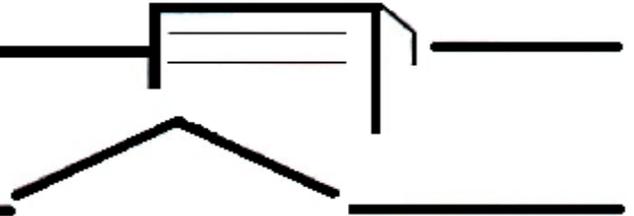

GUILDERLAND PUBLIC LIBRARY
2228 Western Avenue
Guilderland, NY 12084



Employee Handbook

Guilderland Public
Library

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Message from the Board of Trustees

The Board of Trustees is pleased to welcome you to the Staff of the Guilderland Public Library. We hope that you will find your work both interesting and satisfying.

This handbook has been developed to respond to the many issues that are related to employment at the Library. The rules in this handbook apply to all employees of the Guilderland Public Library. Bargaining unit employees should refer to the applicable agreements for descriptions of compensation increases, vacation, sick, personal and other leave benefits, as well as additional rights and obligations. Management Confidential staff should refer to the Management Confidential package.

This handbook may not include a description of all policies for all situations that may arise. Nor does this handbook in any way constitute an employment contract. The Library may, in its sole discretion, alter, reduce or eliminate the policies, practices and benefits described in this handbook, in whole or in part, without prior notice.

While efforts have been made to address all concerns, there may be occasions that will require action on a case-by-case basis.

We hope that an atmosphere of mutual respect will govern us all as we endeavor to make the Guilderland Public Library an integral and essential part of the community.

The Board of Trustees
Guilderland Public Library

Mission Statement of the Guilderland Public Library

The mission of the Guilderland Public Library is to provide quality library materials and services to our community for lifelong learning, cultural enrichment, and enjoyment.

Adopted September 12, 1989

Re-adopted August 13, 1998

Revised July 13, 2006

CODE OF ETHICS FOR EMPLOYEES

**Guilderland Public Library
Guilderland, New York**

Section 1. Purpose.

The Board of Trustees of the Guilderland Public Library of Guilderland, New York ("Library") recognizes that there are rules of ethical conduct for employees, which must be observed if a high degree of moral conduct is to be obtained and if public confidence is to be maintained in our unit of local government. Therefore, Board of Trustees hereby promulgates these rules of ethical conduct for the employees of the Guilderland Public Library. These rules of ethical conduct as adopted, shall not conflict with, but shall be in addition to any other general or special law relating to ethical conduct and interest in contracts of employees.

Section 2. Definitions.

A "Employee" shall mean an agent or employee of the Guilderland Public Library.

B. "Interest" shall mean a direct or indirect pecuniary or material benefit accruing to an employee as the result of a contract or agreement with the Library. For purposes of this policy, a employee shall be deemed to have an interest in the contract of (1) his/her spouse, minor children and dependents, except a contract of employment with the Library; (2) a firm, partnership or association of which such employee is a member or employee; (3) a corporation of which such employee is an officer, director or employee; and (4) a corporation, of which five percent or more of outstanding stock is owned or controlled directly or indirectly by such employee.

Section 3. Standards of Conduct.

A. Library employees shall:

(1) Provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.

(2) Uphold the principles of intellectual freedom and resist all efforts to censor library resources.

(3) Protect each library user's right to privacy and confidentiality with respect

to information sought or received and resources consulted, borrowed, acquired or transmitted, consistent with existing law;

- (4) Recognize and respect intellectual property rights;
- (5) Treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of library employees;
- (6) Avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the library;
- (7) Distinguish between one's personal convictions and professional duties and not allow personal beliefs to interfere with fair representation of the aims of the Guilderland Public Library or the provision of access to library resources;
- (8) Strive for excellence in the profession by maintaining and enhancing one's own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

B. Every employee of the Library shall be subject to and abide by the following standards of conduct:

- (1) Gifts. (S)he shall not, directly or indirectly, solicit any gift, or accept or receive any gift having a value of seventy-five (\$75) dollars or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or in any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him/her, or could reasonably be expected to influence him/her, in the performance of his/her official duties or was intended as a reward for any official action on his/her part.
- (2) Confidential Information. (S)he shall not disclose confidential information acquired by him/her in the course of his/her official duties or use such information to further his/her personal interests. In addition, (s)he shall not disclose information regarding any matters discussed in an executive session of the Board of Trustees whether such information is considered "confidential" or not.
- (3) Compensation for Services Rendered. (S)he shall not receive, or enter into

any agreement, express or implied, for compensation for any services, other than those services for which (s)he is employed as an employee of the Library, to be rendered in relation to any matter before the Library.

(4) Disclosure of interest in matters or resolutions before the Board of Trustees. To the extent that (s)he knows thereof, any employee of the Library, who now has, will have or later accepts an interest in or whose spouse has, will have or later acquires an interest in (a) any actual or proposed contract, (b) purchase agreement, (c) lease agreement or other agreement, including oral agreements, with the Library, or who participates in the discussion or gives official opinion to the Library on any matter or resolution before the Library, shall immediately and publicly disclose, in writing to his/her supervisor or to the Board of Trustees, the nature and extent of any direct or indirect financial or other private interest (s)he has in such matter or resolution. It is incumbent upon any employee to recuse him or herself immediately whenever the appearance of or a conflict exists.

(5) Investments in conflict with official duties. (S)he 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 official duties.

(6) Private employment. (S)he shall not 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/her official duties.

(7) Future employment. (S)he shall not, after the termination of employment with the Library, appear before any board or agency of the Library, in relation to any case, proceeding, agreement or application in which (s)he personally participated during the period of his/her employment or which was under his/her active consideration.

(8) Conflicts of Interest Prohibited. Except as provided below, (s)he shall not have an interest in any contract with the Library when (s)he, individually or as an employee, has the power or duty to (a) negotiate, prepare, authorize or approve payment there under; (b) audit claims or bills under the contract; or (c) appoint an

officer or employee who has any of the powers or duties set forth above, and no chief fiscal officer, treasurer, or his/her deputy or employee, shall have an interest of more than 5% in a bank or trust company designated as a depository paying agent, registration agent or for investment of funds of the Library.

(9) Exceptions. The provisions of (8) above shall not apply to:

(a) the designation of a bank or trust company as a depository, paying agent, registration agent or for investment of funds, except when an employee has an interest in such bank or trust company;

(b) a contract with a person, firm, corporation or association in which (s)he has an interest which is prohibited solely by reason of employment as an officer or employee thereof, if the remuneration of such employment will not be directly affected as a result of such contract and the duties of such employment do not directly involve the procurement, preparation or performance of any part of such contract;

(c) the designation of a newspaper, including but not limited to an official newspaper, for the publication of any notice, resolution, ordinance or other proceeding where such publication is required or authorized by law;

(d) a contract with a membership corporation or other voluntary non-profit corporation or association;

(e) the sale of bonds and notes pursuant to Section 60.10 of the local finance law;

(f) a contract in which (s)he has an interest if such contract was entered into prior to the time (s)he was appointed, but this shall in no event authorize a renewal of any such contract;

(g) ownership of shares of stock of less than 5% in a publicly traded company

(h) any other exceptions as specified in Article 18 of the General Municipal Law or any other general or special law relating to ethical conduct and interest in contracts of employees.

C. Any employee who has knowledge of a violation of the Code of Ethics by any other employee or officer shall report such information to his/her supervisor or Department Head. If the incident involves a Supervisor or Department Head, the employee should contact the Assistant Director or Director. If the matter involves the Assistant Director or Director, the employee shall contact the President or the Treasurer of the Board of Trustees.

Section 4. Lawful Benefits.

Nothing herein shall be deemed to bar or prevent the timely filing by a present or former employee of any claim, account, demand or suit against the Library arising out of any personal injury or property damage or for any lawful benefit authorized or permitted under the laws of the State of New York.

Section 5. Distribution of Code of Ethics.

The Executive Director shall distribute a copy of this Code of Ethics to every employee of the Library within 10 days after the effective date of this resolution. New employees will receive a copy upon appointment. Failure to distribute any such copy or failure of any employee to receive such copy shall have no effect on the duty of compliance with this code.

Section 6. Penalties

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of this code may be suspended, with or without pay, or removed from employment, as the case may be, in the manner provided by law or contract.

Section 7. Effective Date.

This policy shall take effect on June 12, 2008.

I. Appointment and Promotion

I. A. Appointment

The Director or her designee makes staff appointments with final approval by the Board of Trustees.

The Guilderland Public Library is subject to Civil Service Law of the State of New York. This means that all positions in the Library must be appointed according to the rules and regulations of the County of Albany Department of Civil Service found in Rules for the Classified Service in Albany County, New York.

In the instance when there is no eligible list for a position the Library may appoint an employee provisionally. The rules governing provisional appointees shall be in force.

Under the Immigration Reform and Control Act of 1986 (IRCA) once an employee is hired, the employee must furnish the Library with documents required by law and fill out form I-9. Furthermore, employees must keep the Library informed of changes in their immigration status.

Staff assignments are based on the duties of the job being performed, not the education level of the individual. A minimum level of education is necessary for certain positions.

A full-time employee is one who regularly works 35 or 37.5 or more hours per week. A benefited part-time employee is one who regularly works 25 or more hours per week, but fewer than 35 hours per week. A non-benefited part-time employee is one who regularly works fewer than 25 hours per week. A temporary employee shall mean an individual employed by the Library for a term not exceeding six months, unless extended by mutual agreement between the Library and the Union.

Each employee hired to fill a position will receive an appointment letter from the Director of the Library which sets forth her/his hourly rate, regular hours, employment status, benefit accrual anniversary date (if applicable) and probationary period (if applicable).

I. B. Probationary Period

A probationary period will apply for all employees. As detailed in Rules for the Classified Service in Albany County, New, every new employee must serve a probationary period of not less than 8 and no more than 52 weeks. The Library as a general rule requires a 26 week probationary period.

All new, re-hired, or promoted employees are on probation the first 8 to 52 weeks after their date of hire. At the discretion of the Director or the Board of Trustees, any significant absence (10 or more work days) may extend the probationary period for the length of the absence.

The probationary period is designed as an opportunity to demonstrate the employee's ability to achieve satisfactory performance levels on the job, and to determine if the position meets her/his expectations. The Library uses this period to assess employee capabilities, work habits, and overall performance. Either the employee or the Library may end the employment relationship at will at any time during the probationary period.

Upon completion of the probationary period, an official performance review will be conducted and the written evaluation will become part of the employee's personnel files.

The period of probation does not interfere with any benefits for which the employee is eligible. See the respective collective bargaining agreement or Management Confidential agreements for each type of benefit to determine eligibility.

Upon completion of probation, the Director of the Library will issue a letter changing the employee's status from probationary to permanent.

I. C. Performance Review

New employees will be formally evaluated in writing and/or orally by the Director or the Director's designee at the end of cut/three months\ , six months, and one year of employment.

The Director or the Director's designee will formally evaluate continuing employees at least annually within four weeks of the employee's anniversary date.

All evaluation shall become a part of the employee's personnel file.

Supervisors and employees are encouraged to discuss job performance and goals on an informal, day-to-day basis. Performance evaluations provide the opportunity to discuss job strengths, job tasks, identify and correct weaknesses, encourage and recognize achievements, and to determine goals, and the best approaches for meeting those goals.

I. D. Promotions

Any staff member interested in a higher-level position must appear on an eligible list, fill out an application and submit to an interview as would any other applicant. Cut/Staff members must show the experience and

ability to accomplish any position for which they apply, and must have the minimum levels of skills and education specified on the job description to be considered for the opening as well as meeting any other of the job requirements such as scheduling. The rules detailed in Albany County Civil Service Procedures and Necessary Requirements must be met for permanent appointment.\

I. E. Reassignment or Transfers

Any staff member may be called upon to change his/her hours or Department within the library if there is a need. Except in the case of emergency, the employee will be given two weeks notice before any such change. No employee shall be assigned to duties inappropriate to those s/he is required to regularly perform.

II. **Compensation**

Payroll covers a two week period, beginning on a Wednesday and running through the following Tuesday. A lag payroll system is in effect whereby paychecks are issued one week after the payroll period ends. Payroll checks are provided through a payroll service, and will be available by 9 a.m. on the Friday of the week payroll is due. The Fiscal Officer or Department Heads may distribute checks to staff that are working. Cut/All other checks will be filed in departmental packets in the supply cabinet kept in the Supply Room. Checks may occasionally be available prior to the date indicated above due to bank holidays, but may not be cashed prior to the date on the check. Direct deposit is available as a benefit.

All Library-issued checks must be cashed or deposited within 60 days of receipt. Checks not cashed within that time period are subject to a stop payment. The staff member is responsible for any bank fees incurred by the Library to stop payment on a check. A new check will be issued within 3 days of notification.

II. A. Time Sheets

Accurately recording time worked is the responsibility of each employee. Federal and state laws require the Library to keep an accurate account of time worked in order to calculate employee pay and benefits. Time worked is defined as all the time actually spent on the job performing assigned duties.

All full, part-time and substitute employees must fill out a Time Sheet (Appendix A). Time sheets are kept in Departmental binders near the copier adjacent to Administration.

Employees must sign themselves in at the actual time when their shift begins and out when they have their lunch break and back in again when they return and clock themselves out at the end of their work period. It is unacceptable to fill out time sheets after the fact.

The **Fiscal Officer** will only report hours for payment of actual time worked as noted on the Time Sheets and approved by Department Heads, the Assistant Director or the Director.

Altering, falsifying, tampering with time records, or recording time on another person's time record is prohibited.

According to New York State Labor Law, employees must take a meal break after 6 hours of work.

Also according to Labor Law, employees must not work for more than 6 consecutive days without 24 hours off.

II. B. Withholding

State & federal law requires that the Library make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Social Security taxes are also withheld according to law. Medical insurance, retirement contributions and 403B contributions are deducted from those who participate in those programs. If required by a court, garnishments can also be deducted.

II. C. Pay Advances

The Library does not provide advances on wages.

II. D. Time and a half

Hourly employees, who work more than 40 hours in a week with the approval and knowledge of their Supervisor and the Director, are entitled to time and a half pay for all hours worked over 40 in a work week.

II. E. Part-time additional hours

Part-time hourly employees, who work more than 25 hours in a week with the approval and knowledge of their Supervisor and the Director, are entitled to receive an extra 50 cents per hour for additional time worked.

II. F. Pay Corrections

While all reasonable precautions are taken to ensure that each employee receives the correct amount of pay, errors can occur. In this unlikely event, the discrepancy should be brought to the attention of the **Fiscal Officer** as soon as possible so that the situation can be reviewed and corrections can be made in a timely manner.

II. G. Lost/Stolen Paychecks

If an employee loses his/her library-issued paycheck, s/he is to notify the **Fiscal Officer** as soon as possible so that payment can be stopped.

II. H. Outside Employment

Staff may work at other employment outside the library as long as the other work does not interfere with the ability of the employee to perform his/her library duties as determined by the Department Head and Assistant Director/Director and presents no conflict of interest with the goals of the Library. If such interference does occur, then the employee will be asked to change some aspect of his/her schedule to be able to complete the library duties. If performance does not improve, the employee is subject to disciplinary action. Employees may not receive any income or material gain from individuals outside the Library for materials produced or services rendered while performing their duties as staff members of the Library.

III. Attendance and Leave Benefits

III. A. Basic Work Week

The basic workweek for full-time **unionized** employees is **37.5** hours per week.

III. B. Work Hours

Each Department in the Library submits a monthly schedule to the Director. Employees may be asked to work additional or different hours as needed, other than those set forth in the monthly schedule. In general staff members are expected to be available on an occasional basis for working additional or different hours as needed during periods of illness, vacation, etc.

Additional time staff work due to extraordinary circumstance (such as waiting with a child whose ride has not appeared at closing) may be authorized at the discretion of the Assistant Director or Director as necessitated by circumstances.

Both the employee's supervisor and the Director or Assistant Director must approve temporary schedule changes or switching in advance. An Employee Leave Request Form (Appendix G) must be filled out. Three-way switches are not acceptable.

Permanent schedules changes will be granted on the basis of what is best for the Library. Employees must submit a Request for Schedule Change form (Appendix B) and receive the approval of the Department Head and Assistant Director or Director.

III. C. Punctuality

Being on time is a requirement for library employment. Each staff member is expected to be at his/her post and working at the assigned time. If a staff member is going to be late, his/her Supervisor must be notified as soon as possible. Repeated instances of tardiness will result in lowered performance evaluations and/or possible disciplinary action.

III. D. Breaks

One fifteen-minute break is allowed for each 4-hour work period. Breaks may not be "saved" or combined to allow more time for lunch or dinner hours, or to come in early or late.

Duration and scheduling of lunch breaks are flexible and arranged according to the needs of the Library at the time. Staff members are welcome to use the staff lounge. Staff members are expected to help keep the lounge area clean and in good order. A refrigerator, stove, and microwave are available.

III. E. Holiday Closings

Full and benefited part-time employees are entitled to paid holidays as per the respective collective bargaining agreement or Management Confidential package.

The Library shall be closed in observance of the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- Christmas Eve Day

III. F. Emergency Closings

In the event the Library must close unexpectedly, at the discretion of the Director or the Director's designee, full and part-time employees will be compensated as per the respective collective agreement or Management Confidential **agreement**.

III. G. Sick Leave Policy

Full and benefited part-time employees are entitled to paid sick leave as per the respective collective bargaining agreement or Management Confidential **agreement**.

An Employee Request for Leave form (Appendix C) must be filled out for those instances when an employee knows in advance that they will be

out of work due to medical reasons such as doctor's appointments and the like.

III. H. Vacation Leave Policy

Paid vacation leave is granted to full and benefited part-time employees as per the respective collective bargaining agreement or Management Confidential package. The Supervisor and the Director must approve scheduling of vacations.

An Employee Request for Leave form (Appendix C) must be filled out. **The employee should not consider the submission of the form approval of the leave.**

Vacation scheduling will be done in four month blocks, January-April, May-August, and September-December.

Requests for January-April must be given to supervisors by September 15 (of the previous year). Supervisors will act on the requests by September 30.

Requests for May-August must be given to supervisors by January 15. Supervisors will act on the requests by January 31.

Requests for September-December must be given to supervisors by May 15. Supervisors will act on the requests by May 31.

Vacation requests which overlap time blocks must meet the deadline of the block in which the vacation request starts.

Vacation approval will be determined by the Department Heads determination of the needed degree of coverage to maintain the Library's optimum level of customer service.

Vacation requests submitted after the deadlines will be considered on a case by case basis.

Vacation time may NOT be borrowed before it is earned.

III. I. Medical Leave Policy

The Library provides medical leaves of absence without pay to employees who are temporarily unable to work due to a serious health condition or disability as per the respective collective bargaining agreement or Management Confidential agreement.

An Employee Request for Leave form (Appendix C) must be filled out.

Employees returning to work should submit a health care provider's

verification of their fitness to return to work on a full or part-time basis.

If the leave extends for more than one week, benefits, such as vacation, sick leave, and holiday benefits will not accrue during the approved medical leave period.

III. J. Family Leave Policy

The Library subscribes to the federal Family and Medical leave act of 1993 (29 USC 2601).

An Employee Request for Leave form (Appendix C) must be filled out.

If the leave extends for more than one week, benefits, such as vacation, sick leave, and holiday benefits will not accrue during the approved family leave period.

III. K. Personal Leave

Full and benefited part-time employees will earn personal leave as per the respective collective bargaining agreement or Management Confidential **agreement**.

Requests for personal leave must be submitted on an Employee Leave Request form (Appendix C). **The employee should not consider the submission of the form approval of the leave.**

III. L. Bereavement Leave

Bereavement Leave will be available with pay to all full and benefited part-time employees as per the respective collective bargaining agreement or Management Confidential package.

An Employee Request for Leave form (Appendix C) must be filled out.

III. M. Jury Duty

Full and benefited part-time employees are entitled to leave for jury duty as per the respective collective bargaining agreement or Management Confidential **agreement**.

An Employee Request for Leave form (Appendix C) must be filled out.

III. N. Leave Without Pay

Should an employee need time off from work in addition to accrued vacation, personal or sick leave, leave without pay may be granted at the discretion of the Director, and in accordance with Civil Service guidelines. Should an extended leave of absence be required, prior approval of the Board of Trustees must be secured. No vacation or sick leave can be earned while on leave without pay. For employees on leave without pay, health benefits may continue at employee's full expense

Request for leave without pay must be submitted on an Employee Leave Request form (Appendix C). **The employee should not consider the submission of the form approval of the leave.**

III. O. Military Leave

Members of the National Guard or military reserve units of the Armed Forces who must report for their annual two weeks active duty may take a leave of absence and are entitled to re-employment consistent with relevant State and Federal Laws. For up to two weeks (10 business days) per year, the Library will pay employees on military leave the difference between their regular salary and the military pay they receive.

Request for military leave must be submitted on an Employee Leave Request form (Appendix C).

III. P. Educational Leave

The Library will not approve long-term educational leaves either with or without pay.

IV. **Group Benefits**

IV. A. Health Insurance

All library employees are eligible to participate in the Library's health insurance program as per the respective collective bargaining agreement or Management Confidential package. Complete details of health insurance programs and costs are available from the **Fiscal Officer**.

IV. B. Workers' Compensation Insurance

Employees who are absent due to a job related injury or illness may be entitled to compensation under the New York State Workers' Compensation Law, which provides when payments of benefits begin. Medical treatment and medically related benefits are usually allowed immediately after the injury, provided the injury is otherwise compensable. In such cases, there is no waiting period for receiving medical benefits. Wage replacement generally will be from the first day of disability if the disability exists for more than fourteen calendar days. If the disability lasts fourteen calendar days or fewer, there is no wage replacement for the first seven calendar days. In such a case, lost time during the first seven calendar days of disability will be charged against the employee's available sick leave days.

Any accident or illness must be reported to a supervisor immediately and an incident report filled out. Failure to give prompt notice of an accident or illness may result in delay or difficulty in obtaining benefits for your injury or illness.

IV. C. Disability Insurance

New York State law requires employers to provide certain monetary benefits to their employees during periods of temporary absence due to illness or non-job related accidents. The Library carries insurance, which assures that entitled employees will receive such benefits. An employee's absence due to a disability, which is not eligible for disability benefits, will be charged against the employee's available sick leave.

IV. D. Retirement

New York State Employees Retirement System: The Guilderland Public Library is a member of the New York State Employees Retirement System. All employees who work at least 9 hours per week are eligible to join the System. Membership is mandatory for full-time employees. The Library contributes for each participant, and a deduction is also made from each paycheck for those employees required to contribute under New York State Employees Retirement System rules and regulations, with rates set by the System.

403-b plan: Employees of the Guilderland Public Library are cut/also eligible to voluntarily participate in a 403-b plan. Additional information about the plan is available from the Fiscal Officer.

457 plan: Employees of the Guilderland Public Library are eligible to voluntarily in the New York State Deferred Compensation Plan. Additional information about the plan is available from the Fiscal Officer.

IV. E. Credit Union

Employees of the Guilderland Public Library are eligible to join the School Systems Federal Credit Union. Additional information about the credit union is available from the Fiscal Officer.

IV. F. Other Benefits

Child care: Whenever feasible, the Library provides parental assistance through both flexible scheduling (employees may request the opportunity to vary work schedules, within Library defined limits, to better accommodate childcare responsibilities) and use of accrued sick leave in the event of a child's illness.

Staff orders: Employees may purchase books and other materials through the staff order process.

Overdue materials: Overdues are waived under most circumstances for employees. Fines **will** be charged, however, if materials are overdue an extended time period (beyond one month), or are in-demand or reserved material (e.g., videos, books-on-tape, CDs), or reserved material.

Damaged or Lost Materials: Employees will pay no processing fees for damaged or lost materials, only the replacement cost.

CUT/Staff discounts: Staff identification cards may be used to obtain discounts at various businesses in the Guilderland area. A list of those businesses that accept the card is available from the Account Clerk.

Staff lounge: A staff lounge, which includes a microwave, refrigerator, etc., is available for staff use. Cut/A cold beverage vending machine and a snack vending machine are also available for staff. Staff members are expected to assist in keeping the lounge area clean and in good order.

Cut/Picnic tables: There are two picnic tables behind the building, adjacent to the staff lounge, which are available for staff use.

Parking: Parking space is available for staff in the adjacent lot and along the periphery of the main parking lot. Handicapped spaces are available as needed for staff members. In addition, staff working on their birthdays are allowed to park in the closest spot along the east edge of the parking lot. See Appendix D for a diagram of acceptable parking locations.

V. Staff Conduct & Responsibilities

V. A. Professional behavior

Professional behavior and respect are the most important facets of each employee's presentation of library service to the public. We must be courteous, tactful, and pleasant at all times, treating the most trying patrons as well as we treat our most pleasant ones. That said, no staff member is expected to take abuse from patrons or other staff.

All staff members are expected to maintain certain Standards of Performance. These standards are consistent for all staff members. They include:

- Maintaining a positive mental attitude and displaying such toward public and fellow staff.
- Encouraging, promoting, and modeling teamwork behaviors.
- Being punctual and regular in attendance.
- Observing Library Rules, Policies, and Procedures.
- Completing the duties & responsibilities of the job.

V. B. Personal Appearance and Hygiene

The personal appearance of employees shall be one that emanates pride and professionalism to correspond with the position held. Extremes of any sort should be avoided. Jeans, shorts, tank tops, and any clothing, which bares the shoulders or midriff, are examples of clothing to avoid. Maintenance staff and pages may need to wear more casual clothes related to the tasks they perform. Culottes, dress shorts, business suits with shorts, and other businesslike shorts are permitted. During business hours, staff members are expected to present a clean, neat appearance in clothing and in personal habits. Clothing should be clean and cared-for. It is impossible to cover all contingencies of dress in a manual, so questionable attire should be cleared in advance with a Supervisor or the Director.

V. C. Identification

All staff are required to wear name badges when working in the public areas of the Library.

V. D. Tidiness

Each employee is responsible for cleaning up after her/him self at all times in the library (both in the work space and in the lounge).

V. E. Staff Meetings

Meetings will be held at the discretion of the Director. If there is a need for a special meeting, a group of three or more staff members may petition the Director for an emergency meeting. Attendance is mandatory and therefore is considered to be work time.

V. F. Reading on the job

Personal reading is not to be done on library time. Professional reading must never be allowed to interfere with helping patrons, and should be kept to a minimum particularly at a public service desk.

V. G. Phone Calls

Telephones are provided for business purposes. Personal calls should be placed during break times or meal times. Incoming personal calls should be avoided unless there is an immediate family concern, and should be kept as short as possible (3 minutes or fewer). Please take any personal calls on phones that are away from the public's view.

Any personal calls which are made to exchanges NOT included in the local calling area as defined by the Library's current telephone service provider must be made using a calling card or a pre-paid phone card . cut/, or on the pay phone located in the lobby.

Staff may only use their personal cell phones in non-public areas of the library.

V. H. Use of Library Property or Materials

Library property or materials should only be used for conducting Library business. Personal use of Library property or materials **without the permission of the Director or Director's designee** is inappropriate and may result in disciplinary action.

V. I. Use of Technology Services and Equipment

The Library recognizes the need to provide access to computers and other electronic communications equipment for staff. Access to computer networks, including the Internet, facilitates resource sharing, innovation, collaboration and communication. However, it is the user's responsibility to access the Internet in a manner consistent with the objectives of the Library.

All technology services and equipment of the Library, including all messages transmitted or stored by them, are the sole property of the Library. Equipment is solely for the business purposes of the Library. Any unauthorized use is prohibited. Such unauthorized use includes, but is not limited to: accessing, posting, or downloading pornographic material; computer "hacking" and other related activities; attempting to disable or compromise Library computer systems or networks including technology protection measures taken by the Library; attempting to access another employee's files; forging electronic mail messages; and any other illegal or improper purpose. The creation or forwarding of offensive, demeaning, discriminatory or disruptive messages is also prohibited. This includes, but is not limited to, messages that are inconsistent with Library policies including the policies prohibiting sexual harassment and all other forms of harassment.

The Library reserves the right, at any time, to access, review and monitor the use of electronic communication services, Library equipment and usage, as well as the data that is stored or transmitted. Employees should have no expectation of privacy or confidentiality while utilizing these services and Library equipment. When an individual leaves the Library, (s)he is expected to return his/her equipment in good working condition.

Electronic communication services and equipment includes electronic mail, Internet access, computer hardware and software, computer systems, handheld personal devices (e.g., Palm Pilots, or Blackberrys), printers, scanners, copiers, facsimiles, telephone systems, computer

networks, on-line services, computer files, telex systems, digital cameras, video equipment and tapes, tape recorders and recordings, pagers, cellular phones and bulletin boards.

The Library prohibits reproduction or use of software or related documentation in violation of the license granted by the developer. Employees who make, acquire or use unauthorized copies of such items are subject to discipline as well as civil penalties under the U.S. Copyright laws.

Any employee who violates this policy or uses the Internet or electronic mail system for improper purposes shall be subject to discipline, up to and including discharge.

The Library reserves the right to change this policy and accompanying regulations at any time as may be required under the circumstances.

The Director of the Library is directed to establish the appropriate regulations and procedures to implement this policy in an effective manner.

The Guilderland Public Library Regulations for Computer Use, E-Mail and Internet Usage

These regulations and procedures are established pursuant to the Guilderland Public Library's Technology Services, Equipment and Use policy.

The Guilderland Public Library (the "Library"), reserves the right to monitor all employee e-mail and Internet access at any time. Any unauthorized use is prohibited. No rights of privacy from use of Library computers are intended nor should they be expected by any employee.

ACCEPTABLE USE

The Library maintains a computer network with access to e-mail and the Internet. This system is provided by the Library for educational and research purposes, professional development, communication and publication consistent with the Library's mission and goals.

Use of the Library's computer network is a privilege, not a right. Inappropriate usage will result in the suspension or revocation of that privilege pending a review by the appropriate administrator.

E-MAIL

The Library maintains an electronic mail system. This system is provided by the Library for educational and research purposes, professional development, communication and publication consistent with the Library's mission and goals.

1. The Library insists that all users follow the highest ethical standards when utilizing the electronic mail system. E-mail is for Library business use only and never for correspondence such as personal communication, junk mailings, chain letters, solicitations, harassment, etc. The Library reserves the right to monitor e-mail at any given time without notice. Any violation of this policy may be subject to disciplinary action.
2. The electronic mail system hardware is Library property. Additionally, all messages composed, sent, forwarded or received on the electronic mail system are and remain the property of the Library. The messages are not the private property of the sender or the recipient.
3. The use of the electronic mail system may not be used for personal business.
4. The electronic mail system shall not be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non Library-/related solicitations.
5. The electronic mail system shall not be used to create, send or forward any offensive or disruptive messages. Among those messages which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin or disability.
6. The electronic mail system shall not be used to send (upload), receive (download) or forward any copyrighted materials, trade secrets, proprietary information, or similar materials without prior authorization.
7. The Library reserves and intends to exercise the right to review, audit, intercept, access and disclose any and all messages created, received, forwarded or sent over the electronic mail system.

8. The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to the Library or they are invalid and cannot be used. All passwords are maintained by the System Administrator and may be used by the System Administrator for maintaining, auditing and investigating the system and its usage.
9. Notwithstanding the Library's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other individuals and accessed only by the intended recipient. E-mail users are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive prior approval by the Library.
10. Users shall not use a code, access a file, or retrieve any stored information, unless authorized to do so. Users shall not attempt to gain access to another user's messages without the latter's permission. All computer pass codes must be provided to the System Administrator. No pass code may be used that is unknown to the Library.
11. Any employee who discovers a violation of this policy shall notify the Director or his/her designee.
12. Any stored messages, documents, files or record of use may be accessed through the Freedom of Information Law or subpoena.

INTERNET USE

The Library provides Internet access. This system is provided by the Library for educational and research purposes, professional development, communication and publication consistent with the Library's mission and goals.

1. Any unauthorized use of the Library provided Internet access is prohibited. Unauthorized use includes, but is not limited to: connecting, posting or downloading pornographic material; engaging in computer "hacking", blogging and other related activities; attempting to disable or compromise

the security of the Library's computer system or any other system.

2. Postings placed on the Internet may display the Library's address. Any information posted on the Internet must reflect the standards and policies of the Library. Under no circumstances should information of a confidential, sensitive or otherwise proprietary nature be placed on the Internet.
3. Any reproduction of information or photographic material posted or otherwise available over the Internet may be done only with the express permission of the owner of the copyright or trademark. Exceptions to this restriction include use of materials that are in the public domain and use of copyrighted materials that falls within the fair use provision of federal copyright law.
4. Users may not establish Internet or other external network connections which could permit unauthorized persons to gain access to the Library's computer systems, files and other information. These connections include the establishment of hosts with public modem dial-ins, World Wide Web home pages and File Transfer Protocol (FTP) servers.
5. Any user who violates these regulations or uses the Library's Internet access capabilities for improper purposes shall be subject to discipline.

COMPUTER USE

The Library provides licensed software and hardware. This software and hardware is provided by the Library for educational and research purposes, professional development, communication and publication consistent with the Library's mission and goals.

Any unauthorized installation or removal of software applications or hardware is prohibited.

LIBRARY RESPONSIBILITIES

The Library makes no warranties of any kind, whether express or implied, for the computer services it provides. The Library will not be responsible for the quality, availability, accuracy, nature or reliability of the service and/or information accessed.

Each user is responsible for verifying the integrity and authenticity of the information that is used and provided. All materials over the Internet are assumed to be copyrighted.

V. J. Conversations on the job

Any conversation that is not concerned with library business is to be kept to a minimum. This includes conversation with other staff members and/or patrons. At NO TIME is a patron to be kept waiting while an employee finishes a personal conversation. It is unacceptable behavior to continue to hold a separate conversation with someone while helping a patron.

Staff are also reminded that union activities and related business may not **be** conducted during work time.

V. K. Eating **cut/or Drinking**

No eating **cut/or drinking** is permitted by staff members in public areas of the building, including public service desks. **Eating is permitted in the Community Literary Garden.**

V. L. Smoking

Smoking is not allowed in any area in the building, **the entrances or the Community Literary Garden.**

V. M. Solicitation and Distribution of Literature

Employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during work time. The circulation of petitions, surveys, or the sale of any merchandise, raffle tickets, etc., while off duty, is allowed only in the staff lounge. Materials may be reviewed at the discretion of the Director.

Employees who wish to post information should place it in the staff lounge on the staff bulletin board, or consult with the Director for broader distribution approval.

V. N. Suggestions

Any suggestions to increase efficiency, improve working conditions, provide better service, or to cut costs will be appreciated and encouraged. Suggestions should be made in writing to the immediate supervisor who will refer the suggestion to the Director.

Cut/A suggestion box is also located in the Staff Lounge.

V. O. Change of Address, Phone, Personal Information

Employees must report immediately any changes in personal information that is pertinent to their employment, such as personal mailing

addresses, telephone numbers, number and names of dependents, individuals to be contacted in case of emergency, and changes in direct payroll deposit accounts. If any personal data has changed, the employee must notify the Account Clerk.

V. P. Privacy

Employees should be aware that lockers, desks, e-mail accounts, computers, and other personal spaces provided by the library are still library property, and are subject to search if necessary. In addition, any personal property that is located or stored on the Library's premises is also subject to search if necessary

Non-disclosure: Only the Director, Assistant Director or the Account Clerk may acknowledge dates of employment, position, and salary and wage information regarding employees for the purposes of credit checks, etc.

Only the Director is authorized to answer requests for personal references and to respond to court orders.

Employment Reference Checks: The Director or her designee will respond to all reference check inquiries from banks, mortgage companies, or other employers. Responses to such inquiries will be limited to factual information that can be substantiated by the Library's written records. No other employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

V. Q. Guest Visitation

To provide for the safety and security of employees and the facilities at the Library, only authorized visitors are allowed in the work areas of the buildings. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

Employees are responsible for the safety and conduct of their guests. Any unauthorized guests should be reported to a supervisor immediately.

All guests, including repair personnel and employees children, must sign in and out in the appropriate book.

VI. Safety and Health

VI. A. Safety

Each employee is expected to obey safety rules and to exercise caution in all work activities. Any employee who notices a dangerous, or potentially dangerous, situation, whether involving staff or the public, should report it to the Director or the person in charge that day. The Director and/or Board of Trustees will look into and correct any safety problems. Steps will be taken to eliminate the danger as soon as possible.

VI. B. Accident/Injury Reporting

If an accident or injury occurs on Library property, it should be reported using the Incident Report Form (Appendix E). This includes patrons, staff, and anyone else who may have an accident on the property. As much information about the exact circumstances of the accident should be gathered as possible, as well as the names, addresses, and phone numbers of all involved. It is important that this be done no matter how insignificant the injury may seem, to comply with worker's compensation laws.

VI. C. Incident Reporting

If any form of incident involving Library staff occurs on Library property, it should be reported using the Incident Report Form (Appendix E). As much information about the exact circumstances of the incident should be gathered as possible, as well as the names, addresses, and phone numbers of all involved and turned in to the Director within 24 hours of the occurrence.

VI. D. Drug Free Workplace Statement

The Library complies with all Federal and State regulations regarding drug use while on the job. The unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance, including alcohol, while on the job, is grounds for immediate dismissal. The use of over the counter medications, when taken as directed, is permissible. Being under the influence of any unlawful or controlled substance, without a doctor's prescription and work release, is also grounds for immediate dismissal. Employees convicted of a criminal drug statute must notify the Library within 5 days of such conviction, and may be required (at his/her own expense) to complete an approved drug abuse or rehabilitation program. For help or additional information, contact the Director.

The Library prohibits the consumption of alcohol on its premises, unless specifically authorized by the Director at library-sponsored or approved events.

In addition, any employee found selling, purchasing or using any illegal drugs or controlled substances on the premises will be subject to

immediate dismissal. In accordance with local laws, such violations will also be reported to the appropriate law enforcement agencies.

VI. E. Weapons

No weapons of any kind are permitted on the Library's premises.

VI. F. Sexual Harassment

The Library's Policy Prohibiting Sexual Harassment

Policy Statement -- The Library recognizes its responsibility to all employees to maintain a working environment free from sexual harassment. To achieve this environment, the Library believes that it is necessary to affirmatively address the subject, express its strong disapproval of sexual harassment, and inform its employees of the right to raise the issue of sexual harassment with Management. Any employee who is found to have engaged in sexual harassment will be subject to appropriate disciplinary action, including discharge.

Definition – Sexual harassment is defined as follows:

“Unwelcome sexual advances, request for sexual favors, sexually motivated physical contact or communication of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or
2. submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such an individual,
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.”

Sexual harassment includes unwelcome and personally offensive verbal behavior such as teasing or joking, sexual innuendo, suggestive comments or sexual propositions as well as physical behavior such as touching, patting, pinching or other inappropriate physical contact. Sexual harassment also includes non-verbal behavior such as displaying suggestive pictures or obscene gestures.

Responsibilities and complaint procedure:

A. Sexual harassment by any employee will not be tolerated. All employees will be expected to comply with this policy.

B. Any employee who feels that s/he has been the subject of sexual harassment should report the incident to her/his supervisor or Department Head. If the incident involves a Supervisor or Department Head, the employee should contact the Assistant Director or Director.

C. All complaints will be investigated in a timely manner and full consideration will be given to all the facts presented. If it is found after investigation that the complaint is valid, appropriate action will be taken, up to and including immediate termination.

D. The Library will not tolerate retaliation against any employee for complaining about sexual harassment.

The Library also recognizes that false accusation of sexual harassment can have serious effects on innocent people. We trust that all employees of the Library will act responsibly to keep our working environment free of discrimination.

VII. Staff Education and Development

VII. A. Staff Meetings

All staff members are expected to attend staff meetings, which are held periodically. Staff members are paid for this time at their regular hourly rate. Repeated failure to attend staff meetings may result in disciplinary action. The Director and Supervisor should approve special circumstances. **Cut/The meetings will be recorded and those who miss the meeting are expected to listen to the recorded meeting at a later date.**

VII. B. In-Service Training

Occasionally, there will be opportunities for in-service training. Staff members are expected to attend such training when assigned unless excused by the Director. Staff may be required to reschedule work hours when in-service training is held.

VII. C. Advanced and Continuing Education

The library encourages all employees to be life-long learners.

Employees taking college courses or continuing education courses to improve their job-related skills may request a temporary schedule change to accommodate the class schedule. A temporary change of schedule will only be granted if approved by the Department Head and coverage by other employees in the same job title can be arranged. The Director must make final approval of a schedule change. The use of substitute employees may not be used in such cases.

Pay will be granted for approved time spent at system, state, regional, and national library meetings or seminars. The Director will approve, in advance, who may attend such seminars and meetings.

VII. D. Business Travel Expenses

The Library will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must have advance approval from the Director for reimbursement purposes.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the Library. Employees are expected to limit expenses to reasonable amounts. In addition, the following ceilings are placed on various aspects of travel expenses.

Use of a Tax-exempt certificate is required whenever possible.

Mileage will be reimbursed at the IRS allowed rate for approved travel. Mileage reimbursement for travel within Albany, Schenectady or Rensselaer Counties will only occur with prior approval of the Director or Director's designee which will generally be dependent on whether the travel is 20 or more miles from the employees home or workplace.

Meals will be reimbursed at receipted cost unless the meal is included with the cost of a meeting/seminar, etc.

Lodging for overnight accommodations will be reimbursed on those occasions when necessary. Lodging expenses must be approved in advance, and are limited to no more than \$100 per night for single occupancy, unless approved by the Director

If the employee is required to stay overnight, then only the time spent on library business is to be counted as work time.

Other Expenses: Any other expenses (parking fees, etc.) incurred while on library business, must be approved by the Director. All reasonable expenses will be reimbursed and are limited to those for which a receipt is presented. An Employee Reimbursement Form (Appendix F) must be completed and approved by a Department Head, Assistant Director or Director.

Employees who are involved in an accident while traveling on business must promptly report the incident to their Supervisor and the Director.

When travel is completed, employees must submit completed travel expense reports within 30 days. (See Appendix G) Receipts should accompany all individual expenses for which reimbursement is requested. Reimbursement will occur as soon as possible.

Employees must contact their Supervisor or the Assistant Director for guidance & assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other travel questions.

VII. E. Professional Activities

Staff Members are encouraged to join professional organizations such as the Hudson Mohawk Library Association (HMLA), New York Library Association (NYLA), Capital Area Library Assistants (CALA), New York State Library Assistants Association (NYSLA) and the American Library Association (ALA). Preference will be given to members of such organizations when scheduling time to attend seminars, workshops, etc.

The library will pay seminar, workshop, etc. costs only to the amount of cost for a member to that organization, additional costs must be borne by the employee if s/he is not a member of the sponsoring organization.

Any staff member wishing to participate on a committee, study group, etc. for a professional organization, which meets during the workweek, must obtain prior written approval from the Director before making any commitment to such participation.

VIII. Employment Termination

On or before the final working day and obtaining a final paycheck, employees must return to the Director, their Staff Identification Card, keys, Employee handbook and any and all Library property, including records and documents.

Employees will be notified of any conversion and/or continuation privileges on group medical insurance.

VIII. A. Resignation

Resignation means the voluntary termination of employment initiated by employee. An employee resignation must be submitted in writing to the Director at least two weeks prior to the final working date. Earned but unused accrued vacation, if any, will be paid at the employee's current rate of pay. This payment will be made with the pay period following the employee's last pay period. Sick time and personal time left unused will not be paid **unless otherwise specified by contract**. The Library may ask an employee who has resigned to leave her/his employment prior to the

expiration of the two-week notice requirement. This action on the part of the Library will not effect the employees accrued time.

VIII. B. Exit Interview

When an employee voluntarily resigns, supervisors must conduct an exit interview. Appendix H, the Exit Interview Packet includes the information that the Board of Trustees wishes to know about each employee who leaves. In addition the employee will be given or mailed a letter from the President of the Board of Trustees and an Exit Interview form that they may wish to fill out and return to the Library.

The only exception to the need to conduct an exit interview is the resignation of a probationary employee during the first eight weeks of employment.

VIII. C. Retirement

Retirement is defined as voluntary termination of employment initiated by employee by meeting age, length of service, and/or any other criteria required from the New York State Employees Retirement System. Retirement at age 65 is not compulsory. Persons who retire from employ with the Library will receive all earned but unused vacation time (pro-rated to the last day of employ). Sick time and personal time left unused will not be paid unless otherwise specified by the respective collective agreement or Management Confidential agreement..

VIII. D. Suspension or Termination

All employees who have not been given permanent status under the New York State Civil Service law are considered under Civil Service Law to be provisional employees and have at-will status. Provisional employees may be terminated from employment with the Library at any time and for any reason at the Library's discretion without notice. Employees who are deemed to be permanent under the Civil Service Law are subject to procedures on discipline, suspension and termination contained in Section 75 of the Civil Service Law.

Some reasons that the Library may find it necessary to suspend (with or without pay) or terminate an employee's employment include, but are not limited to:

1. Incompetence
2. Irregular attendance
3. Frequent tardiness
4. Unauthorized absence from the work station during work time
5. Unbusinesslike conduct
6. False references
7. Insubordination
8. Disorderly conduct

9. Using foul or abusive language
10. Dishonesty or theft
11. Failure to follow the Library policies
12. Damaging the Library property
13. **Inappropriate use of Library equipment or technology**
14. Creating or contributing to unsafe or unsanitary conditions
15. Falsifying employment information or other records, including filling out another employee's time sheet or allowing another employee to fill out her/his time sheet
16. Engaging in conduct prohibited by law, such as racial discrimination, sexual harassment or the like
17. Engaging in threats or threatening conduct to others during working hours or on Library premises
18. Fighting
19. Possession, use or being under the influence of drugs, alcohol or any other intoxicant on Library premises, other than those prescribed by a medical doctor.

At the discretion of the Library discipline may be progressive or summary.

Termination information on individual employees is treated confidentially. The Library will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee termination information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

No one without a managerial "need to know" is to discuss reasons for termination. Personnel who engage in such discussions, or who share privileged information are hereby notified that they are liable for anything they say, and are violating Library policy by so doing. If asked about the status of such a person, the answer is: "_____ is no longer with the Library." Further inquiries should be sent to the Director.

X. E. Layoff

The Library may find it necessary to terminate an employee on an involuntary basis without cause. This involuntary termination may result from causes beyond the Library's control, such as reduction in staff because of economic conditions, the combination or reorganization of departments, technological advances, etc. The procedure on layoff for represented employees is covered in the respective collective bargaining agreements or Management Confidential **agreement**. Employees who are laid off will be paid unused accrued vacation, if any, at the employee's then current rate of pay.