

ANDERSON-LEE LIBRARY

EMPLOYEE HANDBOOK

*Adopted by the
Anderson-Lee
Library Board of
Trustees – 2014*



43 Main Street
Silver Creek, NY 14136
(716) 934-3468

HOURS OF OPERATION

Monday & Tuesday 12:00pm-8:00pm

Wednesday Closed

Thursday 10:00am-8:00pm

Friday 12-5

Saturday 10-2

Sunday Closed

MISSION

The mission of the Anderson-Lee Library is to advance the quality of life in the communities we serve by providing access to information resources, staff, facilities, and services geared to patrons' needs and interests. The library assists users of all ages by developing its collections, and providing services and programs that support the pursuit of knowledge and the development of the individual's full potential.

EQUAL OPPORTUNITY & PAY

The Anderson-Lee Library is an equal opportunity employer. We recruit, hire, promote and compensate without regard to race, age, religion, sex, sexual preference, nationality, creed, disability, or political affiliation. Employment opportunities are open to all applicants on the basis of their experience, qualifications, aptitude, and ability.

CONFIDENTIALITY

As an employee of the Anderson-Lee Library all staff and patron information is confidential and should not be discussed with anyone outside of the organization. Copying, removing, allowing unauthorized access to the System or patron documents, information, files or mailing lists, or any form of distribution of patron information is not allowed. Any breach of this confidentiality requirement, is grounds for termination.

COMPENSATION

Pay periods are biweekly, on the 15th and the 30th of each month. Employees are responsible for accurately filling out a time sheet for each pay period on time, which means making sure that during their last scheduled shift for the pay period their time sheets are completed with names, dates, times, hours worked per shift, break times, and total number of hours worked.



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In order to keep correct records, time sheets should be filled out at the beginning and end of each shift. Time in and time out for unpaid breaks must be noted on the time sheet. When employees are not scheduled on any given day during the pay period, they must write "NS" (not scheduled) in order to signify they were not present that day. Time sheets are to be completed, accurate, and signed by employees before payroll has to be processed.

BREAKS

Full-time staff members are required by law to take a 30 minute, unpaid break. They also will receive two paid, 15 minute breaks. Part-time employees working over 6 hours are required by law to take a 30 minute, unpaid break.

EMPLOYEE BENEFITS

In addition to the wages or salary employees earn, there are other benefits that might be given to employees. Some are required by law, and others are provided based on eligibility.

These benefits include: Health Insurance, Sick Leave, Personal Leave, Holidays, Vacations, Bereavement Leave, Maternity/Paternity Leave, Military Leave, Jury Duty Leave, Unpaid Leaves of Absence, Workers' Compensation, Travel Expenses, Social Security Payments, and Unemployment Insurance.

MERIT INCREMENTS & PROMOTIONS

New employees are hired at the lowest pay level and may be eligible for an incremental increase pending formal performance appraisals, supervisory discretion, and the Library's budget. Increments are not automatically granted on an annual basis. The Director, in conjunction with the Board of Trustees, decides when raises in pay are appropriate. All increments must be approved by the Board of Trustees to take effect.

A promotion to higher level positions is possible, pending formal performance appraisals, supervisory discretion, and availability of positions.

CHANGE OF NAME & ADDRESS

If any staff member has a change in name, address, or telephone number, it must be reported immediately to the Director.



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SCHEDULES

In order to fairly make the schedule, there is an availability calendar form, which will be filled out individually by employees each month. The Director will make every attempt to assure that the schedule for an entire month is put up during the last week of the month prior to the new schedule.

If a staff member cannot work a shift that he/she is slated for, he/she is responsible for finding someone to cover that shift. Contacts are provided on monthly schedules for when that situation arises. Understandably, things come up, but try to be respectful of our fellow staff members and give the person filling in at least a 24 hour notice.

Once a staff member has been found to work the shift, the person needing the switch must speak with the Director about the change. The Director will alter the schedule, no one else should write on it. Also, if possible, it is a good gesture to offer to pick up a shift for the staff member covering for another employee.

REQUESTING TIME OFF

To ask for 3 or more days off in a row/more than 5 days in a month, please visit the Director or write a note of the days you are unable to work one month in advance. The calendar will be marked by the Director only if your request can be honored.

It is important to allow all staff members the chance to take days off during holiday seasons, and to guarantee that there will be adequate coverage by the existing staff. To be fair, requests for time off are on a first come, first serve basis.

COMMUNICATIONS

In order to keep everyone on staff informed of what is happening at the Library, pertinent information will be communicated via the clipboard. Employees should check the clipboard at the start of each shift just to see if there are any updates to be aware of. Once employees have read the memo, they should sign it, signifying that they read and understood the message.

TRAVEL EXPENSES

Reimbursement for the use of personal vehicles to carry out official Library business is the same as the Chautauqua-Cattaraugus Library System rates.



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VACATION

All requested vacation time must come before the Director for approval one month in advance. It is at the Director's discretion to waive the prior notice required for use of vacation, such as in the case of an emergency.

No paid vacation can be approved for part-time employees who regularly work less than 19 hours a week. Temporary employees do not receive any paid vacation.

Full-time employees, Librarians, and Directors will receive paid vacations as follows:

1 week	After six months of continuous service
2 weeks	After one year, but less than five years of continuous service
3 weeks	After five years, but less than 10 years of continuous service
4 weeks	After 10 years+ of continuous service

Part-time employees, who regularly works over 19 hours a week, will receive paid vacations as follows:

1 week	One year of continuous service
2 weeks	After three year of continuous service

Part-time employees, who regularly work less than 19 hours a week, will receive unpaid vacations as follows:

1 week	One year of continuous service
2 weeks	After three year of continuous service

Paid vacation time rolls over and can be accrued.

HOLIDAYS

Full-time employees, Librarians, and Directors are paid during holidays the Library is purposefully closed on a regularly scheduled day. Part-time employees get the day off without pay. The Library will not be open for business on the following days:

New Year's Day	Columbus Day
Martin Luther King Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year's Eve



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EMERGENCY CLOSINGS

In the event of an emergency due to weather conditions, flood, fire, power failure, or any other unforeseeable reason the Library may be closed at the discretion of the Library Director in conjunction with the Board of Trustees. No one else has the authority to decide to close the Library.

In the event of an unexpected weather-related closing, the Director will notify local radio and television stations as well as post that fact on Facebook. Whenever there is inclement weather, tune your television/radio to one of the following for up-to-date details:

Radio

WDOE 1410AM or 94.9FM

TV

WGRZ-TV Channel 2, WIVB-TV Channel 4, and WKBW-TV Channel 7

If there is a need to close the Library in advance, workers will be notified by phone not to come into work for the duration of the emergency. Full-time employees shall be paid for work hours missed during the emergency; however, part-time employees shall not be compensated.

In most cases, the Library should resume operation as usual the next scheduled regular business hours.

SICK LEAVE

Seven paid sick days are allotted per year for full-time employees, Librarians, and Directors.

Part-time employees may call in sick, but they shall not be paid for their absence.

Sick leave is used strictly for the following reasons:

1. Sickness or injury
2. Serious illness in employee's immediate family or household
3. Quarantine regulations
4. Emergency medical or dental visits
5. Any other instances where use of sick leave is authorized by New York State Law

An employee must present medical documentation to receive sick pay beyond three consecutive days.



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PERSONAL LEAVE

All full-time employees, Librarians, and Directors are granted three personal days per year. Personal days may not be accumulated, but they may be used in conjunction with vacation time. Part-time employees do not qualify for paid personal leave, but they can ask off for days they need in advance.

BEREAVEMENT LEAVE

In the event of a death of a family member, significant other, or friend, an employee will be given a paid bereavement leave for their regularly scheduled shifts as follows:

Full-time employee/Librarian/Director	Up to four days per occurrence
Part-time employee	Up to two days per occurrence

MATERNITY/PATERNITY LEAVE

Female employees, who are unable to perform the duties that their position requires, will be granted Maternity Leave for the period of pregnancy disability. This period begins when a personal physician states that they may no longer work, and for a normal delivery, ends six weeks (42 calendar days) after the exact date of delivery. In the case of Caesarean Section, Leave for Disability ends eight weeks (56 calendar days) after the exact delivery date.

Male employees fathering a child may take Paternity Leave lasting six weeks (42 calendar days) after the exact date of delivery for a normal delivery; for Caesarean Section, a father may take Paternity Leave for 8 weeks.

Employees may extend the pregnancy disability period if complications arise, or more time is needed to care for the newborn child under the Family Medical Leave Act of 1993. Accumulated Sick Leave, Personal Days, and Vacation may be used during the pregnancy disability period under the Family and Medical Leave Act of 1993. If these benefits have been exhausted prior to the Maternity/Paternity Leave, employees will be granted an Unpaid Leave of Absence for the remainder of the disability period.

Employees should report their pregnancy to their supervisors no later than four months into the pregnancy. At that time, the supervisor will provide the employee with a Pregnancy Disability Form to be completed by the personal physician and returned to the supervisor. Should the employee decide to apply for leave under the Family and Medical Leave Act of 1993, he/she may be given additional forms to be completed by the



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physician and employee as required.

MILITARY LEAVE

Any Library employees who are enrolled in any organized reserve component of the United States Armed Forces shall be allowed a military leave for up to 14 days. In addition for the request of military leave, an order requiring attendance at military training sites must be included.

FAMILY AND MEDICAL LEAVE

The Family Medical Leave Act requires covered employers to provide up to 12 weeks of unpaid, job-protected leave with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Family And Medical Leave is available to eligible employees for the following reasons:

1. The birth of a child and to care for the newborn child within one year of birth;
2. The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
3. To care for the employee's spouse, child, or parent who has a serious health condition;
4. A serious health condition that makes the employee unable to perform the essential functions of his or her job;
5. Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave).

JURY DUTY

Pursuant to law, New York State will pay jurors a fee of \$40.00 for each day of physical attendance with the following exceptions:

1. Jurors who are employed cannot be paid a jury fee for any day(s) on which they receive regular wages unless their regular wage is less than \$40.00. In that case, the state will pay the difference between the jurors' wage and the \$40.00 fee.
2. Jurors who work for an employer with more than 10 employees must be paid,



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by their employer, at least \$40.00 or their regular daily wage - whichever is less - for each of the first three days* of service. If a juror's daily wage is less than \$40.00, the state will pay the difference between the juror's wage and the \$40.00 fee for the first three days of service.

In rare instances, when service extends for more than 10 days, the court may authorize an additional allowance of \$6.00 per day to be paid to a juror.

A juror may waive his or her right to the per diem allowance, in which case the allowance will go into a special account that is used to improve juror facilities.

An employee who is on jury duty is protected against termination or any other adverse action by the employer. Documentation must be provided prior to dates to be served.

WORK-RELATED INJURY

Occasionally, work-related accidents occur. While many on the job injuries are infrequent and generally minor, serious injuries are certainly possible. For any serious injury, the first priority is always to get the medical attention/treatment right away. For a minor injury or accident, the supervisor should be made aware, if present. Then, first aid or medical treatment should be sought and secured as the situation calls for.

All work-related injuries must be recorded on a Library Accident/Incident Report to the Library Director/Library Board of Trustees at the earliest possible time that circumstances permit. Be sure to list the exact date, time, names of those involved and an accurate description of what happened on the Library Accident/Incident Report.

As soon as the Director/Library Board of Trustees are in possession of this report, a Workers' Compensation Board standard C-2 form (Employer's Report of Injury) must be completed and forwarded to the proper authority. That way, it is established that an injury has been reported/treated. If time is needed off from work, it enables the claims agent to promptly start payment to the injured employee. No Workers' Compensation benefits are paid for the first five normally scheduled working days after an injury takes place. After the 11th lost day, payment becomes retroactive.

If a work-related injury results in loss of time from work and/or there is possible residual impairment, the Workers' Compensation Board makes the determination for what amount of benefits to cover medical expenses, loss of wages, etc. employees are



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eligible for.

DISABILITY

The premium for the New York State disability insurance is paid in full by the Library. All employees are covered.

UNPAID LEAVES OF ABSENCE

Requests for leaves of absence must be made in writing to the Director on month before the leave begins, and is subject to approval. The letter must include the reason the leave is needed, the starting date, and the intent to return date. Any period exceeding fifteen days must be approved by the Library Board of Trustees.

DRESS CODE

All Library staff must dress in business casual attire that is comfortable enough so that employees can perform their duties as well as project professional image to the public. The following list a guideline for choosing how you dress for work. It is not all-inclusive, which means, employees will need to use their best judgment.

Allowable Clothing

1. Sports coat/jacket/blazer.
2. Button down shirts, blouses, dress shirts, polos, sweaters, cardigans and sleeveless tops with wide straps extending from neck to shoulder.
3. T-shirts promoting reading, libraries, schools or the area.
4. Dress pants, khakis, chinos, and jeans. Leggings are fine if they are worn under a dress or a skirt.
5. Skirts, dresses, shorts, capris, and crops that are knee length.
6. Perfume/cologne used with restraint is permissible.
7. Jewelry, makeup, perfume, and cologne are permissible when used in good taste and with restraint.
8. Comfortable closed-toe shoes are suggested footwear. Flip flops and high heels are not suggested as footwear, but are permissible as long as they do not interfere with job performance.



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Unallowable Clothing

1. Excessively worn, torn, frayed, dirty, loose, or tight clothing.
2. Halter, tube, one-shoulder, racer-back, spaghetti strap, or tank tops, unless they are covered by another garment. Low-cut tops and midriffs are also not permissible.
3. T-shirts not promoting reading, libraries, schools, or the area.
4. Sweat shirts/pants, yoga pants, spandex, track suits, any other athletic wear, or Leggings worn in the place of pants.
5. Skirts, dresses, shorts, capris, and crops shorter than knee length.
6. Hats or head coverings, unless worn for religious reasons.
7. Jewelry, makeup, perfume, and cologne not used in good taste or restraint.

EMPLOYEE PHONE, INTERNET/WI-FI, E-MAIL, & COMPUTER USAGE

Phone, Internet/Wi-Fi, e-mail, and computer usage should be used for productive performance of work duties. Employees must exercise workplace discretion while utilizing the technology supplied by the Library and understand that the Director reserves the right to monitor use patterns.

Brief and occasional personal use of the phone, Internet/Wi-fi, e-mail, and computer is acceptable as long as it is not excessive or inappropriate, occurs during a break in a shift, and does not result in the:

1. Interruption of the Library's business
2. Neglect of customer service, abuse of paid-time on the clock
3. Harm to the Library/staff/patrons/devices
4. Expense to the Library

Any employee who takes advantage of the access to Internet/Wi-Fi, e-mail, or computer usage may be denied future access, and, if appropriate, be subject to disciplinary action up to and including termination.

PERSONAL CELLULAR/WIRELESS DEVICES

During paid work time, employees must exercise workplace discretion while utilizing cellular/wireless devices. Personal items must not prevent staff having a productive work day and completing their duties. For the duration of employee shifts, any use of cellular/wireless device is discouraged, and is prohibited to be done in front of patrons.



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Phone calls, texts, personal business, etc., should be taken care of during off-work hours. However, there is flexibility for extenuating circumstances that require immediate personal cellular/wireless devices use. Any requests to use cellular/wireless devices for this purpose must first be must be communicated to the Director so permission can be requested.

Brief and occasional personal use of the computer and Internet is acceptable as long as it is not excessive or inappropriate, occurs during a break in a shift, and does not result in the:

1. Interruption of the Library's business
2. Neglect of customer service, abuse of paid-time on the clock
3. Harm to the Library/staff/patrons/devices
4. Expense to the Library

SEXUAL HARASSMENT/SAFE WORK ENVIRONMENT

The Anderson-Lee Library has zero tolerance for sexual harassment of any employee by staff members or patrons, whether it is physical or verbal. Such conduct includes advances, horseplay with sexual overtones, sexually abusive jokes, asking for sexual favors, or any other acts that can be construed as harassment.

Behavior that is offensive, intimidating or abusive in nature, especially behavior that relates to such things as an individual's race, color, sex, religion, or national origin are forbidden. These prohibited acts include racially or ethnically degrading statements, as well as sexual advances and proposals or the threat that a refusal of sexual proposals will adversely affect employment. Violations of this policy will lead to discipline up to and including termination.

If any employee feels that she/he is a victim of any form of harassment, and any attempt on his/her part has failed to stop that harassment, that employee must file a written complaint with the Director. The Anderson-Lee Library will investigate complaints promptly, taking whatever action is appropriate. All complaints will be confidential; no punitive action will be taken against any employee who files a complaint.



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SUBSTANCE USE

The Anderson-Lee Library is a drug and alcohol-free workplace, providing an environment that is safe for all employees. We consider the use of illegal drugs, cigarettes, and alcohol, in the workplace to be a hazard and a detriment to serving the public. If employees report to work unable to perform the required job functions, they will be sent home, and will be considered absent for the shift. Consequences for such behavior will provide due cause for disciplinary action or even termination. No alcoholic beverages, un-prescribed prescription drugs, illegal drugs, shall be brought onto or consumed on the Library's premises.

If there is just cause, a candidate for employment might be asked for his or her consent to submit to a blood/urine tests to determine drug/alcohol use. Such testing, results, disciplinary action, and referrals to a substance abuse agency related to substance abuse will be kept confidential in accordance with New York State Law. Declining such tests is grounds for dismissal.

DISCIPLINARY ACTION FOR MISCONDUCT

In order to maintain efficient and orderly operation of this Library and services it provides, there must be minimum standards of behavior and performance. The rules listed below are to ensure proper conduct by employees so that their health, well-being, safety, and property are protected as well as providing uninterrupted services to the public.

The Anderson-Lee Library endorses a policy of progressive discipline that usually follows these steps:

1. Oral warning
2. Written warning
3. Suspension from duty
4. Termination

Repeated offences will be grounds for the request of the employee's resignation. If not, the Library may terminate the insubordinate employee with just cause. Examples of misconduct include, but are not limited to:

1. Leaving Library premises or work area without permission from the Director or supervisor.
2. Non-compliance with the policies and procedures.



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3. Deliberately neglecting job duties, responsibilities, and instructions.
4. Incompetence or inability to perform assigned work.
5. Performing personal business during work hours, such as homework; sleeping; the use of computers, Internet, devices, and cellphones. These activities are only permissible during an approved lunch/break period.
6. Failure to maintain reasonable productivity and workmanship.
7. Repeated tardiness or leaving work before shift is over.
8. Repeated extension of lunch periods or break times.
9. Fighting, provoking a fight, or horse-playing with a coworker or patron.
10. Circulating rumors, documents, or hurtful remarks about any employees, patrons, or the Library.
11. Posing threats or using profane language towards any fellow employees or members of the public.
12. Possessing, ingesting, or selling alcoholic beverages, cigarettes, and other substances (not including physician prescribed medical prescriptions).
13. Violating any criminal law.
14. Theft or damage of property, tools, or equipment belonging to the Library, staff members, or patrons.
15. Falsification and unauthorized use of Library records, letters, documents, and time sheets.
16. Unlawful possession of firearms, explosives, or other weapons on Library property.
17. Accepting or soliciting any financial or non-financial reward for services other than donations to the Library.
18. Gambling on Library premises.

UNEMPLOYMENT INSURANCE

This insurance provides temporary financial assistance to workers who may become unemployed through no fault of their own, until they can locate suitable employment. Laid off persons must wait one week before they become eligible for benefits. Applicants must have worked 20 out of 52 weeks out of the calendar year and must have earned \$1600 or more in that time in order to qualify.

Unemployment Insurance payments, the amount of individual payments, and maximum period of payments are determined solely by New York State Department of Labor, and are subject to amendment or change.



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EVALUATION

These one-on-one discussions offer an opportunity for employees to respond to the written document and for communication of future plans and training.

The Director will meet with employees individually to conduct performance appraisals on a yearly basis for regular Library staff. New employees will be evaluated six months after they are hired for a probationary period to determine if their work is satisfactory to continue employment at the Library.

New

Library Personnel Policy

Adopted:

Mission Statement

The mission of the Anderson-Lee Library is to provide a welcoming and enriching environment in which the library community can learn, engage and grow.

Equal Opportunity Statement

(Current Practice)

The Anderson-Lee Library provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, creed, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, familial status, domestic violence victim status, arrest or conviction records, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. The System complies with applicable state and local laws governing nondiscrimination.

Work Week

(Current Practice)



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The basic work week for full-time employees is forty hours per week. For payroll purposes, the work week starts at 12:01 a.m. Monday and ends at 11:59 p.m. on Sunday. The library is open 39 hours per week. The Library Director will schedule employees so that the library is adequately staffed.

Payroll

(Current Practice)

Wage payment is bi-weekly on Friday. If the normal payday falls on an organization-recognized holiday, paychecks will be distributed one workday before the aforementioned schedule.

Time Sheets

Employees will submit their time sheet weekly to the library director. Each employee is to maintain an accurate daily record of his or her hours worked. All absences from work schedules should be appropriately recorded.

Overtime

Overtime is defined to be any hours over the regularly assigned hours that each employee works. No overtime is to be worked without the approval of the Library Director.

Fair Labor Standards Act

(Current Practice)

The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments. Covered nonexempt workers are entitled to a minimum wage of not less than \$7.25 per hour effective July 24, 2009. Overtime pay at a rate not less than one and one-half times the regular rate of pay is required after 40 hours of work in a workweek.

Lunches and Breaks

(Current Practice) Any Employee working a shift 6 hours or greater is entitled to a paid lunch break of 30 minutes, shifts shorter than 6 hours are entitled to a paid 15 min break, the time will be set by the shift manager (Director or Clerk). Time must be made up for late returns.

(Alternative Plan) Any Employee working a shift 6 hours or greater is entitled to a lunch break. The unpaid lunch and dinner period is regularly thirty minutes long and is scheduled by the shift manager



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(Director or Clerk). Breaks within the day shall be scheduled by the shift manager (Director or Clerk). Time must be made up for late returns.

Vacation

(No policy found, example from Dunkirk Public Library)

Full-time employees will receive paid vacations as follows:

1 week	After six months of continuous service
2 weeks	After 1 year but less than 7 years of continuous service
3 weeks	After 7 years but less than 15 years of continuous service
4 weeks	After 15 years or more of continuous service

Part-time employees will receive paid vacations as follows: (a week equaling the number of hours regularly scheduled)

1 weeks	After 1 year but less than 7 years of continuous service
2 weeks	After 7 years but less than 15 years of continuous service
3 weeks	After 15 years or more of continuous service

* The part-time employee's last year's number of hours worked will be averaged to determine into which category the employee falls.

No paid vacation is granted for employees working less than 18 hours per week and temporary employees receive no paid vacation.

All requested vacation time (paid and unpaid) must receive two weeks' prior approval by the Library Director. In an emergency, the Library Director may waive the prior notice requirement for use of vacation time.

Vacation time shall not be accrued from year to year, but may be carried over into the first three months of the following service year with permission of the Library Director.

Sick Time

Full Time Library employees are entitled to one week paid sick leave per year. Sick time for part-time employees is unpaid.

Bereavement Leave



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In the event of death in an employee's immediate family (spouse, child, mother, father, sister, brother), or any close relative living under the same roof as the staff member, or "significant other" as designated by the employee to the Library Director by January 2nd of each year, an employee will be given a bereavement/funeral leave as follows:

Full-time employee	Up to 3 days per occurrence
Part-time employee	1 day per occurrence

Jury Duty

The Library will continue to pay its employees for the time when an employee is actually summoned for jury duty on a regularly-scheduled work day and actually appears for such jury duty in courts of competent jurisdiction.

Holidays

(Existing Schedule)

The Library is closed on the following holidays: New Year's Eve, New Year's Day, President's Day, Good Friday, Easter Weekend, Memorial Day, Independence Day, Labor Day, Indigenous People's Day, Veteran's Day, Thanksgiving Holiday (Wed-Sat) and Christmas Eve, Christmas Day.

Emergency Closing Notification Procedure

(Current Practice)

The Library Director will authorize closings on days of snow storms or other excessive weather conditions when the school is closed or no staff members can get to work.

Disability

(Current Practice)

All employees are covered by New York State disability insurance. The premium for this insurance is paid in full by the library.

Workers' Compensation Information and Procedures

(Current Practice)

The organization is covered under statutory state workers' compensation laws. Employees who sustain work-related injuries must immediately notify their department supervisor.



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Rules of Conduct

Most employees never violate any Library rules or give the Administration any reason to impose discipline. However, there is the probability that there will be some employees at the Library who will require discipline, up to and including dismissal, for actions that are detrimental to the Library or to other employees. The examples used are not intended to be an inclusive list of inappropriate behavior subject to disciplinary action. These examples are given only as guidelines.

The following is a list of some, but not all, of the acts which would result in disciplinary action, up to and including dismissal.

- Repeated absences or tardiness.
- Misuse of time: extended breaks or lunch hours; persistent or extended personal telephone or cell-phone calls.
- Knowingly violating any library, OSHA, or state regulations, guidelines, or rules governing workplace safety.
- Direct violation of library policy and procedures.
- Sleeping or dozing on the job.
- Disrespectful behavior toward management, patrons, or other Employees.
- Persistent negativity or numerous petty complaints that undermine the morale of co-workers, or interfere with the normal flow of work.
- Insubordination (Refusal to do work or carry out a reasonable request).
- Any act of dishonesty, deception or fraud.
- Abandonment of job or failure to report to work without notifying a Supervisor.
- Committing deliberate damage to Library property.
- Unauthorized use of Library facilities, tools or equipment.
- Disorderly conduct, such as striking another employee, use of abusive language, etc.
- Falsifying Library records.
- Allowing unauthorized person(s) access to Library facilities.
- Possessing, using, buying, or selling alcohol or illegal drugs while at work.
- Harassment of any nature, including sexual harassment.
- Possession of firearms or other weapons on System property.
- Illegal use of e-mail or communication systems.
- Use of Library computers and property for personal work.
- Removing, sending, or furnishing Library records and information to unauthorized persons.
- Abuse or violation of State or Federal laws adversely affecting employment.
- Any conduct contrary to common decency or morality, or liable to incite, or provoke against anyone because of race, color, sex, religion, national origin, veteran status, or disability.

Evaluation



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Employees shall be evaluated after one month, three months, and six months of employment and such evaluations will be shared with the employee.

After the probationary period, employees shall be evaluated on an annual basis by the Library Director.

The Library Director shall be evaluated annually by the Board of Directors.

Separation of Employment

Resignation: Resignation of the Library Director shall be given in writing at least one month before its effective date. Resignations of other staff members will be given a minimum period of two weeks before their effective dates. The employee's written and signed resignation should be dated when received and retained in the personnel file.

Job abandonment: Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The Director shall initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible for rehire.

Termination: Employees of the Library are employed on an at-will basis, and the organization retains the right to terminate an employee at any time. Misconduct warranting immediate termination shall include breach of confidentiality, theft of the Library's money or property, any activity which would jeopardize or increase bond or insurance premiums for the Library and any activity which would violate the New York State law applicable to the Library.

Staff Grievances

Dissatisfaction with alleged unfair treatment, work schedules and assignments, library policies and procedures, or working conditions should be brought to the attention of proper levels of authority within the Library. Many can be settled informally and verbally by the Library Director. However, if a matter is deemed important, the following steps may be taken.

Within two weeks after the occurrence of the event, an employee shall first orally discuss the same with the Library Director. Within three working days, the Library Director shall communicate his/her decision to the employee.

Whistle Blower Policy

(Current Practice)

Anderson-Lee Library is committed to operating in furtherance of its tax-exempt purposes and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its board members, officers, employees, or



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volunteers. This policy outlines a procedure for employees to report actions that an employee reasonably believes violates a law, or regulation or that constitutes fraudulent accounting or other practices. This policy applies to any matter which is related to Anderson-Lee Library's business and does not relate to private acts of an individual not connected to the business of Anderson-Lee Library.

If an employee has a reasonable belief that an employee or Anderson-Lee Library has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report such information to the library's manager/director. If the employee does not feel comfortable reporting the information to the Executive Director, he or she is expected to report the information to the Board President.

All reports will be followed up promptly, and an investigation conducted. In conducting its investigations, Anderson-Lee Library will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.

Anderson-Lee Library will not retaliate against an employee in the terms and conditions of employment because that employee: (a) reports to a supervisor, to the manager/director, the Board of Trustees or to a federal, state or local agency what the employee believes in good faith to be a violation of the law; or (b) participates in good faith in any resulting investigation or proceeding, or (c) exercises his or her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the employee's rights.

Anderson-Lee Library may take disciplinary action (up to and including termination) against an employee who in management's assessment has engaged in retaliatory conduct in violation of this policy.

[In addition, Anderson-Lee Library will not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement personnel or a court truthful information relating to the commission or possible commission by Anderson-Lee Library for any of its employees of a violation of any applicable law or regulation.]

Supervisors will be trained on this policy and Anderson-Lee Library's prohibition against retaliation in accordance with this policy.

Smoke Free Property

(Current Practice)

Effective June 19, 2019, Public Health Law §13999-o(6) prohibits smoking within one hundred feet of the entrances, exits or outdoor areas of any public or association library as defined in subdivision two of section two hundred fifty-three of the education law; provided, however, that the provisions of this subdivision shall not apply to smoking in a residence, or within the real property boundary lines of such residential real property..



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Personnel records

Each employee shall have his/her own personnel file which shall include the employee's job application, references, I-9 Form, job evaluations, medical and other leave information, retirement information, disciplinary notice and any other matter pertaining to said employee's service to the Anderson-Lee Library.

Employee evaluations will be discussed with the employee by the Library Director within two weeks of the evaluation. The employee will have the opportunity to respond to his/her evaluation within two weeks of the evaluation. All evaluations and responses will be reduced to writing and will be placed in the employee's personnel file.

Employment

Board members, family of board members, and family of current employees will not be considered for employment.

Personnel Policy Acknowledgement and Receipt

I understand and agree that nothing in the Employee Handbook creates, or is intended to create; a promise or representation of continued employment and that employment at the Anderson-Lee Library is employment at will, which may be terminated at the will of either Library or myself. Furthermore, I acknowledge that this document is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by the Anderson-Lee Library or me.



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I have received the Anderson-Lee Library Personnel Policy, and I understand that it is my responsibility to read and comply with the policies contained within as well as any revisions made to it.

Employee Signature

Date