

Employee Handbook - Old

This is an old employee handbook, last dated 1994, which was used as the basis for the initial union contract. Non-bargaining unit employees officially work under this document. There are some minor differences between the union contract and the old employee handbook.

It is out of date, it has been superseded and it is in need of revision.

Please note: it was transcribed as written, including inconsistencies in grammar, punctuation, capitalization, etc.

For purposes of the policy manual, I just want you to be aware that such a document exists.

There is no longer a Staff Association.

The following policies have been written since this handbook was complete:

Conflict of Interest  
Emergency Closing  
Employee Conduct  
Equal Opportunity Policy  
Family and Medical Leave Act  
Grievance Procedures  
Holidays  
Leave Without Pay  
Personal Appearance  
Purchasing  
Sexual Harassment Policy  
Smoking

The following are areas that have been updated:

- p. 6 costing in excess of "\$1500"
- p. 9 Staff are paid by check "or direct deposit"
- P. 14 Holidays: Good Friday, Lincoln's Birthday - library is open (floating holiday)
- p. 19 Dental plan - not "Travelers"
- p. 25 Local radio stations are not informed of closings.

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North Babylon Public Library  
Employee Handbook

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## Preface

We the Trustees of the North Babylon are pleased to provide the Employee Handbook to the members of the library staff. It is designed to enable you to become better acquainted with our library and the policies that affect your employment environment. As stated in the Handbook for Library Trustees of New York State, it is the responsibility of the library trustees to "... develop personnel policies governing terms of employment, salary schedules and employee benefits." We included an index in the Employee Handbook to make it easier for you to refer to a particular topic.

We hope you share with us the pride we have in the North Babylon Public Library and its many services to the community. It is indeed a treasure, with special thanks to you for making it so. By delivering good service in a friendly and efficient manner, you exemplify our library's highest ideals.

Board of Trustees  
North Babylon Public Library  
May 1994

## I. INTRODUCTION

### Establishment

The North Babylon Public Library was established in August 1960, by the voters of Union Free School District No. 3, Town of Babylon. It is chartered to serve the residents of the School District of North Babylon. The Library is a member of the Suffolk Cooperative Library System (SCLS). Through this membership, resident patrons of the North Babylon Public Library have access to the collections of all other libraries in the System. Patrons of all libraries in the System may use the North Babylon Public Library, with restrictions as noted in the SCLS Resource Sharing Code.

### Financial Support of the Library

Income for the support of the North Babylon Public Library is derived from a tax levied annually on owners of real property within the North Babylon School District. This income is supplemented by income received from several sources including fines, grants and gifts. Funding is expended on the basis of an annual budget adopted by the Board of Trustees. The amount of the budget is presented as a proposition to the voters of the school district at the annual library election. If the voters reject the proposed budget, the Library operates on the last previously approved budget until such time as the voters approve a different amount.

### Organizational Structure

#### Board of Trustees

The Library is governed by a five member Board of Trustees elected by the voters of the School District. The term of office of a Trustee is five years, with one term of office expiring each year. The seat for the expiring term is filled at the annual library election. The trustee whose term is expiring may be re-elected. Library Trustees have all the powers of trustees of other educational institutions of the State. The Library and its Board of Trustees are independent of the Board of Education and the North Babylon Public Schools. The Board of Education is responsible under the law for presenting library propositions to the voters and for turning over to the Library its pro rata share of tax receipts.

The Board of Trustees holds at least twelve meetings in the Library annually.

#### Library Director

The Library Director is considered the administrative officer for the Board of Trustees and has sole charge of the administration of the Library under the

directions and review of the Board. The Director is held responsible for the care of buildings and equipment, for the employment and direction of the staff, and for the efficiency of the Library's service to the public.

As the administrative officer, the Library Director shall sign all contracts, agreements, orders, etc., except where the signature of a member of the Board of Trustees is specifically required.

In exercising responsibility for the care of the buildings and equipment, the Library Director shall take those steps deemed necessary to ensure care of the building and proper operation of all equipment. This shall include placement of such services of maintenance contracts as are required.

Within the framework of positions as established by the Board of Trustees and in accord with the rules and regulations of the State of New York and the Suffolk County Civil Service Commission, the Library Director shall appoint members of the staff, make promotions and transfers, all subject to Board approval. Professional appointments shall be made only with prior Board approval. The Director has the authority to discipline and dismiss staff members, subject to Civil Service procedures established for discipline and dismissal where applicable. The Board of Trustees should have a report, if possible, prior to the dismissal of any employee. If not possible, the report of dismissal shall be presented to the Board of Trustees at the Board meeting following the dismissal.

As all payments of salary require approval of the Board of Trustees, the Director shall present for affirmation all appointments, promotions calling for salary increases, and annual salary increments.

Length and type of loan of library materials, organization of materials within the quarters occupied by the Library, and the operation and efficiency of the Library shall be the responsibility of the Director. The Director shall make such rules as may be necessary to ensure that the Library's collections are made available on an equal basis to the residents of the community. These rules may include as necessary the limiting of the number of books or other library materials a borrower is permitted to borrow, renew, or have in his or her possession at any one time. The Director shall take such action as may be necessary to ensure the recovery of books and other library materials borrowed and may deny borrowing privileges to borrowers who fail to return such material after due notice or who fail to pay fines or charges which may be levied as a result to such borrowing omissions.

Purchasing of necessary books, supplies, etc., for the efficient operation of the Library shall be made by the Director within the framework of budgetary authorizations and the written Materials Selection Policy of the North Babylon Public Library and all other written Board policies. Furniture and equipment

costing in excess of \$1000.00 for any single item shall be purchased only following authorization by the Board of Trustees.

### Supervisory Staff

Supervisory staff members are responsible to the Director for the supervision of personnel assigned to the department which they head, for the efficiency of the department, for the care of equipment and supplies assigned to the department, and for the carrying out of all library rules and regulations which pertain to the department. Supervisory staff represent the administration to employees and represent employees to administration. Supervising staff are responsible for the quality and quantity of work performance.

Professional librarian positions are supervisory positions. While individual librarians may not directly supervise all departments, their functions demand that they receive the willing cooperation of all departments in the performance of their duties.

### Supporting Staff

Each staff member is responsible to the head of the department to which the staff member is assigned for the efficient performance of assigned duties. It is expected that each staff member will know and observe all library rules and regulations which may pertain to the staff member's assignment and employment.

### Equal Employment Opportunity Policy

The North Babylon Public Library does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in the employment or the provision of services.

### Sexual Harassment Policy

The Board of Trustees of the North Babylon Public Library recognizes its responsibility to ensure for its employees a working climate that is free from any form of sexual harassment.

Sexual harassment is defined by the Equal Employment Opportunity Commission as follows:

“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting

such individual; or (3) such conduct has the purpose or effect unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.”

The Board of Trustees recognizes that sexual harassment is an unacceptable form of conduct which undermines the integrity of the employment relationship. While it is not the Board of Trustees' intent to regulate employees' social interactions where relationships are freely entered into, conduct constituting sexual harassment will not be tolerated. An employee who is found guilty of sexual harassment in the library can expect serious disciplinary action.

Individuals who feel they have been the objects of sexual harassment should advise their supervisor, their EAP staff representative, or the Director.

### Grievance Procedure

The Library grievance procedure consists of two steps: Step 1 – Discussion, Step 2 – Written Statement. Its purpose is to provide an orderly means of settling grievances. The emphasis is on settlement and on channels. The grievance procedure cannot be used for punitive purposes. It cannot be used to challenge or to by-pass legitimate authority.

#### Step 1 – Discussion

Experience has shown that a grievance can often be resolved quickly if the parties to the grievance will agree to discuss it in a reasonable manner. Before any additional steps are considered, the aggrieved staff member should request and interview with the person or supervisor directly concerned with the grievance. Both parties must then agree on a mutually acceptable time and place to meet. If possible, the meeting should take place without an audience and without interruptions.

#### Step 2 – Written Statement

If the effort to settle a grievance through discussion fails and the aggrieved staff member desires to pursue the matter further, the staff member must compose a written statement outlining the particulars of the problem. Proposals for a solution of the problem may be included. The statement is to be addressed to the staff member's immediate supervisor with a request that the matter be reviewed. The immediate supervisor must then review the problem. If the problem cannot be settled by the immediate supervisor, the statement together with a written report by the supervisor is to be presented to the Library Director within five working days. If the matter cannot be settled by the Library Director, the Director will refer the problem to the Board of Trustees. Every effort will be made to render a determination within thirty days of the receipt of the written statement by the Library Director.



The staff member may elect to withdraw a grievance at any stage in the procedure.

## EMPLOYMENT POLICIES

### Appointments

All appointments are made according to regulations established by the Commissioner of Education, the Suffolk County Civil Service Commission and the Board of Trustees of the North Babylon Public Library.

Selection of staff members is based strictly on merit with emphasis on training and experience. Selection of applicants is made from lists established by the Suffolk County Civil Service Commission whenever such lists are available. Preference on lists for clerical and custodial positions is given to residents of North Babylon whenever possible, provided that the applicants have the necessary qualifications.

Federal law requires the completion of Form I-9 (Employment Eligibility Verification) to establish identity and employment eligibility.

Every permanent appointment shall be for a probationary period of twenty-six weeks. If the performance of the probationer is not satisfactory, his/her employment may be terminated at any time after a minimum four week period of service and on or before the completion of the probationary period of service.

Members of the immediate family of both Board members and the Director are not eligible for appointment to positions in the North Babylon Public Library. Members of the immediate family of staff members will not receive special consideration for appointment.

### Salary

In general, all new positions are filled on the applicable salary scale at the minimum level. For members of the North Babylon Public Library Staff Association, the amount of any annual increment is a result of a collective bargaining agreement negotiated with the Board of Trustees. For staff outside the Staff Association, the amount of any annual increment is determined by the Board in conjunction with the Library Director.

All staff members are paid by check every other Friday. Part-time staff members, and full-time staff as needed, are required to record hours on a time card for the purpose.

### Work Week

Full-time professional and clerical staff members are scheduled to work seven hours per day, thirty-five hours per week. Full-time custodial employees are scheduled to work eight hours per day, forty hours per week. Part-time

professional, part-time clerical, and part-time custodial employees may be scheduled to work up to seventeen and one-half hours per week, excepting those hired from a Civil Service list. All full-time staff members may be scheduled for some evening and Saturday work when the interests of the Library so require. Part-time employees may be scheduled for additional hours as the need arises. The Director is expected to adjust his/her work week and schedules in order to cope with the responsibilities of the position.

Employees are expected to be ready to work when scheduled to begin work. Punctuality is required. Personnel forms are to be used to document lateness. Frequent lateness should be noted by supervisor on evaluation form.

Good attendance by staff members is essential to the smooth and efficient operation of the library. A good record of attendance should be noted by supervisor on evaluation form.

If illness or other unanticipated circumstances prevent an employee from reporting to work or reporting to work on time, a telephone call to the Business Office at 9 a.m. or as soon thereafter as possible is required.

### Overtime

Overtime is defined here as time worked over the regularly scheduled work week.

Overtime pay is not budgeted and will be authorized on an emergency basis only. Full time professional and full time clerical employees working a thirty-five hour week may be required to work up to five additional hours per week for which they will receive compensatory time off. Part-time clerical employees will, in general, be paid for hours worked beyond their usual schedules. However, there may be occasions when compensatory time off is given. Final decision will be made by the Library Director, with advance notice to the employee, when compensation will be in the form of time off. No payments will be made or time off given for overtime worked without the authorization of the Library Director.

The multi-part personnel form is to be used to document overtime.

### Compensatory Time

The library may give compensatory time instead of overtime pay when full-time staff are affected.

Compensatory time may cumulate to no more than twice the employee's regularly scheduled week hours of work. For full time employees this will be ten working days. Part-time employees may not accrue compensatory time in an

amount greater than the number of hours regularly worked in a bi-weekly pay period. Compensatory time accumulated beyond these limits will be added to the employee's bi-weekly salary payable at the end of the pay period immediately following the pay period in which the excess accrual occurred.

Anyone working more than forty (40) hours per week will receive time and a half for all hours worked beyond the forty, either in pay or in compensatory time.

The awarding of overtime pay or compensatory time for extra hours worked in particular circumstances is determined by the library director.

### Lunch and Rest Periods

Staff members who work a seven or eight hour day receive one hour each day on their own time for a meal period. These employees may take two fifteen minute rest periods per day in addition. Part-time staff members may take a fifteen minute rest period if their working time is four or more hours. Rest periods may not cumulate, may not be added to a meal period, and may not be waived to permit late arrival or early departure.

### Performance Evaluation

In the interest of individual staff members and the Library, it is necessary that supervisory staff members evaluate the job performance of staff members assigned to their department. Supervisors will routinely observe the performance of each staff member and will meet with each staff member individually to discuss these observations. Where necessary, suggestions are to be made to improve the quality of the staff member's work. Supervisors are to be receptive to suggestions made by staff members for improvements in departmental procedures. A written record is to be made of each evaluation to be filed with the staff member's permanent personnel record in the Business Office. No adverse comment is to appear on an evaluation form unless the staff member has been previously informed of the supervisor's dissatisfaction. In general, both positive and negative comments made by supervisors during the evaluation interview are to be recorded on the forms.

Before an evaluation is placed in the staff member's folder, the staff member is to be shown the evaluation. The staff member is required to sign the evaluation to show that he/she has read it. The staff member may appeal to the Library Director any rating that he/she considers to be unjust. Evaluations are to be made at least once during the staff member's probationary period and at least once a year thereafter.

Performance evaluations may be used in part to determine the staff member's fitness for salary increments and for continued employment by the

Library. Repeated unsatisfactory ratings may be considered a cause for denial of increments and a cause for dismissal.

### Assignments

Each staff member will receive an outline of the general and specific duties of the position in which he/she is employed. It is expected that these duties will be performed routinely without the necessity of prompting by supervisory personnel. A staff member may change the scope of his/her assignment only with the written consent of his/her supervisor and the Library Director.

Assignment outlines list only the routine duties of the position. Staff members may be required from time to time to perform additional duties. Staff members may expect to have assignments changed from time to time as the need arises. No staff member may refuse to perform an assignment on the grounds that the assignment is not in the outline for the position.

### Promotions

Qualified candidates from the library staff will be given first consideration in filling vacant positions in accordance with applicable civil service procedures. Promotions will be based on ability, achievement, attitude, and civil service test scores for the position. Seniority will be the deciding factor when candidates are otherwise equally qualified. Seniority will not be considered a substitute for the other necessary qualities.

### Resignations

The Library requires a minimum of one month's notice from professional employees and a minimum of two week's notice prior to the date of resignation from all other employees. Failure to provide this notice may result in the loss of any earned vacation pay.

Resignations must be submitted in writing to the Director. They may be withdrawn only with the consent of the Director.

### Disciplinary Action

All staff members are subject to and protected by the Rules of the Suffolk County Civil Service Commission and such other rules of State and Federal agencies as may apply. Penalties for unsatisfactory performance, insubordination, and misconduct may include demotion, suspension, and dismissal.

## Termination of Employment

All dismissals are executed according to regulations established by the Commission of Education and the Suffolk County Civil Service Commission.

## II. BENEFITS

### Holidays

The Library observes the following holidays: New Year's Day, Martin Luther King Day, Lincoln's Birthday, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Christmas Day. If a holiday falls on a Sunday, it will be observed on a Monday. Although the Library will be closed in observance of most holidays, there may be exceptions from time to time. In these instances employees who are required to work on a holiday will be given compensatory time.

All regularly scheduled employees will be paid for a holiday when the holiday falls on a day they are scheduled to work. Full-time employees who by reason of an assigned schedule do not receive a particular holiday will be given compensatory time. Part-time employees who are assigned to work nineteen or more hours per week on a regular basis and who do not receive a holiday by reason of an assigned schedule, will be given compensatory time on a pro rata basis. When a holiday falls on a Saturday, compensatory time will be given to eligible employees as outlined above.

The Board of Trustees may in any year designate additional days as holidays for that year only. In these instances compensatory time will be given to eligible employees as outlined above.

Compensatory time will not be given for days the library is closed because of weather or other emergency nor will compensatory time be given should the library be closed in observance of a day of mourning.

Employees who are employed on a temporary, substitute, or part-time basis will not receive paid holidays. Part-time clerical staff (working fewer than 19 hours) may make up hours lost when the library is closed for a holiday on a day they would be scheduled to work.

### Illness in Family

Leave with pay may be allowed in the case of a serious illness of a member of the immediate family or household. The amount of time for the leave is dependent on the amount of time required, but in the case of serious illness in the family (mother, father, wife, husband, sister, brother, child, grandmother, grandfather, or in-laws of the same relationship), up to five working days. If more time is needed, the employee may draw upon his or her sick leave allowance, or make a special application to the Library Director for a leave of absence without pay according to the provisions of the Family and Medical Leave Act of 1993. Serious illness is defined as an illness which

is life threatening and which requires the hospitalization of the patient. The sick leave allowance may be used for illnesses which do not fall into this category.

### Personal Leave

Full-time employees, part-time clerical employees regularly working nineteen or more hours per week, and part-time custodial workers regularly working twenty or more hours per week may take up to three days with pay for personal business during any one calendar year. If additional personal days are needed, employees may take up to three days from the sick leave allowance during any one calendar year.

Personal leave may not be added to vacation allowances or used to prolong a holiday. Personal leave may not be carried over from year to year.

Unused personal leave may be converted to terminal vacation leave at the rate of one day per year to a maximum of ten days (or pro rata hourly equivalent for eligible part-time staff members) for each year of employment after 1974 subject to the following conditions:

- a.) Any year in which the full three days personal leave allowance from sick leave has been used will be excluded from the computation.
- b.) Any year in which sick leave is used on more than six separate occasions will be excluded from this computation.
- c.) Failure to give adequate notice of resignation as stated in the leave policy will disqualify the staff member from payment of accrued personal leave

During the first calendar year of employment, personal leave will be granted on a pro rata basis from the date of employment to December 31 of that year. Personal leave from sick leave during the first calendar year of employment will be granted on a pro rata basis dependent on the number of days accrued sick leave, i.e., no more than one-quarter of the time accrued for sick leave during the first year of employment may be used for personal leave.

During the last calendar year of employment, personal leave and personal leave from sick leave will be granted on the same pro rata basis. Personal leave taken in excess of this amount prior to the effective date of resignation will be deducted from accrued vacation.

### Sick Leave

Sick leave with pay is allowed at the rate of one day per month, cumulative to 165 days. Sick leave is allowed to all full-time employees, part-time clerical employees regularly working nineteen or more hours per week, and part-time custodial workers regularly working twenty or more hours per week.



Sick leave will be computed to the fraction of an hour for employees who take sick during the work day.

In the case of an extended absence due to illness or other incapacity, additional leave may be granted for a limited period at the recommendation of the Library Director, by the Board of Trustees. Payback starts immediately upon his/her return to work.

A doctor's certificate may be required at any time for a particular period of illness.

A pro rata adjustment will be made for part-time civil service (competitive class) employees, with compensation based on the employee's regular rate of pay.

Illness is to be reported to the Director on the day of absence as early in the day as possible. Continuation of illness is to be reported each day of the illness except when the staff member is hospitalized or is required by order of a physician to remain at home. In the latter case, a physician's note certifying that the staff member may return to work is required.

### Vacation Leave

Annual vacation with pay, based on a five-day work week is granted to full-time employees, and part-time civil service (competitive class) employees working on a regular schedule exclusive of temporary assistants and substitutes. A vacation must normally be taken within the year, and after it has been earned. Vacation time is earned after each month worked. Any deviation from this policy must be requested in writing and approved by the Board of Trustees.

- A. Full-time librarians earn annually:
  - 20 days as earned through 3 years
  - 22 days 4 through 7 years
  - 24 days 8 through 12 years
  - 25 days from 13 years
  
- B. Full-time clerical staff members earn annually:
  - 10 days as earned through 3 years
  - 15 days 4 through 7 years
  - 20 days 8 through 12 years
  - 25 days from 13 years
  
- C. Part-time civil service employees working on a regular schedule earn vacation at the following rate:
  - 38 hours during the first five (5) years
  - 57 hours during the next five (5) years

76 hours during the next five (5) years  
76 hours plus four (4) hours per year after fifteenth year

D. Part-time employees in non-competitive class and those employees on a temporary or substitute basis do not earn vacation allowance.

E. Library trainees who work a regular schedule of nineteen or more hours per week earn paid vacation of ten (10) working days per year.

F. Full-time custodial staff earns annual ten (10) working days vacation during the first three (3) years of service, fifteen (15) during the next five (5) years, 20 working days during the next five (5) years, 25 working days thereafter.

G. Part-time custodial staff who work a regular schedule of twenty hours or fewer per week do not earn vacation allowance.

H. A part-time civil service employee who becomes a full-time employee will be credited for past experience on a pro rata basis. A lump sum payment for earned vacation will be made to the employee following transfer to full-time status.

I. Vacation leave may be taken as earned after the first six months of employment. Vacation leave shall not be taken in excess of the amount which can be earned in twelve months. Unused vacation time shall not be allowed to accrue in excess of five (5) days beyond the leave earned in one year.

J. Employees who leave the library's employ receive earned vacation not taken, provided they have been in the employ of the Library more than a total of six months and have given adequate notice of resignation (a minimum of one month for librarians and two weeks for other employees). Employees who are discharged from the Library shall receive earned vacation pay provided they have been in the employ of the Library more than a total of six months.

K. Holidays falling during a vacation are not counted as part of vacation allowance. A day's vacation or pro rata hourly equivalent will be credited to any employee who has a holiday falling during his/her vacation.

L. Vacations shall be earned from the anniversary date of employment and shall be taken at the convenience of the Library. Department heads and senior staff members (in that order) shall be given first choice of vacation dates provided the requests are made at least ninety days prior to the dates requested.

M. Accrued vacation shall be computed as of the anniversary date of employment. Any vacation accrued beyond the limit permitted (see I.) shall be deemed forfeited unless taken within thirty days following the anniversary date, except employees in Tier I membership in the New York State Employee's

Retirement System and who, by reason of that membership, are entitled to use 30 days' accrual limits during the final year of employment prior to retirement.

N. Any employee presently earning vacation time at a rate higher than he/she would earn under this policy will not be affected by this policy.

## EMPLOYEE BENEFIT PLANS

### Dental Insurance

The Library participates in a dental plan with Travelers Company for employees working a full time schedule of 35 or more hours. These employees are entitled to fully paid coverage for themselves and dependent child (ren) and/or spouse. There is a \$1,500 maximum benefit per calendar year per individual. Details on the plan are available in the Business Office.

### Disability Insurance

The Library participates in the New York State Employees' Disability Program. The employee contributes based on salary up to \$1.20 per pay period.

Claims, including medical certification of need, must be filed within 30 days for disability benefit.

### Employee Assistance Plan

The Library participates in the Employee Assistance Plan from Western Suffolk BOCES (Formerly BOCES III). Except for pages and temporary employees, all staff members, trustees, and their families may participate in the EAP counseling and referral services free of charge.

### Health Insurance

The North Babylon Public Library participates in the New York State Employees' Health Insurance Program and each employee working 19 or more hours per week is entitled to fully paid coverage. A dependent child and/or spouse can be included in an employee's coverage with 50% paid by the Library and 50% deducted from the employee's salary check. Details on the program are available in the Business Office.

### Life Insurance

The Library's dental plan with Travelers includes term life insurance and coverage for accidental death and dismemberment. Members of the plan less than 70 years of age who die while insured will have \$15,000 paid to their beneficiary. The accidental death and dismemberment components provide a benefit of \$15,000 to members of the plan under 70 years of age.

Members of the New York State and Local Retirement System are covered by a program of life insurance determined by their longevity and tier status.

## Retirement

All full-time staff members must join the New York State and Local Retirement System. Part-time employees have the option to join the retirement plan. If they choose to decline the option, such a declination must be in writing. A form for this purpose is available in the Business Office.

Retirement benefits are paid to vested members of the Retirement System and are determined by Tier status:

Tier I - joined system before July 1, 1973

Tier II - joined system on July 1, 1973 or before July 1, 1976

Tier III - joined system on July 1, 1976 or before September 1, 1983

Tier IV - joined system on September 1, 1983 to present

## Social Security

All staff members are covered by and must contribute to Social Security with an amount specified by federal law.

## Workers' Compensation

A job-related injury must be reported as soon as possible to the Library Director in order that a claim may be filed within ten days after the accident. An accident or injury should be documented on an Accident Form. Forms are available in the Business Office.

Details on any employee benefits are available from the Business Office.

## OTHER BENEFITS

### Educational programs

Attendance at library conference and workshops by staff members for the purpose of continuing education with necessary expenses reimbursed by the Library may be authorized by the Board of Trustees upon recommendation of the Library Director, provided that funds are available. In general, it is expected that staff members attending such conferences will be members of the organization sponsoring them. Attendance at conferences by staff members at their own expense will be permitted at the discretion of the Library Director.

In-house workshops and seminars are offered to staff from time to time.

### Investment Plans

The Library participates in tax-sheltered annuity plans from a selection of investment firms. Details on the options available to employees are available in the Business Office.

### Savings Plan

The Library participates in the payroll savings plan of Suffolk Federal Credit Union (SFCU). Employees may have a designated amount withdrawn from their paychecks for deposit at SFCU.

### Note

The benefits described (above) in this Employee Handbook supersede all previous benefit/leave policies. No employee is to receive under this policy any less benefit than he or she would have received in a policy in effect at the time of his or her employment except when superseded by a collective bargaining agreement. Members of the Staff Association of the North Babylon Public Library are subject to the contractual agreement executed by the North Babylon Public Library Staff Association and the Board of Trustees of the North Babylon Public Library.

### III. LEAVES OF ABSENCE

#### Bereavement

Leave with pay may be allowed in the case of death of a member of the employee's immediate family or household. The amount of leave is dependent upon the amount of time required, but in the case of death of a member of the immediate family (mother, father, wife, husband, sister, brother, child, grandmother, grandfather, or in-laws of the same relationship) or household, it may be up to three working days. If more time is needed, the employee may draw upon his or her sick leave allowance, or make special application to the Library Director for a leave of absence without pay.

#### Family and Medical Leave

The Family and Medical Leave Act of 1993 (FMLA), which took effect on August 5, 1993, requires that the North Babylon Public Library provide its employees with twelve (12) weeks of unpaid family and medical leave.

Those employees who have been employed for a total of at least twelve (12) months and who have provided at least 1,250 hours of service during the twelve (12) months before leave is requested are eligible for the leave. Eligible employees are entitled to twelve (12) work weeks of unpaid leave during any twelve (12) month period for the birth of a child to an employee or the placement for adoption or foster care of a child with the employee. The FMLA requires that employees who take such leave must do so within twelve (12) months of the arrival of the child.

Leave is also available to care for a son or daughter, spouse or parent who has a serious health condition. In addition, leave may be taken by an employee where a serious health condition renders the employee unable to perform the functions of his or her position.

An employee must provide the North Babylon Public Library with at least thirty (30) days notice of his/her intention to take such leave when the need for such leave is foreseeable; in emergency situations, the Library is entitled to receive "such notice as is practicable."

In situations relating to an employee taking medical leave, either for his/her own or a family member's serious health condition, when the leave is foreseeable based on planned medical treatments, leaves are to be scheduled so as not to "disrupt unduly the operations of the North Babylon Public Library."

An employee is required to provide medical certification of the need for the leave. Such a form is attached to this policy and is available in the Business Office.

For the duration of FMLA leave, the employee's health coverage will be maintained with the employee paying his/her normal share of the coverage for that period. If employee is unable to pay for the normal share of coverage while on leave, arrangements for reimbursement will be made upon employee's return to work. If employee does not return to work, arrangements will be made to recover the employer's share of premiums paid during the unpaid FMLA leave.

The 12-month period in which employees are entitled to take leave is a rolling period which begins on the first date the employee takes the FMLA leave. No FMLA leave may exceed twelve (12) work weeks during a twelve (12) month period.

### Jury Duty

Permanent staff members working half-time or more per week on a regularly scheduled basis who are called to jury duty, or as a witness in court, will be granted a leave with pay provided that such pay be reduced by the amount of fees earned. This leave shall be limited to those staff members whose jury or court obligations require them to be in attendance for jury service or as a witness in court during the hours they are scheduled for duty in the Library.

### Leave Without Pay

If not detrimental to library service, a staff member may be granted a leave of absence without pay for up to ten working days during any one calendar year at the discretion of the Library Director. A staff member may be granted a leave of absence without pay for a longer period at the recommendation of the Library Director, by the Board of Trustees. Leaves of this nature shall be granted only at the convenience of the Library. No vacation or sick leave is earned during a month in which a leave of absence without pay exceeds ten working days.

### Military

Permanent staff members are entitled to engage in the performance of military duty and shall be deemed to have a leave of absence for the duration of such military duty. Within ninety days after the termination of his/her military duty, or at any time during his/her terminal leave, the employee shall be reinstated to his/her position provided he/she makes application for such reinstatement.



Details on military leave are available from the Library Director.

#### IV. THE LIBRARY FACILITY

##### Bulletin Boards

Bulletin Boards in the staff areas are used for posting information of importance to staff. If space is available, however, notices of general interest may be posted.

Bulletin boards in the public areas are used for the posting of materials which has been authorized by the Library Director or his/her designee. All pamphlets and other materials for public distribution must have such prior authorization.

##### Emergency Closings

Full-time and regularly scheduled part-time staff members will be paid for days or parts of days that the Library is closed because of weather or other emergency. A telephone "snow chain" is prepared to notify staff of emergency closings. Local radio stations will be informed. Staff members are advised to telephone their supervisors when in doubt as to whether the library will be closed. In general, the decision on emergency closing will be made by 8 a.m. When the Library Director cannot be reached, the librarian-in-charge has the authority to close the library in an emergency.

1. If the library is closed for emergency prior to the regular opening hours, employees scheduled to work that day will not be charged, except in the following cases:
  - a. Employees who schedule vacation, personal, sick or compensatory time prior to a library closing for an emergency will be charged for the time scheduled as if the library were open.
  - b. Any employee who chooses to leave work before his/her shift is over will be charged for the time necessary to complete the shift, whether or not the library is subsequently closed.
  - c. When the library has a delayed opening, any employee who chooses not to come in for the remainder of his/her shift will be charged time from when the library opens until the completion of his/her shift.
2. Full-time employees who may be required to work when the library is closed for an emergency may earn compensatory time for the time worked at the discretion of the Library Director.

##### Lockers

A limited number of lockers are available to staff. If the requests for lockers exceeds the number available, staff members may be asked to share. Combination locks are provided with the combination held by the Business

Office. If you use your own lock, the combination must be given to the secretary. In an emergency, the Library Director must have access to the lockers.

### Parking

A parking lot is available on a first-come, first-served basis for the convenience of staff and patrons. The library is not responsible for any thefts or damages to vehicles parked in the lot or to personal property anywhere on the library premises.

### Staff Room

A staff room is available for use by the library staff for resting and eating on break, lunch, or dinner time. In general, food storage and food consumption is to be restricted to this area. It is important that the staff room be kept in order. All members of the staff who use this room are expected to cooperate fully and to observe the rules which may be adopted to promote cleanliness.

### Telephone Use

By staff – Telephoning for personal business is discouraged. It is recognized, however, that in emergency situations a staff member must use the telephone. If a toll call is made from an office telephone or office fax machine, a report is given to the Business Office. When the telephone bill is received, payment is required.

By public – Use of library telephones is not to be encouraged. On occasion, it may be necessary for a patron to use the telephone to call home. This is permitted. Calls are not to be received by patrons at the library. If a call is received for a patron and the patron is present, a message may be delivered.

## V. OTHER

### Access to Building

Library staff members are to confine their use of the building to the hours that the building is officially open, or to those hours that they are scheduled to work before or after closing. If it is necessary for a staff member to be in the building at other times, prior permission must be obtained each time from the Library Director.

### Conflicts of Interest

A conflict of interest exists when a staff member permits a personal or family interest in an outside enterprise to influence judgment or performance on the job, or when there is a personal or family relationship with an outside agency doing business with the Library.

Any transaction in which a staff member benefits financially because of his/her relationship with the Library is cause for dismissal. If a staff member has a question as to whether there is a conflict of interest, he/she is expected to discuss the matter with the appropriate Library authority.

### Employee Activities

Organized employee activities on library premises must have prior authorization from the Library Director and must not disrupt staff during their work time or disturb any library functions.

Activities of the Staff Association of the North Babylon Public Library may not be conducted by staff during their scheduled work time without prior authorization from the Library Director.

### Keys

Keys are issued to selected individuals and departments on the basis of the need of the individuals and department for access to the building and to specific areas of the building. A list is maintained by the Business Office. Keys are not to be transferred or duplicated without the permission of the Library Director. Department heads and individual staff members will be held personally responsible for the keys issued to them. Keys are not to be in the possession of unauthorized persons at any time. Lost keys and circumstances of the loss are to be reported immediately to the Director. Do not label or otherwise identify any library keys.

### Library Property

Library property of any kind is not to be used for personal reasons or to be removed from the building without official authorization.

### Personal Appearance

Staff members are expected to report for work neatly and suitably attired for those tasks they are to perform. Extremes in dress are to be avoided.

### Personal Business

Personal business is not to be conducted in the Library or on Library time. Staff members are not permitted to accept calls of this nature or to receive visitors for this purpose while the staff member is on duty. Staff members are not to have personal mail address to the Library.

### Personal Conduct

All patrons and colleagues are to be treated with courtesy and respect. Friendly, prompt, and efficient service should be given at all times. All staff members should display an alert willingness to be of service.

Staff members who work in public areas must maintain a dignified department. Loud talking and boisterous conduct will not be tolerated. Work activities that are disturbing to patrons are to be conducted in non-public areas, or if this is not possible, are to be scheduled for periods when the building is closed to the public, or scheduled for periods when the Library is not busy.

Staff members are to respect the individual rights of both patrons and fellow staff members, including the right to be different. Staff members are not to permit their personal views to influence the quality of service to any patron.

Eating or drinking is not permitted in public areas. Intoxicants are not permitted on the premises at any time.

### Personal Property

The Library is not responsible for any thefts or damages to personal property. Staff members are reminded to safeguard their possessions.

### Public Relations

Staff members may not represent the Library in any way without the consent of the Library Director.

### Purchases

No staff member is authorized to commit the Library to any expenditure without the consent of the Library Director. All orders must be placed through the Business Office.

### Safety

Safety precautions are to be observed by all employees at all times in the performance of their duties. Any accidents which may occur are to be reported and described on an Accident Report Form. Accidents by staff, patrons, or other persons on library property are to be so documented.

Federal law requires employers to inform employees about hazardous chemicals to which they may be exposed. A list of chemicals used in the library is found in the binder marked "Hazard Communication Program" located in the Circulation Office.

### Salespeople and Solicitors

Salesmen, saleswomen, peddlers and other solicitors are not permitted to operate in the Library.

### Smoking Policy

Whereas, The Board of Trustees of the North Babylon Public Library concurs with the findings of the New York State Legislature (Laws of 1989, ch. 244, Sect 1) that there is a substantial body of scientific research showing that breathing secondhand smoke is a significant health hazard for non smokers; and

Whereas, The staff lounge area is adjacent to a work area; and

Whereas, The Board of Trustees finds that it is in the best interests of the staff to protect nonsmokers from exposure to secondhand tobacco smoke; now

Therefore, pursuant to Public Health Law Sect. 1399, it is hereby Resolved, that all smoking will be prohibited in the North Babylon Public Library effective January 1, 1991.

### Substance Abuse Policy

Intoxicants are not permitted on the Library premises at any time.

## Voting

New York State Law provides: "If any employee has four consecutive hours, either between the opening or the polls and the beginning of his work shift, or between the end of his working shift and the closing of the polls, he shall be deemed to have sufficient time outside his working hours within which to vote. If he has less than four consecutive hours, he may take off so much working time as will, when added to his voting time outside his working hours, enable him to vote, but not more than two hours of which shall be without loss of pay, provided that he shall be allowed time off for voting only at the beginning or end of his working shift, as the employer may designate, unless otherwise mutually agreed."

## Afterword

This Employee Handbook sets forth the working conditions for the North Babylon Public Library as approved by the Board of Trustees, May 1994. The rules and regulations contained therein supersede any previous handbooks, memoranda, and policies.



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## Bereavement

When a death occurs in an employee's immediate family, the employee shall be paid the hours that he/she is scheduled for up to five (5) consecutive days the Library is open, beginning with the first scheduled working day on which the employee does not report to duty. The term "employee's immediate family" shall mean the employee's mother, father, wife, husband, domestic partner as defined by NYS law, sister, brother, child. In the case of the death of an employee's grandmother, grandfather, or in-laws of the same relationship, stepchildren, step parents, the employee shall be paid the hours he/she is scheduled for up to three (3) consecutive days the Library is open, beginning with the first scheduled working day on which the employee does not report to duty. If more time is needed, the employee may draw upon his or her sick leave allowance, or make special application to the Library Director for a leave of absence without pay.

Updated and approved by the Board of Trustees,  
July 18, 2006

### Bereavement

Upon the death of a step-child an employee shall be entitled to five (5) days of Bereavement Leave instead of the existing three (3) days.

### Vacation Leave

Vacation leave for Full-Time Clerical Staff Members to provide as follows:  
Full-time clerical staff members earn annually:

#### Effective July 1, 2009

11 days as earned through 3 years;  
16 days 4 through 7 years;  
21 days 8 through 12 years;  
25 days from 13 years.

#### Effective July 1, 2010

12 days as earned through 3 years;  
17 days 4 through 7 years;  
22 days 8 through 12 years;  
25 days from 13 years.

#### Effective July 1, 2011

13 days as earned through 3 years;  
18 days 4 through 7 years;  
23 days 8 through 12 years;  
25 days from 13 years.

Updated and approved by the Board of Trustees,  
February 16, 2010