

Macedon Public Library

Employee Handbook



Prepared by:



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SECTION ONE

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INTRODUCTION

Welcome

Macedon Public Library (MPL) has a remarkable history. MPL began as the Macedon Reading Center in March of 1961. Just over ten years later, in January 1972, the Reading Center began the process of gaining a charter to become MPL. On March 25, 1977, the Reading Center officially became the "Macedon Public Library." Nearly thirty years later in 2001, the library, which at that time was located within the Macedon Town Hall, completely burned to the ground in April. The tremendous loss did not end the library's history. Like a phoenix rising from the ashes, community members came together to fundraise and rebuild their beloved library. In 2002, the Town of Macedon Town Hall Complex was erected proudly atop a hill along Route 31. The library and town hall are now two symmetrical buildings located side by side. The new building more than doubled the library's space and made even more resources and programming possible for Macedon residents. As a new library employee, you are a valued part of the library's continued story of hope and revival. *We welcome you and know you will be an important contributor!*

This Handbook summarizes many of your privileges, benefits, and responsibilities as an employee of our Library. If you are a new employee, it will be helpful in acquainting you with our Library's philosophies and human resources practices. If you are already a member of the MPL team, this Handbook should prove to be a useful reference. Above all, we hope it will promote consistency, fairness and understanding throughout our Library.

In order to maintain the necessary flexibility in the administration of policies and procedures, MPL reserves the right to change, revise or terminate any of the policies and/or benefits discussed in this Handbook with or without advance notice. After you have read your Handbook, please keep it handy for future reference and updating.

Welcome to MPL! We are glad that you have joined the MPL team and we hope that you will find your work with us to be both challenging and rewarding.

Director & Board of Trustees

Preface

This Handbook* outlines the human resources policies and benefit plans currently in effect at MPL. In this Employee Handbook, MPL is also referred to as “Macedon Public Library” or “Library.” Policies are revised or added periodically and are effective as of the date issued.

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

Important Information about Benefits

As our Library evolves, we will continue to review and revise these human resources policies and benefit programs. The Library reserves the right to alter, reduce or terminate any pay practices, policies, premium contributions, benefits and benefit plans, in whole or in part, at any time for any reason to the extent permissible by law. Any such change may affect retirees and beneficiaries, as well as active employees.

The benefit information found in this Handbook is intended to provide an overview of the benefit plans. The actual benefits are controlled by the terms of the applicable plan documents and insurance policies. Questions regarding the interpretation of these plans will be answered in accordance with the actual plan documents and insurance policies, rather than the summaries contained in this Handbook. Employees may obtain copies of these documents from the Director.

If there is a conflict between Civil Service regulations and this Handbook, Civil Service regulations are controlling for Civil Service employees.

* This Handbook and its policies are effective **February, 2024** and supersedes all other personnel manuals and personnel policies previously distributed by the Library. To avoid confusion, please discard any copies of previously published Employee Handbooks.

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SECTION TWO

Employment Practices

2.01 Equal Employment Opportunity

MPL is committed to a policy of Equal Employment Opportunity with respect to all employees, interns, and applicants for employment. Consistent with this commitment, our policy is to comply with all applicable federal, state, and local laws concerning employment discrimination. Accordingly, the Library prohibits discrimination against qualified employees, interns and applicants in all aspects of employment including, but not limited to: recruitment, interviewing, hiring (or failure or refusal to hire), evaluation, compensation, promotion, job assignment, transfer, demotion, training, leaves of absence, layoff, benefits, use of facilities, working conditions, termination and employer-sponsored activities and programs, including wellness, social and recreational programs. Employment decisions will be made without regard to an applicant's, employee's or intern's actual or perceived: race (including traits historically associated with race, such as hair texture and protective hairstyles), color, creed, religion (including wearing attire, clothing or facial hair in accordance with the tenets of religion), sex (including pregnancy, childbirth or related medical conditions and transgender status), gender identity or expression, an employee's or dependent's reproductive health decisions, familial status, national origin, citizenship or immigration status, physical or mental disability (including gender dysphoria and being a certified medical marijuana patient), genetic information (including predisposing genetic characteristics), age (18 and over), veteran status, military status, sexual orientation, marital status, certain arrest or conviction records, domestic violence victim status, and any other status protected by law.

MANAGEMENT RESPONSIBILITIES

All members of management are responsible for understanding the Library's commitment to this policy and ensuring this policy is carried out. Supervisors are responsible for immediately reporting and responding to a discrimination complaint, even if the reporting party does not want any action taken. It is critical that any observation of, or any formal or informal reference to discrimination is taken seriously and addressed promptly.

REASONABLE ACCOMMODATIONS

The Library will endeavor to make reasonable accommodations for a qualified applicant, intern or employee with a known disability, unless doing so would result in an undue hardship to the Library. If an employee believes they need assistance to perform their job duties because of a physical or mental limitation, the employee should contact the Director.

2.01 Equal Employment Opportunity

Likewise, we will endeavor to make reasonable accommodations, upon request, arising out of an individual's sincerely held religious beliefs or practices, unless doing so would result in an undue hardship to the Library. If an employee requires a reasonable accommodation arising out of a sincerely held religious belief or practice, the employee should contact the Director.

QUESTIONS AND COMPLAINTS

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

Any individual at any time, even after separation of employment who feels this policy has been violated should immediately contact the the Director or Library Board President.

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

NO RETALIATION

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

Anyone found to be engaging in any type of inappropriate conduct under this policy may be subject to disciplinary action, up to and including termination of employment.

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2.02 Non-Harassment/ Non-Discrimination

MPL is committed to maintaining a workplace free from all forms of unlawful harassment, including sexual harassment. Harassment based on any legally protected basis is a form of workplace discrimination. The Library prohibits unlawful harassment against anyone, for any reason, including, but not limited to an individual's actual or perceived: race (including traits historically associated with race, such as hair texture and protective hairstyles), color, creed, religion (including wearing attire, clothing or facial hair in accordance with the tenets of religion), sex (including pregnancy, childbirth or related medical conditions and transgender status), gender identity or expression, an employee's or dependent's reproductive health decisions, familial status, national origin, physical or mental disability (including gender dysphoria and being a certified medical marijuana patient), genetic information (including predisposing genetic characteristics), age (18 and over), veteran status, military status, sexual orientation, marital status, certain arrest or conviction records, domestic violence victim status, and any other status protected by law. All employees, interns, and non-employees conducting business in our workplace must refrain from engaging in unlawful harassment.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination and is unlawful under federal, state and (where applicable) local law. Sexual harassment includes harassment based on sex, sexual orientation, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the complaining individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment consists of words, signs, jokes, pranks, intimidation, or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

2.02 Non-Harassment/ Non-Discrimination

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called “quid pro quo” harassment.

Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject MPL to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.

Any employee who feels harassed should report the harassment to the Director or Library Board President (if uncomfortable reporting it to the Director) so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

NO TOLERANCE

Workplace harassment will not be tolerated at MPL. All applicants, employees, interns (paid or unpaid), contractors and individuals conducting business with MPL are required to conduct themselves in a manner that prevents sexual or other forms of harassment in the workplace. Any employee or individual covered by this policy who engages in workplace harassment or retaliation will be subject to remedial and/or disciplinary action, up to and including termination. This policy is one component of MPL's commitment to a discrimination-free work environment where all employees and interns are treated with dignity and respect.

EXAMPLES OF SEXUAL HARASSMENT

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical assaults of a sexual nature, such as:
 - Touching, pinching, patting, grabbing, brushing against another employee's body or poking another employee's body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the victim's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience, which create a hostile work environment.

2.02 Non-Harassment/ Non-Discrimination

- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work; or
 - Bullying, yelling, name-calling.

DEFINITION OF OTHER UNLAWFUL HARASSMENT

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

- Physical harassment refers to pushing, hitting, crowding, cornering or unwanted physical touching;
- Verbal abuse refers to verbal comments, including but not limited to jokes or the use of slurs or other offensive language regarding, or made because of, an individual's actual or perceived membership in one of the protected categories listed above;
- Written harassment refers to derogatory or degrading written comments regarding, or made because of, an individual's membership in one of the categories listed above. Specific examples include, but are not limited to e-mail, text messages, memos, notes, graffiti, other visual depictions or pictures, cartoons, drawing, videos;
 - Inappropriate, unwelcomed behaviors, such as offensive gestures and wearing clothes, jewelry, signage, etc. known to be offensive to particular protected classifications; and
 - Any other unwelcome conduct that has the purpose or effect of creating an intimidating, hostile, or offensive working environment as defined by law, or has the purpose or effect of unreasonably interfering with an individual's work performance or otherwise adversely affecting an individual's employment opportunities.

2.02 Non-Harassment/ Non-Discrimination

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

WHO CAN BE A TARGET?

Harassers can be anyone in the workplace. Harassment can occur between any individuals, regardless of their sex or gender. New York Law protects all individuals. A perpetrator of workplace harassment can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer, or visitor.

WHERE CAN HARASSMENT OCCUR?

Unlawful harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer-sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

REPORTING HARASSMENT

Preventing workplace harassment is everyone's responsibility. MPL cannot prevent or remedy harassment unless the Library knows about it. Any employee, intern (paid or unpaid) or non-employee who has been subjected to behavior that may constitute unlawful harassment is encouraged to report such behavior to their supervisor or to the Director. Anyone who witnesses or becomes aware of potential instances of workplace harassment should report such behavior to their supervisor or to the Director.

Reports of workplace harassment may be made verbally or in writing. The written complaint form is located where. All employees are encouraged to use this complaint form. Employees who are reporting potential harassment on behalf of other employees should use the complaint form and note that the complaint is being made on behalf of another employee.

Employees, interns (paid or unpaid) or non-employees who believe they have been a victim of workplace harassment may also seek assistance in other available forums, as outlined in the Legal Protections and External Remedies section of this policy.

Any employee who feels harassed should report the harassment so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

2.02 Non-Harassment/ Non-Discrimination

MANAGEMENT RESPONSIBILITIES

All supervisors who receive a complaint or information about suspected workplace harassment, observe what may be harassing behavior or for any reason suspect that harassment is occurring, are required to report such suspected harassment to the Director.

In addition to being subject to discipline if they engaged in harassing conduct themselves, supervisors will be subject to discipline for failing to report suspected workplace harassment or otherwise knowingly allowing workplace harassment to continue.

Supervisors will also be subject to discipline for engaging in any retaliation.

COMPLAINT INVESTIGATION

All complaints or information about suspected workplace harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected harassment will be prompt and thorough. All persons involved, including complainants, witnesses, and alleged perpetrators, will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected workplace harassment. Library Name will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations will generally be conducted in accordance with the following steps:

- Upon receipt of complaint, the Director will conduct an immediate review of the allegations, and take any interim actions, as appropriate. If the complaint is verbal, the individual will be encouraged to complete the "Complaint Form" in writing. If the complainant chooses not to complete the Complaint Form the Director will prepare a Complaint Form based on the complainant's verbal report.
- If documents, emails, or phone records are relevant to the allegations, steps will be taken to obtain and preserve them.
- The Director will request and review all relevant documents, including all electronic communications.
- The Director will interview all parties involved, including any relevant witnesses.
- The Director will prepare written documentation of the investigation (such as a letter, memo, or email), which contains the following:

2.02 Non-Harassment/ Non-Discrimination

- A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of the complaint, together with any corrective actions action(s).
- Written documentation and associated documents will be maintained by the Library.
 - Following the investigation, the Director (or Library Board President if the complaint is with the Director) will promptly notify the complainant and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
 - The Director or Library Board President will inform the complainant of their right to file a complaint or charge externally as outlined in the Legal Protections and External Remedies section of this policy.

CORRECTIVE ACTION

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

NO RETALIATION

MPL will not tolerate retaliation against anyone who, in good faith, complains or provides information about suspected harassment.

Unlawful retaliation can be any action that could discourage an employee from coming forward to make or support a workplace harassment claim including, but not limited to being discharged, disciplined, discriminated against, or otherwise subject to adverse employment action. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Retaliation is unlawful under federal, state and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in a “protected activity.” Protected activity occurs when a person has:

- Made a complaint of harassment, either internally or with any anti-discrimination agency;
- Testified or assisted in a proceeding involving harassment under the human rights law or other anti-discrimination law;
- Opposed harassment by making a verbal or informal complaint to management, or by simply informing a supervisor of harassment;

2.02 Non-Harassment/ Non-Discrimination

- Reported that another employee has been harassed; or
- Encouraged a fellow employee to report potential harassment.

Even if the alleged harassment does not rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

LEGAL PROTECTIONS AND EXTERNAL REMEDIES

Harassment based on a protected class is against the law. All employees have a legal right to a workplace free from illegal harassment. Employees can enforce this right by filing a complaint internally with MPL, or with a government agency or in court under federal, state, or local antidiscrimination laws.

Harassment is not only prohibited by MPL but is also prohibited by federal, state and (where applicable) local law. Aside from the internal process at MPL, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, employees may seek the legal advice of an attorney.

New York State Division of Human Rights (DHR)

The Human Rights Law (HRL) codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to employers in New York State regarding harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with DHR or in New York State Supreme Court.

Sexual harassment complaints may be filed with the DHR any time within three years of the harassment. All other harassment complaints may be filed with the DHR any time within one year of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged discrimination. An individual may not file with DHR if they have already filed an HRL complaint in state court.

Complaining internally to MPL does not extend the time to file with DHR or in court. The one to three years is counted from date of the most recent incident of harassment.

An attorney is not needed to file a complaint with DHR, and there is no cost to file with DHR.

2.02 Non-Harassment/ Non-Discrimination

DHR will investigate the complaint and determine whether there is probable cause to believe that harassment/discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If harassment/discrimination is found after a hearing, DHR has the power to award relief, which varies but may include requiring the employer to take action to stop the harassment, or redress the damage caused, including paying monetary damages, attorney's fees, and civil fines.

DHR's main office contact information is: **NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400, www.dhr.ny.gov.**

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized, and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

United States Equal Employment Opportunity Commission (EEOC)

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

If an employee believes that they have been discriminated against at work, they can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. **Contact the EEOC by calling (800) 669-4000 (800) 669-6820 (TTY), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.**

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

2.02 Non-Harassment/ Non-Discrimination

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city, or town in which they work to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 22 Reade St, New York, NY 10007; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

2.03 Pregnancy Accommodations

The Library will not discriminate against an employee or applicant with known physical or mental limitations related to the pregnancy, childbirth or pregnancy-related medical conditions who requests an accommodation due to pregnancy, childbirth and related conditions or who requests an accommodation due to pregnancy, childbirth or pregnancy-related medical conditions unless the accommodation would impose an undue hardship on the operation of MPL.

REASONABLE ACCOMMODATIONS

Employees and applicants for employment may request a reasonable accommodation for pregnancy-related conditions, including, but not limited to, lactation. For purposes of this policy, a "pregnancy-related condition" is a medical condition related to pregnancy or childbirth that inhibits the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques but does not prevent the employee from performing their job functions in a reasonable manner, with or without a reasonable accommodation. Reasonable accommodations may include but are not limited to: providing an accessible worksite; acquiring or modifying equipment; job restructuring and modifying work schedules provided, however, that such actions do not impose an undue hardship on the business.

The Library will provide a reasonable accommodation that would enable the employee or applicant to perform their job functions in a reasonable manner, unless the accommodation would impose an undue hardship on the Library's operations.

CERTIFICATION REQUIREMENTS

Employees may be required to provide medical or other information that is necessary to verify the existence of the pregnancy-related condition or that is necessary for the Library's consideration of a reasonable accommodation. Such medical information will be kept confidential and disclosed only as permitted by law.

ADDITIONAL INFORMATION

Employees or applicants for employment who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact the Director. Employees who need reasonable break time to express breast milk for their child should consult the Library's Working Hours policy and can discuss those arrangements with the Director.

2.04 Reproductive Health Decisions

MPL complies with state law regarding reproductive health decisions as outlined in this policy.

NON-DISCRIMINATION/ NO RETALIATION

The Library will not discriminate or retaliate against an employee because of the employee's, or a dependent of the employee's, reproductive health decision-making, including the use of particular drugs, devices or medical services. The Library also will not, without prior informed written consent, access personal information regarding the reproductive health decision-making of employees or their dependents and will not require an employee to sign any document or waiver denying that employee the right to make their own reproductive health decisions.

Employees subjected to unlawful discrimination or retaliation on the basis of reproductive health decision-making can bring an action in court and may be entitled to certain remedies, including monetary and injunctive relief.

ADDITIONAL INFORMATION

Employees who feel they have been subjected to discrimination or retaliation on the basis of their reproductive health decision-making, or that of a dependent, or to any other violation of this policy, should contact the Director or Library Board President if uncomfortable reporting to the Director.

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2.05 Individuals with Disabilities

MPL complies with the Americans with Disabilities Act (ADA) and New York State Human Rights Laws which make it unlawful to discriminate in employment against a qualified individual with a disability. The Library prohibits discrimination against employees and applicants with disabilities in all aspects of employment. Our Library's commitment to this policy includes making reasonable accommodations to otherwise qualified persons with disabilities to enable them to perform the essential functions of their jobs, unless doing so would pose an undue hardship on our business, would pose a direct threat of substantial harm to the employee or others, or is otherwise not required by applicable law.

OUR COMMITMENT

An employee or applicant in need of a reasonable accommodation should make the Library aware of their request by notifying the Director. The Library will work with each individual to define their job-related or application-related needs and to try to accommodate those needs.

QUALIFIED INDIVIDUALS WITH DISABILITIES

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

REASONABLE ACCOMMODATION

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

When requesting an accommodation, employees are required to notify the Director of the need for the accommodation. The Library may ask for medical documentation supporting the need for an accommodation and all supporting documentation should be returned as quickly as possible to prevent a delay in the accommodation process.

Requests for a reasonable accommodation for a medical condition and any supporting documentation, will be treated as confidential, maintained in a file separate from an employee's other personnel documents and disclosed only as permitted by applicable law.

DETERMINING APPROPRIATE ACCOMMODATIONS

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

Employees who feel they have been unreasonably denied an accommodation should contact the Director. Employees with questions concerning this policy should contact the Director.

2.06 Religious Accommodation

MPL will provide will provide reasonable accommodation for employees' religious beliefs, observances and practices when a need for such accommodation is identified, and reasonable accommodation is possible.

RELIGIOUS ACCOMMODATION

A reasonable accommodation is one that eliminates the conflict between an employee's religious beliefs, observances or practices and the employee's job requirements, without causing undue hardship on MPL's operations. MPL has developed an accommodation process to assist employees and management through this process, by establishing a system of open communication between employees and MPL to discuss conflicts between religion and work and to take action to provide reasonable accommodation for employees' needs.

Any employee who perceives a conflict between job requirements and a religious belief, observance or practice should bring the conflict and their request for accommodation to the attention of the Director to initiate the accommodation process. MPL asks that accommodation requests be made in writing, and in the case of schedule adjustments, as far in advance as possible.

Interactive Dialogue Once the employee has submitted their request for an accommodation, MPL will evaluate the request by meeting with the employee to discuss the request and propose a reasonable accommodation. The Director will be responsible for implementing the accommodation. If the employee rejects the proposed accommodation, the employee may lodge an appeal pursuant to MPL's Open Communication policy.

No Retaliation and No Discrimination MPL will not retaliate or otherwise discriminate against an employee or applicant because they request an accommodation in accordance with this policy. Employees who have questions concerning this policy or feel they have been unreasonably denied an accommodation should contact the Director.

2.07 Code of Ethics

Macedon Public Library's reputation is dependent upon the good judgment, ethical standards, and personal integrity of every individual in our Library. As our Library continues to grow, it is of paramount importance that we always conduct our day-to-day activities in an ethical and responsible manner. It is our expectation that all employees of MPL will be treated with dignity and respect.

CONFLICT OF INTEREST

Employees must refrain from participating in any activity or business venture which could conflict with the interests of MPL. Specifically, employees may not accept personal payment or other benefits from any supplier or patrons of the Library, nor should they take any action as a representative of the Library for personal gain. Employees also may not accept a second job with a customer, competitor or supplier of the Library where there is an actual or perceived conflict.

PROPRIETARY INFORMATION

In working at MPL, employees will learn things about the Library and our patrons which are proprietary or confidential. Every employee of the Library has a professional and ethical responsibility to treat this information as privileged and to ensure such information is not improperly or accidentally disclosed.

New York Civil Practice Law, Sec. 4509, Library Records

Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

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

RECEIVING AND GIVING GIFTS

Employees should avoid situations that could create an actual or perceived conflict of interest, or that could otherwise hinder an employee's ability to perform their job in an honest and ethical manner. To this end, employees may not accept or give substantial gifts, favors or excessive business entertainment from patrons or suppliers. A gift, favor or entertainment is considered substantial or excessive if it might influence an employee's business relationship with the donor. Generally, substantial gifts or favors are defined as having a value of \$20 or more and should be reported to the Director.

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2.07 Code of Ethics

EMPLOYEE'S RESPONSIBILITY

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

ADDITIONAL INFORMATION

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

2/2024

2.08 Whistle Blower Protection

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

MAKING A COMPLAINT

If an employee reasonably believes that a workplace activity or situation is unsafe, illegal, abusive, or fraudulent, they should bring the problem to the attention of the Director or Library Board President if uncomfortable reporting to the Director. MPL will, if appropriate, conduct a prompt and thorough investigation of the situation. Employees may report problems anonymously but should be aware that this may hamper MPL's ability to obtain further details, ask follow-up questions and/or otherwise conduct a complete, thorough investigation.

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

NO RETALIATION

Employees who make a complaint in good faith will not be retaliated against or penalized in any manner. The employee's identity, if made known to MPL, will be protected by MPL to the greatest extent possible, consistent with applicable law and the need to investigate and remedy the situation. Any employee who believes they have been retaliated against in violation of this policy should notify the Director immediately.

SECTION THREE

Employee Relations

3.01 EMPLOYMENT ELIGIBILITY & WORK AUTHORIZATION

MPL is committed to employing only individuals who are authorized to work in the United States and who comply with applicable immigration and employment law.

EMPLOYMENT ELIGIBILITY AND WORK AUTHORIZATION

As a condition of employment, every individual must provide satisfactory evidence of their identity and legal authority to work in the United States within three business days of commencing employment. If the employee cannot verify their right to work in the United States within three business days of employment, the Library will be required to terminate employment immediately.

3.02 Employment Classifications

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

FULL-TIME

Employees in this category are regularly scheduled to work at least 38 hours per week and receive benefits based on position, length of service and scheduled hours.

PART-TIME

Employees in this category are regularly scheduled to work **less than 30 hours per week** and are eligible for certain benefits as stated to them in writing based on their position and length of service.

TEMPORARY/SEASONAL

Employees in this category perform a function for a specified period of time and the length of their employment is limited due to the nature of the job or availability of the individual. These employees receive statutory benefits only.

ON-CALL/PER DIEM/TIME AS REPORTED

Employees in this category have no regular work schedule and work on an “as needed” basis. These employees are eligible for statutory benefits only.

FLSA CLASSIFICATIONS

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

Exempt Employees

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

Non-Exempt Employees

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

*****The Town of Macedon prohibits the scheduling of overtime Hours.*****

2/2024

3.03 Working Hours

Our Library observes a minimum 38 hour, full-time work week. Time records are kept for each non-exempt employee showing the hours worked each week.

WORK WEEK

Due to the nature of our business, workdays and hours may vary with the job. Our standard workweek consists of 10.5 hours each day Monday through Thursday and 4.5 hours each day on Friday and Saturday. We are open 48 hours per week and have three hours for pre-opening and closing tasks.

MEAL BREAK

Employees working at least a six-hour workday, which extends over the noon meal break (11 a.m. to 2 p.m.), are entitled to a 30-minute meal break to be taken between 11 a.m. and 2 p.m. Employees who start their workday before 11 a.m. and continue after 7 p.m. are entitled to a 30-minute noon meal break and an additional 20-minute break between 5 p.m. and 7 p.m.

An uninterrupted meal break lasting 30 minutes will be paid for non-exempt employees.

Employees may not take a shorter meal break or skip a meal break to leave early.

If for any reason an employee's meal break is interrupted, the employee must notify their supervisor and the time should be recorded as worked. The employee will be paid for the time and will receive an uninterrupted meal break as soon as practicable. Employees should contact their supervisor if they have any questions regarding the meal break.

NURSING MOTHERS' PROTECTION

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

TIME RECORDS

Non-exempt employees are responsible for recording their hours worked and any absences on a bi-weekly timesheet. The sheet must be signed by the employee with the hours totaled up for the pay period. The sheet must be completed, totaled, signed and in the payroll binder by the final day of the pay period. **Employees are prohibited from engaging in off-the-clock work or unrecorded work.**

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The library has only one exempt employee: the Library Director. The Director is responsible for submitting his/her hours worked. Inspection of the exempt employee's timesheet shall be the purview of the MPL Board of Trustees.

2/2024

3.04 Pay Practices

MPL is committed to a policy of fair and equitable compensation for all employees.

WAGE AND SALARY PROGRAM

Wage rates are assigned to each job based on job requirements and the economic conditions of the Library and the marketplace, as well as each employee's qualifications, skills and abilities. The Library endeavors to comply with all federal, state and local laws with respect to the payment of wages.

MERIT INCREASES

Pay increases may be provided when an employee demonstrates improvement or outstanding performance in their job. When reviewing pay increases, the Library considers budget, an employee's individual work performance and other economic factors. All merit increases are provided at the sole discretion of the Library.

PAYDAY

Employees are paid bi-weekly on Friday. If payday falls on a holiday, employees will ordinarily be paid on the day before the holiday.

PAYROLL

Employees have the option of being compensated by check or direct deposit. The Director answers questions regarding compensation options.

GARNISHMENTS

A court may order the Library to garnish amounts directly from an employee's paycheck. The Library is required to withhold the amount indicated in the garnishment from the employee's paycheck in accordance with federal, state and local law.

OVERTIME

The Town of Macedon does not allow overtime pay for library employees. Non-exempt employees may not exceed 38 hours in a single work week or 76 hours in a bi-weekly pay period.

OUTSIDE WORK ACTIVITIES

Unless pre-approved by the Director non-exempt employees are prohibited from performing work activities during non-working hours. This includes, but is not limited to, accessing electronic communication through cell phones, text messages and emails for work-related purposes and performing preparatory work outside of regular work hours. Time spent accessing work-related electronic communication outside of regular work hours or performing any other work during non-working hours must be pre-approved by the supervisor. Any such time, regardless of whether it has been approved or not, must be recorded and reported as time worked on the employee's timesheet.

3.04 Pay Practices

TRAVEL/EXPENSE REIMBURSEMENT

Employees will be reimbursed for pre-authorized expenses, such as: Library-related travel mileage, lodging expenses, airfare, meals, or other business expenses incurred on behalf of MPL. Reimbursement of non-standard expenses (including the purchase of alcoholic beverages) incurred on business trips is within the sole discretion of the Library.

Employees will be reimbursed for their mileage at the Library's current reimbursement rate. In addition to obtaining pre-approval, the employee must complete a travel/expense reimbursement form, attach any receipts, and submit to the Director.

Employees should ask their supervisor or Director for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses or any other business travel issues.

Abuse of this policy, including falsifying expense reports to reflect costs not incurred by the employee, may result in disciplinary action, up to and including termination of employment.

OVERPAYMENTS

In the event an employee is overpaid due to a mathematical or clerical error, MPL will proceed to recoup the overpayment via wage deductions in accordance with the New York State Labor Law. Employees who become aware of an overpayment must notify the Director immediately. For more information, employees should contact the Director.

POLICY FOR DEDUCTIONS FROM WAGES

Employee pay stubs itemize deductions made from gross earnings. MPL is required by law to make deductions for Social Security, federal income tax and any other appropriate taxes such as NYS Retirement for all full-time employees. These required deductions may also include any court-ordered garnishments. Pay stubs also itemize any voluntary deductions such as an employee's portion of health, dental or life insurance premiums and/or voluntary contributions to the NYS Retirement System as applicable.

It is our policy to comply with the salary basis requirements of the Fair Labor Standards Act (FLSA) and applicable state law. In turn, supervisors are prohibited from making any improper deductions from the salaries of exempt employees or from the wages of any employee that are not consistent with federal and state wage and hour laws.

3.04 Pay Practices

PERMITTED DEDUCTIONS FROM EXEMPT EMPLOYEE'S PAY

Employees who are classified as exempt must record absences from work for reasons such as PTO/vacation or sick leave.

Exempt employees are paid on a salary basis. This means the employee regularly receives a predetermined amount of compensation each pay period, which cannot be reduced because of variations in the quality or quantity of the employee's work. In general, an exempt employee will receive their salary for any week in which the employee performs any work, regardless of the number of days or hours worked.

Under federal and state law, an exempt employee's salary may be subject to certain deductions. For example, absent contrary state law requirements, an exempt employee's salary can be reduced as either partial-day or full-day deductions for the following reasons:

- Full-day absences for personal reasons other than sickness or disability.
- Full-day absences for sickness or disability, if the employee has exhausted or is not yet eligible for paid time off under a bona fide policy or plan that provides compensation for salary lost due to illness.
- Full-day disciplinary suspensions for infractions of written policies and procedures.
- Penalties imposed in good faith for infractions of safety rules of major significance.
- Unpaid leave taken under the Family and Medical Leave Act (if applicable).
- To offset amounts received as jury and witness fees or military pay.
- The first or last week of employment when an employee works less than a full week.
- Any full work week in which an employee does not perform any work.

In a work week in which an exempt employee performs any work, the employee's salary will not be reduced for any of the following reasons:

- Partial day absences.
- Absence on a scheduled workday in which the Library has decided to close the facility at which an employee is scheduled to work and has not designated an alternate work site.
- Absences for jury duty, attendance as a witness or military leave, except that the Library may offset the employee's salary based on the received as jury or witness fees or military pay.
- Any other deductions prohibited by federal or state law.

3.04 Pay Practices

Note: *It is not an improper deduction to reduce an employee's accrued PTO/vacation, sick leave, or other forms of paid time off for full- or partial-day absences.*

It is Library policy to comply with the salary basis requirements of the Fair Labor Standards Act (FLSA) and applicable state law. The Library prohibits any deductions from pay that violate the FLSA or applicable state law.

REPORTING IMPROPER DEDUCTIONS OR OTHER ERRORS

Employees should immediately contact the Director with questions about deductions or to report improper deductions and/or errors. Employees will not be retaliated against for making a complaint.

Reports of improper deductions or other errors will be promptly investigated. If it is determined that an improper deduction or other error has occurred, the employee will be promptly reimbursed.

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable federal and state laws. To ensure accurate pay and proper deductions for all time worked, employees must correctly record all work time. Additionally, employees should promptly review their paychecks to identify and report all errors.

DISCUSSION OF WAGES

No employee is prohibited from inquiring about, discussing, or disclosing their wages or the wages of another employee, if voluntarily disclosed by that employee.

Employees are **not required** to disclose their wages to anyone.

3.05 Attendance

Each employee's position and the work that they do at MPL is important. It is essential that employees be at work on time for us to serve our patrons and run our Library in an efficient manner.

PUNCTUALITY

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

EMPLOYEE'S RESPONSIBILITY

An employee who is going to be late or absent from work must contact the Director or Library Assistant 60 minutes before their scheduled start time or as soon as is practicable under the circumstance. Employees may contact the Director or Library Assistant via call or email.

******An employee that is absent for two consecutively scheduled days without contacting their supervisor will be considered to have voluntarily resigned from their position.******

3.06 Open Communication

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

WORKING TOGETHER, WE CAN FIND A SOLUTION TO ANY PROBLEM

In every Library there are honest differences of opinion about working conditions, discipline, policies, and other work-related matters. Employees should not keep concerns to themselves and are encouraged to communicate their issues to management via the steps outlined below. Problems that are unknown cannot be solved. If an employee has a work-related complaint, concern, or problem of any kind, we will welcome the opportunity to discuss it with the employee and resolve it.

FIRST STEP

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

SECOND STEP

Employees who are not satisfied with the outcome of the first step or are not comfortable raising a particular issue with the Director, are encouraged to discuss the situation with the Board President. They will review the situation in its entirety, meet with the employee and attempt to reach a satisfactory solution.

3.07 Standards of Conduct

To ensure safety and security and provide the best possible work environment, we expect employees to follow basic, common-sense rules of conduct that will protect everyone's interests and safety.

INITIAL DISCUSSIONS

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

It is not possible to list all forms of behavior that are considered unacceptable in the workplace, but the following are examples of infractions that may result in disciplinary action, including suspension, demotion, or termination of employment:

- Falsification of employment records, employment information or other records;
- Recording the work time of another employee, allowing any employee to record another employee's work time, or allowing falsification of any payroll record;
- Theft or the deliberate or careless damage of any Library property or the property of any employee or patron;
- Use of Library materials, supplies, or tools for personal reasons without advanced permission from the Director;
- Abuse of the Library's electronic resources, including sending personal emails during working time or in a manner that interferes with the employee's work performance;
- Possessing, distributing, selling, transferring, using or being under the influence of alcohol or illegal drugs in the workplace;
- Provoking a physical fight or engaging in physical fighting during working hours or on premises owned or occupied by the Library;
- Carrying firearms, weapons or dangerous substances at any time, on premises owned or occupied by the Library, unless state law provides otherwise;
- Using abusive, violent, threatening or vulgar language at any time during working hours or while on premises owned or occupied by the Library;
- Failing to obtain permission to leave work during normal working hours;
- Failing to observe working schedules, including meal and rest breaks;
- Working overtime without authorization or refusing to work assigned hours;
- Violating any safety, health or security policy, rule or procedure of the Library; and
- Committing a fraudulent act or intentional breach of trust under any circumstances.

3.07 Standards of Conduct

CORRECTIVE ACTION

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

AT-WILL EMPLOYMENT

Although employment may be terminated at-will by either the employee or the Library at any time, without following any formal system of discipline or warning, we may exercise discretion to utilize forms of discipline that are less severe than termination. Examples of less severe forms of discipline include verbal warnings, written warnings, performance improvement plans, demotions, and suspensions.

Although one or more of these forms of discipline may be taken, no formal order or procedures are necessary. The Library reserves the right to determine which type of disciplinary action to issue in response to any type of performance issue or rule violation.

This statement of prohibited conduct does not alter or limit the policy of at-will employment. Either the employee or the Library may terminate the employment relationship at any time for any reason, with or without cause, and with or without notice.

As previously set forth in this Employee Handbook, only the Director and Board Trustees or their authorized representative have the authority to enter into an employment agreement that alters the at-will employment relationship, and any such agreement must be in writing and signed by only the Director and Board Trustees or their authorized representative.

SECTION FOUR

BENEFIT PROGRAMS

4.01 Holidays

MPL observes the following holidays each year. Time off for observance of holidays is paid for eligible full-time employees and unpaid for part-time employees. Exempt employees will receive holiday pay in compliance with federal and state wage and hour laws.

OBSERVED HOLIDAYS

New Year's Eve and Day

Dr. Martin Luther King, Jr.'s Birthday

Memorial Day

Juneteenth

Independence Day

Labor Day

Memorial Day

Thanksgiving Day (Thursday and Friday)

Christmas Eve, Christmas Day, Boxing Day (December 24-26)

FLOATING HOLIDAYS

Full-time employees are allowed to have a floating holiday when one of the observed holidays falls on a day they do not work. The employee may take a different day off within 14 days of the observed holiday date.

ELIGIBILITY

Full-time, non-exempt employees receive paid holidays immediately upon hire. Exempt employees will receive holiday pay in compliance with federal and state wage and hour laws.

HOLIDAY PAY

Holiday pay for non-exempt, full-time employees is calculated based on the employee's straight time pay rate (as of the date of the holiday), equivalent to the number of hours the employee would have otherwise worked on that day.

Except in cases of intermittent leave, employees who are on a leave of absence are not eligible to receive holiday pay.

4.01 Holidays

HOLIDAY DURING VACATION/PTO

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

WEEKEND HOLIDAYS

When one of the observed holidays falls on a Saturday, the Library will generally be closed on the preceding Friday. When a holiday falls on Sunday, it will generally be observed on the following Monday.

FLOATING HOLIDAYS UPON TERMINATION

Floating holidays are not paid upon termination of employment.

4.02 Paid Sick Leave

The Library provides eligible employees with sick leave.

ELIGIBILITY

All employees (whether full-time, part-time, temporary, seasonal, per diem) working in New York are eligible to accrue/receive unpaid sick leave.

ACCRUAL SICK LEAVE

Eligible employees begin to accrue sick leave upon hire.

Sick leave is accrued at a rate of one hour for every 30 hours worked, up to a maximum accrual of 40 hours each leave year. For purposes of this policy the “leave year” is the calendar year from January 1 to December 31.

Only actual hours worked count toward the employee’s sick leave accrual. Employees do not accrue sick time for hours not worked including use of sick leave under this policy as well as PTO, vacation, personal days or holidays.

Unused, accrued sick time will roll over into the new leave year if less than 40 hours.

ONCE AN EMPLOYEE HAS ACCRUED 40 HOURS OF SICK LEAVE

The employee’s full allotment of sick leave will be granted on the first day of each new leave year following the year the employee has reached 40 hours or more of sick leave.

For purposes of this policy the “leave year” is the calendar year from January 1 to December 31.

USE OF SICK LEAVE

Employees may use accrued leave for the following reasons impacting the employee or a member of their family for whom they are providing care or assistance with care:

Sick Leave

- For mental or physical illness, injury, or health condition, regardless of whether it has been diagnosed or requires medical care at the time of the request for leave; or
- For the diagnosis, care, or treatment of a mental or physical illness, injury or health condition; or need for medical diagnosis or preventive care.

Safe Leave

- For an absence from work when the employee or employee’s family member has been the victim of domestic violence as defined by the State Human Rights Law, a family offense, sexual offense, stalking, or human trafficking due to any of the following as it relates to the domestic violence, family offense, sexual offense, stalking, or human trafficking:
 - to obtain services from a domestic violence shelter, rape crisis center, or other services program;
 - to participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee’s family members;

4.02 Paid Sick Leave

- to meet with an attorney or other social services provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding;
- to file a complaint or domestic incident report with law enforcement;
- to meet with a district attorney's office;
- to enroll children in a new school; or
- to take any other actions necessary to ensure the health or safety of the employee or the employee's family member or to protect those who associate or work with the employee.

An individual is **not eligible** for safe leave where that individual has committed domestic violence, family offense, sexual offense, stalking or human trafficking, regardless of any family relationship.

DEFINITION OF FAMILY MEMBER

For purposes of this policy "family member" means an employee's child, spouse, domestic partner, parent, sibling, grandchild or grandparent; and the child or parent of an employee's spouse or domestic partner.

For purposes of this policy "parent" means a biological, foster, step- or adoptive parent, or a legal guardian of an employee, or a person who stood in loco parentis when the employee was a minor child.

For purposes of this policy "child" shall mean a biological, adopted or foster child, a legal ward, or a child of an employee standing in loco parentis.

INCREMENTS OF USE

Sick leave may be used in hour long increments.

Eligible employees may use up to 40 hours of sick leave in any leave year.

INTERACTION WITH OTHER LEAVES AND BENEFITS

Sick leave will run concurrently with leave under any applicable federal and state law or Library policy, to the extent permitted by law.

The Library is committed to complying with all applicable laws. Employees should contact the Director for information about other federal and state medical, victim or family leave rights.

EMPLOYEE'S RESPONSIBILITY

Employees may provide verbal or written request of the need for leave to the Director.

QUESTIONS REGARDING ACCRUAL AND USE

Employees should contact the Director with any questions regarding records of individual accrual or use of sick leave.

CARRYOVER OR PAY OF UNUSED LEAVE

Unused sick leave will be carried over to the next leave year until the employee accrues 40 sick hours. At that point, each leave year will begin with 40 hours of sick leave available to use.

4.02 Paid Sick Leave

CONFIDENTIALITY

Employees are not required to disclose confidential information relating to a mental or physical illness, injury, or health condition of such employee or such employee's family member, or information relating to absence from work due to domestic violence, a sexual offense, stalking, or human trafficking, as a condition of receiving sick leave.

REINSTATEMENT

Employees utilizing sick leave will be returned to the same position they held immediately prior to the use of leave with the same pay and other terms and conditions of employment.

NO RETALIATION

Employees have the right to request and use sick leave in a manner consistent with state law. The Library will not discriminate or retaliate, or tolerate discrimination or retaliation, against any employee who seeks or obtains leave under this policy or who otherwise exercises their rights under this policy. Employees who feel they have been retaliated against for such activity should immediately contact the Director.

MISUSE OF LEAVE

An employee who uses leave for purposes other than those provided for under this policy, or who lies in connection with taking such leave, will be subject to disciplinary action, up to and including termination.

CARRYOVER OR PAY OF UNUSED LEAVE

Unused sick leave will be carried over to the next leave year until 40 hours have been accrued. Once an employee accrues 40 hours, they will start each new leave year with 40 hours of unused sick time.

PAID SICK LEAVE AT SEPARATION

Unused sick leave is not paid upon separation from employment.

4.03 COBRA: Consolidated Omnibus Reconciliation Act

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

CONTINUATION COVERAGE

Federal law requires most employers to offer employees and their families the opportunity to temporarily continue group health insurance coverage (called “continuation coverage”) at group rates in specified circumstances where coverage under the plan would otherwise end. COBRA continuation coverage for MPL applies to medical health insurance. New York’s mini-COBRA law also requires temporary continuation of medical coverage by the applicable insurance carrier if (i) the employer has less than 20 employees and is thus not subject to federal COBRA or (ii) federal COBRA continuation coverage was exhausted or otherwise is not available.

ELIGIBILITY

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

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

OPTIONS

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

At the end of the continuation coverage period, employees must be allowed to enroll in an individual conversion health plan if such option is available under the Library’s group medical coverage.

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

4.03 COBRA: Consolidated Omnibus Reconciliation Act

If an employee does not choose continuation coverage of medical benefits, the employee may submit claims only for eligible medical incurred through the last day of coverage. If an employee chooses COBRA continuation medical benefits, the employee may obtain reimbursement of eligible expenses incurred during the COBRA continuation period, provided the employee continues to pay contributions to the plan plus a small administrative charge.

ALTERNATIVES TO COBRA

An employee may have other options available when losing group health coverage. For example, an employee may be eligible to buy an individual plan through the Health Insurance Marketplace. By enrolling in coverage through the Marketplace, an employee may qualify for lower costs on monthly premiums and lower out-of-pocket costs. Additionally, an employee may qualify for a 30-day special enrollment period for another group health plan for which the employee is eligible (such as a spouse's plan), even if that plan generally does not accept late enrollees.

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

4.04 Short Term Disability Coverage

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

ELIGIBILITY

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

BENEFITS

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

Employees are eligible to receive a combined total of 26 weeks of disability and New York Paid Family Leave benefits within a 52-week period.

COST

The cost of state-mandated short-term disability insurance is shared between the employee and the Library. The cost to the employee is no greater than \$.60 each week and is deducted from the employee's paycheck.

LEAVE ENTITLEMENT

Employees may be eligible for a Disability Leave. See the Disability Leave policy for more information.

EMPLOYEE'S RESPONSIBILITY

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

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

4.05 Disability Leave

Our Library offers employees a leave of absence due to an injury or illness, including pregnancy-related disability, consistent with applicable law.

ELIGIBILITY

All employees are eligible for this leave.

LENGTH OF LEAVE

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

PAY DURING LEAVE

Disability leaves are unpaid except to the extent an employee is eligible to receive workers' compensation benefits, short-term disability benefits [or PTO/vacation, sick leave or personal leave].

Employees who receive workers' compensation or short-term disability benefits may choose to supplement their benefit with available PTO/vacation, sick leave or personal leave to receive up to 100 percent of their average weekly wage.

MEDICAL CERTIFICATION

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

HEALTH INSURANCE DURING LEAVE

Our Library will continue to provide health insurance coverage for employees on authorized disability leave for two weeks. Employees are required to pay their portion of the premium on the first day of each month. Coverage will cease if an employee's premium payment is more than 30 days late.

RETURN TO WORK

Before returning to work, employees are required to present documentation from a health care provider certifying they can return to work with or without a reasonable accommodation.

JOB REINSTATEMENT

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

OTHER LEAVES

This disability leave runs concurrently with any leave required by law provided the employee is eligible for that leave.

4.06 PFL: NEW YORK PAID FAMILY LEAVE BENEFITS

New York's Paid Family Leave (PFL) law provides job protected leave and wage replacement to eligible employees for qualifying events.

ELIGIBILITY

To be eligible, employees must: regularly work 20 or more hours per week and have been employed for at least 26 consecutive workweeks preceding the first full day family leave is taken; or regularly work less than 20 hours per week and have worked for at least 175 days preceding the first full day family leave is taken. Paid time off can be counted toward an employee's eligibility determination. Employees are eligible for PFL regardless of citizenship and/or immigration status.

PFL is granted to eligible employees who request time off for the following qualifying events:

- To participate in providing care, including physical or psychological care, for an employee's spouse, child, stepchild, parent, parent-in-law, stepparent, grandchild, grandparent, or domestic partner with a serious health condition;
- To bond with a child during the first 12 months after the child's birth, adoption, or foster care placement with the employee; or
- Due to a qualifying exigency for the employee's spouse, domestic partner, child, or parent who is on active military duty or has been notified of an impending call to active duty.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves: (a) inpatient care in a hospital, hospice, or residential health care facility; or (b) continuing treatment or continuing supervision by a health care provider.

LENGTH OF LEAVE AND BENEFITS

Eligible employees may receive up to 12 weeks of job protected, paid time off for a PFL-qualifying reason within a 52-week period. Employees taking PFL will receive 67% of their average weekly wage, or 67% percent of the state average weekly wage, whichever is less.

PFL may be taken on a continuous or intermittent basis. Employees who take PFL on a continuous basis (e.g., in weekly increments) are eligible for the maximum number of weeks of leave, as indicated above.

Employees who take PFL in daily increments (intermittent leave) are eligible for paid leave based on the average number of days worked per week during a base period.

INTERMITTENT USE

Eligible employees may take leave under the PFL on an intermittent basis, in full-day increments. Employees may not take partial day leave under PFL.

When an employee takes intermittent PFL, the employee must provide notice to the Director as soon as is practicable before each day of intermittent leave.

4.06 PFL: NEW YORK PAID FAMILY LEAVE BENEFITS

MULTIPLE EMPLOYEES REQUESTING LEAVE

More than one employee of MPL cannot use the same period of PFL to bond with the same child or to care for the same qualifying family member.

EMPLOYEE NOTICE REQUIREMENTS

In the case of a foreseeable leave, a covered employee must provide the Director with advance notice 30 days before the date on which the leave would begin. If the employee is unable to provide 30 days' notice, they must provide notice as soon as it is practicable under the circumstances. Usually, this means giving notice the same day the employee receives notice or the next business day. If an employee does not give the Director timely notice, the employee's PFL leave may be delayed or denied.

In giving notice, an employee must provide sufficient information for Shelterpoint to determine if the leave qualifies for PFL and the anticipated timing and duration of the leave.

PROCEDURE FOR REQUESTING LEAVE

Employees must complete and submit a Request for Paid Family Leave Form (PFL-1) with supporting documentation as follows to Shelterpoint.

- (1) Bonding Certification: PFL-2 Form plus documentation;
- (2) Health Care Provider Certification: PFL-4 Form plus Personal Health Information (PHI) Release (PFL-3 Form); or
- (3) Military Qualifying Event: PFL-5 Form plus documentation.

The Forms can be obtained from the Director who will contact Shelterpoint.

To submit a request for PFL, employees must:

- Complete the employee's portion of the PFL-1 Form.
- Submit the PFL-1 Form to the Director.
- The Library will complete its portion of the PFL-1 Form and return it to the employee within three business days.
 - If the Library fails to respond, the employee may submit all materials directly to Shelterpoint.
 - Depending on the type of PFL leave the employee is seeking, the employee will be required to complete additional PFL forms as described in the letter from Shelterpoint. Employees must submit the completed PFL forms to Shelterpoint before or within 30 days after the start of their leave. Shelterpoint must pay or deny leave requests within 18 calendar days of receiving an employee's completed forms.

4.06 PFL: NEW YORK PAID FAMILY LEAVE BENEFITS

CONTINUATION OF BENEFITS DURING LEAVE

Employees are entitled to continue group health benefits under the same terms and conditions as if they were on the job during PFL. Employees are required to pay their portion of the premium each pay period. The Library's obligation to maintain health insurance coverage may cease if an employee's premium payment is more than 30 days late. If the health care premium is overdue, the Library will notify the employee in writing at least 15 days before coverage is to cease, advising that coverage will be dropped on a specified date at least 15 days after the date of the letter, unless payment has been received by that date.

If group health plan benefits lapse because an employee has not made the required premium payments, then upon the employee's return from PFL, the employee will be restored to coverage/benefits equivalent to those the employee would have had if Paid Family Leave had not been taken and premium payment(s) had not been missed, including family or dependent coverage.

If an employee chooses not to retain group health plan coverage during PFL, then upon the employee's return from leave, the employee shall be reinstated into the health plan on the same terms the employee had prior to taking leave.

An employee's use of PFL will not result in the loss of any employment benefits that accrued prior to the start of PFL.

Employees who choose to supplement PFL with accrued PTO/vacation, sick leave or personal leave will receive benefits under the same terms and conditions that were in effect prior to the start of PFL.

All other employee-paid benefits will be retained as long as the employee continues to make premium payments.

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

CONCURRENCE WITH OTHER LEAVES/BENEFITS

Employees may choose to supplement PFL benefits with applicable PTO/vacation/sick leave/personal leave to receive full salary.

Employees should refer to the applicable paid time off policies for information regarding minimum increments applicable to such leave.

4.06 PFL: NEW YORK PAID FAMILY LEAVE BENEFITS

Short-Term Disability

Employees cannot use PFL and short-term disability benefits at the same time, but can use them consecutively, up to a maximum of 26 weeks of disability and PFL benefits combined in a rolling 52-week period. If an employee is unable to work and qualifies for workers' compensation benefits, the employee may not use PFL benefits at the same time the employee is receiving workers' compensation benefits. An employee receiving reduced earnings may be eligible for PFL.

COST

PFL premiums are paid for by the employee and are deducted from the employee's paycheck.

WAIVER OPTION

Employees have the option of filing a waiver for PFL benefits if:

- The employee's regular employment schedule is 20 hours or more per week, however the employee will not work 26 consecutive weeks; or
- The employee's regular employment schedule is less than 20 hours per week and the employee will not work 175 days in a 52-consecutive-week period.

Employees who are eligible to waive PFL benefits and wish to do so must complete and submit a waiver form to the Director. Employees who submit a waiver form will not make any contributions for PFL benefits and will not be eligible to receive PFL benefits. If the employee voluntarily revokes the waiver, or the employee's schedule changes such that it is anticipated that the employee will become eligible to receive PFL benefits, the waiver will be revoked, the employee must start making contributions on a going forward basis and must pay retroactive contributions to the employee's date of hire.

PERIODIC STATUS REPORTS AND RETURN FROM LEAVE

The Library may require an employee on PFL leave to report periodically on the employee's status and intent to return to work to the extent permitted by law.

Any employee who exercises their right to PFL will receive job protection. This means that upon the expiration of that leave, the employee will be entitled to return to the same position the employee held when leave began, or to an equivalent position with equivalent pay and other terms and conditions of employment.

Questions and Additional Information

Employees who have questions regarding this policy should contact the Director. For additional information concerning leave entitlements and obligations that might arise when PFL is either not available or exhausted, employees should consult the Library's other leave policies or contact the Director. The Library is committed to complying with PFL and shall interpret and apply this policy in a manner consistent with the PFL law and regulations. Employees who disagree with a denial of their

4.06 PFL: NEW YORK PAID FAMILY LEAVE BENEFITS

claim for PFL may submit their dispute to arbitration. Employees will be provided with information about how to request arbitration with their PFL denial.

Employees are protected from discrimination and retaliation for requesting or taking PFL. If an employee believes their rights have been violated and/or job restoration has been denied as a result of requesting and/or taking PFL, the employee must send the Director a formal request for job reinstatement using the Formal Request for Reinstatement Regarding Paid Family Leave (Form PFL-DC-19), which can be found in the forms section of the New York Paid Family Leave website (<https://www.ny.gov/PaidFamilyLeave>). Employees must file the completed form with the Library and send a copy to: Paid Family Leave, P.O. Box 9030, Endicott, NY 13761-9030. If the Library does not comply with an employee's request for reinstatement within 30 days, the employee may file a PFL discrimination complaint with the Workers' Compensation Board using the Paid Family Leave Discrimination Complaint (Form PFL-DC-120), which is also available on the New York Paid Family Leave website. Once an employee's complaint is received, the Board will assemble the employee's case and schedule a preliminary hearing in front of a Workers' Compensation Law Judge.

4.07 Bone Marrow or Blood Donation

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

TIME AWAY FROM WORK

Bone Marrow Donation

Employees who work at least 20 hours per week who seek to undergo a medical procedure to donate bone marrow will be granted a leave of absence no longer than 24 work hours. This leave is unpaid unless the employee has available sick time or PTO to apply .

Blood Donation

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

COMPANY-SPONSORED BLOOD DONATION DRIVES

If the Library sponsors a blood drive, employees donating blood will be granted paid leave time without requiring the employee to use sick leave.

PAY DURING LEAVE

Employee may use available PTO/vacation, sick or personal time for leave granted under this policy. Exempt employees will receive pay in compliance with federal and state wage and hour laws.

VERIFICATION

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

Employees who donate blood off-premises must provide the Director with proof of their blood donation.

4.08 Time Off For Cancer Screening

In accordance with Civil Service Law Sections 159-b, the Library provides paid time off for employees to be screened for cancer. Employees are eligible to receive up to four hours of paid time off for cancer screening, per calendar year.

ELIGIBILITY

Upon hire, all employees are eligible to receive paid time off to be screened for cancer. Employees must write the director a request for time off for cancer screening and include the date and time period of the screening.

EMPLOYEE'S RESPONSIBILITY

Once the employee has attended the screening appointment, the employee must provide the Director with proof of attending the appointment. A note from the medical provider will qualify as acceptable proof.

ADDITIONAL INFORMATION

Any questions regarding this policy should be directed to the Director.

4.09 Jury Duty

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

JURY DUTY PAY

All part-time employees called to serve on jury duty will be paid for the hours scheduled to work that coincide with jury duty service for a period not to exceed one week. All full-time employees will be paid their full weekly wage for up to one week.

DOCUMENTATION

Employees must submit a copy of the Jury Duty Attendance Certificate to their supervisor indicating the dates served. Employees must ask the court to provide a copy of the attendance certificate when their jury duty is complete.

TIME AWAY FROM WORK

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

COURT ATTENDANCE

Employees who are subpoenaed to appear in court as a witness in a criminal proceeding will be granted unpaid time off for their attendance.

4.10 Crime Victim Leave

Our Library provides employees with time away from work if they are a victim of a crime or to participate as a witness of a crime.

ELIGIBILITY

Eligible employees who are the victim of a crime or subpoenaed to attend a criminal proceeding as a witness, may take time off from work to (1) testify in a criminal proceeding (including time off to consult with the district attorney); (2) give a statement at a sentencing proceeding; (3) give a victim impact statement at a pre-sentencing proceeding; or (4) give a statement at a parole board hearing.

Employees are eligible for time off under this policy if they are:

- The victim of the crime at issue in the proceedings;
- The victim's next of kin, if the victim is deceased as a result of the offense;
- The victim's representative (a person who represents or stands in the place of another person, including an agent, attorney, guardian, conservator, executor, heir, or parent of a minor);
- A good Samaritan (someone who acts in good faith to: (1) apprehend a person who has committed a crime in their presence; (2) prevent a crime or an attempted crime from occurring; or (3) aid a law enforcement officer in effecting an arrest); or
- Pursuing an application or the enforcement of an order of protection as provided under relevant law.

CRIME VICTIM LEAVE PAY

If an employee needs crime victim leave, they are paid regularly scheduled wages for up to 1 days. Employees who need additional time may supplement time off with paid PTO/vacation, sick leave or personal leave.

Exempt employees will not incur any reduction in pay for a partial week's absence for leave under this policy.

DOCUMENTATION

Employees must notify the Director of the need to take a leave under this policy no later than the day before the absence. In addition, employees must provide the Director with verification of their service upon request.

TIME AWAY FROM WORK

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

NO RETALIATION

The Library will not retaliate or tolerate retaliation against any employee who seeks or obtains leave under this policy.

4.11 Domestic Violence Victim Leave

Macedon Public Library will reasonably accommodate employees who are the victim of domestic violence with time off in compliance with the New York State Human Rights Law. Employees should also refer to MPL's Paid Sick Leave Policy for additional benefits that may be available.

REASONABLE ACCOMMODATIONS

MPL will reasonably accommodate employees who are the victim of domestic violence and who need a reasonable amount of time off for the following reasons, unless providing such accommodation would result in an undue hardship:

- Seek medical attention for injuries caused by domestic violence, including for a child who is a victim of domestic violence, provided that the employee is not the perpetrator of the domestic violence of the child;
- Obtain services from a domestic violence shelter, program or rape crisis center;
- Obtain psychological counseling related to domestic violence incidents, including for a child who is a victim of domestic violence, provided that the employee is not the perpetrator of the domestic violence against the child;
- Participate in safety planning or other actions to increase safety from future incidents of domestic violence, including temporary or permanent relocation; or
- Obtain legal services, assist in the prosecution of an offense or appear in court in relation to an incident of domestic violence.

EMPLOYEE'S RESPONSIBILITY

Employees must give MPL reasonable advance notice of their intention to take leave for this purpose unless such advance notice is not feasible. An employee who cannot give reasonable advance notice must provide certification supporting the need for leave within a reasonable time after the absence.

Acceptable forms of certification include:

- A police report indicating the employee or the employee's child is a victim of domestic violence
- A court order protecting or separating the employee or child from the perpetrator of domestic violence;
- Other evidence from the court or prosecuting attorney that the employee appeared in court; or
- Documentation from a medical professional, domestic violence advocate, health care provider or counselor that the employee or their child was undergoing counseling or treatment for physical or mental injuries or abuse resulting from an act of domestic violence.

When taking leave under this policy, an employee must use any available paid leave, including MPL-provided paid time off, such as vacation, sick leave or personal leave. Otherwise, leave will be unpaid. During the leave, MPL will maintain any health insurance coverage being provided in the same manner as if the employee had not taken leave.

CONFIDENTIALITY

Except as otherwise required by law, MPL will maintain the confidentiality of any information regarding an employee's status as a victim of domestic violence.

NO RETALIATION

MPL will not discriminate or retaliate against an employee because the employee is a victim of domestic violence or requests leave in accordance with this policy.

4.12 Military Leave

The Library recognizes the obligation of those employees serving in any branch of the military or other uniformed services of the United States. Employment status within the Library is protected by the provisions of Sections 242 and 243 of the New York State Military Law and the Uniformed Services Employment and Reemployment Rights Act of 1994 (“USERRA”) and state military leave provisions.

ELIGIBILITY

Employees who need to be absent on military duty as members of the organized militia, reserve forces or reserve components of the armed forces of the United States.

Under state military leave law eligible employees do not include those holding a position in the exempt class of the civil service whose appointment is terminated or whose position is filled by someone other than a substitute appointee.

LEAVE AND REEMPLOYMENT

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

Eligible employees may take leave for uniformed service as defined under USERRA or ordered military duty as defined under state law.

PAY DURING LEAVE

The Library will grant leave with pay not exceeding a total of thirty days or twenty-two working days, whichever is greater, in any one calendar year and not exceeding thirty days or twenty-two working days, whichever is greater, in any one continuous period of such absence.

Military leave beyond the 22 workdays or 30 calendar days in a calendar year will be unpaid, however employees may choose to apply PTO/vacation /sick leave/personal leave benefits to their absence at any time during the leave.

In accordance with applicable state law, employees may keep all pay received for military service.

EMPLOYEE’S RESPONSIBILITY

Employees are expected to inform the Director of their need for military leave as far in advance as possible and submit a copy of the military orders to the Director.

BENEFITS CONTINUATION

While on leave, employees will be treated as continuously employed and will not directly or indirectly suffer any loss or reduction of service time, seniority, PTO/vacation/sick leave/personal leave, holiday privileges or any other right or privilege. However, during leave PTO/vacation/sick leave/personal leave does not accrue during the period of military service.

Health Insurance

During a military leave of less than 31 days, an employee is entitled to continued group health plan

4.12 Military Leave

coverage under the same conditions as if the employee had continued to work. For military leaves of more than 30 days, an employee may elect to continue their health coverage in accordance with COBRA. For additional information on health care continuation contact the Director.

Retirement Plan

Employees may continue to have deductions made from their salary or other compensation toward any pension or retirement system. If the amount to be contributed exceeds the amount of compensation the employee is entitled to during their absence the employee may elect to pay the additional amount.

VETERANS BENEFITS

Employees who are veterans are eligible for up to five days of paid leave per calendar year for any healthcare related services that are the result of their prior military service.

Veterans must provide a copy of their DD-214, certificate of release or discharge from active duty or other applicable department of defense documentation to the Director.

CONCURRENCE WITH OTHER LEAVES

Where applicable, this leave may run concurrently with any available Family and Medical Leave, or any other leave benefit that may be required by state law.

NO RETALIATION

Employees who request military leave will not be retaliated against or penalized in any manner. Any employee who believes they have been retaliated against in violation of this policy should notify the Director immediately.

4.13 Voting Leave

Our Library believes that all employees should have the opportunity to exercise their right to vote in elections.

TIME AWAY FROM WORK

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

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

ADVANCE NOTICE

Employees intending to take leave to vote must inform the Director not more than ten but at least two working days prior to Election Day. The employee's supervisor will designate when the leave should be taken (e.g., at the beginning or end of the shift).

4.14 Volunteer Firefighter & Ambulance Personnel Leave

Our Library recognizes the obligations that our employees who serve as volunteer firefighters and ambulance personnel may have in times of emergency.

ELIGIBILITY

Employees who are volunteer firefighters or ambulance personnel are permitted unpaid time off (unless payment is required by law) in the event that a State or local state of emergency has been declared by the Governor or a local government executive (such as a city mayor) and the employee's duties as a volunteer are related to handling/resolving the declared emergency.

NOTIFICATION

Employees who request time off under the policy must notify the Director immediately after the need for the leave becomes known. If the Library grants an employee time off pursuant to this law, the employer may request the employee provide appropriate documentation from the head of the volunteer fire department or ambulance service certifying the period(s) of time that the employee spent responding to the declared emergency.

4.15 Social Security

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

BENEFITS

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

COST

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

ADDITIONAL INFORMATION

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

4.16 Workers' Compensation

Our Library carries a workers' compensation insurance policy which covers all employees in the event that they are injured or become disabled due to occupational illness or injury while on the job.

BENEFITS

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

ELIGIBILITY

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

LEAVE ENTITLEMENT

Employees are eligible for a Disability Leave. This leave runs concurrently with any leave benefit that may be required by state law. See the Disability Leave policy for more information.

COST

The Library pays the entire premium for this insurance policy.

REPORTING ACCIDENTS

Reports of accidents or injuries, even if minor, must be filed within 24 hours with the supervisor or Director. Failure to receive medical treatment in a timely manner may result in serious complications and may jeopardize eligibility for medical benefits.

4.17 Employee Assistance Program

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

ELIGIBILITY

Our EAP is available to all employees and their family members.

BENEFITS

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

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

COST

MPL pays the full cost of the Employee Assistance Program. Employees are responsible for the cost of outside referrals. However, the cost for outside referral help may be covered by MPL group health insurance program.

ADDITIONAL INFORMATION

Employees can find information regarding our EAP on the intranet. If it is a crisis situation, employees should call 911. If it is not a crisis situation, employees may contact 2-1-1 /LIFE LINE at 1-877-356-9211, by dialing 211 or by visiting <http://211lifeline.org/>. The 2-1-1 /LIFE LINE offers referrals for emergency food, shelter, clothing, crisis counseling, substance abuse issues, employment, financial and legal issues and physical and mental health needs.

SECTION FIVE

SAFETY POLICIES

5.01 Accident Reporting & Investigation

Properly reporting accidents and/or unsafe conditions is the key to creating a safe workplace. Employees have both a right and responsibility to report work-related injuries and illnesses and unsafe working conditions.

Employees should also refer the Workers' Compensation policy for additional information.

PURPOSE

The purpose of accident reporting and investigation is to discover the cause(s) so proper action may be taken to prevent a recurrence. Every accident indicates that proper preventive action must be taken. Employees have both a right and responsibility to report accidents and work-related injuries and illnesses.

NO RETALIATION

Employees have the right to report unsafe conditions, accidents, and work-related injuries or illnesses without fear of reprisal. It is the policy of Library Name that any employee or intern who makes a complaint regarding safety and/or reports a work-related injury will not be retaliated against in any way. Employees or interns who feel that they have been retaliated against for such activity should immediately contact the Director.

RESPONSIBILITIES

The Director is responsible for promptly investigating unsafe working conditions and accidents as soon as they are reported.

A good accident investigation will:

Assist in determining the principal or underlying cause.

Determine how to initiate significant corrective action.

Employees are required to fill out accident/injury investigation reports and report all accidents to the Director. The Director will fill out and distribute workers' compensation reports and disability paperwork as needed. The Director is responsible for reviewing each accident/injury investigation report, and with the employee(s), determining the proper corrective action to take.

The Director is responsible for implementing identified corrective action(s).

PROCEDURE

The following procedure should be adhered to in the event that there is an accident and/or injury in the workplace:

- When an accident occurs, the lead employee will immediately take action to prevent further injury or damage.
- The Director will interview employee(s) and witnesses as soon after the accident as possible. A fact-finding approach will be maintained.
- The Director will determine causes of the injury, illness, or property damage.
- The Director will establish corrective action(s) for managing and rectifying the cause of the accident.

5.01 Accident Reporting & Investigation

- The Director will ensure compliance with any reporting obligations (i.e., OSHA, Workers' Compensation).
- The Director will ensure that all reports are recorded and retained. Accurate information must be available regarding the accident, the injury or damage which occurred, the corrective action identified and when the corrective action was implemented.
- The Director will conduct a periodic review of the accident investigation reports to identify the need for retraining, problem areas, operations that need attention or trends in frequency which indicate a need for added prevention activities and/or training.

GENERAL INVESTIGATION GUIDELINES

The investigative process will:

- Analyze the working conditions and/or incident to determine the cause or causes.
- Inspect the location and equipment involved.
- Inquire about similar incidents which have occurred.
- Review records.
- Interview those involved and witnesses.
- Create a plan of corrective actions to eliminate the causes.
- Assign responsibility for the corrective actions.
- Ensure the plan is carried out.
- Monitor effectiveness of the corrective action.

5.02 Alcohol & Drug Free Work Place

The Library strives to provide a safe environment for employees and others and to minimize the risk of accidents and injuries. Accordingly, each employee has a responsibility to co-workers and patrons to deliver services in a safe and conscientious manner. As a condition of employment with our Library, all employees are required to fully comply with the provisions of this policy.

DEFINITION OF CONTROLLED SUBSTANCES

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

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

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

PRESCRIPTION AND OVER-THE-COUNTER DRUGS

This policy does not prohibit the possession and proper use of lawfully prescribed or over-the-counter drugs. However, an employee taking medication should consult with a health care professional or review dosing directions for information about the medication's effect on the employee's ability to work safely, and promptly disclose any work restrictions to the Director. Employees are not required to reveal the name of the medication or the underlying medical condition. The Library will evaluate and respond to this information on a case-by-case basis and consistent with its reasonable accommodation process. Consistent with applicable policies, the Library will maintain the confidentiality of the information provided.

The Library reserves the right to transfer, reassign, place on leave of absence or take other appropriate action regarding any employee during the time the employee uses medication that may affect their ability to perform safely. The Library will comply with all requirements pertaining to providing reasonable accommodations to the extent required by applicable law.

Any employee who cannot work safely and who does not advise the Library about warnings accompanying lawfully prescribed or obtained medications will be subject to disciplinary action up to and including possible termination of employment. An employee's lack of knowledge concerning such warnings will not excuse a violation of this rule where an employee has failed to make the inquiries required by this policy.

TELECOMMUTING

Telecommuting employees are also required to adhere to this policy while working remotely.

5.02 Alcohol & Drug Free Work Place

Telecommuting employees are prohibited from using controlled substances during working hours. Any employee deemed to be in violation of the Library's policy will be subject to an investigation which may result in termination of the employee's ability to telecommute and will also result in disciplinary action, up to and including termination of employment.

EMPLOYEE ASSISTANCE PROGRAM

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

VIOLATION OF POLICY

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

5.03 Emergency Evacuation

MPL is committed to ensuring employees understand their roles and responsibilities in the event of an emergency.

IN AN EMERGENCY

In the event of a fire or hazardous material emergency, the emergency fire alarm system should be activated by pulling one of the fire alarms. The source of a potential fire or hazardous material emergency should not be investigated. Any employee who suspects an emergency should report it immediately. In any emergency, reporting is the first essential step to protecting oneself and others.

When the emergency fire alarm system is activated, all employees and visitors are expected to evacuate the building by exiting in an orderly manner through the nearest exit.

After exiting, employees should report to the area away from the building exits designated as the meeting location. Once employees arrive at the designated area, they should immediately report to the Director and remain at that location until accounted for and authorized to leave.

No reentry to the building will be permitted until an official all-clear notification is given.

EMPLOYEE'S RESPONSIBILITY

Employees should review this policy and the evacuation procedures and notify the Director if they believe they might require an accommodation or assistance in order to comply with these procedures in the event of an emergency.

ADDITIONAL INFORMATION

For additional information regarding the Library's evacuation procedures employees should refer to the Emergency Plan for Wallet or Purse.

5.04 Violence in the Workplace

MPL is committed to providing a safe environment for employees, patrons, and visitors. The Library has a zero-tolerance policy concerning workplace violence. Employees who display any violence or threaten violence including talk of committing violence or joking about committing violence in the workplace are subject to disciplinary action, up to and including termination.

DEFINITION

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

WEAPONS

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

Unless this prohibition is contrary to state or local law, the workplace specifically includes Library parking areas and Library vehicles. Employees are not permitted to transport or store weapons in vehicles owned or leased by the Library and used by the employee for work purposes, unless the employee is required to transport or store a weapon as part of their duties and they have written permission from the Director.

This prohibition specifically includes guns, rifles, and firearms of any type, including those for which the holder has a legal permit. Other examples of prohibited weapons include, but are not limited to knives, ammunition, bombs, bows and arrows, clubs, slingshots, blackjacks, metal knuckles and similar devices that by their design or intended use are capable of inflicting serious bodily injury or lethal force.

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

REPORTING VIOLENCE

It is everyone's responsibility to prevent violence in the workplace. Employees must immediately report what they see or hear in the workplace that could indicate that a co-worker may be a threat to the safety of the workplace.

5.04 Violence in the Workplace

Employees should report any incident that may involve a violation of the Library's policies that are designed to provide a safe workplace environment. Concerns may be presented to the employee's supervisor or any other member of management.

REPORTING DOMESTIC VIOLENCE

Domestic violence perpetrated by or against an employee of the Library is considered a workplace issue as these situations may create safety concerns within the workplace. Employees are encouraged to report if they are the victim of domestic violence or if they suspect that a co-worker may be the target of or the perpetrator of domestic violence to the Director. Supervisors made aware of employee-related domestic issues are encouraged to immediately notify the Director.

Employees who obtain or are the subject of a restraining order are encouraged to immediately notify the Director, so the Library may assist in preventing an individual who may display or carry out an act of violence from obtaining access to Library premises.

Employees who have questions or concerns related to domestic violence may contact the Director. Employees experiencing issues with domestic violence may also contact the National Domestic Violence Hotline at 1-800-799-7233.

REPORTING SUICIDAL THOUGHTS AND BEHAVIOR

Self-harm may be considered a form of violence. Employees who are having thoughts of suicide or become aware of a co-worker having suicidal thoughts and/or displaying suicidal behavior should immediately notify the Director. Supervisors made aware of suicidal ideation by an employee must immediately notify the Director.

Employees who have questions or need assistance with the topic of suicide may contact the Director. Employees who need assistance may also contact the National Suicide Prevention Lifeline at 1-800-273-8255.

If there is a concern of imminent harm employees should contact the local police department by dialing 911.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

MPL provides an EAP for employees and their family members. Employees are encouraged to use the EAP whenever they feel the need for guidance with personal problems, including difficulty handling drugs or alcohol.

The EAP is a confidential service that can provide information on counseling or treatment.

5.04 Violence in the Work Place

CONFIDENTIALITY AND RETALIATION

It is the policy of MPL that any employee making a report or participating in the investigation of workplace violence will not be retaliated against in any way. Reports will be investigated promptly, and confidentiality will be maintained to the greatest degree possible, consistent with our obligation to thoroughly investigate the allegation and consistent with applicable law and the need to facilitate an investigation and/or a solution to the problem. Employees who feel that they have been retaliated against for reporting workplace violence, domestic violence, or suicidal behaviors, or for participating in the investigation of an alleged incident, should contact the Director.

CORRECTIVE ACTION

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

SECTION SIX

EMPLOYEE PROGRAMS & PROCEDURES

6.01 Media Relations

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

MEDIA REQUESTS FOR OFFICIAL STATEMENT

Any telephone calls, electronic communications or visits from members of the media requesting the Library's official statement should be directed to the Director.

6.02 Changes in Personal Information

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

NOTIFICATION

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

Name

Address

Telephone numbers

Number of dependents

Change in familial status and/or beneficiaries

Emergency contact

6.03 Protection of Employee Personal Information

MPL recognizes and respects the privacy of applicants, employees, and others with regard to personal information it obtains through the hiring process and the employment relationship.

PERSONAL IDENTIFIABLE INFORMATION (PII)

As evidence of our commitment in this regard, this policy provides information regarding the processing of personal information about employees and describes the Library's general practices regarding employee privacy. Since privacy laws and business practices vary from state to state, implementation of these practices may also vary to accommodate local rules. This may involve adopting different standards as required by local law or diverging from the principles set out in this policy where MPL is not required to follow particular practices either by local law or by contractual commitments. MPL will only engage in variation from these principles if MPL has a legitimate, business, or legal reason to do so and not in an arbitrary or capricious manner.

This policy regulates collection and use of information about MPL's prospective, current, and former employees and the limited amount of personal information that MPL may collect about employee family members (together, all deemed employee personal information). References in this policy to employees should be interpreted accordingly. The policy is not limited to information held by the Director. The policy regulates all employee personal information held by MPL.

Where MPL collects employee personal information, it will take steps to inform the employees concerned of the purposes for which the information will be used and provide them with any further information that is necessary to ensure that the employee personal information is used fairly. For example, where employees are asked to provide personal information about themselves, MPL will explain whether provision of the information is mandatory or voluntary and any consequences of not providing the requested information.

Notification to employees need not be provided, however, where:

- The employees concerned already have sufficient information (for example, through this policy or other MPL policies or general notices);
- Or employee personal information is not collected directly from the individual concerned and to contact that individual directly would be disproportionate (for example, where an employee provides information about their family member, MPL will not usually contact the family member).

6.03 Protection of Employee Personal Information

The following paragraphs set out general information about the Library's collection and use of employee personal information. This information is not intended to be comprehensive:

Purposes

The Director collects and uses employee personal information to process payroll payments, to determine benefits eligibility and process benefit payments, to analyze compensation costs and training needs and to determine employee eligibility for different responsibilities. Depending on which business unit an employee works for, additional information may be collected for purposes of complying with regulatory requirements. Information may also be collected to meet legally mandated obligations (such as tax and U.S. Equal Employment Opportunity requirements), to ensure compliance with Library Name policies, and to protect the Library, the workforce and the public against injury, theft, legal liability, fraud or abuse. Information (such as emergency contact information) is also collected from employees for use in connection with disaster recovery and business continuity efforts.

Disclosures and International Transfers

Employee personal information may be shared between the Library and its service providers. Without intending to provide an exhaustive list of examples, it may be disclosed in connection with legal proceedings, investigations, or as required by law, regulation, or relevant authority. It may also be disclosed to prospective buyers, business partners or other transferees of the business unit in which an employee works in the event of a potential sale, transfer or joint venture involving the unit or the investigation/negotiations which precede the transaction. This sharing, and these other disclosures, may involve transfers of personal information to any country in the world, including to countries which do not have strong data privacy laws. The Library will, nevertheless, use all reasonable commercial efforts to protect employee personal information in accordance with this policy.

Fair Processing Principles

The Library will only collect and use employee personal information fairly and lawfully. The Library will take reasonable steps to ensure that it does not collect or use irrelevant, excessive or inadequate employee personal information and that the employee personal information it holds is accurate and, where relevant, up to date.

In particular, the Library will only collect and use employee personal information:

- As necessary for the purposes of its legitimate interests which are not overridden by the rights, freedoms or legitimate interests of the employees concerned; or
- With the consent of the employees concerned;
- Or where the collection or use has been approved by the Library's legal counsel as justified under applicable data privacy law.

6.03 Protection of Employee Personal Information

Security

The Library will use commercially reasonable efforts to ensure that it has in place appropriate technical and organizational security measures to protect employee personal information against accidental or unlawful destruction, accidental loss, alteration, unauthorized disclosure or access and all other unlawful forms of processing.

In particular, where the Library contracts with third party service providers to collect and/or process employee personal information on its behalf, it will ensure that the service providers are bound by written agreements requiring them to process the information only on the instructions of the Library and to have appropriate technical and organizational security measures in place to protect the information.

Retention and Destruction

The Library will follow data retention and destruction policies and processes designed to ensure that employee personal information is deleted when it is no longer needed for the purposes for which it is collected and used.

Direct Marketing

The Library will not share employee personal information for direct marketing purposes outside of the Library.

MORE INFORMATION

Employees who have a reason to believe that their PII and/or the Library's proprietary data has been breached should notify the Director. Employees should also notify the Director if they have knowledge of any Library representative not adhering to this policy.

Violations of this policy may result in disciplinary action, up to and including termination of employment.

6.04 Protected Health Information Privacy

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

USE AND DISCLOSURE OF PHI

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

EMPLOYEE RIGHTS

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

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

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

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

MORE INFORMATION

Requests to restrict use and disclosure, inspect or copy PHI, amend PHI or receive an accounting of PHI should be made to the Secretary to the Town of Macedon Supervisor who works at the Macedon Town Hall. The plan will make every effort to accommodate the request within a reasonable period of time.

This policy is a brief summary of some of an employee's PHI Use and Disclosure Rights under the Health Insurance Portability and Accountability Act. Additional information regarding rights may be found in the plan's Notice of Privacy Rights which may be obtained from the Secretary to the Town of Macedon Supervisor.

6.05 Social Media

MPL recognizes that many employees engage in social media activity. This policy establishes a set of rules and guidelines for any activity and participation in “social media” by all MPL's employees. These rules are intended to be adaptable to the changes in technology and norms of online communication and behavior and may be amended by MPL at any time, for any reason, without notice to employees. This policy also applies to social media activity when on or off duty, while using the Library's or personal electronic resources, and whether the employee posts anonymously or using a pseudonym.

DEFINITIONS

For purposes of this policy, “social media activity” includes all types of postings on the internet, including, but not limited to, postings on social networking sites, such as Facebook, Instagram, LinkedIn, and Tumblr; blogs and other on-line journals and diaries; bulletin boards and chat rooms; microblogging, such as Twitter; and postings of video or audio on media-sharing sites, such as YouTube or TikTok.

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

EXERCISE RESPONSIBILITY ONLINE

If, from an employee's post in a blog or elsewhere in social media, it is clear the employee is an MPL employee or if the employee mentions MPL or it is reasonably clear the employee is referring to MPL or a position taken by MPL and the employee expresses an opinion regarding MPL's positions or actions, the post must specifically note that the opinion expressed is the employee's personal opinion and not necessarily MPL's position. This is necessary to preserve MPL's good will in the marketplace.

FOLLOW EXISTING POLICIES AND TERMS OF USE

Observe and follow: (a) existing MPL policy and agreements, such as our Employee Handbook; (b) the policies and terms of use of the particular social media forum or service that is being used; and (c) applicable laws and regulations. This means that employees are prohibited from using social media to post or display comments about co-workers or supervisors of MPL that are knowingly false, vulgar, obscene, threatening, intimidating, disparages the Library's services, depicts the employee engaging in conduct that is unlawful or in violation of MPL's workplace policies against workplace violence or discrimination and harassment based on any protected status under federal, state or local law.

6.05 Social Media

Thus, the rules in MPL's Employee Handbook including but not limited to its Equal Employment Opportunity, Non-Harassment/Non-Discrimination, Code of Ethics, and Standards of Conduct policies apply to employee behavior within social media and in public online spaces.

Do not post any information or conduct any online activity that violates applicable federal, state, or local laws and regulations. Any conduct which is impermissible under the law if expressed in any other form or forum is also impermissible if expressed through social media. In addition, most social media websites/services have rules concerning the use of and activity conducted on their sites. These are sometimes referred to as "Terms of Use." Employees must follow the established terms and conditions of use that have been established by the venue and not do anything that would violate those rules.

SAFEGUARD CONFIDENTIAL PERSONAL AND PROPRIETARY INFORMATION

Employees should exercise caution when posting their own or others' personal information. It is inappropriate to use or disclose "confidential personal information" (as defined below) about another individual or use or disclose MPL's "proprietary confidential information" in any form of social media.

For purposes of this policy, "confidential personal information" refers to information that could be used to commit identity theft such as an individual's Social Security Number, financial account numbers, driver's license number or personal medical information (including family medical history).

MPL's "proprietary confidential information" refers to internal information that is not subject to the Freedom of Information Law (FOIL) or subject to Open Meetings.

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

IDENTIFY YOURSELF IN ENDORSEMENTS

Employees must disclose their affiliation with MPL if they endorse the Library's services in social media. When commenting on or promoting any MPL venue or service on any form of social media, we suggest that employees be completely transparent and disclose their identity for their personal protection. Additionally, when commenting on or promoting any Library product or service on any form of social media, an employee must clearly and conspicuously disclose their relationship with MPL to the members and readers of that social media.

EXPECTATIONS OF PRIVACY

MPL may access and monitor its Information Systems and obtain the communications within the systems, including email, Internet usage and the like, with or without notice to users of the system, in the ordinary course of business when the Library deems it appropriate to do so. When using such systems, employees should have no expectation of privacy regarding time, frequency, content, or other aspects of use, including the websites the employee visits and other Internet/Intranet activity. The reasons MPL accesses and monitors these systems include, but are not limited to maintaining the system, preventing, or investigating allegations of system abuse or misuse, assuring compliance with software copyright laws and complying with legal and regulatory requirements.

6.05 Social Media

PERSONAL USE

MPL respects the right of any employee to participate in social media, such as maintaining a blog or participating in online forums. However, to ensure proper employee focus on job duties and adequate functioning of Library equipment, employees are **not permitted** to engage in social media activities during working time. For purposes of this policy, “working time” is defined as the time during which employees are scheduled to work, but does not include scheduled rest periods, meal breaks and other specified times when employees are not expected to be working. Moreover, during non-working time, employees must avoid usage that may interfere with the system’s productivity, such as large attachments or audio/video segments.

IDENTIFY ANY COPYRIGHTED OR BORROWED MATERIAL WITH CITATIONS AND LINKS

When publishing any online material through social media, employees must respect and follow all copyright and other intellectual property laws and should use citations and links to original material, where possible.

ADDRESSING PERSONAL CONCERNS

Consistent with the Library’s Open Communication policy employees are encouraged to address work related concerns through their supervisor, the Director, or Board President with whom they feel comfortable rather than through social media.

DISCLAIMER

The Library will not enforce the social media policy in a manner that would interfere with employees' rights under the National Labor Relations Act to discuss the terms and conditions of employment.

ADDITIONAL INFORMATION

The Library will monitor social media to the fullest extent permitted by applicable law and will take disciplinary action against those who violate the policy.

Contact the Director for additional information or clarification of any aspect of this policy.

6.06 Should You Leave Us

Employees of MPL are employed on an at-will basis. This means that employment may be terminated by either party at any time, with or without cause or notice. Nothing in this policy is intended to limit or alter the at-will nature of your employment. To ensure fairness and consistency throughout our Library, terminations are handled in accordance with applicable federal and state laws and the following provisions.

TYPES OF TERMINATIONS

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

INVOLUNTARY TERMINATION

An involuntary termination occurs when the Library decides to end the working relationship with an employee. Involuntary terminations may occur for cause or for reasons other than cause.

Involuntary terminations for cause include, but are not limited to, terminations for violating Library policy, misuse or theft of resources, the falsification of information, excessive absence/tardiness, or unsatisfactory work performance.

Involuntary terminations for reasons other than cause include, but are not limited to, a reduction in workforce.

VOLUNTARY TERMINATION

A voluntary termination means an employee has made the decision to end the working relationship with the Library. Voluntary terminations include, but are not limited to, written or verbal resignation, retirement, and job abandonment.

RESIGNATIONS

Employees resigning voluntarily are expected to give a minimum of how much advance notice in writing to the Director so that the proper replacement can be found. An employee's consideration in this situation will be viewed favorably by management should the employee reapply for employment with the Library.

FINAL WAGES

Final wages will be paid in accordance with applicable state law.

UNUSED VACATION/PTO

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

UNUSED SICK LEAVE

Earned but unused sick leave is not paid upon termination.

6.06 Should You Leave Us

UNUSED PERSONAL DAYS

Earned but unused personal days are not paid upon termination.

FLOATING HOLIDAYS

Floating holidays are not paid upon termination of employment.

TERMINATION OF BENEFITS

Employees should see the Director for information regarding termination of benefits upon separation.

REQUESTS FOR REFERENCE CHECKS

So that the Library can handle requests for job references in a consistent, fair and lawful manner, all requests for official job references on behalf of the Library must be forwarded to the Director. No other person or department is authorized to release references for current or former employees. In response to job reference requests, MPL will only confirm current or former employees' dates of employment and job title.

EXIT INTERVIEWS

Before leaving MPL, employees may be asked to participate in a voluntary exit interview. This will provide closure to the employee's employment with the Library and will allow the Library to ensure that it has resolved various administrative matters, answered any questions about continuation of benefits and listened to any of the employee's comments or ideas about improving the Library's operations.

COMPANY PROPERTY

Upon termination of employment, resignation, retirement or layoff or immediately upon request, employees are expected to return all Library-issued items, including, but not limited to: keys, key fobs, tools, uniforms, Employee Handbooks, manuals, computers, cell phones, flash drives and patron information and may not retain any copies of Library information in any form. The Library may also take all action deemed appropriate to recover or protect Library property.

Employee Handbook Receipt Acknowledgement

I acknowledge receipt of MPL's Employee Handbook which describes Library policies, an overview of current employee benefits and my obligations.

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

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

I further understand that the benefit information found in this Handbook is intended to provide an overview of the benefit plans. The actual benefits may be controlled by the terms of the applicable plan documents and insurance policies. Questions regarding the interpretation of those plans will be answered in accordance with the actual plan documents and insurance policies, rather than the summaries contained in this Handbook. Employees may obtain copies of these documents from the Director.

I have read, understand, and agree to comply with the contents of this Handbook. It is understood that MPL retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the Library.

If I have any questions about the information contained in this Handbook, I will discuss them with my supervisor and/or the Director.

Employee's Name (Printed)

Employee's Signature

Date

ADDITIONAL INFORMATION

HANBOOK ADDENDUM

AIRBORNE INFECTIOUS DISEASE EXPOSURE PREVENTION PLAN

The purpose of this plan is to protect employees against exposure and disease during an airborne infectious disease outbreak. This plan goes into effect when an airborne infectious disease is designated by the New York State Commissioner of Health as a highly contagious communicable disease that presents a serious risk of harm to the public health. This plan is subject to any additional or greater requirements arising from a declaration of a state of emergency due to an airborne infectious disease, as well as any applicable federal standards.

Employees should report any questions or concerns with the implementation this plan to the designated contact.

This plan applies to all “employees” as defined by the New York State HERO Act, which means any person providing labor or services for remuneration for a private entity or business within the state, without regard to an individual’s immigration status, and shall include part-time workers, independent contractors, domestic workers, home care and personal care workers, day laborers, farmworkers, and other temporary and seasonal workers. The term also includes individuals working for digital applications or platforms, staffing agencies, contractors, or subcontractors on behalf of the employer at any individual work site, as well as any individual delivering goods or transporting people at, to or from the work site on behalf of the employer, regardless of whether delivery or transport is conducted by an individual or entity that would otherwise be deemed an employer under this chapter. The term does not include employees or independent contractors of the state, any political subdivision of the state, a public authority, or any other governmental agency or instrumentality.

As of the date of the publication of this document, while the State continues to deal with COVID-19 and a risk still exists, no designation is in effect at this time. Please check the websites of Departments of Health and Labor for up-to-date information on whether a designation has been put into effect, as any such designation will be prominently displayed. No employer is required to put a plan into effect absent such a designation by the Commissioner of Health.

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I. RESPONSIBILITIES

This plan applies to all employees of Macedon Public Library.

This plan requires commitment to ensure compliance with all plan elements aimed at preventing the spread of infectious disease. The following supervisory employee(s) are designated to enforce compliance with the plan. Additionally, these supervisory employees will act as the designated contacts unless otherwise noted in this plan:

Director
Library Assistant
Library Board President

II. EXPOSURE CONTROLS DURING A DESIGNATED OUTBREAK

A. MINIMUM CONTROLS DURING AN OUTBREAK

During an airborne infectious disease outbreak, the following minimum controls will be used in all areas of the worksite:

General Awareness: Individuals may not be aware that they have the infectious disease and can spread it to others. Employees should remember to:

Maintain physical distancing;
Exercise coughing/sneezing etiquette;
Wear face coverings, gloves, and personal protective equipment (PPE), as appropriate;
Individuals limit what they touch;
Stop social etiquette behaviors such as hugging and hand shaking, and
Wash hands properly and often.

“Stay at Home Policy”: If an employee develops symptoms of the infectious disease, the employee should not be in the workplace. The employee should inform the designated contact and follow New York State Department of Health (NYSDOH) and Centers for Disease Control and Prevention (CDC) guidance regarding obtaining medical care and isolating.

Health Screening: Employees will be screened for symptoms of the infectious disease at the beginning of their shift. Employees are to self-monitor throughout their shift and report any new or emerging signs or symptoms of the infectious disease to the designated contact. An employee showing signs or symptoms of the infectious disease should be removed from the workplace and should contact a healthcare professional for instructions. The health screening elements will follow guidance from NYSDOH and CDC guidance, if available.

Face Coverings: When in use, face coverings must cover the nose and mouth, and fit snugly, but comfortably, against the face. The face covering itself must not create a hazard (e.g., have features could get caught in machinery or cause severe fogging of eyewear). The face coverings must be kept clean and sanitary and changed when soiled, contaminated, or damaged.

Effective February 10, 2022: Employees will wear appropriate face coverings in accordance with guidance from State Department of Health or the Centers for Disease Control and Prevention, as applicable. Consistent with the guidance from the State Department of Health, if indoor areas do not have a mask or vaccine requirement as a condition of entry, appropriate face coverings are

recommended, but not required. It is also recommended that face coverings be worn by unvaccinated individuals, including those with medical exemptions, in accordance with federal CDC guidance. Further, the State's masking requirements continue to be in effect for pre-K to grade 12 schools, public transit, homeless shelters, domestic violence shelters, correctional facilities, nursing homes, health care, childcare, group homes, and other sensitive settings in accordance with CDC guidelines. New York State and the State Department of Health continue to strongly recommend face coverings in all public indoor settings as an added layer of protection, even when not required.

Physical Distancing: Physical distancing will be used, to the extent feasible, as advised by guidance from State Department of Health or the Centers for Disease Control and Prevention, as applicable.

In situations where prolonged close contact with other individuals is likely, use the following control methods:

- ☐ Restricting or limiting customer or visitor entry;
- ☐ Limiting occupancy;
- ☐ Allowing only one person at a time inside small, enclosed spaces with poor ventilation;
- ☐ Reconfiguring workspaces;
- ☐ Physical barriers;
- ☐ Signage;
- ☐ Floor markings;
- ☐ Telecommuting;
- ☐ Remote meetings;
- ☐ Preventing gatherings;
- ☐ Restricting travel;
- ☐ Creating new work shifts and/or staggering work hours;
- ☐ Adjusting break times and lunch periods;
- ☐ Delivering services remotely or through curbside pickup;

Hand Hygiene: To prevent the spread of infection, employees should wash hands with soap and water for at least 20 seconds or use a hand sanitizer with at least 60% alcohol to clean hands BEFORE and AFTER:

Touching your eyes, nose, or mouth;
Touching your mask;
Entering and leaving a public place; and
Touching an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens.

Because hand sanitizers are less effective on soiled hands, wash hands rather than using hand sanitizer when your hands are soiled.

Cleaning and Disinfection: See Section V of this plan.

“Respiratory Etiquette”: Because infectious diseases can be spread by droplets expelled from the mouth and nose, employees should exercise appropriate respiratory etiquette by covering nose and mouth when sneezing, coughing, or yawning.

Special Accommodations for Individuals with Added Risk Factors: Some employees, due to age, underlying health condition, or other factors, may be at increased risk of severe illness if infected. Please inform your supervisor or the HR department if you fall within this group and need an accommodation.

B. ADVANCED CONTROLS DURING AN OUTBREAK

For activities where the Minimum Controls alone will not provide sufficient protection for employees, additional controls from the following hierarchy may be necessary. Employers should determine if the following are necessary:

Elimination: Employers should consider the temporary suspension or elimination of risky activities where adequate controls could not provide sufficient protection for employees.

Engineering Controls: Employers should consider appropriate controls to contain and/or remove the infectious agent, prevent the agent from being spread, or isolate the worker from the infectious agent. Examples of engineering controls include:

- **Mechanical Ventilation: Air filters**
- **Local Exhaust Ventilation, for example: fans creating air ventilation**
- **General Ventilation, for example: opening windows and doors**
- **Dedicated ventilation systems for cooking areas, malls, atriums, surgical suites, manufacturing, welding, indoor painting, laboratories, negative pressure isolation rooms;**
- **Increasing the percentage of fresh air introduced into air handling systems; avoiding air recirculation;**
- **Using higher-efficiency air filters in the air handling system;**
- **If fans are used in the facility, arrange them so that air does not blow directly from one worker to another; and**
- **Natural Ventilation, for example:**
- **Opening outside windows and doors to create natural ventilation; and**
- **Opening windows on one side of the room to let fresh air in and installing window exhaust fans on the opposite side of the room so that they exhaust air outdoors. (Note: This method is appropriate only if air will not blow from one person to another.)**
- **Install automatic disinfection systems (e.g., ultraviolet light disinfection systems).**
- **Install cleanable barriers such as partitions and/or clear plastic sneeze/cough guards.**
- **Change layout to avoid points or areas where employees may congregate (e.g., install additional timeclocks).**

Subject to changes based on operations and circumstances surrounding the infectious disease, engineering controls that are anticipated to be used are listed below:

1. Air purifier
2. Fans to pull indoor air outside through exits

Note to Employer: One of the best ways to reduce exposure to infectious agents is to improve ventilation. The aim is to deliver more “clean air” into an occupied area and exhaust the contaminated air to a safe location. In some cases, the air may have to be filtered before it enters the work area and/or before it is exhausted. Direct the contaminated air away from other individuals and from the building’s fresh air intake ports. Consult your ventilation system’s manufacturer or service company to determine if improvements are possible for your system.

“Administrative Controls” are policies and work rules used to prevent exposure. Examples include:

- Increasing the space between workers;
- Slowing production speed to accommodate fewer workers at a time;
- Disinfecting procedures for specific operations;
- Not shaking out soiled laundry;
- Employee training;
- Identify and prioritize job functions that are essential for continuous operations;
- Cross-train employees to ensure critical operations can continue during worker absence;
- Limit the use of shared workstations;
- Post signs reminding employees of respiratory etiquette, masks, handwashing;
- Rearrange traffic flow to allow for one-way walking paths;
- Provide clearly designated entrance and exits;
- Provide additional short breaks for handwashing and cleaning;
- Establishing pods or cohorts working on same shift;

Subject to changes based on operations and circumstances surrounding the infectious disease, the following specific administrative controls are anticipated to be used:

1. Increasing space between workers
2. Having fewer staff and patrons in the building
3. Employing disinfection procedures repeatedly during shifts
4. Training employees on best practices as advised by public health authorities
5. Use of telecommuting to stay in operation and keep staff working
6. Eliminate shared areas
7. Post signs to remind staff and patrons to follow pandemic etiquette
8. Rearrange traffic flow to make one-way walking paths
9. Provide clear entrance and exit signs
10. Encourage employee handwashing and cleaning at scheduled intervals
11. Create staff cohorts to limit spread of germs across entire staff

Personal Protective Equipment (PPE) are devices like eye protection, face shields, respirators, and gloves that protect the wearer from infection. PPE will be provided, used, and maintained in a sanitary and reliable condition at no cost to the employee. The PPE provided to an employee will be based on a hazard assessment for the workplace. The following will be provided to staff and patrons:

- Masks
- Gloves
- Barriers
- Hand sanitizer
- Soap and water

NOTE:

1 The use of respiratory protection, e.g., an N95 filtering facepiece respirator, requires compliance with the OSHA Respiratory Protection Standard 29 CFR 1910.134 or temporary respiratory protection requirements OSHA allows for during the infectious disease outbreak.

2 Respirators with exhalation valves will release exhaled droplets from the respirators. Respirators are designed to protect the wearer. Surgical masks and face coverings, which are not respirators, are designed to protect others.

C. EXPOSURE CONTROL READINESS, MAINTENANCE AND STORAGE

The controls we have selected will be obtained, properly stored, and maintained so that they are ready for immediate use in the event of an infectious disease outbreak and any applicable expiration dates will be properly considered.

III. HOUSEKEEPING DURING A DESIGNATED OUTBREAK

Disinfection Methods and Schedules

Objects that are touched repeatedly by multiple individuals, such as door handles, light switches, control buttons/levers, dials, levers, water faucet handles, computers, phones, or handrails must be cleaned frequently with an appropriate disinfectant. Surfaces that are handled less often, or by fewer individuals, may require less frequent disinfection.

The disinfection methods and schedules selected are based on specific workplace conditions.

The New York State Department of Environmental Conservation (NYSDEC) and the Environmental Protection Agency (EPA) have compiled lists of approved disinfectants that are effective against many infectious agents (see dec.ny.gov and epa.gov/pesticide-registration/selected-epa-registered-disinfectants). Select disinfectants based on NYSDOH and CDC guidance and follow manufacturer guidance for methods, dilution, use, and contact time.

Adjustments to Normal Housekeeping Procedures

Normal housekeeping duties and schedules should continue to be followed during an infectious disease outbreak, to the extent practicable and appropriate consistent with NYSDOH and/or CDC guidance in effect at the time. However, routine procedures may need to be adjusted and additional cleaning and disinfecting may be required.

Housekeeping staff may be at increased risk because they may be cleaning many potentially contaminated surfaces. Some housekeeping activities, like dry sweeping, vacuuming, and dusting, can resuspend into the air particles that are contaminated with the infectious agent. For that reason, alternative methods and/or increased levels of protection may be needed.

Rather than dusting, for example, the CDC recommends cleaning surfaces with soap and water before disinfecting them. Conducting housekeeping during “off” hours may also reduce other workers’ exposures to the infectious agent. Best practice dictates that housekeepers should wear respiratory protection. See cdc.gov for more guidance.

If an employee develops symptoms of the infectious disease at work, it is ideal to isolate the area in accordance with guidance issued by NYSDOH or the CDC, before cleaning and disinfecting the sick employee’s work area. This delay will allow contaminated droplets to settle out of the air and the space to be ventilated.

As feasible, liners should be used in trash containers. Empty the containers often enough to prevent overfilling.

Do not forcefully squeeze the air out of the trash bags before tying them closed. Trash containers may contain soiled tissue or face coverings.

IV. INFECTION RESPONSE DURING A DESIGNATED OUTBREAK

If an actual, or suspected, infectious disease case occurs at work, take the following actions:

- Instruct the sick individual to wear a face covering and leave the worksite and follow NYSDOH/CDC guidance.
- Follow local and state authority guidance to inform impacted individuals.

V. TRAINING AND INFORMATION DURING A DESIGNATED OUTBREAK

The Director will verbally inform all employees of the existence and location of this Plan, the circumstances it can be activated, the infectious disease standard, employer policies, and employee rights under the HERO Act. (Note: training need not be provided to the following individuals: any individuals working for staffing agencies, contractors, or subcontractors on behalf of the employer at any individual work site, as well as any individual delivering goods or transporting people at, to or from the work site on behalf of the employer, where delivery or transport is conducted by an individual or entity that would otherwise be deemed an employer under this chapter).

When this plan is activated, all personnel will receive training which will cover all elements of this plan and the following topics:

- The infectious agent and the disease(s) it can cause;
- The signs and symptoms of the disease;
- How the disease can be spread;
- An explanation of this Exposure Prevention Plan;
- The activities and locations at our worksite that may involve exposure to the infectious agent;
- The use and limitations of exposure controls
- A review of the standard, including employee rights provided under Labor Law, Section 218-B.

The training will be:

Provided at no cost to employees and take place during working hours. If training during normal work hours is not possible, employees will be compensated for the training time (with pay or time off); Appropriate in content and vocabulary to your educational level, literacy, and preferred language; and Verbally provided in person or through telephonic, electronic, or other means.

VI. PLAN EVALUATIONS DURING A DESIGNATED OUTBREAK

The employer will review and revise the plan periodically, upon activation of the plan, and as often as needed to keep up to date with current requirements. Document the plan revisions below:

Date	Participants	Change and Approved By

VII. RETALIATION PROTECTIONS AND REPORTING OF ANY VIOLATIONS

No employer, or their agent, or person, acting as or on behalf of a hiring entity, or the officer or agent of any entity, business, corporation, partnership, or limited liability company, shall discriminate, threaten, retaliate against, or take adverse action against any employee for exercising their rights under this plan, including reporting conduct the employee reasonably believes in good faith violates the plan or airborne infectious disease concerns to their employer, government agencies or officials or for refusing to work where an employee reasonably believes in good faith that such work exposes them, other workers, or the public to an unreasonable risk of exposure, provided the employee, another employee, or representative has notified the employer verbally or in writing, including electronic communication, of the inconsistent working conditions and the employer’s failure to cure or if the employer knew or should have known of the consistent working conditions.

Notification of a violation by an employee may be made verbally or in writing, and without limitation to format including electronic communications. To the extent that communications between the employer and employee regarding a potential risk of exposure are in writing, they shall be maintained by the employer for two years after the conclusion of the designation of a high-risk disease from the Commissioner of Health, or two years after the conclusion of the Governor's emergency declaration of a high-risk disease. Employer should include contact information to report violations of this plan and retaliation during regular business hours and for weekends/other non-regular business hours when employees may be working.

Acknowledgement and Receipt of Airborne Infectious Disease Exposure Prevention Plan

I acknowledge that I have received and read a copy of Library Name’s Airborne Infectious Disease Exposure Prevention Plan (“Plan”). I also acknowledge that the contents of the Plan have been verbally reviewed with me by the Director.

I further acknowledge that the Library reserves the right to revise, delete and add to the provisions of its’ Airborne Infectious Disease Exposure Prevention Plan but that all such revisions, deletions or additions must be in writing.

I understand that this acknowledgment does not prohibit me from exercising my rights under NY Labor Code 218-d or the Library’s Plan including, but not limited to, reporting airborne infectious disease exposure concerns, or seeking assistance or intervention with respect to airborne infectious disease exposure concerns or reporting violations of the law in good faith. I understand that the Library may not discriminate, threaten, retaliate against, or take adverse action against me for doing so.

I have read and understand the above statements.

Employee Signature

Print Name

Date

Library Representative Signature

Library Representative Job Title

Date

Harassment Complaint Form

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form for employees to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual or other forms of workplace harassment, you are encouraged to complete this form and submit it to [insert contact information for individual(s) responsible for complaints (name and/or job title, phone number, email address and/or physical company address)]. Once you submit this form, Library Name will follow its Non-Harassment/Non-Discrimination policy and investigate any claims, as outlined in the Library's policy. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting orally or in another manner, the Library will still follow its Non-Harassment/Non-Discrimination policy and investigate the claim.

Complainant Information

Name _____ Date: _____
:

Position/Department: _____ Manager Name: _____

Phone Number _____ Email Address _____

Name of Accused: _____ Accused's Position/Department: _____

Accused's Relationship to you: ☐ Supervisor ☐ Subordinate ☐ Co-Worker ☐ Other

Complaint Information

1. Please describe what happened and how it is affecting your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

2. Date(s) incident(s) occurred: _____

3. Is the conduct still continuing? ☐ Yes ☐ No

I acknowledge that all information provided above is true, complete, and accurate to the best of my knowledge.

Completed By: _____
Employee Name (printed)

Employee Signature

Date

Library Representative Receiving Complaint

Date

Title