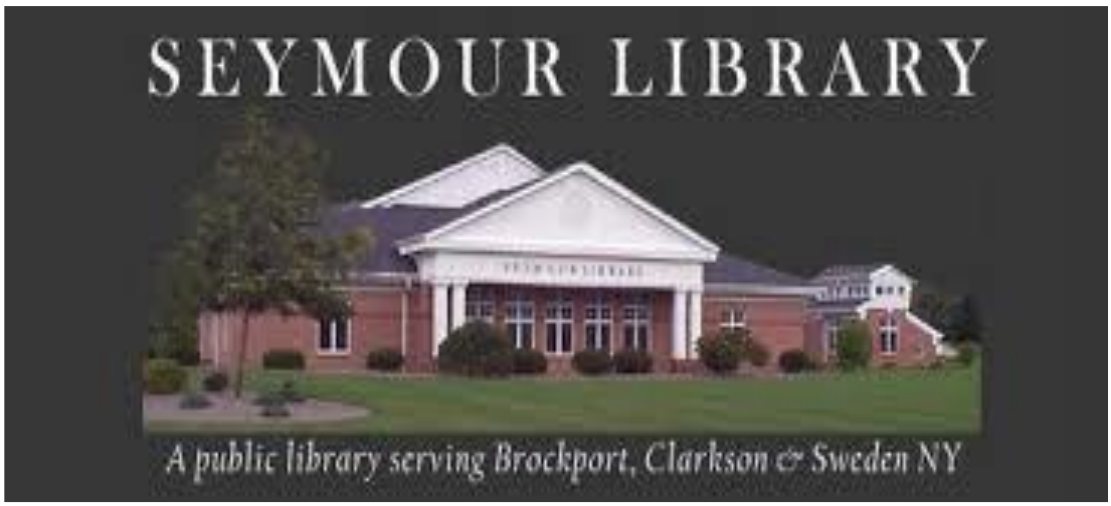
Personnel Policy
Effective Date: April 1997
Reviewed Date: October 2022; Updated: March 2025

Employee Handbook



Adopted: April 1997
Revised: October 2022, November 2019, August 2017, July 2014, November 2012

SEYMOUR PUBLIC LIBRARY

161 EAST AVENUE BROCKPORT, NEW YORK 14420
P- 585-637-1050
F- 585-637-1051
https://seymourlibraryweb.org

Welcome to the staff of Seymour Library. Seymour Library is a municipal library funded by the Village of Brockport and the towns of Clarkson and Sweden. As an employee you play a significant role in our success and long-term growth. This handbook provides you with valuable information you need to better understand your job and provide quality service to the community. We would like your association to be a meaningful one for you, the library, and the municipalities.

The information in this personnel handbook is based on the laws and regulations governing New York Public Libraries. If you need additional information and clarification, you can reach out to the Library Director or Library Board President.

We are pleased you are here and wish you success in your new position.

Sincerely Yours,
Seymour Library Board of Trustees

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Sexual Harassment Policy……

- https://www.townofsweden.org/static/sitefiles/Sexual-Harassment-Policy.pdf

Introduction

This employee handbook will provide important information about working at Seymour Library. It is important that you read this handbook in its entirety. If you have questions, please contact the Library Director.

Changes to the handbook will occur as policies change. Seymour Library has the right to add new policies, change policies, or cancel policies at any time.

Employment at Seymour Library is voluntary and is "at-will." At-will means that you are free to quit or resign at any time, with or without cause. Likewise, at-will means that Seymour Library may terminate your employment at any time, with or without cause or advance notice, provided that the termination is within the law.

The above clause only applies to those employees who are not provided a right to a hearing pursuant to New York Civil Service Law. Nothing in this employment at-will policy will be applied to avoid the job protections afforded by the Civil Service Law.

We may require you to provide us with an acknowledgment of receipt of any new or revised policies.

Employee Acknowledgement Form – Employee Handbook

The employee handbook describes important information about the Seymour Library ("Library").
I understand that it is my responsibility to read and comply with the policies contained in this handbook. Any questions should be addressed with the Library Director.

I became an employee at the Library voluntarily. I understand and acknowledge that there is no specified length to my employment at the Library and that my employment is at-will. I understand and acknowledge that at-will means I may terminate my employment at any time, with or without cause or advance notice. I also understand and acknowledge that at-will means the Library may terminate my employment at any time, with or without cause or advance notice, if the termination is within the law.

The above clause only applies to those employees who are not provided a right to a hearing pursuant to New York Civil Service Law. Nothing in this employment at-will policy will be applied to avoid the job protections afforded by the Civil Service Law.

I understand and acknowledge that there may be changes to the information, policies, and benefits described in the handbook. I understand that Seymour Library may add new policies to the handbook as well as replace, change, or cancel existing policies. I understand that I will be told of any handbook changes. I also understand that handbook changes are effective immediately and can only be authorized in writing by the Board of Trustees of Seymour Library.

I understand and acknowledge that this handbook is not a contract of employment or a legal document. I also understand and acknowledge that, subject to all applicable state and federal laws, no representative of the Library has the authority to enter into an employment contract or any agreement that is contrary to the stated policy of employment-at-will unless I am an employee appointed through Civil Service or that agreement is in writing and signed by the Director of Seymour Library. I acknowledge I have received this handbook and I understand that it is my responsibility to read and comply with all of the policies contained in this handbook and any subsequent changes.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

EMPLOYER COPY

Employee Acknowledgement Form – Employee Handbook

The employee handbook describes important information about the Seymour Library ("the Library"). I understand that it is my responsibility to read and comply with the policies contained in this handbook. Any questions should be addressed with the Library director.

I became an employee at the Library voluntarily. I understand and acknowledge that there is no specified length to my employment at the Library and that my employment is at-will. I understand and acknowledge that at-will means I may terminate my employment at any time, with or without cause or advance notice. I also understand and acknowledge that "at-will" means the Library may terminate my employment at any time, with or without cause or advance notice, if the termination is within the law.

The above clause only applies to those employees who are not provided a right to a hearing pursuant to New York Civil Service Law. Nothing in this employment at-will policy will be applied to avoid the job protections afforded by the Civil Service Law.

I understand and acknowledge that there may be changes to the information, policies, and benefits described in the handbook. I understand that Seymour Library may add new policies to the handbook as well as replace, change, or cancel existing policies. I understand that I will be told of any handbook changes. I also understand that handbook changes are effective immediately and can only be authorized in writing by the Board of Trustees of Seymour Library.

I understand and acknowledge that this handbook is not a contract of employment or a legal document. I also understand and acknowledge that, subject to all applicable state and federal laws, no representative of the Library has the authority to enter into an employment contract or any agreement that is contrary to the stated policy of employment-at-will unless I am an employee appointed through Civil Service or that agreement is in writing and signed by the Director of Seymour Library. I acknowledge I have received this handbook and I understand that it is my responsibility to read and comply with all of the policies contained in this handbook and any subsequent changes.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

EMPLOYEE COPY

Acknowledgement Form – Drug-Free Workplace and Drug Testing

I understand and acknowledge that I have been given a copy of Seymour Library Drug-Free Workplace Policy. I have had the opportunity to read the policy and ask questions. I understand that if I have any questions, at this time or in the future I should contact the Library Director.

I hereby acknowledge receipt of and agree to abide by the Drug-Free Workplace Policy including testing for drugs or alcohol as described in the Workplace Policy and Drug Testing. If I am physically unable to provide consent, by signing below I agree to being tested.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

EMPLOYER COPY

Acknowledgement Form – Drug-Free Workplace and Drug Testing

I understand and acknowledge that I have been given a copy of Seymour Library Drug-Free Workplace Policy. I have had the opportunity to read the policy and ask questions. I understand that if I have any questions, at this time or in the future I should contact the Library Director.

I hereby acknowledge receipt of and agree to abide by the Drug-Free Workplace Policy including testing for drugs or alcohol as described in the Workplace Policy and Drug Testing. If I am physically unable to provide consent, by signing below I agree to being tested.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

EMPLOYEE COPY

I. EMPLOYEE POLICIES AND PRACTICES

This section of the employee handbook gives you essential information about library personnel policies. It is important that you take the time to read this section in its entirety. These policies are in accordance with state and federal laws. If you have questions or concerns regarding policies or practices, please contact the Library Director or Board President.

It is important to know that this section of the employee handbook cannot cover every situation or answer every question about working at Seymour Library. The Seymour Library Board of Trustees may update policies at any time. You will be notified of any policy changes.

Employee Relations

The Library ensures that the working conditions, wages, and benefits offered to Library employees are fair and competitive. Clear communication and positive attitudes result in an excellent work environment. The Library demonstrates its commitment to employees by responding to employee concerns. The Library Director is responsible for addressing employee concerns fairly and quickly. In certain situations, it may be necessary to contact the Board President.

The Library is committed to the success of our employees by:

- Maintaining a genuine concern about each employee's health, welfare, and safety
- Striving to remain a financially secure Library and provide fair wages to our employees
- Establishing clear guidelines for performance and conduct
- Treating employees with respect and fairness.

To protect applicants' and employees' personal information the Library will not publicly post, display, or intentionally communicate to the public any personal information including:

- Home address
- Telephone number
- Personal email address
- Internet username(s) or password(s)
- Family name
- Date of Birth
- Driver's license number
- Social Security Number

Exceptions will be made only when required by law.

Personal identifiable information may be included in applications and forms sent by mail. This information may include documents:

- Sent as part of an application or enrollment process
- Needed to establish, amend, or terminate an account, contract, or policy
- Needed to confirm the accuracy of the information

Nature of Employment

Employment at the Library is voluntary and is "at-will." At-will means that you are free to resign at any time. Likewise, at-will means that at the Library may terminate your employment at any time, with or without cause or advance notice, if the termination follows New York State law.

The above clause only applies to those employees who are not provided a right to a hearing pursuant to New York Civil Service Law. Nothing in this employment at-will policy will be applied to avoid the job protections afforded by the Civil Service Law.

Equal Employment Opportunity

The Library provides equal employment opportunities (EEO) to all employees and applicants without regard to race, color, creed, religion, sex, sexual orientation, national origin, age, disability, marital status, citizenship status, military/veteran status, criminal conviction status, predisposing genetic characteristics, participation in lawful activities outside the workplace, pregnancy, domestic violence victim status, or any other category protected by law. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, discipline, termination, layoff, recall, transfer, compensation, access to benefits, and training.

The Library expressly prohibits any form of unlawful discrimination, harassment, and retaliation based on race, color, creed, religion, sex, sexual orientation, national origin, age, disability, marital status, citizenship status, military/veteran status, criminal conviction status, predisposing genetic characteristics, participation in lawful activities outside the workplace, pregnancy, domestic violence victim status, or any other category protected by law. Interference with the ability of employees at the Library to perform their expected job duties is not tolerated. We will make reasonable accommodations for qualified individuals with known disabilities, unless making the reasonable accommodation would result in an undue hardship to the Library.

Immigration Law Compliance

Compliance with immigration law requires every new employee to complete the Employment Eligibility Verification Form I-9 upon employment. Employees who leave the Library and are rehired may be required to complete a new I-9 form and supply the required documents.

Unlawful Discrimination, Harassment, Retaliation, Sexual Harassment

The Library prohibits all forms of discrimination and harassment against employees. The Library will not tolerate prohibited behavior by anyone in the workplace, including applicants, employees, patrons, vendors, or visitors.

Discrimination means any disparate or unequal treatment of an employee related to an employee's protected class. Harassment is a form of discrimination that violates federal and New York State anti-discrimination laws. Harassment is unwelcome conduct based on race, color, religion, sex, national origin, age, disability or genetic information and any other categories protected under federal or state anti-discrimination laws.

Harassment becomes unlawful when:

- Tolerating the offensive conduct effectively becomes a condition of employment.
- The conduct is sufficiently severe or pervasive as to create an environment that a reasonable person would find intimidating, hostile or abusive. Harassment may include slurs, vulgar language, innuendoes, jokes, pictures, insults, verbal or physical attacks or threats and unduly harsh treatment or other conduct that adversely impacts a person's ability to perform the job or adversely impacts employment opportunities.

Sexual harassment may include any unwelcome sexual advance or request for sexual favors, sexual innuendo, jokes of a sexual nature, and all other unwelcome conduct of a sexual nature.
Each employee is responsible for maintaining an atmosphere free of discrimination and harassment, respecting the rights of every co-worker, and complying with this policy. Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace.

Non-Employees

Employees are prohibited from engaging in any discriminatory or harassing conduct, stated in this policy, toward any non-employee with whom they come into contact during their employment. Also, non-employees are prohibited from engaging in any discriminatory or harassing conduct, as stated in this policy, toward any employee, customer, or contractor during their dealings with the Library.

Complaint Procedure

Any employee who believes that he or she has experienced any job-related discrimination or harassment should promptly report the alleged conduct. Reports or complaints of alleged unlawful discrimination or harassment made to anyone other than the Library Director or the Board President does not satisfy the complaint procedure of this policy.

Confidentiality and Retaliation

Seymour Library has a compelling interest in protecting the integrity of its investigations. We strive to protect witnesses from harassment, intimidation, retaliation, destruction of evidence, fabrication of evidence, and concealment. Strict confidence must be maintained. If confidentiality is not maintained, you may be subject to disciplinary action up to and including immediate termination, in accordance with New York State Civil Service Law Section 75 where applicable.

State and federal law prohibits any adverse treatment directed at an employee as retaliation for reporting suspected discrimination or harassment. The Library will take all measures to ensure that no employee faces retaliation for exercising their rights. If you believe you have been subjected to retaliation, follow the complaint procedures set forth above.

Corrective Remedies and Disciplinary Action

Upon receiving a complaint, the Library will investigate and if necessary, will take prompt and appropriate action to stop the prohibited conduct, mitigate its effects, and prevent its reoccurrence.

Appropriate disciplinary action will also be taken based on the severity of the conduct, up to and including termination of employment, in accordance with New York State Civil Service Law section 75 where applicable. When appropriate, the employee making the complaint will be informed of the actions taken.

Management Responsibility

The Library Director or any Board trustee who is aware of conduct that may violate this policy must report the violation using the complaint procedures set forth above.

Disability Accommodation

The Seymour Library is committed to complying fully with the Americans with Disabilities Act (ADA), the Amendments Act of 2009 (ADAAA), and the New York State Human Rights Law. We are committed to ensuring equal opportunity in employment for qualified persons with disabilities. We conduct all our employment practices and activities on a non-discriminatory basis.

Employment decisions are determined in accordance with lawfully defined criteria.

Reasonable accommodation is available to an employee with a disability, when the disability affects the performance of job functions, to the extent such accommodations do not present an undue burden to the Library. An employee in need of an accommodation is responsible for notifying the Library Director in writing. Some circumstances may require the employee's permission to obtain additional information regarding the accommodation request.

Severe Weather and Emergency Closing

Except in cases of severe storms, or a declaration of weather emergency employees of the Library will work regular hours. Any alteration in our regular schedule will be decided by the Library Director and the Board President and communicated to all employees. If there is an alteration in our regular scheduled hours, all staff who are scheduled to work that day will be paid for hours lost, whether they are at work at the time of closing or not. See Seymour Library Policy # 200-1.

II. EMPLOYMENT WITH THE LIBRARY

Classification

It is important that you understand the definitions of the employment classifications at the library and know your classification. Your employment classification helps determine your employment status and your eligibility for benefits. If you have questions, or are unsure of your employment classification, contact the Library Director.

Depending on your job, you are either NONEXEMPT or EXEMPT from state and federal wage and hour laws. If you are a NONEXEMPT employee, you are entitled to overtime pay under the specific provisions of state and federal laws. If you are an EXEMPT employee, you are excluded from specific provisions of those same laws. Your EXEMPT or NONEXEMPT classification may be changed only with written notification by management.

For additional information visit cs.ny.gov

In addition to being a NONEXEMPT or EXEMPT employee, you also belong to one of the following employment categories:

REGULAR FULL-TIME You are a regular full-time employee if you are regularly scheduled to work forty (40) hours per week., but no less than thirty (30) hours per week. Regular full-time employees receive all legally mandated benefits, such as Social Security and workers' compensation insurance. Regular full-time employees are also eligible for NYS retirement benefits subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME You are a regular part-time employee if you are not in a temporary status AND you are regularly scheduled to work less than 30 hours per week. Regular part-time employees receive all legally mandated benefits, such as Social Security and workers' compensation insurance and are eligible for NYS retirement benefits subject to the terms, conditions, and limitations of each benefit program.

SUBSTITUTE You are a substitute employee if you were hired to work on an “as-needed” basis. Substitute employees receive all legally mandated benefits, such as Social Security and workers’ compensation insurance, but are not eligible for other Library benefits.

COMPETITIVE POSITION Requires applicants to meet minimum qualifications and pass a civil service examination. Those candidates with the highest examination scores are the first to be considered for appointment.

NONCOMPETITIVE POSITION Requires specific experience and education.

Changes in your employment status (for example, part-time to full-time or noncompetitive to competitive) can only be made with written approval by the Library Director and the Board of Trustees and may be subject to Civil Service rules.

Employment Application

Every applicant for employment with the library is required to complete an employment application. We expect the applicant and their references to give accurate and true information. Any information found to be misleading, false, or intentionally omitted may eliminate the applicant from further consideration. If the individual has already been hired, it may result in disciplinary action up to and including immediate termination of employment, in accordance with New York State Civil Service Law section 75.

Employees interested in a competitive position, as defined by Monroe County Civil Service Commission, must apply for the appropriate Civil Service Exam, and pay any applicable non- refundable application fees.

Child Labor

The Library follows New York State Labor Standards and federal labor laws governing the employment of minors under the age of 18. For more information visit dol.ny.gov

Job Descriptions

The Library prepares announcements and descriptions for all positions within the organization based upon specifications provided by the Civil Service Commission. A job description may include the following sections: qualifications, job summary, essential duties, responsibilities, supervisory responsibilities, physical demands, and work environment.

Job descriptions help new employees understand their jobs and responsibilities. Job descriptions identify the requirements of a job, set up the hiring criteria, set standards for employee performance, and establish a basis for making reasonable accommodations for individuals with disabilities.

A new job description is prepared when a new job is created. We also periodically review existing job descriptions and change them when necessary.
The Library hires for the following positions:

- Library Director
- Librarian II
- Librarian I
- Library Clerks/Bookkeeper
- Desk Aide
- Library Page

Your job description does not necessarily cover every task or duty that you may be assigned. You may be assigned additional responsibilities as needed.

Access to Employee Files

The Library securely maintains confidential files on all employees as required by law. Each employee's file includes his or her job application and related hiring documents, training records, performance documentation, compensation history, licensure/certification, and other applicable employment records.

Employee files are the property of the Library. While employed by the Library, you may request to review the documents contained in your employee file. You will need to give the Library Director 72 hours to process your request. The Library Director or authorized representative must be present if you are permitted to review your employee file. You may not remove, alter, or copy any document in your employee file.

Some documents, such as letters of reference, investigative reports, or documents which may contain sensitive or confidential information regarding the Library or other individuals will not be made available for review.

If an employee disagrees with the accuracy of any document made available for review from their employee file, that employee should provide a written statement containing the corrections they wish to make. The Director will review the statement prior to placing it in the file.

Personal Information - Changes and Updates

Please notify the Library when there is a change to your mailing address, telephone numbers, marital status, dependents' information for benefits consideration and your emergency contact(s). All changes must be provided in writing to the Bookkeeper.

Employment References

All requests for references should be directed to the Library Director. The Library will provide dates of employment and positions held. All requests to verify salary data must be accompanied by a signed release from the employee.

Training

You may be required to complete training which may include new employee orientation, safety training, new product/service updates, continuing education, or other training related to your work performance and safety. Training may occur online, at the office, or at an off-site location during regular working hours whenever possible.

The Library may pay for any required training programs. Employees should retain their completion certificates, which may be reviewed upon request.

License and Certification

Employees whose positions require them to be licensed or certified must maintain current licenses/certification and are responsible for ensuring compliance with all applicable laws and regulations, including the completion of professional development credits.

Employees must report any circumstances that could affect the status of their professional certification. Employees must provide the Library Director with a copy of any licenses, certifications, or registration renewals.

Disciplinary Actions

All disciplinary actions taken with employees of the library will be made in accordance with New York Civil Service Law section 75. This policy applies to all Civil Service employees of the Library. Details of this law are available at cs.ny.gov

Termination of Employment

There are many reasons why employment may end, including:

- Resignation - voluntary employment termination initiated by an employee
- Discharge/layoff - involuntary employment termination by the Library
- Pre-determined - employment termination pre-determined at the time of hire

Resignation means that you voluntarily terminate your employment at the Library. A letter of resignation should be provided to the Director no later than 4 weeks for exempt employees, and 2 weeks for non-exempt employees before your last intended workday.
Employees may be asked to complete an exit interview with the Library Director or Board designee. All Library property must be returned prior to leaving.

When your employment with the Library ends you will receive your final pay, including your unused vacation balance.
The Library will follow all applicable laws regarding NY State unemployment insurance.

Employee Standards of Conduct

We expect you to follow Library rules and conduct yourself in ways that protect the interests and safety of all employees and the Library. The following examples may be subject to disciplinary action up to and including immediate termination of employment, in accordance with New York State Civil Service Law section 75 where applicable:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs in violation of the Library's Drug-Free Workplace policy
- Use of prescription and/or over-the-counter drugs that may affect your ability to fulfill your job responsibilities in a safe and appropriate manner
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace
- Threatening violence, fighting, or any boisterous activity that disrupts the work environment
- Negligence or improper conduct leading to damage to Library or patron-owned property
- Insubordination
- Inappropriate language or gestures
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous materials, such as explosives, firearms, or volatile chemicals
- Excessive absenteeism and/or tardiness
- Accepting gratuities/tips
- Unauthorized use of Library-owned telephones or other equipment

- Gambling on Library premises at any time
- Personal use of alcohol, tobacco, vaping, or cannabis products on Library property

Business Ethics and Conduct

The Library requires employees to carefully follow all laws and regulations and have the highest standards of conduct regarding personal and professional integrity.

Our continued success depends on establishing and maintaining the trust of the community. We expect all employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws. By maintaining high ethical standards, we will continue to earn the trust and confidence of our patrons, vendors, and the public.

Whistleblower Policy

A whistleblower is defined as an employee of the Library who reports an activity that they believe to be illegal, dishonest or in violation of one or more policies or procedures of the Library. The Library will not take adverse action against an employee for disclosing practices they reasonably and in good faith believe to be unethical, illegal or in violation of Library policies or procedures.

If an employee has knowledge of illegal, dishonest, or fraudulent activity it should reported to the Library Director or the Board President as soon as possible, preferably in writing.

The Library Director or the Board President will investigate all whistleblower reports and determine the course of action.

Contact with the Media

All media inquiries regarding the Library must be referred to the Library Director or the Board President. Only the Library Director or Board President is authorized to make or approve public statements on behalf of the Library. No employees are authorized to represent the Library unless specifically authorized by the Library Director.

* The sharing of Library-sponsored events via social media and electronic communication is permitted.

Conflicts of Interest

A conflict of interest is defined as any situation where an employee may influence a business decision that could result in an actual, potential, or perceived personal gain. A conflict of interest may also exist if there is an actual, potential, or perceived personal gain for a relative or friend of the employee. In addition, business transactions with a vendor should never result in unusual gains for that vendor's organization.

The Library will not automatically assume there is a conflict of interest where an employee has an existing relationship with another business. However, if an employee has any influence on transactions involving purchases, contracts, or leases, the employee must inform the Library Director immediately. Full disclosure of all personal relationships that may in fact, or in appearance, be a conflict of interest is vital for the Library to initiate appropriate safeguards.

The possibility for personal gains can also result from situations where the employee or a third party receives a kickback, bribe, substantial gifts, or special consideration because of a transaction or business dealing involving the Library.

Confidentiality

Protecting the confidential information of our patrons and our Library is the responsibility of every employee, and we all share a common interest in making sure no confidential information is improperly or accidentally disclosed.

Employees, through their day-to-day job duties, may gain access to confidential or proprietary information such as patron names, addresses, Social Security numbers, telephone numbers, or credit card information. We require each employee to maintain the highest degree of confidentiality when handling patron and Library business information. You may be required to sign a confidentiality agreement confirming your commitment to this policy.

Confidential information must not be disclosed, used, copied, or removed from the Library, except as necessary to perform the duties of your job or as specifically directed by management. To maintain confidentiality, no employee may disclose patron information to third parties, including other patrons or members of their family.

When working with confidential information in the office you must ensure that such information is always secure. When leaving your work area, for any amount of time, you must ensure that all confidential or patron information is protected.

Failure to abide by the terms of this policy may subject an employee to disciplinary action, up to and including termination, in accordance with New York State Civil Service Law section 75 where applicable.

Questions concerning patrons and business confidentiality must be addressed to the Library Director.

Outside Employment

You may hold outside employment if you can satisfactorily perform your job with the Library, and the outside employment does not interfere with our work and scheduling requirements. If you plan to accept an outside position, you must notify the Library Director.

We hold all employees to the same performance standards and scheduling expectations, regardless of any other jobs they may have. To remain employed at the Library, we may ask you to terminate any outside employment we determine is impacting your performance or your ability to meet our current or future requirements.

You may not have any outside employment which may create a conflict of interest with the Library. Also, activity related to outside employment may not take place during your work time nor involve the use of any the Library supplies or resources.

Punctuality

Unexpected absences can disrupt work, inconvenience other employees, and affect our ability to run an effective Library. We expect our employees to be reliable and to report to work when scheduled. If you are going to be late contact your supervisor at least two (2) hours before the start of your workday. Notification by anyone other than the employee is unacceptable unless there are extenuating circumstances. All workday changes must be approved by your supervisor.

Medical proof of illness may be required. Illnesses of an infectious nature may require a health care provider's release for the employee to return to work. Excessive tardiness or unscheduled absences may result in disciplinary action, up to and including immediate termination of employment, in accordance with New York State Civil Service Law section 75 where applicable.

If you are absent for three (3) or more consecutive workdays due to illness or injury, you may be asked to provide a health care provider's statement addressing the nature of illness and your ability to return to work. For frequent absences we may request a similar statement.

Absences due to illness or injury lasting more than seven (7) consecutive calendar days will require that you file for short-term disability benefits.

If you are absent for three (3) or more days within a 90-day period without providing proper notification, regardless of whether the absences are on consecutive workdays, it may be considered a voluntary resignation of your employment with the Library.

Personal Appearance

All employees are expected to dress and groom in a professional manner. A neat, tasteful appearance contributes to the positive impression you make on our patrons.

Examples of inappropriate work attire include:

- shorts
- ripped jeans
- beach attire, including flip flops or open toe sandals
- loungewear or exercise wear
- revealing clothing
- obscene, inappropriate, or offensive language or pictures on clothing
- hats
- clothing or accessory with a political message
- headphones, ear buds

These standards also apply when travelling on behalf of or when representing the Library.
Questions or concerns regarding dress standards should be discussed with the Library Director.

Smoking, Vaping, and Smokeless Tobacco

The Library prohibits smoking, vaping, and the use of smokeless tobacco products throughout the workplace. In accordance with New York State law, it is the intention of the Library to provide all

employees a smoke-free work environment. The Library will also follow all town, and county smoking laws and regulations.

Solicitation, Distribution and Posting

Solicitation, distribution, and posting of non-Library materials on Library property is prohibited without approval of the Library Director.

Library Property

You are expected to demonstrate proper care when using Library property, including offices, work areas, office furniture, equipment, supplies, and other Library-owned items. Such property should be used solely for business related purposes and should not be removed from the premises without proper authorization from the Library Director. The Library reserves the right to inspect all Library property at any time. If you lose, break, or damage any property, report it to the Library Director immediately.

Wages

Library wage practices comply with local, state, and federal laws.
We are committed to paying fair wages that are based on job requirements and responsibilities. Wages for each job are based on the essential duties, responsibilities, and required background and experience.

Work Schedules and Timekeeping

The Library expects employees to be on time and ready to work at the beginning of their shift or workday. Although there are some legitimate reasons for being absent or late for work, repeated instances have a negative effect on your co-workers and on the Library. In situations where you cannot avoid being absent or late to work, you must contact your supervisor or the Library Director as soon as you know you are going to be absent or late.

Nonexempt employees must clock in at the beginning and end of each shift, at the beginning and end of each meal period, the beginning and end of each split workday, and when leaving work for any personal reasons.

Nonexempt employees:

- Should not clock in or begin working more than seven (7) minutes before their scheduled start time
- Should not clock out or continue working more than seven (7) minutes after the end of a scheduled workday without prior authorization from the Library Director

The Library does not allow nonexempt employees to work “off the clock.” Unmet library needs requiring extra work hours must be discussed with your supervisor.

Any corrections made to your time report must be initialed by both you and your supervisor.

Exempt employees are not required to use a time clock to record their time. However, all exempt employees are expected to work at least 40 hours per week within their set schedule. Work schedules are subject to change based on the needs of the Library.

If you believe that you have not been paid for any time that you worked, notify the Bookkeeper immediately.

Meal Breaks

New York requires every employee working a shift longer than six (6) hours to take a 30-minute uninterrupted break. The law further requires that any employee working a shift starting before 11:00 a.m. and ending after 7:00 p.m. must take an additional meal break of 20 minutes sometime between 5:00 p.m. and 7:00 p.m. Every employee working a shift of longer than six (6) hours starting between 1:00 p.m. and 6:00 a.m. is entitled to a 45-minute break somewhere near the mid-point of their shift. The time of your break may be assigned to you to accommodate operating requirements and to comply with the applicable laws.

These meal breaks are required by New York State labor law and therefore you MUST take your meal break. Part-time employees are required to record their meal breaks on their timecard, and time spent on meal breaks is not time worked, and the time is unpaid. Full time employees are paid for meal breaks. Regardless of whether your meal breaks are paid or unpaid, during meal breaks you are not subject to any work responsibilities nor permitted to perform any work. Employees are not required to remain on the premises for meal periods.

If an employee is unable to take the required lunch break, they must notify their supervisor.

Overtime

No overtime may be worked by a nonexempt employee without prior written authorization from the Library Director.

Paydays

All employees are paid bi-weekly on Thursday for all hours worked during the previous pay period. The workweek begins Sunday at 12:00am and ends Saturday at 11:59pm each week. Any paycheck or paystub not picked up by the end of business Thursday will be mailed to the employee at the address contained in the employee's contact information. If a payday falls on a recognized holiday, you will be paid on the last workday before the holiday. If you are on vacation on a payday, you will receive your paycheck when you return to work or may request that it be mailed to you.

You are encouraged to use direct deposit for your paycheck. Employees providing written authorization for the direct deposit of their paychecks will have their funds available Thursday and will still receive a pay statement detailing all earnings and deductions for the pay period and year to date.

If you have any questions regarding your payroll, timesheet, or direct deposit authorization requirements, please ask the Bookkeeper.

Pay Increases

When considering a wage increase, your supervisor looks at the finances of the Library and your individual work performance. All wage increases are reviewed by the Board of Trustees before being awarded. Wage increases are given at the discretion of management and consistent with applicable state and federal laws.

Payroll Corrections

The Library makes every attempt to ensure you are paid correctly and on scheduled paydays. If you find a payroll error, tell the Bookkeeper immediately.

Payroll Deductions and Garnishments

State and federal laws require the Library to take deductions from your pay. Deductions are monies taken from your pay for state and federal taxes and Social Security. The Library is also required to deduct any amounts directed by a court order or other legal garnishment.

If you believe there is a mistake in deductions, you should report the information to the Bookkeeper.

Expense Reimbursement

Employees will be reimbursed for authorized expenses incurred on behalf of the Library. All expenses must be authorized in advance by a supervisor. The employee must use the tax-exempt form and must submit receipts to the Bookkeeper to be reimbursed. The Library may deny reimbursement for any expenses that are not pre-authorized.

Mileage and Vehicle Expenses

Eligible employees may be reimbursed in accordance with Internal Revenue Service guidelines for using their personal vehicles for Library business. Mileage is calculated on the round-trip distance from the Library to the required destination. Normal commuting expenses are not eligible for reimbursement. The Library Director must approve all mileage reports. Other vehicle expenses eligible for reimbursement, including parking fees and tolls, must be accompanied by an original receipt.

III. COMPENSATION AND FAMILY PROTECTIONS

Basis for Benefits

Benefits may be provided to eligible employees. Legally required benefits include Social Security, workers' compensation insurance, and unemployment insurance.

There are several factors that determine if you are eligible for a benefit. One important factor is your employment classification. Contact the Library Director to determine your eligibility.

Your hire date is used for purposes of determining eligibility in certain employee benefits.

This employee handbook contains policies describing many of the benefit programs. Some benefits have additional information available in their Summary Plan Description.

The following benefit programs are available to eligible employees:

- Medical Insurance
- Dental Insurance
- Life Insurance
- Short Term Disability
- Workers Compensation
- New York State Retirement System
- Employee Assistance Plan
- Optical insurance

The Library contributes to the costs for many of these programs.

You will be notified if additional benefits become available and the employee handbook will be updated.

Health Insurance

The Library offers an individual health insurance plan to eligible employees. Eligible employees can enroll in this insurance plan subject to the terms and conditions of the plan.

If you are enrolled in a health insurance plan and change employment classifications making you ineligible for coverage, you may be able to continue your benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA), see www.dol.gov/COBRA

For additional information, contact Excellus Healthy NY at nyhealthinsurer.com

Any eligible employee declining health insurance benefits is required sign a Refusal of Coverage form. This form will be included in the employee's employment file.

The Library does not offer a cash buy-out in lieu of receiving health insurance benefits.

Dental Insurance

The Library offers a dental insurance plan to eligible employees who may enroll subject to the terms and conditions of the plan.
Contact the Brockport Village Clerk for additional information.
The library does not offer a cash buy-out in lieu of receiving dental insurance benefits.

New York State Retirement System

Enrollment in the New York State Employee Retirement System is available to all employees of the Library, subject to state laws. It is mandatory for all full-time, permanent employees to enroll in this program. The requirements and benefits vary based upon membership tiers, as determined by the State of New York. A detailed explanation of benefits is available from the Village Clerk or the New York State Retirement System and can be found online at http://www.osc.state.ny.us/retire/.

- Tier I: This includes all employees hired prior to July 1, 1973. Employees in this tier do not have to contribute to the retirement system. Employees in this tier are vested after a minimum of 5 years of membership in the retirement system.
- Tier II: This includes all employees hired between July 1, 1973, and July 26, 1976. Employees in this tier do not have to contribute to the retirement system. Employees in this tier are vested after a minimum of 5 years of membership in the retirement system.
- Tier III: This includes all employees hired between July 27, 1976, and August 30, 1983. Employees in this tier must contribute 3% of their gross salary towards the retirement system for the first 10 years of employment. Employees in this tier are vested after a minimum of 5 years of membership in the retirement system.
- Tier IV: This includes all employees hired between September 1, 1983, and December 31, 2009. These employees must contribute 3% of their gross salary towards the retirement system for the first 10 years of employment. Employees in this tier are vested after a minimum of 5 years of membership in the retirement system.
- Tier V: This includes all employees hired between January 1, 2010, and March 31, 2012. These employees must contribute 3% of their gross salary to the retirement system. Employees in this tier are vested after a minimum of 5 years of membership in the retirement system.
- Tier VI: This includes all employees hired After April 1, 2012. These employees must contribute a minimum of 3% of their gross salary, up to 6% based upon annual salary, to the retirement system. Employees in this tier are vested after a minimum of 5 years of membership in the retirement system.

When preparing to retire please contact the Brockport Village Clerk or a New York State Retirement Fund representative several months, up to one (1) year in advance of your anticipated retirement date to request an estimate and information about completing your application to retire. Retirement processing cannot begin until the New York State Employee's Retirement System have received your application. Applications should be sent in no less than 15 days, but no more than 90 days prior to retirement.

Life Insurance

The Library offers group life insurance to full time employees, the cost of which is paid by the Library. Eligible new employees will receive detailed information regarding available life insurance plans, including a Summary Plan Description when they become eligible. Current eligible employees will receive documentation regarding available life insurance options, including a Summary Plan Description, during open enrollment. Contact the Library Director for more information or with questions regarding the available life insurance plans.

Employee Assistance Program (EAP)

The Library offers an employee assistance program (EAP) at no charge to full time employees. This program is available to help employees with a range of situations including marriage and family problems, emotional problems, alcohol and/or drug abuse and dependency, financial problems, compulsive gambling, and eating disorders. All conversations with Employee Health Systems are confidential between Employee Health Systems and the employee. For additional information regarding this program please contact the Village Clerk or contact Employee Health Systems directly at http://www.employeehealthsystems.com or (585) 865-7446.

Short-Term Disability

The Library has a short-term disability program for eligible employees. STD benefits are paid to eligible employees who cannot work because of qualifying disability conditions caused by an injury or illness. Employees are required to use any PTO towards the initial seven day waiting period before short-term disability benefits become effective.

Eligible employees may participate in the plan subject to the terms and conditions of the agreement between the Library and its insurance carrier.

Additional details are available through the Village of Brockport.

Workers' Compensation Insurance

Seymour Library provides Workers' Compensation Insurance at no cost to our employees.

The workers' compensation program covers injuries or illnesses that arise out of your employment and require medical, surgical, or hospital treatment.

The following steps must be followed regarding any work-related injury or illness:

- Report any work-related accident or injury to your supervisor immediately
- Complete a written claim form and return it to the Library Director
- Select a physician authorized to give medical care by the Chairman of the Workers' Compensation Board.

Seymour Library reserves the right to require an employee to submit to a physical exam, blood test or urinalysis, consistent with applicable state law regarding workers' compensation.

Workers' compensation only covers work related injuries and illnesses. Neither Seymour Library nor its insurance carrier will pay workers' compensation benefits for injuries that may happen if you voluntarily participate in an off-duty recreational, social, or athletic activity that we may sponsor.

Pregnancy Related Absences

The Pregnancy Discrimination Act requires that an employer who offers benefits of any sort including retirement, health insurance, or disability benefits, must cover pregnancy and related medical conditions in the same manner that it covers other medical conditions.

Time Away from Work

In January of each year eligible employees will be notified of the amount of paid time off available to them.

Holidays

The Library offers eligible full-time employees paid holiday time off. The annual list of paid holidays will be reviewed and approved each year by the Board of Trustees. Typically, the holidays include:

- New Year's Day
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving
- Christmas Eve
- Christmas Day

In the event a holiday falls on a fulltime employee's regularly scheduled day off, you will be provided another scheduled day off with pay.

Employees who are on vacation when a paid holiday is observed will receive holiday pay and will not be required to use vacation time for the holiday.

Vacation Leave

The Library provides full-time employees with paid vacation time. Full-time employees begin accruing vacation time upon hire at the following rates:
Vacation days per year: 10/15/20/25
Years of service: 01/02/05
Starting on the first pay period after the fifth work anniversary, the employee will then accrue one additional vacation day per year, to a maximum of 25 days. Full-time employees become eligible for vacation after the completion of six months of continuous service.

To request vacation time, you must complete the Vacation/Time-off Request form and submit it to the Bookkeeper. Cancellation of requested vacation time must be made in writing to the Bookkeeper. Time off requests will be forwarded to the Library Director for approval.

Employees who are not eligible for vacation time or who need time off to accommodate religious practices may request time off without pay.

Upon separation from employment, the employee will receive payment for any unused vacation to a maximum of 25 days.

Personal Leave

The Library provides personal leave days to full-time employees. Personal leave may not be used on the scheduled workday immediately prior to or immediately following a designated holiday, vacation, or other leave of absences except to extend bereavement leave. All requests for the use of personal leave credits must be approved by the Library Director.

Full-time employees are eligible for three days of personal leave annually. Personal leave will be granted after six months of continuous service.
Unused personal leave credits cannot be carried forward to future years and will be forfeited as of December 31, of each year. Personal leave is not paid out upon separation from employment.

Paid Time Off / PTO

PTO is used at the employee's discretion, including as sick time.
Full-time employees will accrue the equivalent of 1 day per month as PTO. PTO may accrue to a maximum of 20 days. PTO accruals will not exceed more than 20 days in the employee's "bank". Any excess PTO will be forfeited.
There is no payout of PTO upon separation from employment.

The Library also offers PTO for part-time clerical staff and professional staff who work a minimum of 10 hours per week. The hours will accrue on a bi-weekly basis as follows:

Year 1: 1x regular average weekly hours
Years 2-4: 2x regular average weekly hours
Years 5+: 3x regular average weekly hours

The accrual will be set to begin January 1, 2026. For 2025, employees will receive an advance on hours based on prior year's averages.

Hours must be used in the year they are earned.

Time Off to Vote

The Library encourages employees to vote. Seymour Library will comply with all state and federal laws applicable to voting leave. If you need time off to vote, see the Library Director prior to Election Day.

Bereavement Leave

Full time employees will receive up to three paid consecutive days off following the death of an immediate family member. Such leave will not be subtracted from any of the employee's leave credits. A

part time employee is not eligible for paid bereavement leave but may be permitted to take time off without pay with approval from the Director.

For the purposes of this policy, members of the immediate family include spouses, parents, parents-in-law, domestic partner's parents, brothers, sisters, spouses of siblings, children, children of domestic partners, grandchildren, grandparents.

Requests for the bereavement leave should be made to the Director.

Extended Bereavement Leave

With authorization from the Director, an employee may use vacation leave credits and/or personal leave credits to extend bereavement leave. The Director will have discretion in the approval of an extended leave.

Funeral Leave (extended family)

In the event of a death of a full-time employee's family member who is a relative not included in the definition of immediate family, the employee may take a paid leave of absence for one day to attend the funeral. Such leave will not be subtracted from any of the employee's leave credits.

Jury Duty Leave

The Library encourages you to fulfill your civic responsibilities by serving jury duty. If summoned for jury duty, provide the Director and Bookkeeper with a copy of the summons. This will help the Library plan for your absence from work. We expect you to come to work whenever the court schedule permits.

The Library will follow all governing state and federal laws as they apply to jury service, including all regulations regarding the payment of wages to exempt employees. An employee will receive regular pay for days of jury service, less any amount paid by the government. Exempt employees will be paid in accordance with the Fair Labor Standards Act.
Associated costs of jury duty (parking, lunch, mileage) will not be paid by the Library.

The Library reserves the right to confirm your attendance for jury duty with the court. If you have questions concerning jury service, please contact the Library Director.

Military Leave and Military Spouse Leave

A military leave of absence will be granted in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). You must give your supervisor advance notice of upcoming military service unless it is otherwise impossible or unreasonable.

You will not be paid while on military leave, but you may use any available earned vacation leave.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which you are otherwise eligible.

If you are on military leave for up to 30 days, you must return to work on the first regularly scheduled work period after your service ends (allowing for reasonable travel time). If you are on military leave for more than 30 days, you must apply for reinstatement in accordance with USERRA and applicable state laws.

When you return from military leave you will be placed either in the position you would have attained if you had stayed continuously employed or in a comparable position. For the purpose of determining benefits that are based on length of service, you will be treated as if you had been continuously employed.

The Library will also comply with all state and federal laws allowing any leave to employees who have family members called to military duty. Any employee whose spouse is stationed in a combat zone and is on leave from service with the Armed Forces, may be granted up to ten days unpaid leave of absence.

If you have questions about military leave, or military spouse leave, contact the Library Director for more information.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and New York State Mini-COBRA regulations help employees, and their dependents continue their medical insurance even if they are no longer eligible under our health plan.

There are strict rules about when you can use COBRA or Mini-COBRA. These regulations allow an eligible employee and their dependents to choose to continue their medical insurance when a qualifying event happens. Qualifying events include the employee's resignation, termination, leave of absence, shortened work hours, divorce, legal separation, death or when a dependent child is no longer eligible for coverage under the employee's medical insurance.

If you continue your insurance as specified under New York state law, you will pay the full cost of the insurance at our group rates plus an administration fee of up to 2% for up to thirty-six (36) months. Employees enrolling in our medical insurance plan receive a written notice describing their Mini-COBRA rights.

Family and Medical Leave Act (FMLA)

Detailed information regarding FMLA in NY State can be found at: https://paidfamilyleave.ny.gov/employees

Leave Entitlements

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care
- To bond with a child (leave must be taken within one year of the child's birth or placement)
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition
- For the employees own qualifying serious health condition that makes the employee unable to perform the employee's job

- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent

An eligible employee who is a covered service member's spouse, child, parent or next of kin may also take up to 26 weeks of FMLA leave on a single 12-month period to care for the service member with a serious injury or illness.
An employee does not need to use the leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA. If an employee chooses to substitute accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FLMA, employers must continue health insurance coverage as if the employee were not on leave.
Upon return from FMLA, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

Eligibility Requirements

An employee who works for a covered employer must meet three criteria to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months
- Have at least 1,250 hours of service in the 12 months before taking leave

*For information regarding leave associated with military service go to: www.dol.gov

Requesting Leave (FMLA)

Employees must give 30-days advance written notice of the need for FMLA to the director. If it is not possible to give 30-day's notice, an employee must notify the director as soon as possible, and follow the employer's usual procedures.

Employees do not have to share a medical diagnosis but must provide enough information to the employer to determine if the leave qualifies for FMLA protection. Sufficient information includes informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, a written notice must be provided for clarification and state what additional information is required.

Employer Responsibilities

Once an employer becomes aware that an employee qualifies for FMLA leave, the employer must notify the employee of their eligibility and provide them with a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Intent to Return to Work

The Library may require an employee on FMLA leave to report periodically on their status and their plan to return to work.

Enforcement

Employees who disagree with FMLA decisions may file a complaint with the US Department of Labor, Wage and Hour Division.
The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law of collective bargaining agreement that provides greater family or medical leave rights.

Additional information is available at www.dol.gov/whd

Procedure for Requesting FMLA Leave

Employees requesting FMLA must provide written notice to the Director or Bookkeeper. Within five business days after the employee has provided this notice, the Director or Bookkeeper will provide the employee with the Notice of Eligibility and Rights.

When the need for FMLA leave is not foreseeable, the employee will contact the Director or Bookkeeper as soon as possible.

Blood Donor/ Bone Marrow Donor/ Organ Donor Leave

The Library will grant three hours of unpaid leave of absence in any 12-month period for blood donation. The leave of absence may not exceed three hours, unless otherwise agreed to by the Library Director. The Library will grant an unpaid leave of absence to an employee to donate bone marrow or to be an organ donor. The physician shall determine the amount of leave. We may require verification by a physician for the purpose and length of each leave.

Breast and Prostate Cancer Screening Leave

In accordance with New York Civil Service Law, the Library will grant four hours of paid leave of absence in any 12-month period to any employee to be screened for breast and prostate cancer. If an employee requires additional time off for this purpose, any amount more than four hours may be taken as unpaid, or available leave credits may be used. See Library director for appropriate cancer screening form.

Nursing Mother's Protection

Federal law requires employers to provide a private location, other than a bathroom, to express breast milk for up to one year after the child's birth. The employee and the director will develop accommodations that are mutually agreeable.

V. ELECTRONIC COMMUNICATIONS

Computer and Email Use

To help you do your job, the Library may give you access to computers, computer files, the email system, and software. Password use, file access and retrieval of any stored communication is only permitted within the scope of your job.
We do not allow employees to use Library computers or email in ways that are not work-related.
You may not display, download, or email sexually explicit images, messages, cartoons, or any material containing ethnic slurs, racial comments, off-color jokes, or anything that another reasonable person may consider harassment or not work-related.

You may not use Library email for solicitation, to request contributions, to espouse any religious or political views, or for other non-business matters.

The Library buys and licenses computer software for business purposes. We do not own the copyright to this software or its documentation. Unless the software developer provides us the authorization, we do not have the right to use the software on more than one computer. You may only use software on local area networks or on multiple machines according to the software license agreement. The Library prohibits the illegal duplication of software and its documentation.

Personal, non-business, or unapproved software may pose a threat to the security of our computers and our computer network. Employees may not load, download, or install software on any computer owned or provided by the Library without written permission from the Library director.

If you know of any violations to this policy, notify the Library Director as soon as possible. Employees who violate this policy may be subject to disciplinary action up to and including termination of employment, in accordance with New York State Civil Service Law section 75 where applicable.

Internet Use

The Library provides Internet access to help you do your job. Internet access is intended for job-related activities. The Library assumes no liability for any direct or indirect damages arising from an employee's connection to, or use of the Internet. Seymour Library is not responsible for the safety or security of personal, financial, or other information an employee may choose to transmit using computers or internet services provided by the Library.

All data that is sent or received through our computer systems and networks is part of official Library records. We may be required by law or subpoena to provide that information to law enforcement or other parties. Therefore, you should ensure all information contained in email messages and other transmissions is accurate, appropriate, ethical, and legal.

The equipment, services, and technology that you use to access the internet are provided by and are the property of the Library. Therefore, we reserve the right to monitor all internet use. We also reserve the right to access and read any data that you write, send, or receive through Library internet services, or any data which is stored on our computer systems. This includes business and personal email accounts accessed with Library equipment or provided services, records of web site traffic, and other on-line activities. Employees should not have an expectation of privacy in any communication or activity while

using computer equipment, a smartphone, email, or Internet access provided by the Library. That includes using Library provided internet services on a personal computer or other device to access the Internet.

You may not send or receive data through Library computer equipment or internet services that contain content that may be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to an employee or other person.

Examples of unacceptable content include sexual comments or images, racial slurs, gender discriminatory comments, or other comments or images that may offend a reasonable person on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The Library does not allow the unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the internet.

If you use the internet in a way that violates the law or Library policy, you may be subject to disciplinary action up to and including immediate termination of employment, in accordance with New York State Civil Service Law section 75 where applicable.

The following are examples of prohibited activities that violate this Internet Use policy:

- Sending or posting discriminatory, harassing, or threatening messages or images as defined throughout this Employee Handbook and by applicable state and federal laws
- Using the Library's time and resources for personal gain
- Using or disclosing someone else's code or password
- Copying, pirating, or downloading software and electronic files
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the Library or initiate unwanted internet services and transmissions
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into any other computer system
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to Library business
- Using the internet for personal use
- Jeopardizing the security of the Library's electronic communications systems
- Sending or posting messages that disparage another Library's products or services
- Posing your own personal views as if representing those of the Library
- Sending anonymous email messages (SPAM)
- Engaging in any other illegal activities

Social Media Use

This policy regarding personal social media content has been developed for employees who maintain or participate in web-based communications that may contain postings about the Library, its programs,

employees, or others who may be associated with the Library. The policy also contains guidelines which describe the types of content that may violate the Library Standards of Conduct and some of the legal implications of participating in social media activities.

Nothing in this social media policy is intended to, or should be construed to limit, interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment protected under Section 7 of the National Labor Relations Act. Employees have the right to engage in or refrain from such activities.

In general, what employees do on their own time is their own business. On the other hand, activities outside of work that affect your job performance, the performance of others, or the interests of the Library and our patrons are governed by the Library policies and guidelines. Before discussing the Library, its business, the people associated with the Library, or its patrons on social media outlets you should make sure that you are familiar with these guidelines, Library personnel policies and the Library Standards of Conduct. The Library will not assume responsibility or liability for opinions you may express on any social media outlet.

Confidential, Proprietary, and Private Information

Any confidential or proprietary information is prohibited for your personal online publications. This includes the Library logo and trademarks.
Any information which is covered by privacy laws, or that has not been made public cannot appear in any of your personally created digital media. This includes confidential business information related to the Library, employees, patrons, visitors, program participants, and any financial information.

Seymour Library Standards of Conduct

All our employees receive and are required to acknowledge the Library Standards of Conduct as well as a copy of the Library employee handbook. Please make sure you are familiar with the standards and all handbook policies.
When participating in personal social media activities and discussing the Library, make sure that others understand that your views and opinions are your own and not representative of the Library.
On social media, we also expect that every employee will be respectful of the privacy and dignity of their fellow employees, their families, and anyone associated with the Library.

Cell Phone/Smartphone/Other Electronic Device Use

While at work employees are expected to exercise the same discretion in using personal cell phones as is expected for the use of the Library telephones. Excessive personal calls, texting, emails, instant messaging, or any other form of electronic communication during the workday can interfere with employee productivity, safety, and is distracting to others. Employees should limit personal calls, texts, emails, IMs, and other communication to emergencies, unless on an approved break. Please keep your conversations private and quiet.

The Library provides technology for employee use in promoting the Library. The Library Director must approve alternate options. Patron or parental consent (in the case of a minor) must be obtained before any pictures are taken.

The Library requires every employee to follow all state and local laws regarding the use of cell phones while driving on library business.

Use of Telephones

Library telephones are provided for business use and should be kept free for that purpose. Although the occasional use of the Library telephones for a personal call may be necessary, all incoming calls may be screened. Routine personal calls should be kept to a minimum and made during lunch or other break times. No personal calls may be made using the Library business phones which may incur long distance or other charges.

Telephone communications are an important reflection of our image to patrons, vendors, and the community. Always use proper telephone etiquette, be courteous, and provide exceptional patron service.

VI. SAFETY AND SECURITY

Workplace Safety

Our workplace safety program is a top priority at the Library, and we want this to be a safe and healthy place for employees and patrons. The Library is responsible for implementing, administering, monitoring, and evaluating the safety program. A successful safety program depends on everyone being alert and committed to safety.

Employees will receive annual workplace safety training which includes identification and management of safety and health hazards. It is the responsibility of every employee to obey and comply with all Library, local, state, and federal safety rules, and regulations.

Some of the best safety improvement ideas come from employees. If you have an idea, concern, or suggestion on how to improve safety in the workplace, contact the Library Director. Any workplace safety concerns, or issues can also be reported anonymously, without fear of reprisal or retaliation. All unsafe conditions must be reported immediately for everyone's safety.

If you violate Library safety standards, you may be subject to disciplinary action, up to and including termination in accordance with New York State Civil Service Law section 75 where applicable. Violations include causing or failing to report a hazardous or dangerous situation.

An Incident Report Form must be completed and submitted to the Library Director within three days following any workplace accident. Notify the Library Director immediately about any accident that causes an injury, no matter how minor it may seem at the time. When you report accidents quickly, we can investigate the situation and initiate insurance and worker's compensation procedures.

The Library abides by all appropriate local, state, and federal laws and regulations, regarding employees who drive Library vehicles in the performance of their job.

Any employee who is in a workplace accident may be required to take a drug and/or alcohol test.

Workplace Violence Prevention

We are committed to preventing workplace violence and making the Library a safe place to work and visit. This policy explains our guidelines for dealing with intimidation, harassment, violent acts, or threats of violence.

Our expectation is that everyone at the Library, including management, employees, applicants, patrons, vendors, and all other visitors will be treated professionally, with courtesy and respect. Fighting, horseplay, or any behavior which may in any way be dangerous to others is prohibited. Firearms, weapons, hazardous devices, or substances are not allowed on Library property.

The Library does not allow behavior which threatens, intimidates, or bullies any employee, applicant, patron, vendor, or any member of the public. We do not tolerate harassment, including harassment based on an individual's sex, race, age, marital status, sexual orientation, or any characteristic protected by local, state, or federal laws.

Threats or acts of violence, unruly behavior, prohibited activities (such as illegal drug use), or individuals with concerning behavior should be reported to the Library Director immediately. Never place yourself in danger. If you see or hear trouble or a disturbance near your work area, do not attempt to intervene. Call 911 if you believe you or someone else may be in imminent danger.

The Library will promptly investigate all reports of violent acts, threats of violence, suspicious people, or activities. We must balance an employee's request for confidentiality with the need to conduct a thorough investigation. We will maintain the highest level of confidentiality possible when investigating any incident.

Any employee found to have violated these guidelines may be subject to disciplinary action up to and including immediate termination of employment, in accordance with New York State Civil Service Law section 75 where applicable.

Drug–Free Workplace Policy

The Library is committed to protecting the safety, health, and well-being of all employees and visitors in our workplace.

It is a violation of our drug-free workplace policy to use, possess, trade, or sell alcohol, drugs, or intoxicants. Illegal or unauthorized use and intentional misuse or abuse of prescription medications also violates this policy. All local laws regarding the use of cannabis will be followed.

You may use legally prescribed, or over-the-counter drugs on the job only if they are taken in the prescribed or recommended dosages and do not impair your ability to perform the essential functions of your job. Any employee taking prescribed or over-the-counter medications is responsible for consulting the appropriate medical or pharmacy professional to determine if the medication may interfere with safe performance of their job.

To ensure the accuracy and fairness of our testing program, all testing will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines.

Any employee who tests positive may be subject to disciplinary action, up to and including termination of employment in accordance with federal or New York state laws. Some situations may require an employee who tests positive to be removed from duty.
In addition, one or more of the following may be required:

- Referral to a substance abuse professional
- Successful completion of an accredited rehabilitation program
- Signing and complying with a return-to-work agreement

An employee will be subject to disciplinary action, up to and including termination of employment if they refuse to comply with this policy. All disciplinary action will be taken in accordance with New York State Civil Service Law section 75 where applicable.

All information received by the Library through the drug-free workplace program is confidential. All drug-testing information is maintained in separate confidential files. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Employees are strongly encouraged to voluntarily seek help with substance abuse problems.

Questions about this policy or issues related to drug or alcohol use can be discussed with your supervisor or Library Director without fear of reprisal.

Drug Testing

We are committed to making the Library a safe, efficient, and productive work environment for all employees. There can be serious safety and health risks if an employee is under the influence of drugs or alcohol on the job. The Library does not currently test employees on a pre-employment, regular, or random basis unless New York State or federal law requires it to do so but reserves its right to do so in the future. In addition, the Library may conduct drug testing under the following circumstances: reasonable suspicion and post-accident.

If you refuse to be tested for drugs, you may be subject to disciplinary action, up to and including immediate termination of employment, in accordance with New York State Civil Service Law section 75 where applicable.

We will provide copies of this drug testing policy to all employees. Employees are required to sign an acknowledgement form indicating that a copy of this drug testing policy was received. If you have questions about our drug testing policy or its administration, contact the Library Director.

VI APPENDIX

The following appendix is issued as a separate document:

Sexual Harassment Policy

The Seymour Library has adopted the Town of Sweden Sexual Harassment Policy, found at: https://www.townofsweden.org/static/sitefiles/Sexual-Harassment-Policy.pdf