



# LaGrange Association Library

# Employee Policy Manual

---

*Approved by the Board of Trustees on 3/15/2007*

*Reviewed & Amended on 10/11/2007*

*Reviewed & Amended on 3/12/2015*

*Reviewed & Amended on 5/10/2018*

*Reviewed & Amended on 11/8/2018*

*Reviewed & Amended on 6/4/2020*

*Reviewed & Amended on 8/13/2020*

*Reviewed & Amended on 12/8/2022*

*Reviewed & Amended on 1/12/2023*

*Reviewed & Amended on 10/12/2023*

*Reviewed & Amended on 12/14/2023*

*Reviewed & Amended on 3/14/2024*

*Reviewed & Amended on 5/9/2024*

*Reviewed & Amended on 10/10/24*

# TABLE OF CONTENTS

---

Attendance .....	<a href="#">6</a>
Benefits .....	<a href="#">14</a>
Anniversary Dates.....	<a href="#">14</a>
Bereavement .....	<a href="#">16</a>
Emergency Closings .....	<a href="#">17</a>
Flex Days .....	<a href="#">15</a>
Health Care .....	<a href="#">17</a>
Holidays .....	<a href="#">14</a>
Maternity Leave.....	<a href="#">16</a>
Personal Days.....	<a href="#">15</a>
Retirement.....	<a href="#">17</a>
Sick Days .....	<a href="#">16</a>
Vacation .....	<a href="#">15</a>
Breaks .....	<a href="#">7</a>
Confidentiality .....	<a href="#">4</a>
Discipline & Termination .....	<a href="#">12</a>
Dress Code.....	<a href="#">11</a>
Electronic Communications & Social Media .....	<a href="#">9</a>
Employee Assistance Program .....	<a href="#">13</a>
Employee Status.....	<a href="#">6</a>
Equal Opportunity Employment.....	<a href="#">1</a>
Evaluations.....	<a href="#">7</a>
Grievances.....	<a href="#">4</a>
Guns & Weapons .....	<a href="#">11</a>
Harassment.....	<a href="#">2</a>
Health & Safety.....	<a href="#">8</a>
History.....	<a href="#">1</a>
Introduction.....	<a href="#">1</a>
Jury Duty.....	<a href="#">8</a>
Leave of Absence.....	<a href="#">8</a>
Library Fines .....	<a href="#">12</a>
Mission.....	<a href="#">1</a>
Name Badges .....	<a href="#">11</a>

News Media .....	<a href="#">9</a>
NYS Paid Family Leave .....	<a href="#">14</a>
Orientation .....	<a href="#">5</a>
Outside Employment .....	<a href="#">8</a>
Payroll.....	<a href="#">7</a>
Personnel Records Access .....	<a href="#">7</a>
Probation Period.....	<a href="#">6</a>
Professional Development .....	<a href="#">10</a>
Recycling .....	<a href="#">9</a>
Resignations.....	<a href="#">8</a>
Rules of Conduct.....	<a href="#">12</a>
Service Animals.....	<a href="#">2</a>
Sexual Harassment Prevention .....	<a href="#">3</a>
Smoking.....	<a href="#">8</a>
Telephone Calls .....	<a href="#">7</a>
Visitors.....	<a href="#">11</a>

## Appendix A Forms

Change of Schedule Form.....	<a href="#">A-3</a>
Sexual Harassment Complaint Form .....	<a href="#">A-4</a>

## **I. Introduction**

This policy manual has been created to introduce and acquaint you with the background, policies, procedures and philosophies of our Library, information about our employment practices for your own knowledge and is not a legal document or a contract of employment.

The Board of Trustees reserves the right to amend, supplement or rescind any or all provisions of this manual as it sees appropriate at its sole and absolute discretion.

## **II. Mission**

The LaGrange Association Library provides opportunities for education, enrichment and recreation to the people of the LaGrange community.

## **III. History**

The LaGrange Association Library was formed in 1982, when it received its provisional charter from the New York State Board of Regents. Prior to this the Town of LaGrange contracted with Adriance Memorial Library for services. The LaGrange Association Library began offering services in 1983, in the basement of the Town Hall with a collection comprised primarily of donated books.

By 1988, the Library had outgrown the Town Hall and was moved to the Freedom Executive Park. In 1990, the LaGrange Association Library became one of the first libraries to join the Mid-Hudson Library System Automated Network. Staff and volunteers saw that each item in the Library was barcoded and entered into a database. Library items began circulating online in June 1991. Circulation began to increase at a rapid rate and exceeded 100,000 in 1992.

The collection increased rapidly; in 1996, the Library expanded its space in the Freedom Executive Park. The Children's Room became a room contiguous to the Library and an online public access catalog was made available to Library patrons.

The collection, patron demand for adult and youth programs, technology, and digital literacy needs continued to grow over the years. Programs for all ages became severely limited due to a very small program room which served multiple purposes. In 2016, the Library became a passport acceptance facility, necessitating additional space in which to conduct this convenient service for patrons.

The Library Board investigated several physical plants which could accommodate the growth in services and materials to the community for the long term. In November 2020, the Library relocated to its present leased space in the heart of Town Center at 1110 Route 55 in Lagrangeville, with the potential to nearly double its former square footage.

The Library Board continues its Capital Campaign to complete renovations for the total space which will include a dedicated youth program room, a toddler play area, a larger community room, a passport application office, and an expanded main library area with ample shelving to bring the balance of the collection out of storage.

## **IV. Equal Opportunity Employment**

The LaGrange Association Library is an equal opportunity employer. Our policy is to hire,

promote and compensate without regard to race, age, religion, gender, nationality, creed, disability, sexual orientation or color. Employment opportunities are open to all qualified applicants on the basis of their experience and ability. Employees who require assistance/equipment to overcome their disability to complete their duties are encouraged to speak with the Director or Assistant Director of their needs. The Library will make reasonable accommodations in accordance with all legal requirements to allow qualified employees with disabilities to perform the essential functions of their jobs.

## **V. Service Animals**

Employees are permitted to bring their service animal into the building for their work shift, as per the American with Disabilities Act of 1990. Service animals are licensed and wear licensed credentials to assist their human with pulling of a wheelchair, mobility for those with visual impairments and such. “Comfort Animals”, “Emotional Support Animals” and general pets are not permitted in the building.

## **VI. Harassment**

The LaGrange Association Library will not tolerate harassment or bullying of any employee, volunteer, patron, or trustee by fellow library staff or third party individuals in the library or at any off-site library function. The Library will not tolerate physical or verbal acts that create a hostile work environment. Any behavior that is offensive, intimidating or abusive, especially, but not limited to, derogatory behavior due to an individual’s age, race, color, sex, religion, disability, sexual orientation, gender identity, political views, or nationality are prohibited. Violations of this policy will lead to disciplinary action up to and including termination of employment or revocation of a patron’s access to LaGrange Library materials, programs, and resources.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through posting on walls, email, text message, instant messenger, social media, or other electronic communication).

Bullying conduct is a form of aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort, especially those who are younger, smaller, weaker, or in some other situation of relative disadvantage. Bullying can take the form of physical contact, words, or more subtle actions (including such behaviors conducted through cell phones, email, social media, or text messaging).\*\*

If an individual feels that they are a victim of any form of harassment or bullying, that person must file a written complaint with the Director or the President of the Board of Trustees, if it involves the Director. The complaint will be investigated promptly and appropriate action will be taken. All complaints will be treated with discretion, and no punitive action will be taken against any individual who files a complaint.

\*\* Definition adapted from the APA Dictionary of Psychology

## **VII. Sexual Harassment Prevention**

The LaGrange Association Library will not tolerate sexual harassment of any library staff, defined as an employee, paid or unpaid intern, volunteer, or Board member, by fellow library staff in the Library, while working remotely, or at any off-site Library or Library-related function. Sexual harassment is against the law.

Sexual harassment is defined as any unwelcome verbal, visual, or physical conduct of a sexual nature that is severe or pervasive and affects working conditions or creates a hostile, intimidating, or offensive work environment. Conduct of non-sexual nature can also constitute sexual harassment if the conduct is directed at an individual because of that individual's sex, sexual orientation, or gender identity. Calls, texts, emails, and social media usage by library staff can constitute unlawful workplace harassment, even if they occur away from the workplace premises or not during working hours.

### **REPORTING SEXUAL HARASSMENT**

The LaGrange Association Library cannot prevent or remedy sexual harassment unless it knows about it. Preventing sexual harassment is **everyone's responsibility**. Any supervisor or worker who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to the Library Director. **All supervisors are required** to report suspected sexual harassment to the Library Director or the Library Board President or Vice-President, as appropriate. Failure to do so will result in disciplinary action.

Any library staff member who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to the Library Director. If it would be inappropriate to report it to the Library Director, report it to the President or Vice-President of the Library Board. Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is available in the Library and all library staff are encouraged to use this complaint form. If a verbal complaint is made, the form will be written up based on that discussion.

An immediate investigation of the allegations will be conducted by:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

A report of the findings, along with any corrective actions taken, will be made to the reporting library staff member and the individual(s) against whom the complaint was made. This notification may be in writing or via email. To the extent possible, the investigation will be conducted in a confidential manner that protects the identity of both the person filing the complaint and the person accused.

### **EXTERNAL REMEDIES**

All library staff have a legal right to a workplace free from sexual harassment, and they can enforce this right by filing a complaint internally with the LaGrange Association Library, or with a government agency, or in court under federal, state or local antidiscrimination laws.

Aside from the internal process at LaGrange Association Library, library staff may also choose to pursue legal remedies with the following governmental entities **at any time**:

**New York State Division of Human Rights (DHR)**

888-392-3644

[www.dhr.ny.gov](http://www.dhr.ny.gov)

**United States Equal Employment Opportunity Commission (EEOC)**

800-669-4000

[www.eeoc.gov](http://www.eeoc.gov)

**Local Police Department**

If the harassment involves physical touching, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime. Contact the Dutchess County Sheriff's Office at 845-486-3800.

**RETALIATION**

Retaliation against individuals who complain of, or inform management of, sexual harassment, or who testify or assist in any investigation or proceeding involving sexual harassment is unlawful. Retaliation is any action that would keep a worker from coming forward to make or support a sexual harassment claim. Such retaliation is unlawful under federal, state, and (where applicable) local law. Examples include being discharged, disciplined, discriminated against, or otherwise subject to adverse employment action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in the investigation of a sexual harassment complaint.

LaGrange Library Association has a zero-tolerance policy for such retaliation. Any library staff member of LaGrange Association Library who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to, and including termination.

**VIII. Grievances**

The staff is encouraged to discuss problems with the Director informally at any time. If the employee feels a matter is not resolved, he or she should submit a letter to the Director. If the situation is still not remedied to the satisfaction of the employee, a second letter may be submitted to the Board of Trustees.

**IX. Confidentiality**

As a library employee, it is understood that all library records are confidential and should not be discussed with any person or persons outside the Library. Copying, removing, allowing unauthorized access to library patron documents, information files or mailing lists is prohibited. Breach of this confidentiality requirement may result in termination of employment.

## **X. Orientation**

The purpose of this orientation policy is to ensure that all new employees receive a positive start to their job at the LaGrange Association Library and receive the information they need to feel comfortable and be effective in their new working environment.

On the first day of employment, new hires will:

- be given a tour of the Library and their work area(s) by their immediate supervisor and be introduced to each staff member
- be given a copy of the Employee Policy Manual and sign an acknowledgment of receipt
- read the Employee Policy Manual to understand the Employee Code of Conduct and be informed about paid time off, breaks, holidays, and other benefits
- be given a name badge to identify them as a library employee
- meet with the Library Director to receive keys to the building and other appropriate areas and other equipment pertinent to their job duties, such as a laptop or tablet. The new hire will sign an acknowledgment of receipt for these items
- be given literature explaining the free Employee Assistance Program offered by the Library
- be shown where to locate library policies in print and on the website
- be apprised of the probationary period, performance evaluation process, timekeeping procedures, and pay administration

Within the first few days of employment, new hires will:

- be given log-in credentials to Sierra, the library system's Integrated Library Software, with the appropriate privileges for their job duties
- be given a Library email account to communicate with their superiors and co-workers about job-related matters and receive communications from same
- be enrolled in the *Training On Demand* modules through *Niche Academy* to augment and reinforce their on the job training
- sign up for pertinent Mid-Hudson Library System (MHLS) listservs and the weekly *MHLS Bulletin* newsletter to receive important communications and stay informed about developments in the system, member libraries, and matters related to the library field
- complete the mandatory Sexual Harassment Prevention Training and submit the answer sheet to their supervisor
- meet with their supervisor to go over what was initially discussed during the job interview regarding their role and responsibilities and how they support the mission and values of the Library

Training will be conducted by their immediate supervisor, augmented by assistance from co-workers and the Library Director as necessary. Passport Agents will receive online training provided by the Department of State.



## **XI. Employee Status**

**Director:** the Director is considered a full-time employee and shall work such hours required to carry out his or her professional responsibilities.

**Full-time:** employees working 37½ hours per week

**Part-time:** employees scheduled to work less than 37½ hours per week

**Library Page:** 3 hours per shift (weekdays 4-7pm/5-8pm/2-5pm & Saturdays 10am-2pm)

The number of hours each part-time employee works will be determined by the Director in keeping with budgetary allowances.

High School students are required to produce “working papers” for Library employment. Employees cannot be younger than 14 years of age.

All employees are expected to arrive in a punctual manner for their shift.

Employment term: Unless otherwise amended by contract, all employees shall be considered employees “at will.”

## **XII. Probation Period**

New staff members are subject to a probationary period, during which time their performance is subject to close examination. The probationary period is for three months, but may be extended for up to six months. An employee can be dismissed at any time during the probationary period.

## **XIII. Attendance**

All employees are expected to work their scheduled hours and to be on time for their shifts. Employees may trade shifts as long as the Director or Assistant Director is made aware of the changes ahead of time and that the trade occurs within the same pay period. Habitual shift trading will not be allowed.

**Employees must adhere to the following procedures if they are going to be absent or late:**

All employees are required to personally notify the Director or Assistant Director as soon as possible, but no later than 2 hours prior to the start of their shift if they are not going to be able to work. In the event of a prolonged illness (1 week or longer) a doctor’s note must be submitted indicating the nature of the illness and a prognosis of the time needed to be away from work.

Any employee who is absent from work over 2 days without notifying the Director or Assistant Director will be considered to have voluntarily resigned. Excessive absenteeism is defined as missing two scheduled work days in a 6 month period, excluding valid illness or previously arranged time off approved by the Director or Assistant Director. Excessive absenteeism can be cause for dismissal.

Habitual lateness will not be tolerated. Habitual lateness is defined as reporting for work late as many as two times in any 2 week period or as many as four times in any six week period. Habitual lateness can be cause for dismissal. Failure to show up or call in when scheduled can be cause for dismissal.

Staff, at the discretion of the Director or Assistant Director, may be required to work additional hours or alter their regular schedules in order to provide adequate coverage during vacations or any other period when staffing is reduced.

## **XIV. Breaks**

Employees working a minimum shift of 4 hours receive a paid 15-minute break.

Employees working shifts in excess of 6 hours receive a paid 30-minute break.

## **XV. Evaluations**

Employees will have their job performance evaluated on an annual basis.

## **XVI. Personnel Records Access**

The official personnel file for each library employee shall be maintained by the Library Director. Personnel files are confidential records that are secured in a locked cabinet and will only be available to authorized managerial and supervisory personnel on a need-to-know basis; or when required by a lawful subpoena or by court order that has been properly served by one having authority to do so. Records relating to any employee's medical condition will be maintained in a separate file.

Any employee may review their file in the presence of the Library Director by making an appointment. Copies of materials contained in the personnel file may be made only with the approval of the Library Director.

Personnel files will be permanently retained by the Library in accordance with the [Retention and Disposition Schedule for New York Local Government Records \(LGS-1\)](#).

## **XVII. Payroll**

Employees are paid on a bi-weekly basis via direct deposit on the Friday following the end of the two-week pay period cycle. In the event that payday falls on a Federal Reserve Bank observed holiday, employees will receive their pay one day earlier. LaGrange Association Library strives to fairly and accurately compensate all employees. If there is a discrepancy, please contact the Director, Assistant Director, or Bookkeeper so corrections can be made in a timely manner.

## **XVIII. Telephone Calls**

The Library telephone is for Library business; however, under certain circumstances it is understood that personal calls need to be made during working hours. Employees may make and receive personal calls when necessary during work hours, with the stipulation that customer service not be affected negatively. Employees should always conduct themselves in a professional and courteous manner when on the phone. Any outgoing calls must be local, unless charged to the employee's personal account. Excessive use of the telephone for making or receiving personal calls will not be tolerated.

Personal cell phones are not to be used during an employee's scheduled work hours, unless under emergency situations. Emergency personal cell phone calls (including texting) are not to be

made or received at the desk, but may be made or answered in the hallway outside the Library unit or in a private area of the Library (i.e. office) as not to disturb library patrons. All cell phones are to be switched to the “vibrate” or “ringer off” mode.

## **XIX. Smoking**

The Library is a smoke-free environment. Smoking of tobacco, narcotics or electronic cigarettes, is not allowed in the building. Employees may smoke on their scheduled break time outside in designated areas, provided that smoking materials are discarded in the appropriate receptacles.

## **XX. Health & Safety**

Employees must report all injuries immediately to the Director or Assistant Director. All employees are eligible for Worker’s Compensation, if injured on the job.

Employees shall comply with all rules and regulations established by New York State, Dutchess County, and/or the Town of LaGrange and the LaGrange Association Library during public health emergencies or a declared pandemic or epidemic, including the donning of personal protective equipment and the completion of health screenings.

## **XXI. Resignations**

A minimum of 2 weeks notice is requested upon resignation. All Library equipment (i.e. iPads, keys) must be returned before the employee’s last day of employment, and before a final paycheck can be issued. The cost of any damaged or unreturned equipment will be deducted from the final paycheck. All resignations must be submitted in writing to the Director.

## **XXII. Leave of Absence**

Requests for unpaid leave of absences must be made in writing to the Director or Assistant Director and are subject to the discretion of the Director or Assistant Director.

## **XXIII. Jury Duty**

The Library will continue to pay the employee's regular workday for up to 10 working days of jury duty during any 12-month calendar year. If an employee is required to serve jury duty beyond 10 working days, the Director will review any arrangements. If the employee receives monetary compensation from the court, the Library will withhold the equivalent amount from earnings or it shall be paid by the employee to the Library. Either the Library or the employee may request an excuse or postponement from jury duty if, in the Library’s judgment, the employee's absence would create serious operational difficulties. LaGrange Association Library will continue to provide health insurance benefits for the full term of the jury duty absence; however, for periods of leave without pay, accrual of paid leave time will be suspended.

## **XXIV. Outside Employment**

An employee may hold a job with another organization, as long as he or she satisfactorily performs his or her job responsibilities with the Library. All employees will be judged by the

same performance standards and will be subject to the Library's scheduling demands, regardless of any existing outside work requirements. If the Library determines that an employee's outside work interferes with performance or the ability to meet the requirements of the Library as they are modified from time to time, the employee may be asked to terminate the outside employment, if he or she wishes to remain with the Library. Outside employment will present a conflict of interest, if it has an adverse impact on the Library.

## **XXV. Recycling**

The Library makes every effort to re-use, re-purpose and recycle items. A recycling bin and scrap paper box are available for staff. Employees are encouraged to look for ways in which to promote recycling our earth's resources.

## **XXVI. News Media**

All media inquiries must be directed to the Director. The Director shall notify the President of the Board of Trustees regarding all media inquiries. The Director and the President of the Board of Trustees are the only persons authorized to release any information to the news media. Release of information by anyone other than those designated may result in disciplinary action, up to and including termination of employment.

## **XXVII. Electronic Communications & Social Media**

Library employees, whose duties require an email address, can expect the Library to furnish an email account. Usage of the Library's email system indicates that the user will abide by this policy. When the user's Library employment ends, the individual's email will be terminated.

Materials that are harassing, profane, obscene, intimidating, defamatory or otherwise unlawful/inappropriate may not be sent by Library email or other forms of Library electronic communications (i.e. social media). The Library reserves the right to revoke email privileges from any individual who violates these policies.

Employees of the Library can expect reasonable privacy of their Library email accounts. However, the Library reserves the right to access, monitor and review an employee's email account pertaining to misuses, needed information for operating matters which relate to the Library, emails that are subpoenaed for litigation, and such.

Employees will limit social networking (which might include Facebook, Twitter, Instagram and others) and any social media interaction to Library related information and responsibilities during work hours. Employees shall abide by all copyright laws and trademarks when posting information

When representing the Library, employees shall:

- Conduct themselves at all times as representatives of the LaGrange Association Library and adhere to all policies and codes of conduct
- Identify themselves as employees of the Library
- Not provide, post or disseminate information on specific patrons or any confidential information

- Not conduct political or religious activities or private business
- Be respectful of all individuals and communities diversity and values

Employees are encouraged to participate in social media beyond the Library’s sites to further their understanding of social media use, potential uses, current events, trends and culture, within these guidelines. Personal activity may be used to share personal information and opinions and non-work-related information.

Employees are asked to limit their personal social media time to breaks and not be using work time to post to their personal accounts.

Employees should not use their work-related email addresses in association with any personal accounts or social networking sites.

Employees must be clear that any opinions expressed are theirs alone and do not express the official view of the library system.

Employees must not use official logos, or any LaGrange Association Library contact information in their personal posts or profiles.

## **XXVIII. Professional Development**

The Library is committed to having a trained and educated workforce. Staff members are urged to become members of civic, educational, and professional organizations, and to improve their skills in librarianship, and with the permission of the Library Director, to attend library conferences and other professional meetings.

The Library will make every effort to arrange schedules to permit staff members wishing to take further study to continue working at the Library. As time allows, staff members may be asked to attend continuing education workshops. For travel and personal expenses involved in attending such workshops, mileage reimbursements will be paid as per IRS mileage rates, and reimbursement for other expenses may be allowed, with prior approval of the Director. Should professional development opportunities occur during an employee’s unscheduled work hours, employees will be paid their regular salary during the time of the training. Employees are encouraged to seek out professional development opportunities which enhance their library service, yet are cost effective.

Examples of professional development can be classified as:

- In house training, which may be initiated by the Library Director or interested staff members
- Reading blogs or attending webinars
- Viewing educational online videos or attending online classes
- Reading professional journals (i.e. Library Journal, School Library Journal, Publisher’s Weekly, American Libraries, Public Libraries)
- Learning a foreign language or American Sign Language using Mango Languages
- Participating in workshops at the library system level
- Involvement with professional library organizations or conference planning

## **XXIX. Dress Code**

Employees are expected to present a clean and well-groomed professional appearance when on duty. Employees are expected to use prudent judgment, good taste, and common sense regarding appropriateness of attire. Attire shall not interfere with job performance or job safety and should be neat and clean at all times. The following attire is prohibited:

- excessively baggy, stained, tight, and/or torn clothing
- clothing with profanity/alcohol/drug/gang/political slogans
- tank tops, tube tops, halter tops, low necklines, midriffs, spaghetti straps, and any tops which expose undergarments
- pants which expose undergarments
- shorts or sweatpants – **leggings or stretch pants are acceptable worn with a long top covering the derrière**
- clothing with chains
- flip flops or thong sandals
- hats (with the exception of religious headgear or for medical reasons)
- earbuds/headsets

Many individuals in our community have sensitivities and allergies. Employees are asked to limit the amount of perfume/aftershave worn. If the Director or Assistant Director determines that an employee's attire is inappropriate, he/she will be required to go home to change clothes. Non-exempt employees will not be compensated for this time.

## **XXX. Name Badges**

Employees are asked to wear their name badges while on duty. The Library shall provide one badge free of charge upon hiring. Replacement badges will be furnished by the Library, with the employee covering the replacement cost.

## **XXXI. Guns & Weapons**

Employees are strictly prohibited from bringing firearms, knives (other than serving utensils), cross bows or weapons of like harmful nature, into the workplace or at a location where library business is conducted.

## **XXXII. Visitors**

Visitors or guests of employees may not remain in the building after closing hours, except by the approval of the Director or Assistant Director. Visitors or guests of employees may not enter a non-public area of the Library except by the approval of a staff member. It will generally be at the discretion of the Director or Assistant Director in charge to grant such approval. Employees are expected to secure approval before inviting the visitor, and they must comply immediately if the approval is not granted or is revoked. Visitors are expected to comply with the **Patron Code of Conduct** while on Library premises. Failure to do so will result in the visitor being asked to leave the Library premises. It is assumed that the visitor will not be interfering with the employee's expected duties.

## **XXXIII. Rules of Conduct**

All employees are expected to conduct themselves with professionalism.

It is expected that the majority of employees never violate any Library rules or give the Library any reason to take disciplinary action. Unfortunately, however, there is the possibility that employees of the Library may require discipline up to and including discharge for actions that are detrimental to the Library, its patrons, or employees.

The following is a list of acts which may result in disciplinary action up to and including discharge. This list can include, but is not limited to:

- Any violation of local, state or federal law
- Dishonesty; this includes theft of any Library, patron, or employee property, or making unauthorized changes on the timesheet
- Vandalism; committing or attempting to commit deliberate damage to Library property
- Disorderly conduct such as assault, battery or the use of abusive language directed toward an employee or patron
- Possessing, using, buying, selling or being under the influence of alcohol or illegal drugs during work hours
- Repeated absences or lateness
- Removing or furnishing to unauthorized persons, Library records or information
- Breaches in security procedures and/or refusal to cooperate in a legal investigation
- Failure to report to work without notifying the Director or Assistant Director
- Violating the Library's anti-discrimination policy
- Sexually harassing another employee or patron
- Direct violation of Library policy and procedures
- Insubordination, refusing to perform all job requirements
- Falsification of patron records or Library reports or documents

## **XXXIV. Library Fines**

Employees are not required to pay overdue fines on LaGrange Association Library items. Lost or missing items from LaGrange or any other library must be paid for. Employees must abide by the same rules as other Library users. All materials borrowed by the staff must be properly checked out and returned when due. All materials owned by LaGrange or other lending libraries in the Mid-Hudson Library System will be subject to all normal fees for overdue, lost or damaged materials.

## **XXXV. Discipline & Termination**

### **(a) Written Warning**

The Director may initially discuss with an employee any improper actions and necessary corrective measures. If progress is still not made during a given time frame, the above mentioned actions and corrective measures will be documented in writing. A copy will be given to the employee, who will then be asked to read the warning and sign it. The Library copy will be placed in the employee's file. The purpose of this procedure is for the employee to acknowledge the receipt of the warning and to ensure the employee understands the problem and agrees to make the necessary changes in behavior.

### **(b) Right of Appeal**

Any disciplinary action taken against an employee may be appealed to the Board of Trustees for review. The request for review must be submitted in writing within 30 days of the action. All pertinent facts about the action in question should be included.

If termination of employment is involved, the termination will stand until a final determination is made that an adjustment is needed.

In the case of gross misconduct, an employee can be dismissed immediately.

## **XXXVI. Employee Assistance Program**

An Employee Assistance Program (EAP) is funded by the LaGrange Association Library as a benefit to all library employees through *The Work Place at Mid-Hudson Regional Hospital at Westchester Medical Center*. Informational literature is provided to each employee by the Library Director upon hire.

The EAP provides free confidential assessments, short-term intervention, information, and referral services to staff, their immediate family members, or anyone residing in their households, who may be experiencing difficulties that are adversely affecting their lives in areas such as:

- Family Relationship Issues
- Stress (Personal/Work)
- Substance Dependency
- Financial Issues
- Legal Referrals
- Elder Care Issues
- Emotional Issues
- Grief
- Work-related Issues

Library staff may schedule a confidential appointment with a licensed clinician from *The Work Place* at 845-483-5150. A 24-hour EAP Crisis Line is available for emergencies at 800-724-0917.

A supervisory referral of a library employee to the EAP may be made by the Library Administration if there is documented behavior that continues to negatively impact his/her work performance *and* after concerted efforts have been made to resolve the issue internally.



Clinicians at *The Work Place* are bound by confidentiality and may not share any client session information with the Library Administration other than to verify attendance at appointments.

## **XXXVII. NYS Paid Family Leave**

Paid Family Leave (PFL) is funded by the LaGrange Association Library as a benefit to its employees. PFL is implemented as a rider to the Library's Disability Benefits Leave Policy through the ShelterPoint Life Insurance Company.

New York's Paid Family Leave provides job-protected, paid time off to:

- Bond with a newly born, adopted or fostered child
- Care for a close relative with a serious health condition
- Assist with family situations when a family member is deployed abroad on active military service.

Eligible employees can take PFL for up to eight weeks, effective January 1, 2018, with coverage increasing to 10 weeks in 2019 and 2020, and 12 weeks in 2021. Leave can be taken either all at once or in full-day increments. Employees may take the maximum time-off benefit in any given 52-week period as follows:

- Full-time employees: Employees who work a regular schedule of 20 or more hours per week are eligible after 26 consecutive weeks of employment.
- Part-time employees: Employees who work a regular schedule of less than 20 hours per week are eligible after working 175 days, which do not need to be consecutive.
- Employees are eligible regardless of citizenship and/or immigration status
- Employees do not have to take all of their sick and/or vacation time before using Paid Family Leave.
- Employees can continue their health insurance while on leave and are guaranteed the same or comparable job after their leave ends. Employees must continue to pay their portion of the health insurance premium cost while on Paid Family Leave.

More detailed information and necessary forms can be found at [www.ny.gov/PaidFamilyLeave](http://www.ny.gov/PaidFamilyLeave).

## **XXXVIII. Benefits**

### **(a) Anniversary Dates**

For employees hired after January 1, 2015, the benefit anniversary date will be the employee's hiring date of each year.

For employees hired prior to December 31, 2014, the benefit anniversary date will be January 1 of each year.

### **(b) Holidays**

The Library recognizes 9 holidays each year by closing. They are posted each January 1. Employees regularly scheduled to work on the holiday receive pay for these days.

Holiday pay will be based on the number of hours the employee is regularly scheduled to work on that day during a typical week.

To receive holiday pay, an employee must work on or use leave for their last scheduled day before the holiday and first scheduled day after the holiday.

When a holiday falls on a Saturday, full-time employees receive 1 additional flex day.

### **(c) Flex Days**

Employees receive 3 flex days and earn them immediately upon hiring. Flex days may not be carried over year-to-year and employees will not be monetarily compensated for unused flex days. An employee who resigns will not be monetarily compensated for unused flex days.

Flex day requests must be submitted to your immediate supervisor for approval using the Change of Schedule Form.

### **(d) Personal Days**

Part-time employees receive 1 personal day on their anniversary date. A day is equivalent to the number of hours the employee is regularly scheduled to work.

Full-time employees receive 2 personal days on their anniversary date. A day is equivalent to the number of hours the employee is regularly scheduled to work.

Personal days may not be carried over year-to-year and employees will not be monetarily compensated for unused personal days. An employee who resigns will not be monetarily compensated for unused personal days.

Personal day requests must be submitted to your immediate supervisor for approval using the Change of Schedule Form.

### **(e) Vacation**

Part-time and full-time employees receive 1 week of paid vacation on their anniversary date. A week is equal to the number of hours an employee is scheduled to work during a typical Monday-Saturday period.

After 5 years of service, part-time and full-time employees receive an additional week of vacation, for a total of 2 weeks.

After 10 years of service, part-time and full-time employees receive an additional week of vacation, for a total of 3 weeks.

After 20 years of service, part-time and full-time employees receive an additional week of vacation, for a total of 4 weeks.

After 30 years of service, part-time and full-time employees receive an additional week of vacation, for a total of 5 weeks.

Vacation may not be carried over year-to-year. Employees will be monetarily compensated for unused vacation in their final paycheck of the year. An employee who resigns will be monetarily compensated for unused vacation on a prorated basis for the calendar year.

Requests for vacation should be made as soon as possible to allow for planning of staff working schedules. Submissions, which could result in creating staffing issues, will be resolved using seniority and accrued vacation time criteria.

Vacation requests must be submitted to your immediate supervisor for approval using the Change of Schedule Form.

### **(f) Sick Days**

Part-time employees receive 2 sick days on their anniversary date.

Full-time employees receive 5 sick days on their anniversary date.

Sick days will be carried over year-to-year. An employee who resigns will not be monetarily compensated for unused sick days.

Employees must text or phone their immediate supervisor when they are out sick and complete a Change of Schedule Form to be submitted to their immediate supervisor for approval upon their return.

### **(g) Bereavement**

In the event of the death of an immediate family member of full-time or regular part-time employee, the employee is eligible for paid leave. Full time and part-time employees become eligible for bereavement leave upon hire.

Full time employees are eligible for a 5 day allowance. Regular part time employees are eligible based on the number of hours normally worked (pro-rated by hours worked vs. full time workweek).

An immediate family member is defined as the employee's spouse, child, stepchild, parent, stepparent, grandparent, grandchild, sibling, stepsibling, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and any other member of the employee's household.

An employee may be allowed to take paid bereavement leave for one day to attend the funeral of extended family members. Extended family members include aunt, uncle, first cousin, niece and/or nephew. An employee may take unpaid bereavement leave to attend any other non-relative's service.

### **(h) Maternity Leave**

Part-time employees are eligible for 12 weeks of unpaid leave. This leave must be requested in a written document, which includes the date on which the leave will commence. An additional 2 weeks of unpaid leave may be requested in writing and must be submitted 4 weeks prior to the end of the first 12 week leave period.

Full-time employees are eligible for 6 weeks of paid leave. This leave must be requested in a written document, which includes the date on which the leave will commence. An additional 12 weeks of unpaid leave may be requested in writing and must be submitted 4 weeks prior to the end of the first 6 week leave period.

### **(i) Emergency Closings**

In the event of a delayed opening, emergency, or weather closing, staff that would have worked will be paid for their scheduled hours, if they do not call out prior to the decision to delay opening or close for the day is made.

If the Library should close early, staff working will be paid for the remainder of their shift, unless they chose to leave prior to the time the Library was closing.

Every effort is made to make the decision to close due to inclement weather prior to 7:30am on the day of the inclement weather. Employees who are scheduled to work will receive a text or phone call from either the Director or Assistant Director. Employees can also find closings posted on local radio stations, Facebook, Twitter and cancellations.com, or on the Library's telephone recorded message.

### **(j) Retirement**

Both full-time and part-time employees are eligible to participate in the Invesco 403(B) Retirement Plan. All contributions are taken from the employee's wages. Interested employees must complete the Invesco Salary Reduction Form. The Library does not contribute on behalf of the employees.

### **(k) Health Care**

Full-time employees are eligible for health coverage under the Library's umbrella. Participating employees are responsible for 15% of the premium. Should this coverage percentage change, full-time employees will be notified 60 days prior to a new medical plan taking effect.

Part-time employees are eligible for health coverage under the Library's umbrella. Participating part-time employees are responsible for 100% of the premium.

In addition, the Library offers supplemental health insurance through AFLAC. Interested employees must complete the AFLAC Enrollment Form. Participating employees are responsible for 100% of the premium.

# Appendix A

## Forms





## Change of Schedule Form

Employee Name:

Date:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Date							
Scheduled Hours							
Schedule Change	Will work hours	Will work hours	Will work hours	Will work hours	Will work hours	Will work hours	Will work hours
	Will be off hours	Will be off hours	Will be off hours	Will be off hours	Will be off hours	Will be off hours	Will be off hours
	Other hours	Other hours	Other hours	Other hours	Other hours	Other hours	Other hours
Reason code # (see below)							
Explanation (as needed)							

**Reason codes for change of schedule:**

1 - Vacation 2 - Personal 3 - Flex 4 - Sick 5 - Jury Duty 6 - Bereavement 7 - Out of office meeting/training  
8 - In office meeting/training 9 - Conference 10 - Library Program 11 - Other

Employee Signature:

Supervisor's Approval:

Date:

A Change of Schedule Form needs to be filled out for any instance when you won't be in the library during your scheduled hours or you're working different from your scheduled hours. Completed forms will be submitted to your supervisor (Mary D. or Lisa) for approval. Once approved, the original will go to the bookkeeper (Sherrri) and a copy to the employee.

## LAGRANGE ASSOCIATION LIBRARY

### COMPLAINT FORM FOR REPORTING SEXUAL HARASSMENT

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 harassment, you are encouraged to complete this form and submit it to the Library Director or, if inappropriate to submit to the Director, the Library Board President or Vice-President. Once you submit this form, the Library must follow its sexual harassment prevention policy and investigate any claims.

If you are more comfortable reporting verbally or in another manner, the Library is still required to fill out this form.

#### COMPLAINANT INFORMATION

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Job Title \_\_\_\_\_ Cell Phone \_\_\_\_\_

Home Address \_\_\_\_\_

Email \_\_\_\_\_

Preferred Communication Method: ( ) home phone ( ) cell phone ( ) email

#### SUPERVISORY INFORMATION

Immediate Supervisor's Name \_\_\_\_\_

Title \_\_\_\_\_

Work Phone \_\_\_\_\_

#### COMPLAINT INFORMATION

1. Your complaint of sexual harassment is made against:

Name \_\_\_\_\_ Title \_\_\_\_\_

Work Phone \_\_\_\_\_

#### Relationship to you:

Supervisor \_\_\_ Subordinate \_\_\_ Co-worker \_\_\_ Other \_\_\_



2. Please describe the conduct or incident(s) that is the basis of this complaint and your reasons for concluding that the conduct is sexual harassment. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

---

---

---

---

---

---

---

---

Date(s) sexual harassment occurred \_\_\_\_\_

Is the sexual harassment continuing? YES \_\_\_ NO \_\_\_

3. Please list the name and contact information of any witnesses or individuals that may have information related to your complaint:

---

---

---

4. Have you previously complained or provided information (verbal or written) about sexual harassment at LaGrange Association Library? If yes, when and to whom did you complain or provide information?

---

---

5. Have you filed a claim regarding the complaint with a federal, state, or local government agency?  
YES \_\_\_ NO \_\_\_

Have you instituted a legal suit or court action regarding this complaint? YES \_\_\_ NO \_\_\_

Have you hired an attorney with respect to this complaint? YES \_\_\_ NO \_\_\_

***I request that LaGrange Association Library investigate this complaint of sexual harassment in a timely and confidential manner and advise me of the results of the investigation.***

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_