

The Groton Public Library Personnel Policy

Approved by Board of Trustees: April 8, 2014

Groton Public Library Personnel Policy

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Introduction

101. Employee Welcome Message

Welcome to the Groton Public Library!

We are excited to have you as part of our organization and team.

We believe our people are the key to our success and the continued growth of our organization. All the other elements, machines, equipment and other resources are of little significance without the people to use them effectively. As you join us, it is important to understand your most important function is to become a contributing member of our team, aiding all of us in achieving our goals.

Our goal is to provide our patrons with the very best library services available while maintaining a positive atmosphere and enjoyable work experience for our employees.

The Groton Public Library is the cornerstone of our community. The public is entitled to the very best information services that we are able to provide, be it historical archives, traditional reference and research volumes, or technological access to resources beyond the library walls. We are also committed to providing a broad spectrum of both classical and contemporary literature to enhance the enjoyment of the reading public.

On behalf of the Board of Trustees and Staff, we welcome you and hope your relationship with us is a gratifying experience.

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102. History of the Groton Public Library

The Library was chartered in 1896 to serve the residents of the Groton School District. Local physician Dr. Miles Goodyear donated funds in his mother's memory to build a home for the library.

Designed by prominent architect William Henry Miller as one of his last commissions, the building was completed in 1917.

To accommodate the library's growing usage, an addition was built in 1981 which included increased shelving for books and a children's reading area. The spacious, light-infused reading room continues to welcome new generations of patrons.

103. Mission Statement

Promote literacy by providing a wide range of reading for all ages in many formats and to serve as a center for community information services.

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104. Purpose of the Personnel Policy

The purpose of the personnel policy is to help employees and potential employees become better acquainted with the Groton Public Library. Employees should become familiar with the contents of the policy since it provides information regarding employment, employee benefits and library policies. The personnel policy provides guidelines to be followed and is not an employee contract, and none of the policies described in this manual should be construed as being a part of an employment contract.

The Groton Public Library Board of Trustees reserves the right to amend, add, or change the policies, protocols, procedures and/or Employee benefits listed or offered in the personnel policy.

If at any time the information in the employee's copy of the personnel policy differs from a more current library policy or benefit, the more current policy or benefit shall take precedent. Please note that only the Board of Trustees of the Groton Public Library may modify this Personnel Policy.

Should employees have questions or need further clarification of any information in the Policy, they should contact their supervisor or the President of the Board of Trustees of the Groton Public Library.

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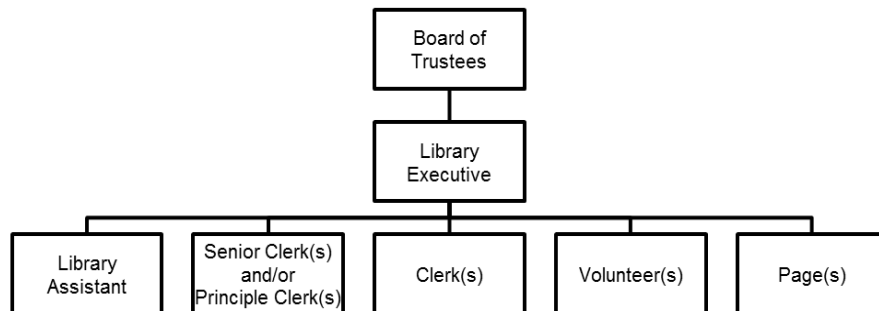
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105. Organizational Description

The Groton Public Library (sometimes referred to herein as the “Library”) Board of Trustees (sometimes referred to herein as the “Trustees”), as the duly elected representatives of the people residing in the Groton Central School District of Groton, New York, shall have management rights, authorities, and responsibilities to uphold the common vested interest of the people who have entrusted them as such. The Trustees recognize that the staff of the library is a valuable asset. This Personnel Policy sets forth the relationship between the Trustees as the employer and the library staff and serves to inform employees of the requirements of such employment at the Library.

The Trustees are responsible for the oversight of personnel issues and are the final authority in the development and implementation of this Personnel Policy. The Library supports and adheres to all laws and regulations dealing with equal employment opportunity, the Civil Rights Act, the Americans with Disabilities Act, fair employment practices, and all other Federal, State, and Local legislation concerned with employment and hiring practices.

Groton Public Library Organizational Chart



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106. Operation of the Library

Management Policy:

The Trustees shall select and appoint upon majority vote the Library Manager or Library Director (referred to herein as Library Executive). The Trustees will also regularly evaluate the Library Executive.

The Trustees shall also dismiss the Library Executive when deemed necessary upon majority vote of the Trustees.

The Trustees shall establish all other positions with the Library Executive's input as well as all salary and benefit levels for the Library Staff.

The Trustees shall provide an effective orientation for new Library Executive to assure the Library Executive understands the following:

- Processes related to the daily operation of the library
- Reporting, budgetary, and communication requirements that assure accountability to the Trustees and compliance with New York State and Federal laws
- Expectations of the Trustees with regard to administrative processes and protocol
- Rules and requirements for New York State and Federal certification and any assistance which is provided by the Trustees to maintain those standards

The Trustees shall conduct an annual performance appraisal of the Library Executive. Personnel and management goals will be reviewed, evaluated, discussed and modified when necessary based upon results of the performance appraisal.

Administrative Policy:

The person appointed by the Trustees as the Library Executive shall be charged with the administration of the Library and is the Executive of the organization per the by-laws. The Library Executive shall be accountable to the Trustees and shall be responsible for the following:

- Being present at monthly Board meetings
- Preparing and presenting monthly reports and meeting documents as requested by Trustees
- In conjunction with the Board of Trustees Finance Officer, maintaining financial records in an efficient manner; presenting periodic reports to the Trustees and to the Groton School District Finance Office; preparing the draft of the annual library budget to be presented to the Trustees; and assisting the Trustees with presentation of the adopted budget request for appropriation
- Holding regular meetings with the library staff and/or volunteers for disseminating communications from the Trustees, and training about and execution of the library policies
- Preparing annual performance appraisals for the library staff and volunteers
- Developing all library collections in consultation with other appropriate library staff, including selection, ordering, processing, weeding, and inventory of the collections according to the Library's policy guidelines

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- Recommending changes in or additions to library policies as needed
- Performing preparatory work to assist the Trustees with regular library planning
- With the Board of Trustees Buildings and Ground officer, ensuring that the physical structure of the Library is in proper upkeep as directed by the Trustees or any appointed committees thereof
- With the Board of Trustees Buildings and Ground officer, notifying appropriate contractor and/or designated Trustee regarding emergency building situations
- Informing the Board of Trustees immediately of all Freedom of Information Act requests
- Performing any other duties assigned by the Trustees within the scope of the civil service job description

Employment Policy:

Library Executive and Staff Employment

The Trustees are responsible for hiring the Library Executive. The Library Executive is responsible for hiring all library staff, including the pages.

Potential employees deemed qualified through applicable civil service rules will be asked to participate in an interview process.

- No travel expenses for potential employees will be paid by the Library
- All interviewees will be given a timely response as to any decisions made

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Employment Relationship

201. Nature of Employment

This policy is intended to provide employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this policy, for it will answer many common questions concerning employment with the Groton Public Library.

The Personnel Policy provides guidelines to be followed and is not an employee contract, and none of the policies described in this manual should be construed as being a part of an employment contract. This policy cannot anticipate every situation or answer every question about employment. Neither the employee nor the Groton Public Library is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time (limited to New York State Civil Service Laws as applicable).

In order to retain necessary flexibility in the administration of policies and procedures, the Groton Public Library reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this policy. Employees will be notified of such changes to the policy as they occur and may also suggest revisions in accordance with this policy.

The only recognized deviations from the stated policies are those authorized and signed by the Board of Trustees of the Groton Public Library.

This version of the Personnel Policy supersedes the provisions and policies of any earlier dated and distributed version of this policy.

202. Open Door Policy

It is the philosophy of the Groton Public Library to provide open communication as an avenue by which employees can pursue answers to their questions regarding their employment and benefits. The purpose is to ensure that employees may communicate their concerns, complaints, or suggestions to all levels of management of the Groton Public Library.

Most problems will be resolved informally, between employees and their immediate supervisor and co-worker(s), if applicable. However, should the problem continue to exist, employees are encouraged to communicate their concerns to the next level of supervisor or the Board of Trustees.

Please remember, employees must communicate problems to the appropriate supervisor. A solution cannot be found if the problem is not known to exist.

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203. Equal Employment Opportunity

The Groton Public Library provides equal employment opportunities to all individuals; employment decisions at the Library will be based on merit, qualifications, and abilities. The Groton Public Library does not discriminate in employment opportunities or practices on the basis of race, color, creed, sex, national origin, age, disability, sexual orientation, military or veteran status, alienage, citizenship status, ethnicity, marital status or any other characteristic protected by Federal Equal Employment Opportunity and NYS Human Rights laws.

Upon request, the Library will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Requests for a reasonable accommodation should be made to the Library Executive, or the Board of Trustees.

All Library employees and applicants are protected from coercion, intimidation, discrimination and retaliation for making a report or participating in an investigation pertaining to these issues. Employees who experience such activity should report it immediately to their supervisor or the Trustees.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of discrimination will be subject to disciplinary action up to and including termination of employment.

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204. Electronic and Telephonic Communications

All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of the Library and as such are to be used solely for job-related purposes. The use of any software and business equipment, including, but not limited to, facsimiles, scanners, computers, E-mail system, Internet, or wireless devices, instant messaging systems, and copy machines for private purposes is strictly prohibited.

Employees using this equipment for personal purposes do so at their own risk. Moreover, improper use of the e-mail system (e.g., transmitting or spreading sexually, racially, or other discriminatory or harassing jokes or remarks, abusive or profane language, threatening others, etc.), including via the Internet or any other equipment, will not be tolerated.

To ensure that the use of electronic and telephonic communications systems and business equipment is consistent with the Library's legitimate business interests, the Library may monitor the use of such equipment from time to time. This includes monitoring Internet usage of any kind, including while using Company systems. This may also include listening to stored voice-mail messages or reviewing stored e-mail messages.

The following rules apply with respect to Internet usage:

1. No Browsing of Restricted-Content Web Sites
2. No Downloading of Non-Business Related Data
3. No Downloading of Application Programs
4. No Participation in Web-based Surveys Without Authorization
5. No Use of Subscription-based Services Without Prior Approval
6. No Violation of Copyright
7. No Blogging
8. No Wasting of Computer Resources

Employees who violate any aspect of this policy or who demonstrate poor judgment in the manner in which they use any electronic communications device will be subject to disciplinary action up to and including immediate termination of employment.

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205. Conflict of Interest and Confidentiality

All records and files of the Groton Public Library are considered confidential. No employee is authorized to copy or disclose any file, record or any part thereof. Confidential information includes but is not limited to all letters or any other information concerning transactions with patrons, membership lists, payroll or personnel records of past or present employees, financial records of the Library, all records pertaining to purchases from vendor or suppliers, engineering drawings, correspondence and agreements with manufacturers or distributors, and documents concerning operating procedures of the Library.

All telephone calls, letters, e-mail or other requests for information about current or former employees should be immediately directed to the Board of Trustees.

The Library at all times retains the right to access and search all electronic storage devices, files, database, E-mail messages, voice mail messages and any other electronic transmissions contained in or used in conjunction with the computer, electronic and voice mail systems and equipment with no prior notice. This right applies both during employees' employment and after separation, regardless of whether the separation is voluntary or involuntary.

The Library prohibits employees from having a financial interest in an outside concern which does business with the Library except where such interests consists of holding securities of a publicly owned corporation regularly traded on the public stock market. If an employee thinks that there is a possibility of a conflict as described above, it is the employees' responsibility to notify his/her immediate supervisor and obtain approval in writing.

206. Media Contact

Information regarding the Groton Public Library is not to be given to the media by an employee unless designated by the Library Executive. In the event contact is made by the media, the employee should request the name, phone number, and the organization represented and gives that information to the Library Executive who will return the contact.

207. Employment of Minors

Employees must be 14 years of age in order to be employed by the Groton Public Library. If the position for which the minor is being hired requires working with or around heavy machinery, the age requirement is 18 years of age.

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208. Employment of Relatives

The Groton Public Library believes in hiring the most qualified applicant for an open position, whether or not that person is related to an employee. To help ensure fair treatment of all employees, in addition to being qualified for a position, direct blood relatives and indirect relatives (spouse or spouse's relatives) will not be hired or transferred into positions where they would be directly or indirectly supervised by another family member. Prior to making an employment offer to an individual who is a relative of an employee or Trustee, the Board of Trustees shall determine that such employment does not create the potential for, or appearance of, a conflict of interest.

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209. Taping and Eavesdropping of Conversations

It is the policy of the Library to encourage open communications among our employees and between employees and management. To facilitate such open communications, and to prevent the chilling effect that may occur if employees are permitted to tape or secretly record or surreptitiously listen in on any conversation or communication, and to ensure compliance with applicable federal, state, and local wiretapping, eavesdropping, and privacy laws, the Library has instituted the following policy:

Without the prior written authorization of Trustees, no employee may openly or secretly tape or otherwise surreptitiously record, or videotape, any conversation, communication, activity, or event. This prohibition applies to any conversation, communication, activity, or event which in any way involves the Library or employees of the Library, or any customers or clients, or any other individual with whom the Library is doing business or intending to do business in any capacity (for example, vendors, suppliers, consultants, attorneys, independent contractors).

"Taping" and "Recording" under this policy includes the taping or recording of any conversation or communication, regardless of whether the conversation or communication is taking place in person, over the telephone, or via any other communications device or equipment, and regardless of the method used to tape or record (e.g., as with a tape recorder, video recorder, mechanical recording, or wiretapping equipment), and regardless of where the conversation or communication takes place, i.e. whether on or off the Library's premises.

"Taping" and "Recording" as used in this policy does not include any lawful taping and recording engaged in by an employee on the employee's own time, with the employee's own equipment, away from the Library, and which does not involve in any manner whatsoever, directly or indirectly, the business or activities of the Library, or any of its employees.

No employee may eavesdrop on the conversations or communications of other employees or non-employees in accordance with the same standards set forth above.

From time to time the Library may tape, record, videotape, or otherwise monitor conversations or other communications between employees and/or between employees and nonemployees for legitimate business purposes, such as customer service training, to protect the integrity of certain business transactions. Generally, employees will be notified when such taping or recording occurs, in accordance with applicable laws and sound employee relations principles. Under certain circumstances, however, notice may not be given, such as where the Library is conducting an investigation into allegedly unlawful or unethical activities.

Violations of this policy may result in disciplinary action against the offending employee(s), up to and including an unpaid suspension or termination. Where the conduct engaged in is illegal, violators may also be subject to prosecution under applicable federal, state, or local laws.

If any employee has any questions or concerns regarding whether any contemplated taping or recording would violate this policy, he or she should discuss the matter with the Library Executive or the President of the Board, before engaging in any such activities.

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Employment Status and Records

301. Employment Categories

It is the intent of Groton Public Library to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

Each employee is designated as either NONEXEMPT or EXEMPT in accordance with federal and state wage and hour laws and New York State Civil Service.

NONEXEMPT employees are entitled to overtime pay under the specific provisions of the federal and state wage and hour laws. Each hourly employee will receive 1 ½ times his/her pay for all hours worked over 40 hours in a normal workweek. The Library requires all hourly employees to complete time sheets or clock in and out in the appropriate work areas. All library employees with the exception of the Library Executive are nonexempt employees.

EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. This term refers to positions that are “exempt” from being paid for any hours worked exceeding 40 in a normal workweek. Even though these positions are exempt from overtime, the Library does require all exempt employees to complete time sheets identifying a normal pay period or any exceptions such as sick days, vacation or holidays.

An employee’s EXEMPT or NONEXEMPT classification may not be changed.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work the Library’s full-time schedule of 40 hours per week. Generally, they are eligible for Library’s benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 40 hours per week. Regular part-time employees are eligible for some pro-rated benefits, subject to the terms, conditions, and limitations of each benefit program.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. Temporary employees do not receive a benefit package.

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302. Probationary Period

The first six months of employment is a probationary period. The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. During this period, each employee's manager will be evaluating skills, work habits, productivity, teamwork, and overall performance. Simultaneously, probationary employees should be evaluating the position to determine whether the position meets with his/her expectations as well.

At any time during this introductory period, the Library Executive and/or Trustees may terminate employment if job performance has been unsatisfactory.

Any significant absence during the six month probationary period will automatically extend an introductory period by the length of the absence. If the Library Executive and/or Trustees determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for another six months.

Upon satisfactory completion of the probationary period, employees enter the "regular" employment classification.

During the probationary period, new employees are eligible for those benefits that are required by law. They may also be eligible for other Groton Public Library provided benefits as outlined by this policy and subject to the terms and conditions of each benefits program.

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303. Performance Evaluation

The evaluation and feedback of an employee's performance is a daily ongoing process. The formal performance evaluation process provides an opportunity for the supervisor to discuss the overall employee performance and to communicate future expectations. The performance evaluation session is also a time when the supervisor will formally address any areas needing improvement and provide an action plan for future performance.

A formal written performance evaluation will be conducted at the end of an employee's initial period of hire, known as the probationary period. Additional formal performance evaluations are conducted to provide both supervisor and employee the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, discuss positive, purposeful approaches for meeting goals, and review and/or revise job descriptions as deemed appropriate.

Performance evaluations are scheduled approximately every 12 months by the immediate supervisor, coinciding with the start of the calendar year.

Library Executive Evaluation:

The Library Executive will be evaluated on the calendar year by the Trustees. The evaluation will be completed by the March board meeting. All evaluations will be done in writing using the Employee Evaluation Form and will be submitted, in confidence, to the President of the Board of Trustees. Performance evaluations are confidential and will be made available only to the Library Executive and Trustees per section 304.

Employee Evaluations:

Each employee will be evaluated annually by his or her direct supervisor. Evaluations will be done after January 1st and completed before the last day of February or as soon as practical. The evaluation will be done in writing using the Employee Evaluation Form and shared directly with the employee by the supervisor. Performance evaluations are confidential and will be made available only to the employee, Board of Trustees, and the Library Executive per section 304.

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304. Access to Personnel Files

Groton Public Library maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, emergency contact, records of training, documentation of performance appraisals and salary increases, and other employment records. Personnel files are the property of the Library, and access to the information they contain is restricted.

Only immediate supervisors, Library Executive and Trustees who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Library Executive. With reasonable advance notice, employees may review their own personnel files in private and while in the presence of either the Library Executive and/or a Trustee(s).

It is important that the personnel records of the Library be accurate at all times. The Library requests employees to promptly notify the Library executive of any change in name, home address, telephone number, marital status, number of dependents, or any other pertinent information which may change.

The Library is committed to protecting individual privacy and the personal information contained in the personnel file.

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305. Employment Reference Checks

Reference Inquiry by Groton Public Library

To ensure that individuals who join the Library are well qualified and have a strong potential to be productive and successful, it is the policy of the Library to check the employment references of all applicants. Reference checks are not limited to references provided by the potential employee. Verification of education, criminal record, etc. will be part of a reference check.

Reference Inquiry to Groton Public Library of a Former Employee

The Library will respond to all reference check inquiries from other employers. Responses to such inquiries will confirm only dates of employment and position(s) held. No other employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

Personal Reference Inquiry to Specific Employee

Employees are not to give personal references from outside requests.

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Employment Salary and Benefit Programs

401. Salary and Wages

The Trustees shall determine the compensation for the Library Executive. This includes but is not limited to salary, benefits, and annual increases, if funds permit.

The Library Executive shall recommend compensation for the library staff to the Trustees, and the Trustees will have the final determination of the compensation. This includes but is not limited to wages, benefits, and annual increases, as funds permit.

Pages are hired at the prevailing New York State minimum wage. Wage increases for pages are at the discretion of the Library Executive and the Trustees.

Employment for all employees of the Library is determined by the annually approved Library budget. If budget cuts necessitate a reduction in library staff, work hours, benefits, etc., cuts will be made that have the least negative impact on services and per New York State civil service laws. Budget cuts are subject to Trustee approval before implementation.

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402. Overtime, Flex and Compensatory Time

The standard work week for regular full-time library staff is 40 hours per week. Overtime pay is based on actual hours worked and is earned after working 40 hours in a given work week (Monday through Sunday). Time off by means of sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of calculating overtime. For hourly employees, overtime is calculated at 1½ times the employee's regular hourly rate.

Advance approval by the Library Executive is necessary for overtime, except in the event of emergencies. In the event of an emergency situation, overtime is to be approved by the Library Executive as soon as possible. Failure to obtain proper approval, except in emergency situations, may result in disciplinary action up to and including termination of employment. However, even in the event that an employee violates the personnel policy, the employee will be paid for the overtime hours in accordance with the law.

Exempt employees will, at times, be asked to work hours outside the regular business hours of Groton Public Library. When feasible for these times, the Library encourages the use of flex time so as not to incur extra hours beyond the regular work week of 40 hours. Flex-time allows employees to schedule their regular working hours in a way that accommodates their personal preferences and family commitments.

For purposes of this policy, flex time is to be used on the same day or in the same week and does not need to be recorded. Flex time should be used before or after a conference that requires weekend travel, i.e. Saturday morning travel back from a conference ending late Friday, or Sunday travel for a conference beginning early Monday morning.

Compensatory time (aka "comp time") is an informal practice present at other institutions. Compensatory time is an alternate way of rewarding overtime work. Instead of paying an hourly employee time-and-a-half for work done over the time allotted in the normal work week, employers would allow an hour and a half of time off for each hour of overtime worked. The Library does not have this practice. All nonexempt employees will be paid for time worked, with no exceptions.

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403. Vacation Benefits

The Groton Public Library recognizes the need for balance between an employee's work life and personal life. Paid vacation is to promote and increase productivity and a healthy morale through rest and relaxation.

All regular full time and part time library staff, with the exception of pages, will receive vacation time based upon the formulas outlined in the chart below. Employees will receive their vacation time at the beginning of the fiscal year (July 1st) and will be calculated based upon time served in the previous fiscal year (July 1st – June 30th). Employees may not use accrued vacation prior to receiving it upon the start of the new fiscal year.

Employees who are eligible for vacation will receive vacation time proportionate to their hours of work per the vacation schedule in the table below.

At start of new fiscal year, each employee, with the exception of pages, will accrue vacation for the next fiscal year, at an increasing rate up to four normal work weeks per fiscal year.

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Accrued Vacation Schedule:

Full Time Exempt Employees		
Years of Service Completed	Accrual Rate (hours per week)	To a Maximum of (hours)
0	1.5	80
1	1.7	88
2	1.8	96
3	2.0	104
4	2.2	112
5	2.3	120
6	2.5	128
7	2.6	136
8	2.8	144
9	2.9	152
10+	3.1	160

Full and Part Time Regular Employees		
Years of Service Completed	Accrual Rate (per hour worked)	To a Maximum of (hours)
0	0.038	80
1	0.042	88
2	0.046	96
3	0.050	104
4	0.054	112
5	0.058	120
6	0.062	128
7	0.065	136
8	0.069	144
9	0.073	152
10+	0.077	160

Employees may carry-over vacation time year-to-year up to, but not exceeding, 200 hours for regular full time employees and 100 hours for regular part time employees.

403

Using Vacation Time:

When planning to use vacation time, the Library Executive will inform the Board of Trustees about the dates and duration of the vacation time, at the board meeting held in the month prior to the month in which the vacation time will be used. In the case of unforeseen circumstances, the Executive will notify the board president as soon

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as possible, but at least one week in advance, of the planned absence. Vacation time must be used in 4 hour increments.

Full and part time employees must make a written request to the Library Executive at least two weeks prior to the use of vacation time. In the case of unforeseen circumstances, a written request may be submitted to the Library Executive no less than five business days prior the intended use of vacation time. The Library Executive has the right to deny the use of vacation time when its use will cause unmanageable conflicts in the Library work schedule; therefore, employees are encouraged to plan vacation time with the Library Executive as far in advance as practical.

Pages do not receive paid vacation time.

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404. Holidays

The Library is closed 10 holidays each year. Exempt and nonexempt employees, with the exception of pages, will receive holiday pay if such holiday falls on a day they would normally work and for as many hours as they would normally be scheduled to work. If a recognized holiday falls during an eligible employee's paid absence (such as vacation), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Holidays:

1. New Year's Day
2. Saturday before Easter
3. Saturday & Monday of Memorial Day Weekend
4. Independence Day, July 4
5. Saturday & Monday of Labor Day Weekend
6. Thanksgiving Day
7. Christmas Eve & Christmas Day
8. Additional Holidays:
 - a. The Trustees may decide to close the Library on the Saturday of the Groton High School graduation.

Holiday pay is paid at the rate of the employee's normal regular pay. Holiday pay does not count as hours worked for purposes for calculating an employee's entitlement to overtime.

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405. Sick Leave Benefits

Groton Public Library provides paid sick leave benefits to all exempt and nonexempt employees, with the exception of pages, for periods of temporary absence due to illnesses or injuries to themselves or for family illness, death or accident. Family illness constitutes: spouse, child/step-child, parent/step-parent or any dependent for which the employee has legal guardianship.

All employees are encouraged not to report to work if they believe they are contagious or their function at work will be impaired. A doctor's excuse or medical proof may be required at the discretion of employee's supervisor for absences of three or more work shifts in any scheduled rolling 5 day work period. The 5 day scheduled work period does not need to be consecutive days.

Employees may choose to use sick leave for medical appointments. Proof of a medical appointment may be required at the discretion of the Library Executive and/or Trustees.

The use of sick leave the day before or the day after either scheduled vacation time or a holiday must have a doctor's excuse. If no doctor's excuse is received, the employee will not be paid for the leave.

All library staff, with the exception of pages, will receive two "normal" work weeks' worth of sick leave per fiscal year. Sick leave benefits are calculated on the basis of a fiscal year. Employees accrue sick leave benefits throughout the year, but the sick leave cannot be used until the beginning of the following fiscal year. Employees accrue sick leave at a rate of 0.038 hours per hour worked.

Paid sick leave must be used in minimum increments of one hour.

Procedure for using sick leave:

- If employees will be absent from work or will be late, they are required to call their supervisor at least one hour prior to the start of their shift. Employees should make every effort to report their absence to their immediate supervisor and should speak with their supervisor directly.
- If a message must be left on voicemail, employees must give reason for their anticipated tardiness or absence, information on how they can be reached, and their expected return time and date.
- Notification to fellow employees is not proper notice.

Employees may carry-over sick leave year to year up to but not exceeding 200 hours for regular full time employees and 100 hours for regular part time employees.

As an additional condition of eligibility for sick leave benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as workers' compensation. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from state disability insurance or workers' compensation. The combination of any such disability payments and sick leave benefits cannot exceed the employee's average weekly earnings from the previous three months.

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Unused sick leave benefits will not be translated as extra salary to employees while they are employed or upon termination of employment. Sick leave is not included in overtime calculations.

406. Personal Leave

Library staff, with the exception of pages, will receive the equivalent of 3 work days of personal leave each fiscal year. The Library Executive and any other full-time regular employees will receive 24 hours of personal leave time per year. All other eligible employees will receive a prorated number of hours based on a 40-hour work week using the calculation in the following example as a formula:

Average work week = 15 hours: $15/40 \times 24$ or
 $.375 \times 24 = 9$ hours per year

Calculations will be rounded up to the nearest whole hour.

Personal leave hours will be credited at the beginning of each year, based on the planned schedule of work hours. If an employee's work hours change significantly before December 31, a mid-year adjustment may be made if the situation warrants the adjustment (i.e. the change in hours is intended to continue through the end of the year).

Personal leave may be used for situations that arise for which an employee cannot plan ahead or for matters that cannot be attended to during non-work hours. Employees are encouraged to schedule planned use of personal time with the Library Executive by giving notification three days in advance whenever possible, but no one will be denied the use of available personal time. Personal leave must be used in increments of one hour.

Unused personal leave may not be carried over at the end of the fiscal year; however, unused hours may be converted to sick leave hours.

407. Bereavement Leave

In the event of death in the immediate family, employees, with the exception of pages, are eligible for up to three paid consecutive scheduled work days to attend to necessary matters.

An employee's immediate family is defined to include spouse, parent or step-parent, child/step-child, sibling/step-sibling, mother-in-law or father-in-law of current spouse, grandparent, grandchild, or step-parent of current spouse, grandparent of current spouse, or any dependent for whom the employee has legal guardianship. Bereavement leave may also be given on a case-by-case basis for special circumstances with approval by the Library Executive and/or the Board.

Employees will be paid at their regular rate of pay during this absence. Should additional time be necessary personal leave or sick leave maybe be used with supervisor approval.

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408. Jury Duty

Groton Public Library encourages employees to fulfill their civic responsibilities by serving jury duty when required.

In the event a library employee, with the exception of pages, is called for jury duty, the Library will allow him/her leave. Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

While serving on jury duty, the employee will be paid for his/her normal scheduled hours up to one week, less any jury duty pay he/she may receive. If jury duty goes beyond one week, employee may use personal, sick, or vacation time as a replacement for the scheduled work time missed, if desired.

All Jury Duty pay vouchers must be submitted to the Groton School District finance office with that months' time sheet.

Groton Public Library will continue to provide health insurance benefits for the full term of the jury duty absence.

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409. Health Insurance

The Library participates in the Groton Central School District Health Insurance (*currently, Excellus Blue Cross Blue Shield of CNY*) and Dental Insurance (*currently EBS-RMSCO*) Plans. Annual premiums for each plan are set annually the Health Insurance Consortium to which the District belongs. Insurance benefits are offered only to regular, full-time (40 hour) employees of the Library.

The employer contribution share for the insurance benefits is part of the negotiated compensation package between the Library Executive and the Board of Trustees. If the Library Executive seeks to change from individual to family coverage at any time during employment, the Board of Trustees will negotiate a new employer contribution share toward the premium.

Any other employees hired in regular, full-time (40 hour) position may be eligible for the health and dental insurance benefits at the time of hire or later at the school district's regular open enrollment date.

The Library will contribute 80% of the cost of individual health and/or dental premiums, and the employee will contribute 20% of the cost of the premiums through regular payroll deductions.

If an eligible employee wishes to enroll in family coverage (and is eligible as defined by the school district), the Library will contribute the same dollar amount as it would contribute toward individual coverage. The employee will be responsible for the majority of the cost of a family plan. The employee's contribution will be taken by payroll deductions, but if the monthly share exceeds the employee's net pay, the employee must pay the difference before the end of each month.

If an employee hired in a regular, full-time position fails to work a 40-hour work week for a consecutive three month period, full-time standing and eligibility for health and dental benefits will be revoked. The employee may request in writing that the Board of Trustees review the revocation on the grounds that the previous three month period was anomalous. The Board will review instances of sporadic but continuous lost work time, before making a decision on continuing the full-time employment status in the following fiscal year.

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410. Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to temporarily continue health insurance coverage under Groton Central School District's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a permanent reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Contact the Groton Central School District office for further details.

Under COBRA, the employee or beneficiary pays the full cost of coverage at group rates plus an administration fee. Groton Public Library provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage. The notice contains important information about the employee's rights and obligations.

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411. Disability Insurance

Disability Insurance

The Library provides employees with disability insurance benefits, in accordance with applicable state law. These benefits are funded by both employee and Library contributions. Required employee contributions are automatically withheld from employees' paychecks.

Under this program, benefits are payable for non-work-related injuries or illnesses. They normally begin after seven days of disability and generally are payable for up to a maximum of twenty-six weeks. Payments to which you may be entitled through the Library's salary continuation plan are reduced by any short-term disability benefits received. (Please consult our salary continuation plan set forth in this handbook.)

412. Workers' Compensation Insurance

To provide for payment of your medical expenses and for partial salary continuation in the event of a work-related accident or illness, you are covered by workers' compensation insurance. The amount of benefits payable and the duration of payment depend on the nature of your injury or illness. In general, however, all medical expenses incurred in connection with an injury or illness are paid in full, and partial salary payments are provided beginning with the fourth consecutive day of your absence from work.

If you are injured or become ill on the job, you must immediately report such injury or illness to your supervisor. This ensures that the Library can assist you in obtaining appropriate medical treatment. Your failure to follow this procedure may result in the appropriate workers' compensation report not being filed in accordance with the law, which may consequently jeopardize your right to benefits in connection with the injury or illness.

413. Retirement

All Library employees are eligible to join the New York State & Local Employees' Retirement System. Enrollment is mandatory for full-time employees and optional for part-time employees. Most members (except Tier 1 and 2 members) will contribute 3% of their salary to the system. The Library will pay the annual employer contribution rate.

For information about membership and the retirement benefits, see the NYSERS website:
<http://www.osc.state.ny.us/retire/>

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Timekeeping and Payroll

501. Timekeeping

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state wage and hour laws require Groton Public Library to keep an accurate record of time worked in order to calculate employee pay and benefits.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. The timesheets will be collected monthly and filed in the Library Executive's office.

Exempt employees must record total hours worked for the day. Records are to be filed in Library Executive's office.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action up to and including termination of employment.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then sign the time record before submitting it for payroll processing.

502. Paydays

All employees are paid monthly on the Friday of the first full week of the month. Pay will be for the previous month's work. If that date falls on a holiday, the closest business day will be substituted. Payroll and deductions are handled and administered through the Groton Central School District. Direct deposit is available only through the First National Bank of Groton.

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Work Conditions and Hours

601. Safety

To assist in providing a safe and healthful work environment for employees, patrons and visitors, Groton Public Library needs the efforts of all of its employees. The Library's goal is to avoid accidents altogether, but to achieve this goal employees must make a conscious effort to be aware of safety and health hazards at all times.

The Library provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, e-mails, or other written communications.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to their immediate supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations may be subject to disciplinary action up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify their immediate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

The following are a limited number of basic precautions:

- Smoking is prohibited in the Library
- Aisles in work areas are to be kept free of debris
- Cabinet doors and drawers are to be kept closed when not in use
- Good lifting practices are to be observed
- Employees are not to perform tasks for which they are not trained
- Sharp edges or objects that protrude from any equipment should be removed or covered
- Spills on the floor are to be wiped up immediately

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602. Work Schedules

The Library Executive's work schedule is determined by the Trustees. All other employee work schedules are determined by the Library Executive for the greatest benefit to the Library. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Major changes in the Library Executive's work schedule or changes in work locale may not be made without approval of the Trustees. Requests for such shall be made in writing to the Trustees 30 days prior to any changes. Similar requests for all other employees or volunteers shall be made in writing to the Library Executive at least two weeks prior to any anticipated change. Requested changes to work schedules are considered and approved on a case-by-case basis.

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603. Absenteeism and Tardiness

Employees who find it necessary to be absent from work, he/she is required to adhere to the following procedures.

- Employees who will be absent from work or will be late; he/she is required to call his/her supervisor at least one hour prior to the start of their shift. Employees should make every effort to report their absence to their immediate supervisor and should speak with their supervisor directly.
- If a message must be left on voicemail, employees must give a reason for his/her anticipated tardiness or absence, information on how he/she can be reached, and his/her expected return time and date.
- Notification to fellow employees is not proper notice.

Unless other arrangements have been made through their supervisor, employees are required to call in each day during their absence. Failure to call on any day will be considered a serious breach of this policy.

Employees who find it necessary to leave work before their scheduled work shift ends are required to obtain authorization from their supervisor.

Employees who do not report for work on time or who miss all or part of a day's work place an extra burden on their fellow employees, as well as patrons. In order to avoid the unfair burden on others, the Library will follow these guidelines regarding absences and tardiness for nonexempt employees:

- Employees who are repeatedly tardy, repeatedly leaving work early or repeatedly absent from work may be subject to a verbal and/or written warning.
- Failure to show immediate and significant improvement after receiving either a verbal or written warning could lead to additional disciplinary action up to and including termination of employment.
- A "no show, no call" for work, or any other serious attendance violation may lead to disciplinary action up to and including termination of employment.

Employees who are absent for all or part of three consecutive work shifts without notifying his/her immediate supervisor will be considered as having voluntarily resigned from their position, and Civil Service termination proceedings will be commenced.

604. Tobacco Policy

In keeping with Groton Public Library's intent to provide a safe and healthful work environment, use of tobacco is prohibited throughout the premises, both inside the Library and outside on Library grounds.

This policy applies equally to all employees, patrons, and visitors without exception. Employees who fail to follow this policy may be subject to disciplinary action up to and including termination of employment.

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605. Rest and Meal Periods

All full-time employees are provided with one unpaid meal period of 30 minutes in length each workday, as are part-time employees who work a 6 hour day. Employees will be relieved of all active responsibilities during meal periods and will not be compensated for that time. Employees working 6 or more hours in one day may take a 30 minute meal period.

Employees must take this unpaid meal period at least 2 hours before the end of their shift.

606. Emergency Closings

At times the Library may need to close due to inclement weather conditions or other emergency situations; the decision to close will be made by the Library Executive. In the Library Executive's absence, the decision will be made by the President of the Board of Trustees. Generally the Library will follow the lead of the Groton Central School District as to when to close.

If the Library closes, all employees will be notified by the Library Executive or President of the Board of Trustees not to report for their scheduled hours that day.

All staff scheduled to work during such closure will be paid for his/her regularly scheduled shift that would have taken place if the closure had not happened.

All proper media shall be notified as soon as practicable.

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607. Business Travel Expenses

The Groton Public Library will reimburse employees for reasonable business travel expenses incurred while on Library business or related activities away from the normal work location. All business travel must be approved in advance by the Library Executive and/or the Board of Trustees.

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing Library-related travel objectives will be reimbursed. Entertainment and alcohol will not be reimbursed. Employees are expected to limit expenses to reasonable amounts.

Expenses that generally will be reimbursed include the following:

- Mileage for use of personal vehicles, only when less expensive transportation is not available. Reimbursement is at the current maximum rate allowed by the IRS, for the most direct route, plus tolls and parking.
- Standard accommodation costs for hotels, motels, or similar lodgings. Non-profit or group rates should be requested whenever possible.
- Meals at a per diem rate of \$45. Meal reimbursement for part days: breakfast-\$8.50; lunch-\$11.50; dinner \$25. Receipts will not be necessary. If a meal is included with conference registration, reimbursement of meals not included will be reimbursed at the part day rate. In high-cost areas these rates may be changed with prior approval of the Library Executive and/or Board of Trustees.
- Air or train fare for travel in coach or economy class or the lowest available fare.
- Car rental fees for compact or mid-sized cars (if for self), only when the cost is less expensive than that of other available transportation.
- Shuttle or airport bus service fees, where available; costs of public transportation for other ground travel.
- Taxi fares, only when there is no less expensive alternative.
- Telephone, fax charges and similar services required for Library purposes.

When travel is completed, employees should submit completed travel expense reports within 30 days. Reports should be accompanied by receipts for all expenses other than meals.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles rented by the Library may not be used for personal use.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action up to and including termination of employment.

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608. Workplace Violence Prevention

Given the increasing violence in society in general, the Groton Public Library has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises.

Conduct that threatens, intimidates, or coerces another employee, a patron, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the employee's immediate supervisor or the Board of Trustees. This includes threats by employees, as well as threats by patrons, vendors, solicitors, or other members of the public. When reporting a threat of violence, the account should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Employees should not place himself/herself in peril. If employees see or hear a commotion or disturbance near his/her workstation, he/she should not try to intercede or see what is happening. Employees should notify his/her supervisor and/or the police.

The Library will promptly and thoroughly investigate all reports of threats of (or actual) violence and suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical.

Any employee who is determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The Library encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Board of Trustees before the situation escalates into potential violence. The Library is eager to assist in the resolution of employee disputes and will not retaliate in any way against employees for raising such concerns.

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609. General Housekeeping

All employees are expected to do their part in keeping the Groton Public Library's facilities clean, neat, and as organized as possible. A neat and clean workplace is a safer, more attractive workplace.

All employees are responsible for keeping their desks and work areas clean as well as cleaning up after themselves in the common areas such as the lunch and rest rooms.

610. Appropriate Dress and Grooming

In an effort to maintain a professional environment, the Library asks all employees to exercise sound judgment and to dress appropriately for work. This means a neat, clean, well-groomed appearance. Please avoid extremes in dress such as flashy, skimpy or revealing outfits and other non-business like clothing.

Anyone who reports to work dressed inappropriately will be asked to leave work so that appropriate dress can be obtained. Employees who fail to observe these standards may be subject to disciplinary action up to and including termination of employment.

611. No-solicitation Policy

In order to avoid any disruption of Library operations, the following guidelines apply to solicitation and distribution of literature on Library property.

Groton Public Library employees may not solicit for any purpose that is not approved while on library property and in work areas at any time. Employees also may not solicit during work time. This includes the distribution of any sort of goods, materials, or literature. Employees who fail to follow this policy may be subject to disciplinary action up to and including termination of employment.

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612. Library Staff Development

The Trustees support staff development and encourage involvement in training and conference opportunities.

The Library Executive, under consultation of the Trustees, will administer the annual staff development budget and work on a case-by-case basis with staff to assure equitable distribution of staff development funds.

Meetings, Conventions, and Workshops

The Library Executive, library staff, and Trustees attending continuing education opportunities to aid the Library shall be allowed expenses at the discretion of the Trustees according to budgetary allocations.

The Library Executive, library staff and Trustees are encouraged to attend and participate in continuing education activities.

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Leaves of Absence

701. Military Leave

Library employees who are duly enrolled members of the National Guard, State Guard, or any other organized reserve component of the Armed Forces of the United States shall be allowed a Military Leave of Absence in the event they are called to serve.

This leave will be granted in accordance with the Federal USERRA of 1994 and the NYS Patriot Plan.

A copy of the order requiring attendance shall accompany all requests for a Military Leave of Absence.

Pay and Benefits will be suspended until employee returns to work.

703. Unpaid Leave

Leaves of Absence without pay may be granted to library employees for maternity, adoption, illness, travel, graduate, or certification training. All leaves are considered on a case-by-case basis and must be approved by the Library Executive and Trustees. A leave for the Library Executive must be approved by the Trustees.

Requests for Leave of Absence should be submitted in writing one month in advance of the time when the leave is to begin. Written requests should indicate both a beginning and ending date for the leave.

When an employee is on unpaid Leave of Absence he/she is responsible for all health insurance costs and other benefit premiums/deductions that may apply.

During an unpaid Leave of Absence, accrual of vacation, sick, and personal benefits will be suspended.

In some instances it may be necessary to deny requests for unpaid Leaves of Absence. Leaves are a privilege and can be granted only if the best interests of the Library can be maintained.

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Employee Conduct and Disciplinary Action

801. Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, Groton Public Library expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following is an illustrative list of infractions of rules of conduct that may result in disciplinary action up to and including termination of employment:

- Incompetence
- Inattention to assigned duties
- Unapproved or excessive absences
- Misconduct and/or Insubordination such as:
 - Refusing to carry out management directives from Library Executive or Trustees
 - Challenging or criticizing directives from Library Executive or Trustees
 - Interfering with management of the library in any way
 - Showing disrespect, being discourteous, or acting unprofessionally at any time to Library Executive, Trustees, other staff, or patrons
 - Making verbal or physical threats
 - Using coercion of any kind, verbal or physical
 - Using abusive language toward Library Executive, Trustees, other staff, or patrons
 - Making malicious or divisive statements about Library Executive, Trustees, other staff, or patrons
 - Any other behavior that is detrimental to the library's mission
- Theft or inappropriate removal or possession of the Library or employee property
- Committing or attempting to commit deliberate damage to either Library property or the unauthorized use of Library facilities, tools, or equipment
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs on the premises
- Fighting or threatening violence on the premises
- Removing, sending, or furnishing Groton Public Library records or information to unauthorized persons
- Violating the library's anti-discrimination policy
- Sleeping or dozing on the job
- Violations of safety or health rules
- Possession of dangerous or unauthorized materials, such as explosives or firearms, on the premises
- Falsification of patron records or Groton Public Library reports or documents

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802. Drug and Alcohol Use

It is Groton Public Library's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

In compliance with the Drug-Free Workplace Act of 1988, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited while performing work for the Library, whether that work is carried out in the workplace building or not.

All employees shall abide, as a condition of employment, by the terms of this notice and shall notify the Trustees or the Library Executive within 5 days of any criminal drug statute conviction for a violation occurring in the workplace.

Failure to comply with the above requirements shall be grounds for appropriate personnel action against such employee up to and including termination of employment.

Such employee may be required to satisfactorily participate and complete a drug abuse assistance or rehabilitation program at their own expense before being allowed to return to work or as a condition of continued employment.

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803. Sexual Harassment

Harassment on the basis of sex is a violation of both Federal and State Laws. Sexual harassment, either verbal or physical, is an unlawful employment practice and will not be tolerated by the Trustees.

This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. Examples include:

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

Forms of sexual harassment may include, but are not limited to:

- Verbal: Sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, threats, request for sexual favors, questions about a person's sexual practices, and lewd comments
- Non-Verbal: Sexual or suggestive objects or pictures, suggestive or sexually insulting sounds, leering, whistling, obscene gestures, crude cartoons
- Physical: Unwanted physical contact including, but not limited to, touching, pinching, brushing the body, pulling at clothes, coercive sexual intercourse, sexual assault, cornering, kissing or fondling

Employees who believe they have witnessed or been subjected to sexual harassment in the workplace must promptly report such alleged harassment to the Library Executive or the President of the Board of Trustees so it can be investigated in a timely and confidential manner.

All allegations of harassment will be quickly and discreetly investigated. To the extent possible, employee confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the appropriate parties will be informed of the outcome of the investigation.

This policy applies to conduct that occurs in the workplace and at any location regarded as an extension of the workplace.

The Trustees accept and adhere to all definitions and procedures outlined above and in the law as regards to sexual harassment. Any employee who engages in such activity will be subject to disciplinary action up to and including termination of employment.

It is the responsibility of the Library Executive to ensure that this policy is followed. Supervisors who condone violations of this policy may also be terminated.

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804. Non-Discrimination/Harassment

The Groton Public Library is committed to providing a work environment that is free from all forms of discrimination and harassment based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic. As such, the Library has a strong commitment to providing a work environment conducive to maintaining the dignity of all its workers and encouraging efficient, productive and creative work.

Employees are prohibited from engaging in discriminatory acts. The Library considers compliance with this discrimination policy to be essential and hereby instructs all of its employees to conduct themselves in accordance with this policy. Employees who believe they have witnessed or been subjected to discrimination in the workplace must promptly report such alleged discrimination in accordance with the complaint procedure set forth in this policy. Employees can raise concerns and make reports without fear of reprisal or retaliation.

Discrimination may include actions, jokes or comments based on an individual's membership in a protected class or any activity that creates fear, intimidates, ostracizes, psychologically or physically threatens, embarrasses, ridicules, or in some other way unreasonably over burdens or precludes an employee from reasonably performing his or her work.

All allegations of harassment will be quickly and discreetly investigated. To the extent possible, an employee's confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the employee will be informed of the outcome of the investigation.

Anyone engaging in harassment will be subject to disciplinary action up to and including termination of employment.

This policy applies to conduct that occurs in the workplace and at any location regarded as an extension of the workplace, but this policy is limited to allegations of discrimination or harassment based on an employee's membership in a protected class.

The Groton Public Library Personnel Policy

Approved by Board of Trustees: April 8, 2014

805. Whistleblower Policy

The Groton Public Library is committed to protecting employees and applicants for employment from interference with making a protected disclosure or retaliation for having made a protected disclosure or for having refused an illegal order.

A Library employee may not retaliate against an employee or applicant for employment who has made a protected disclosure or who has refused to obey an illegal order, nor directly or indirectly use or attempt to use the official authority or influence of his or her position or office for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the Trustees, the employee's immediate supervisor, or other appropriate person within the Library about matters within the scope of this policy. It is the intention of Library to take whatever action may be needed to prevent and correct activities that violate this policy up to and including termination of employment.

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Approved by Board of Trustees: April 8, 2014

806. Discipline

The Groton Public Library will use the following outline for disciplinary proceedings:

1. First offense - Verbal warning. Verbal warning will be documented and placed in the employee's personnel file. Employee will be asked to sign the document after the verbal warning phase.
2. Second offense – A detailed write-up will be placed in employee's personnel file. Employee will be asked to sign the write-up.
3. Third offense or first major offense as deemed by Trustees – A detailed write-up will be placed in employee's personnel file, and employee will receive a three day suspension without pay. Employee will be asked to sign the write-up.
4. Fourth offense or second major offense as deemed by Trustees – A detailed write-up will be placed in the employee's personnel file, and employee will receive a 5 day suspension without pay. Employee will be asked to sign the write-up.
5. Fifth offense or third major offense as deemed by Trustees – A detailed write-up will be placed in the employee's personnel file and employee will receive a termination of employment. Employee will be asked to sign the write-up.

Discipline proceeding will be conducted by employees supervisor or the President of the Board of Trustees in accordance with NYS Civil Service Laws. The Library will maintain complete and clear records of all disciplinary processes for the protection of the employee and the Library.

The Trustees endeavor to see that employees are successful in their respective positions. It is expected employees will work with their immediate supervisor to develop a plan for improved performance. Depending on the circumstance, either the Library Executive or the Trustees will be involved in determining the appropriate action.

The Trustees reserve the right to dismiss an employee without notice in cases involving theft, drug or alcohol abuse, criminal activity, or in instances of significant misconduct as deemed by the Trustees.

The Library will comply with all New York State Civil Service Laws.

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Approved by Board of Trustees: April 8, 2014

807. Grievance

It is the intent of the Trustees that every employee shall have the opportunity to express concerns relating to: the physical surroundings in which the employee works; procedures and conditions of the specific position; relationships with fellow workers or supervisors; and library rules as they apply to staff.

A concern or grievance should follow the procedure below:

1. If possible, employees are to discuss the problem with their immediate supervisor. Any concern by the Library Executive should be discussed with the Board of Trustees President.
2. In the event the immediate supervisor is the Library Executive and the source of concern, the employee is to discuss concerns with all of the Board of Trustees as a whole.
3. In the event the immediate supervisor is the Board of Trustees President and the source of the concern, the Vice-President of the Board of Trustees is to be notified, and a special meeting of the Board of Trustees will be held to discuss the concern raised.

Employees who have been terminated will be provided with a copy of all the charges and allowed eight days to answer. The employee can file a grievance according to Civil Services Laws and Regulations.

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Approved by Board of Trustees: April 8, 2014

808. Complaint Procedure

Employees who believe that they have been the subject of sexual harassment or discrimination should report the alleged charge immediately in accordance with the following procedure. All complaints will be held in confidence and disclosed only to the extent necessary for investigation.

1. The employee will report the incident to the Library Executive. An interview will be held to discuss the allegations. Where this is not practical, in the case where the harassing party is the employee's supervisor, the employee shall file a complaint with the Board of Trustees. The complaint may be written or verbal.
2. The Library Executive and/or Trustees will immediately initiate and coordinate a thorough and impartial investigation of the incident.
3. If investigation reveals that sexual harassment or discrimination has occurred, immediate action will be taken to rectify the situation. The complainant and the alleged harasser will be notified of the outcome of the investigation.
4. There shall be no retaliation by any Library employee against any other employee for filing a complaint related to a charge of sexual harassment or discrimination, or assisting, testifying, or participating in the investigation of such a complaint.

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Approved by Board of Trustees: April 8, 2014

809. Resignation and Retirement

Resignation or retirement is a voluntary act initiated by the employee to terminate employment with the Groton Public Library.

An employee wishing to resign or retire from employment must notify the Library Executive or the Trustees as soon as practicable. The Trustees require a minimum of one month notice for all employees to resign or retire, in good standing.

The employee must submit a formal, written resignation statement giving the exact date that employment shall be terminated. After the time of the notice and prior to the termination date, a final performance appraisal will be conducted by the employee's supervisor, Library Executive, or Trustees.

The Trustees also reserve the right to conduct an exit interview.

Employees who resign or retire in good standing as determined by the Trustees will be paid for any unused vacation time. Pay will be included in the employee's final paycheck.

The Groton Public Library Personnel Policy

Approved by Board of Trustees: April 8, 2014

EMPLOYEE ACKNOWLEDGEMENT FORM

The personnel policy describes important information about Groton Public Library, and I understand that I should consult the Library Executive and/or Trustees regarding any questions not answered in the policy.

I have entered into my employment relationship with Groton Public Library voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the Library can terminate the relationship at will, with or without cause, at any time, as long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the personnel policy may occur, except to Library's policy of employment-at-will.

All such changes will be communicated through official notices. Only the Board of Trustees of Groton Public Library has the ability to adopt any revisions to the personnel policy.

Furthermore, I acknowledge that this policy is neither a contract of employment nor a legal document. I have received the personnel policy, and I understand that it is my responsibility to read and comply with all information contained in this policy and any revisions made to it. I understand that if I fail to follow this policy I may be subject to disciplinary action up to and including termination.

Personnel Policy Approval Date: April 8, 2014

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____