, with the exclusion of pierced ears;
- Unnaturally colored hair and extreme hairstyles;
- Excessive or strong perfume, cologne and/or aftershave lotion;
- Tattoos that are prominently displayed;
- Shorts;
- Beach attire, such as flip-flops;
- Clothing with offensive language or slogans.

Employees should maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times.

### **ADDITIONAL INFORMATION**

Mendon Public Library will make accommodations when necessary to comply with state and/or federal law. Please contact the Library Director with questions regarding this policy.

## **6.07 CHANGES IN PERSONAL INFORMATION**

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

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### **NOTIFICATION**

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

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

## **6.08 SEVERE WEATHER**

Inclement weather is to be expected during the winter months. Driving, although rarely impossible, may be difficult at times. When caution is exercised, the roads are normally passable.

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### **NOTICES OF OFFICE CLOSINGS**

Except in cases of severe storms, we will work regular hours. Any alteration in our regular schedule will be decided by the Library Director in conjunction with the Board of Trustees and communicated by phone, and by e-mail.

### **ABSENCES DUE TO POOR WEATHER**

Time taken off by employees due to poor weather conditions when the organization remains open must be taken as a vacation day, sick day or personal day, or unpaid time unless otherwise required by federal or state wage and hour laws.

If a non-exempt employee is at work when the library closes due to severe weather, the employee will be paid for the remainder of their regular shift. Exempt employees will have the option to use vacation time or make up missed hours.

## **6.09 BULLETIN BOARDS**

Mendon Public Library maintains bulletin boards in suitable places for the posting of official notices relating to Mendon Public Library business, job opportunities, sponsored activities, and federal and state regulations.

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### **GENERAL**

Information of interest and importance is regularly posted on our bulletin boards. Make a point to look at the bulletin boards regularly to keep up with "what's happening." These bulletin boards are for administrative use only so employees may not post or remove any items on them.

## **6.10 VOICEMAIL, E-MAIL & COMPUTER SYSTEMS**

Mendon Public Library's telephone and computer systems permit employees to receive, send and transfer voice mail, text, and e-mail messages. The purpose of these systems is to facilitate business communications. Mendon Public Library reserves the right to access all voicemail, text, and e-mail messages left on or recorded on the phone system or the computer mail system, as well as the right to access any computer file on the computer system, at any time without advance notice.

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### **CONFIDENTIALITY**

Employees should not assume that messages on voice mail, e-mail, or organization-provided cell phones and electronic devices are private or confidential.

### **BUSINESS RELATED**

Our computer and phone systems are maintained for organization business purposes. Employees should not use the organization's systems to conduct personal business or maintain personal files.

### **IMPROPER USES**

As with all organization communications, messages of a discriminatory or harassing nature may not be transmitted on organization network systems. Employees are expected to use professional and respectful language when communicating over organization computer and phone systems and other organization-provided electronic devices.

Employees are prohibited from downloading any software from the Internet. Employees must respect copyright and license agreements for software, digital artwork and other forms of data. Employees may not use other employees' passwords to access organization data unless authorized in writing in advance by the Library Director.

Employees may not disclose their passwords or allow others to use their access to organization systems and equipment. Employees must protect data from unauthorized use or disclosure and respect the integrity of computing systems. Employees must take care not to introduce viruses into organization systems by not opening messages or documents sent by unknown users. Employees should utilize anti-virus software and notify management immediately if there is reason to believe a virus has been introduced into our computer system or that any person may have accessed data which they were not authorized to view.

## **MAINTENANCE**

Employees are responsible for maintaining their files and messages on these systems and devices. Messages should be accessed, acted upon, filed or deleted on a regular basis.

## **6.11 USE OF INTERNET**

The Internet is a powerful communications tool and a valuable source of information. However, an employee's improper use of organization-provided Internet services can waste time and resources and create legal liability and embarrassment for both Mendon Public Library and the employee.

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### **ACCESS**

The organization's policy applies to any organization provided Internet service that is accessed on or from the organization's premises, accessed using organization computer equipment or via organization-paid access methods and/or used in a manner that identifies the employee with Mendon Public Library.

### **IMPROPER USES**

Employees are strictly prohibited from using organization-provided Internet services in connection with, but not limited to, any of the following activities:

- Engaging in illegal or fraudulent conduct which includes improper use or downloading of copyrighted material;
- Viewing, sending, receiving, or storing material that could be viewed as malicious, obscene, threatening, or contributing to a hostile work environment on the basis of any status protected by law or organization policy;
- Monitoring or intercepting the files or electronic communications of employees or third parties;
- Obtaining unauthorized access to any computer system;
- Using another individual's account or identity without explicit authorization from the Library Director;
- Attempting to test, circumvent, or defeat security or auditing systems of Mendon Public Library or any other organization without prior authorization; or
- Distributing or storing chain letters, jokes, offers to buy or sell goods.

### **USE OF INSTANT MESSAGING, WEBLOGS, AND SOCIAL NETWORKING SITES**

Blogging, instant messaging, and visiting social networking sites such as Facebook are not appropriate working time activities unless required by the scope and responsibilities of an employee's job. Such personal activities, if engaged in, must be limited to non-work time and must comply with Mendon Public Library policies governing the proper use of the internet, e-mail, off-duty social networking, and computer files.



**CONFIDENTIALITY**

Employees should not expect privacy with respect to any of their activities using organization-provided Internet access or services. Mendon Public Library reserves the right to review any site visits and/or files, messages, or communications sent, received or stored on organization computer systems.

**VIOLATIONS**

Employees violating this policy are subject to disciplinary action, up to and including termination. Employees using organization computer systems for illegal or fraudulent purposes also may be subject to civil liability and/or criminal prosecution. The organization may also report suspected unlawful conduct to the appropriate law enforcement authorities.

## **6.12 OFF-DUTY SOCIAL NETWORKING**

This policy establishes a set of rules and guidelines for any activity and participation in “social media” by all Mendon Public Library’s “users.” These rules are intended to be adaptable to the changes in technology and norms of online communication and behavior, and may be amended by Mendon Public Library at any time, for any reason, without notice to users.

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### **DEFINITIONS**

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

The term “users” refers to employees, management and supervisors, and anyone else employed by Mendon Public Library.

### **EXERCISE RESPONSIBILITY ONLINE**

This policy applies to any social media activity conducted with a Mendon Public Library email address or on a Mendon Public Library website or page, and/or which can be traced back to a Mendon Public Library domain, and/or which uses Mendon Public Library’s Information Systems and/or which expressly or implicitly identifies the individual as an employee of Mendon Public Library.

If, from an employee’s post in a blog or elsewhere in social media, it is clear the employee is a Mendon Public Library employee, or if the employee mentions the Mendon Public Library, or it is reasonably clear the employee is referring to Mendon Public Library or a position taken by Mendon Public Library, and the employee expresses a political opinion or an opinion regarding Mendon Public Library’s positions or actions, the post must specifically note that the opinion expressed is the employee’s personal opinion and not necessarily Mendon Public Library’s position.

## **FOLLOW EXISTING POLICIES**

Observe and follow: (a) existing Mendon Public Library policy and agreements, such as our Employee Handbook and (b) applicable laws and regulations. This means that employees are prohibited from using social media to post or display comments about co-workers or supervisors of Mendon Public Library that are maliciously false, obscene, threatening, intimidating, or in violation of Mendon Public Library's workplace policies against discrimination on the basis of race, color, sex, age, disability, religion, citizenship, national origin, ancestry, military status or veteran status, marital status, sexual orientation, domestic violence victim status, predisposing genetic characteristics and genetic information, and any other status protected by law.

The rules in Mendon Public Library's Employee Handbook and "Non-Harassment," "Sexual Harassment," "Non-Discrimination," "Code of Ethics," "Standards of Conduct," "Voicemail, E-mail, and Computer Systems," and "Use of Internet" policies apply to employee behavior within social media and in public online spaces.

Do not post any information or conduct any online activity that violates applicable local, state, or federal laws and regulations. Any conduct which under the law is impermissible if expressed in any other form or forum is also impermissible if expressed through social media.

## **RECOGNIZE OTHERS' PRIVACY**

It is inappropriate to use or disclose "confidential personal information" (as defined below) about another individual or use or disclose Mendon Public Library's "proprietary confidential information" in any form of social media.

For purposes of this Policy, "confidential personal information" refers to an individual's Social Security number, financial account numbers, driver's license number, or personal medical information (including family medical history). Mendon Public Library's "proprietary confidential information" refers to internal information regarding Mendon Public Library's finances, future business performance and business plans, business and brand strategies, and information which is or relates to Mendon Public Library's trade secrets.

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

## **USE YOUR TRUE IDENTITY**

When commenting on or promoting any Mendon Public Library venue or service on any form of social media, employees must clearly and conspicuously disclose his or her relationship with Mendon Public Library to the members and readers of that social media.

## **MANAGE EXPECTATIONS OF PRIVACY**

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

## **INTERACT ON YOUR OWN TIME**

Mendon Public Library respects the right of any employee to participate in social media, such as maintaining a blog or participating in online forums. However, to ensure proper employee focus on their job duties and adequate functioning of library equipment, employees are not permitted to engage in social media activities during work time. Moreover, during non-work time, employees must avoid excessive social media or other email or internet activity while using library equipment or library networks.

## **IDENTIFY ANY COPYRIGHTED OR BORROWED MATERIAL WITH CITATIONS AND LINKS**

When publishing any online material through social media employees must respect and follow all copyright and other intellectual property laws.

## **ADDITIONAL INFORMATION**

Please see the Library Director for additional information or clarification of any aspect of this policy.

## **6.13 PROTECTED HEALTH INFORMATION PRIVACY**

For employers with self-insured medical plans or medical flexible spending account plans, the Health Insurance Portability and Accountability Act (HIPAA) privacy rules require group health plans like Mendon Public Library's group health plan to take steps to ensure the privacy of personally identifiable health information (PHI) and provide notice of the plan's legal duties and privacy practices to participants. Generally, the plan cannot use or disclose PHI without written authorization except for the purposes stated in the plan's Notice of Privacy Practices. The summary below briefly describes some of the aspects of how medical information may be used and disclosed by the Mendon Public Library's group health plan and how employees can get access to this information. A more complete summary is contained in the plan's Notice of Privacy Practices.

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### **USE AND DISCLOSURE OF PHI**

The plan is required to provide an employee access to certain PHI in order to inspect or copy it. Use and disclosure may also be required by the Department of Health and Human Services to enable the Department to investigate or determine compliance with the privacy regulations.

### **YOUR RIGHTS**

Employees may request that the plan restrict the use and disclosure of PHI to carry out treatment, payment, or health care operations. Employees also may request that the plan allow the use and disclosure of PHI to relatives, friends, or other individuals identified by the employee. However, there is no requirement that the request be granted.

Employees generally have the right to inspect and copy their PHI. The plan will provide requested information within the federally established timeframe. If the request is denied, the employee will receive a written notice.

Employees have the right to request an amendment of their PHI. The plan will act on the request within the legally required timeframe. If the plan is unable to comply with the request for amendment, the employee will be provided with a written denial that explains the basis for denial. Employees may also submit a written statement disagreeing with the denial.

Employees have the right to request an accounting of disclosures of their PHI. However, such accounting need not include PHI disclosures made to carry out treatment, payment or health care operations, or certain other types of disclosures identified in the privacy regulations.

## **MORE INFORMATION**

Requests to restrict use and disclosure, inspect or copy PHI, amend PHI, or receive an accounting of PHI should be made to the Benefits Coordinator. The plan will make every effort to accommodate the request within a reasonable period of time.

*This policy is a brief summary of some of your PHI Use and Disclosure Rights under the Health Insurance Portability and Accountability Act. Additional information regarding rights may be found in the plan's Notice of Privacy Rights which may be obtained from the Benefits Coordinator.*

February 2015

## **6.14 PERSONNEL FILES**

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

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### **ACCESS TO PERSONNEL FILE**

Current employees may see information which is kept in their own personnel file if they wish, except for confidential materials such as job references or information relating to other employees. Employees may make arrangements with the Library Director to see these documents. Documents can only be viewed in the presence of the Library Director. Employees may request and receive copies of all documents they have signed at the time they are signed.

Internal availability and access to personnel files is limited to those with proper authorization and a business need to know. The Library Director is responsible for the maintenance and the security of the personnel files.

### **INQUIRIES ABOUT EMPLOYEES**

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

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

### **PROTECTION AND DISPOSAL OF PERSONAL RECORDS**

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

## **6.15 OPERATION OF VEHICLES FOR LIBRARY BUSINESS**

It is the responsibility of every employee operating his or her own vehicle for organization business to drive safely and obey all traffic, vehicle safety, and parking laws or regulations.

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### **VALID DRIVER'S LICENSE**

All employees authorized to drive organization or personal vehicles for use in conducting organization business must possess a current, valid driver's license and their driving record must meet the qualifications of our insurance carrier.

### **PERSONAL VEHICLES**

In some instances, employees may be required to drive their own personal vehicle for the purposes of conducting organization business. Employees must maintain adequate personal automobile liability insurance. The organization is not responsible for any damages or fines incurred while conducting organization business in a personal vehicle. Employees may not use portable electronic devices, including hand-held cellular telephones, while operating a personal vehicle for organization business.

### **SAFETY WHILE DRIVING**

Employees, while driving on organization business, are expected to:

- Follow all driving laws and safety rules such as following posted speed limits and directional signs;
- Avoid confrontational or offensive behavior;
- Practice defensive driving;
- Wear seat belts, whether they are the driver or the passenger; and
- Take a sufficient number of driving breaks.

Employees while driving on organization business must refrain from distracting activities, including but not limited to:

- Using a portable electronic device while driving to: view, take, or transmit images; to play games; or to compose, send, read, view, access, browse, transmit, save, or retrieve e-mail, text messages, or other electronic data; and
- Any other activity unrelated to the operation of the motor vehicle that jeopardizes an employee's safety or the safety of others while driving.



Portable electronic devices include hand-held mobile telephones, hand-held devices with mobile data access, personal digital assistants (PDAs), laptop computers or other portable computing devices, pagers, text message devices, electronic games, and broadband personal communication devices. Drivers who hold portable electronic devices in a conspicuous manner while driving are presumed to be using such devices.

Employees who drive as part of their job duties are permitted to use hands-free cell phones while driving. Employees with hands-free devices for their cell phones are to make conversations brief. If road conditions are poor, traffic is heavy, the conversation is involved, or other safety concerns are present, employees should find a proper parking space to continue their conversations.

Employees are permitted to use portable electronic devices to communicate during an emergency to emergency-response operators, hospitals, physician offices, health clinics, ambulance and other emergency vehicle drivers, firefighters, and the police department.

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## EMPLOYEE HANDBOOK RECEIPT ACKNOWLEDGEMENT

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I acknowledge receipt of the Mendon Public Library Employee Handbook which describes organization policies, an overview of current employee benefits, and my obligations.

I understand that the policies contained in this handbook are not intended to create a contract of employment nor is any other communication by a management representative, either express or implied, intended to be a contract, unless explicitly stated otherwise in a written agreement signed by the Board of Trustees of our organization.

I understand that this handbook is not a guarantee of employment for any set period and that either the organization or I may terminate my employment at any time, with or without cause. Furthermore, I understand that the policies and benefits described in this handbook may be added to, revised, or deleted at any time.

I agree to read and study the contents of this manual. It is understood that Mendon Public 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 employees and the organization.

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Employee's Name (Printed)

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Employee's Signature

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Date