

OGDEN FARMERS' LIBRARY PERSONNEL POLICIES AND PROCEDURES HANDBOOK

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Mission Statement

The Ogden Farmers' Library (OFL) creates daily opportunities for lifelong learning by providing quality materials, services, and information-seeking tools. We intend the library to be a place of personal interactions that enrich the lives of patrons and reflect the values of the Ogden Community.

Introduction

This manual outlines the standard work rules and expectations for the efficient and effective operations of the OFL. The basic expectations are that all employees will follow the OFL policies and procedures, follow the direction of the Director, perform the duties of their position to the best of their abilities, be respectful of co-workers and patrons, provide exceptional customer service and use their special skills and abilities to enhance OFL and the overall patron experience.

The Director and the OFL Board of Trustees appreciate each employee's contributions, creativity, ideas for work efficiencies and improvements, and their support to maintain a positive working environment for co-workers and learning environment for patrons of the OFL. OFL employees are the front line of the business and their presentation and service are essential to the overall success of the OFL.

General Employment Information

Attendance

Each employee is critical to the delivery of service at the OFL. Employees are expected to report to their assigned work area at their assigned work time each day of their designated work schedule.

In the event of a personal emergency when an employee may be late for their assignment or absent for the day, they are required to speak directly to the Director or Librarian in Charge as soon as possible to communicate their tardiness or absence.

Three shifts of unexcused absences in a row is considered a voluntary resignation by the staff member.

The Director or Librarian in Charge will determine whether substitute coverage is required and make the necessary arrangements for coverage.

Classification of Employees

There are a variety of staff positions required to operate the OFL each with varying standard work schedules. They are as follows:

- **Administrative (Director):** 37.5 hour work week, 52 weeks each year (with additional hours as necessary) for a fixed annual wage and specified benefits and entitlements.
- **Certified Librarians:** 20 to 35 hours a week (as assigned), 52 weeks each year (with additional hours as necessary) for a fixed annual wage and specified benefits and entitlements.
- **Support Staff 20-35 hours per week:** Weekly hours as assigned based on job assignment, required to work 52 weeks a year (with additional hours as needed) for a fixed hourly rate and specified benefits and entitlements.
- **Support Staff less than 20 hours per week:** Hours assigned based on job assignment, part-time (52 weeks per year) or seasonal work, paid on an hourly basis. (This group of staff are eligible to participate in the investment benefit as long as the earnings threshold is met, however, ineligible for all other benefits or entitlements.)

Compensation

During the budgeting process each calendar year, the Director and Board of Trustees review funding sources for the following year and the Director determines annual pay adjustments for employees. The Board of Trustees determines pay adjustments for the Director.

Evaluation of Staff

At least once each year the work performance of each employee will be evaluated. The purpose of this evaluation will be to assist the employee in enhancing and/or improving their performance. Employees will submit a written self-evaluation to the Director prior to the Director's written evaluation. Once the Director's written evaluation is prepared, an evaluation conference will be scheduled to discuss the outcome. After the evaluation conference employees may prepare a written commentary to the evaluation and this commentary will be included in the personnel file.

Job Descriptions

Job descriptions for each job title are available through the Director. Job descriptions will be made available to employees upon hire and also during the annual evaluation. Annual performance evaluations will be based on the duties of each job and the employee's performance of the criteria within the job description.

Library Jargon At-A-Glance

Employees of the OFL should be familiar with the following terms and acronyms:

- **ALA:** American Library Association, advocates and lobbyists for the library industry.
- **AV:** Audio-visual material, non-book materials such as video and audio cassettes, DVDs, CD-ROMs, CDs, records and slides.
- **CARL:** Our Integrated Library System (See ILS)
- **Catalog:** A listing of all the materials a library holds (sometimes called OPAC).
- **CIPA:** Children's Internet Protection Act: A law that aims to protect children from pornographic sites. Library funding can be tied in to compliance.
- **Database:** An electronic collection of data that can be searched in a systematic way.
- **Dewey Decimal System:** The system of classifying library materials used in our library. The system allows books on a similar subject matter to be shelved near each other, so that the patron can browse the collection according to their interests or needs.
- **ILL:** Interlibrary Loan service which allows the Library to borrow or obtain items from other libraries.
- **ILS:** Integrated Library System – the computer software that allows us to check in, renew, etc.

- **ISBN:** International Standard Book Number. Books published since 1969 have one of these unique identifying numbers.
- **Journal:** A print or electronic information source that is published at regular intervals under the same title. Sometimes journals may also be known as serials/ periodicals/ magazines.
- **MARC:** The accepted standard for library records on computers.
- **MCLS:** Monroe County Library System
- **Metadata:** Data about data.
- **MLS:** Masters in Library Science degree. The degree that one earns to be a librarian.
- **NYLA:** New York Library Association.
- **OCLC:** Online Computer Library Center. A library cooperative dedicated to providing access to information. They operate WorldCat.
- **OPAC:** Stands for 'Online Public Access Catalog', how the public accesses our catalog.
- **RRLC:** Rochester Regional Library Council – a cooperative of all libraries of all types in the Rochester area.
- **WorldCat:** A catalog of library holdings around the world.

Meals and Breaks

A paid 30-minute meal break and two 15-minute breaks are provided for employees working a full 6-hour or more work day. If an employee is required to work into the evening, they may be provided an additional paid meal break depending on the number of hours worked that day.

New Hire Orientation

New employees of the OFL meet with the Director to familiarize them with the OFL policies and procedures, expectations for customer service, daily duties and work processes, work areas, scheduling calendar, website information, co-workers and to complete new hire paperwork. The employee will also be advised as to available benefits and entitlements which they may qualify for based on their job status.

Probationary Period

Probation occurs at the start of employment for a new employee. The probationary period is for a period of six (6) months from the date of hire. During that time the Director will meet with the new employee to evaluate performance and provide feedback. If improvements need to be made, direction will be provided. At the end of

the probationary period the employee must be meeting or exceeding expectations to continue as an employee of the OFL.

Professional Development

The OFL encourages employees to participate in professional development opportunities (i.e., workshops, seminars and/or conferences) in an effort to improve their competencies beyond that which they may obtain through the regular performance of their assigned duties, to keep abreast of new developments in library business and to support professional growth and work-related skills. The purpose of this policy is to help enhance the quality of service to OFL patrons and to promote job satisfaction.

Release time for professional development opportunities require the Director's approval. Professional development opportunities will be considered as they pertain to the employee's job duties, based on the needs of the OFL and available funding.

The OFL will sponsor two or more mandatory professional development days each year for the benefit of the entire staff. The OFL will be closed on scheduled professional development days.

While the OFL will keep records of the completed professional development for employees, it is the responsibility of the employee to keep their own records as well. It is the employee's responsibility to submit those records to any licensing body who needs these records to license, verify or recertify the employee.

Recruitment and Hiring

The OFL will employ the best-qualified individual for any given position. Vacancies will be posted on the OFL website and new employees will be recruited and selected by the Director. The Director will recommend the appointment of the chosen candidate to the Board of Trustees for final approval.

Separation from Employment

As a professional courtesy, staff who plan to separate from employment with the OFL should submit a written notice of resignation at least two weeks prior to the date of departure. A month is preferred for the professional positions.

Work Schedules/Hours

OFL is open at least 58 hours each week from Labor Day through Memorial Day and at least 50 hours a week from Memorial Day to Labor Day. This schedule is subject to change by the OFL Board.

The Director is responsible for ensuring adequate staff coverage during business hours. Employees are expected to adhere to the established work schedules as assigned. Any changes to the established work schedule need to be approved by the Director.

Employment Policies and Procedures

Code of Conduct

Protection of confidential business and/or personal information is vital to the interests and success of the OFL. Employees who improperly use or disclose confidential business and/or personal information will be subject to disciplinary action, up to and including termination of employment and possible legal action even if the employee does not actually benefit from the disclosure of the information. Such information includes, but is not limited to:

- Personnel related information regarding work associates;
- Information about the discipline and/or termination of an employee;
- Patron information including borrowing records, names, addresses and/or telephone/cell numbers;
- Other information about patrons, except under specific court order.
- Names and other identifying information about anonymous donors.

Confidentiality – Circulation Records

Privacy and Confidentiality of Records:

It is the policy of OFL to comply fully with New York State Law CPLR4509, New York State records retention regulations and federal laws regarding the privacy, confidentiality, retention and handling of records which contain names or other personally identifying details regarding library users.

In accordance with these laws and regulations, library records which contain names or other personally identifying details regarding library users, including but not limited to the circulation of library materials, Internet usage, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, the use of library materials in any format or the use of library services, programs, equipment and facilities, shall be confidential and shall not be disclosed except that such records shall be disclosed to the extent necessary for the proper operation of the OFL and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or search warrant as required by statute.

Handling of Subpoenas, Court Orders and Search Warrants:

Should a subpoena or court order be presented to an employee, immediately upon receiving it the employee will notify the Director, or in the absence of the Director, the Librarian in Charge. In all instances the Librarian in Charge will execute the responsibilities of the Director in their absence. It is the responsibility of the Director to contact an attorney and the President of the OFL Board of Trustees immediately. The attorney will review the subpoena or court order to determine if there is a proper showing of good cause and to advise the Director as to the next steps. The Director will keep the OFL Board President fully informed. The option of appeals resides with the OFL Board of Trustees.

Retention of Library Use and Circulation Records:

It is the policy of OFL and the law to protect the privacy of individuals in their use of the OFL's services, collections and facilities. To that end, OFL records that contain information that may, in whole or in part, provide identifying information about a person will be retained only as long as needed to properly conduct OFL business. In conjunction with this policy, the following are the parameters that have been established regarding the retention records.

E-mail, fax, and written records of requests for reference information that contain any information about the identity of OFL users will be destroyed following provision of the information requested.

Internet sign up records, computer class training records, and general program registrations that contain any information about the identity of patrons will be destroyed, as per the settings of the software that handles this scheduling.

Records of patron searches on Internet PCs will be cleared after each session, as programmed in to the software used to manage these sessions.

Employees will be expected to retain all other records that identify individuals in whole or in part, in any format, only to the extent necessary for the proper execution of OFL business or as otherwise required by law and New York State records retention regulations.

The MCLS, of which OFL is a member, serves as OFL's automation service and Internet service provider. MCLS is responsible for managing patron, bibliographic and search records for the sharing of resources and information services. Through its membership, OFL will make every effort to encourage MCLS to ensure the highest level of privacy protection for patrons and employees and the limiting of records retention to that needed for the proper execution of library business.

Parental or Custodial Rights to Confidential Library Records:

The custodial parent or guardian is limited to requesting the circulation details for their minor children's unpaid financial obligations, such as fines or overdue materials. While parents should supervise their minor children's use of the library, the staff may not provide parents with circulation, reference or computer records for materials used by their minor children. Please refer parental requests beyond the unpaid financial obligations of their minor children to the Director.

The Director may request documentation to prove the parent is the custodian or guardian of said children. The same is true for incapacitated or disabled adults by their guardian or caretaker.

The OFL will not issue library cards to minor children without explicit permission and signature of the custodial parent or guardian. Non-custodial parents may borrow materials for their visiting children on the noncustodial parent's card.

Discipline Policy

A system of progressive discipline will be used to establish and maintain a positive work environment. The Director has the right to take disciplinary action when an employee's job performance is unsatisfactory. The Director will take prompt action to coach an employee when there has been a violation of the OFL's Personnel Policies, Code of Conduct, or any other policy, procedure or job expectation. Discipline is generally progressive and will be used to ensure that the employee has the opportunity to improve their job performance. In all cases of disciplinary action, consultation with the Director must take place. At any stage of the disciplinary process a representative from the Board of Trustees may be directly involved.

Progressive discipline can follow a series of conversations, written warnings, and can also result in termination depending on the serious nature of the act and/or repeated issues of misconduct. Some offenses are regarded as so serious that no specific warning (counseling or written warnings) or prior disciplinary action is needed before more aggressive action is taken (i.e., suspension or discharge).

The Director is generally the primary contact for disciplinary issues. However, if during the disciplinary process the employee feels they have been treated unfairly, the employee may contact the President of the OFL Board of Trustees.

Types of Discipline

Verbal Employee Counseling: The Director will counsel the employee regarding unmet performance expectations or employee standards, or policy or ethics violation. Discussion will revolve around possible misunderstandings of job expectations, the resources needed to do the job, the training needed to do the job, etc. The employee will be advised of the consequences of further infractions. If the employee's performance improves, no further disciplinary action will be necessary.

Written Employee Counseling: The Director will meet with the employee to discuss the expectations of the job and/or performance and/or violation, and to provide direction moving forward. The Director shall document this counseling for placement in the personnel file and offer the employee an opportunity to submit a written rebuttal to be included with the counseling document.

The written counseling document will be signed by the employee prior to filing to indicate they have received the document. A copy of the document will be given to the employee and the original placed in their personnel file. If the employee refuses to sign the document, the Director will make note of the refusal on the document.

If the employee's performance improves, then no further disciplinary action will be necessary.

Termination: The Director will terminate employment of an employee after providing a series of opportunities to improve performance. Termination may also take place if the employee's misconduct is of such a serious consequence that the Director has no other

alternative but to sever the employment relationship. When termination is necessary, the employee will be relieved of duty immediately.

Dress Code

To help foster a professional and positive work place, employees are required to dress in an appropriate manner for their work assignment. Business casual is the acceptable standard for the OFL. Employees are required to wear a name badge to identify themselves to patrons. Name badges will be provided by the OFL.

Drug/Alcohol/Tobacco Free Workplace Policy

The Drug/Alcohol/Tobacco Free Workplace Policy was created to establish and maintain a safe and healthy working environment in the workplace free from drugs, alcohol, tobacco and/or other controlled substances. This policy will be uniformly enforced with all employees, patrons and/or volunteers. It is important to the OFL to ensure the reputation within the community at large, to reduce the number of accidental injuries to persons and property, to reduce absenteeism and tardiness and to improve productivity. The following rules constitute the OFL's policy concerning any form of drugs, alcohol, tobacco and/or other controlled substances use and/or abuse:

Prohibited Acts

- Employees, patrons and/or volunteers are prohibited from being under the influence of drugs, alcohol and/or controlled substances during business hours on OFL premises.
- The sale, possession, transfer or purchase of drugs, alcohol beverages, tobacco and/or controlled substances on OFL premises or while performing OFL business is strictly prohibited.
- No alcoholic beverage may be brought or consumed on OFL premises except in connection with OFL authorized events.
- No prescription drug may be used on OFL premises by any person other than the one for whom it is prescribed. Such drugs may be used only in the manner, combination and quantity prescribed. Employees in positions where such prescribed drug usage may affect the safety of themselves or others are required to make such use known to the Director. Minimally, this obligation applies to employees operating OFL equipment which, if improperly used, may result in personal injury or property damage.
- If an employee finds evidence of drug use, the Director is to be informed immediately.

Disciplinary Action

- The use, sale or possession of drugs, alcoholic beverages, controlled substances and/or sale of tobacco will be reported to law enforcement.
- Any employee whose off-duty abuse of alcohol or illegal or prescription drugs results in excessive absenteeism or tardiness or is the cause of accidents or poor work will be subject to disciplinary action, up to and including termination.

Early/Emergency Closing Procedures

The Director, Librarian in Charge or the Town (in their capacity as owner of the building) may close the building in the case of weather, building problem, etc. The Director or Librarian in Charge will inform staff working that day of the closing. If a Librarian in Charge makes the decision, they should inform the Director. In the event of such an unforeseen closing, employees who are scheduled to work will be paid for the hours they are scheduled on that day. Employees who were approved for vacation or PTO, who were absent, or otherwise indicated they would not be available for work that day will not be paid wages but will utilize their vacation, PTO or unpaid time as planned.

Equal Employment Opportunity

The OFL is an equal opportunity employer and will not discriminate against any applicant on the basis of race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, gender identity, age, marital status, genetic information, military status, veteran status or disability. The OFL complies with all Federal and New York State regulations.

Harassment in the Workplace

It is the policy of the OFL to provide all employees and volunteers with a workplace that is safe, comfortable and free of harassment. It is our policy to prohibit all forms of harassment at work, including, but not limited to, harassment based on race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, gender identity, age, marital status, genetic information, military status, veteran status or disability. All employees are responsible for complying with the policy against workplace harassment.

Any employee of the OFL who engages in harassment on the basis of race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, gender identity, age, marital status, genetic information, military status, veteran status or disability; who permits employees under their supervision to engage in such harassment; or who retaliates or permits retaliation against an employee who reports such harassment is guilty of misconduct and shall be subject to remedial action which may include the imposition of discipline or termination of employment.

Sexual harassment is prohibited and includes any unwelcome sexual advance, request for sexual favor and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made, either explicitly or implicitly, as a term or condition of employment;
- submission to or rejection of such conduct is used as a factor in any employment decision affecting any individual; or
- such conduct has the purpose or effect of unreasonably interfering with any employee's work performance or creating an intimidating, hostile or offensive working environment.

Harassment, on the basis of protected classifications other than sexual harassment, includes, but is not limited to, slurs and other verbal or physical conduct relating to an individual's race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, gender identity, age, marital status, genetic information, military status, veteran status or disability. Harassment is defined as behavior which has the purpose or effect of creating an intimidating, hostile or offensive working environment or has the purpose or effect of unreasonably interfering with an individual's work performance or otherwise adversely affecting an individual's employment opportunities.

This policy prohibits unwelcome sexual advances, requests for sex (with or without related threats or promises of favors or other benefits) or other verbal or physical sexual conduct which could have a harmful effect on any employee's work performance or create a hostile or offensive work environment.

Examples of "sexual harassment" include but are not limited to:

- obscene or sexually suggestive comments about a person's body;
- "off color" language or "dirty" jokes of a sexual nature;
- slurs, threats, repeated comments or other offensive verbal or physical conduct relating to a person's sex or sexual orientation;
- offensive or unwelcome sexual flirtations, advances or propositions, communicated verbally, by touch or in writing;
- use of sexually degrading words to describe a person or group of people;
- any display of sexually explicit photographs, drawings, greeting cards, articles, books, magazines or other items; or
- repeated and/or unwelcomed and/or unnecessary touching of any part of another's body.

Sexual and other forms of harassment at work are strictly prohibited, whether committed by employees (management or non-management), vendors, citizens, or volunteers. Under this policy, managers or supervisors *cannot* threaten or imply that giving into or rejecting sexual advances will influence any decision regarding the staff member's employment.

Sexual and other forms of harassment by any employee will result in disciplinary action up to and including dismissal and may lead to personal, legal and financial liability. Employees are encouraged to report the complaint when they believe they have been subjected to any form of harassment at work or during a work-related activity.

Complaints of sexual and other forms of harassment at work will be promptly and carefully investigated. Under this policy, when the employee files a harassment complaint, the Director will not retaliate or try to harm the employee in any way.

If the employee has concerns about harassment at work by anyone, including the Director, co-workers, patrons, citizens, volunteers, or visitors, the employee will immediately bring those concerns to the Director's attention or contact the President of the Board of Trustees.

The employee will bring their concerns to the attention of the Director. However, if unwelcome behavior involves the Director, the employee can also seek help from the President of the Board of Trustees.

The investigation of harassment may include interviews with all persons having direct knowledge of the unwelcome behavior, including the person who made the complaint, the person accused of sexual or other harassment and other potential witnesses. The employee's privacy and the privacy of the person accused of sexual or other harassment will, to the extent possible, be kept strictly confidential. All parties will be directed not to discuss the matter.

At the conclusion of the investigation, the investigator will review the findings with the person(s) who made the complaint. If the investigation reveals that the complaint is factual, appropriate corrective action will be taken to prevent the harassment from occurring again. Disciplinary action up to and including termination of employment will occur for anyone who is believed to be guilty of sexual or other types of harassment. In any case, particularly in situations where the facts uncovered during the investigation are inconclusive or unclear, the investigator will ensure that all parties are reacquainted with the policy prohibiting sexual or other harassment at work.

Internet, Email and Social Media Usage Policy

The OFL will provide staff with access to various computerized information resources through the OFL computer system (OFLCS) consisting of software, hardware, computer networks and electronic communication systems. This may include access to electronic mail, on-line services and the Internet. It may also include the opportunity for some staff to have independent access to OFLCS from their home or other remote locations. Use of the OFLCS, including independent use off library premises, shall be subject to this policy.

Appropriate use of the Internet, email and social media is expected. These resources are business tools and should be used as such. Illegal use of the Internet, email, or social media is strictly prohibited. Illegal use includes, but not limited to, viewing pornography, infringement of copyright, credit card fraud, offensive language and/or harassment of any kind and will be reported to the police immediately.

Per Section 52-c of the New York Civil Rights Law, employees are advised that per OFL policy and in furtherance of its mission and legal compliance, any and all telephone conversations or transmissions, electronic mail or transmissions, or Internet access or usage by an employee by any OFL electronic device or system, including but not limited to the use of a computer, telephone, wire, radio or electromagnetic, photoelectronic or photo-optical systems **may** be subject to monitoring at any and all times and by any lawful means. **While we make this notification, employees are further notified that during the ordinary course of business, routine and consistent monitoring is not conducted. However, because OFL may need to**

monitor such resources as part of an investigation or under special circumstances, we are notifying the workforce of this possibility, as required by law.

Nepotism Policy

The Nepotism Policy is in place to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism exists. It is the policy of OFL not to employ or consider for employment any immediate relative of the OFL Board of Trustees or employee of OFL to eliminate conflicts and/or management disruptions. 'Immediate relative' is defined as spouse, domestic partner, child, parent, brother, sister, in-law or step family member (father, mother, brother, sister), grandparent or grandchild. This policy will be considered when hiring, promoting or transferring any employee.

Employees who marry or become related by marriage while both employees are employed by the OFL may seek approval from the Director for an exception to the policy. The OFL reserves the right to exercise appropriate managerial judgment to take such actions as may be necessary to achieve the intent of this policy. The OFL reserves the right to vary from the guidelines outlined in this policy to address unusual circumstances on a case-by-case basis.

It is the responsibility of every employee to identify any potential or existing personal relationship which falls under the definitions provided in this policy and communicate the information to the Director. Employees who fail to disclose personal relationships covered by this policy will be subject to disciplinary action up to and including the termination of employment.

Personnel Records/Release of Information

Personnel records are kept confidential. Only the Director may acknowledge the following information:

- dates of employment and position for the purpose of employment references;
- respond to requests for information through court order;
- share salary and wage information for the purposes of credit checks, bank and/or loan verifications and only when the request for such information is in writing and accompanied by an authorized release of information signed by the employee.

Whistleblower Policy

An employee who witnesses or becomes aware of an inappropriate action, improper financial circumstance, inappropriate use of OFL funds or property, safety issue or other matter which appears to be inappropriate, illegal or fraudulent will immediately report the situation to the Director or President of the Board of Trustees. Even if there is doubt about what was witnessed or what an employee is made aware of it is important for the employee to report the matter. There will be no retaliation or other adverse action taken against any employee who makes such a report in good faith, even if the matter reported is, after investigation, not found to be improper.

Workplace Safety Policy

The OFL is vitally interested in the health and safety of its employees, their work environment, and encouraging employee interest and responsibility for good health and safety. The OFL is committed to the development and maintenance of a program which will fulfill this responsibility. To this end, the OFL is dedicated to reducing the risk of injury and complies with legislative requirements and Occupational Safety and Health Administration (OSHA) policies and procedures as they apply to design, operation and maintenance of facilities and equipment.

It is in the best interest of both the OFL and its employees to commit jointly to health and safety in each workplace activity. The OFL calls upon its employees to join in the creation and maintenance of a safe work environment and to protect their own health and safety by working in compliance with the law and with any safe work practices established by the OFL.

The achievement of the health and safety goals demands commitment, active support, and involvement of individuals involved with the OFL operations at every level:

- It is the responsibility of each employee to work safely and report all unsafe or unhealthy conditions;
- It is the responsibility of the Director to ensure employees work safely and that safe and healthy work conditions are maintained;
- It is the responsibility of contractors and their employees to meet or exceed OFL health and safety program requirements.

Working together on a foundation of commitment, dedication and effort, the OFL is firmly resolved to be successful in workplace health and safety which will ultimately contribute to the effectiveness of the OFL's overall operations.

Benefits and Insurances

Investment Benefit

Employees earning more than \$5,000 per year are eligible to enroll in an IRA. The OFL will match the contribution up to 3% of wages.

Long-Term Disability Insurance

Regularly scheduled employees are eligible to participate in Long-Term Disability Insurance to cover an extended sick leave. The Director will provide the paperwork to the employee to complete. A doctor's statement is required to be eligible.

At the time of the leave the employee may elect to use any available personal time off to cover the waiting period before the long-term disability payments begin (approximately a five (5) day waiting period).

Written confirmation from the employee's doctor releasing the employee to go back to work must be submitted to the Director prior to the employee returning to work.

Medical/Dental Insurances

Medical and dental insurances are available to full-time employees (those regularly working 35 hours per week, 12 months each year). The medical benefit cost will be proportionately shared between the employee and the OFL. Dental insurance is available with the full cost borne by the employee.

Medical and dental insurances are also available to part time employees working 20 or more hours per week, 12 months each year. These employees will bear 100% of the cost of such insurances.

Medical and dental costs are reviewed by the Board of Trustees each year during the budget process and adjustments made to the proportional sharing as needed based on available funding.

Workers' Compensation Insurance

Injuries that occur at OFL must be reported to the Director in writing on an Incident Report form within one (1) day of the occurrence. Failure to file a claim or give notice may result in the loss of rights to compensation.

The OFL will pay the employee for the first five (5) days of absence (if needed) without requiring the use of accumulated PTO. Thereafter, the employee's compensation will be determined by the Worker's Compensation Insurance process.

Entitlements, Leave Policies and Procedures

Bereavement Leave

Each employee will be provided three (3) paid days for the death of an immediate family member and when the employee is scheduled to work those days. Also, one (1) paid day will be provided for the death of an extended family member.

Immediate family is defined as spouse, domestic partner, child, step-child, parent, step parent, parent-in-law, brother, sister, grandparent, grandchild or dependent residing in the household.

Extended family is defined as brother or sister-in-law, uncle, aunt, niece, nephew and first cousin.

Holidays

Regularly assigned employees who work more than 20 hours a week will be paid their regular wages for holidays if they are normally scheduled to work the day on which the holiday falls.

OFL will be closed on the following days:

- New Year's Eve Day (December 31st)
- New Year's Day (January 1st)
- Presidents' Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Columbus Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day (December 24th)
- Christmas Day (December 25th)

OFL will be closed on Professional Development days.

Additional holidays each year may be granted at the discretion of the OFL Board of Trustees.

Jury Duty

The OFL employee who is called for jury duty shall receive their full day's pay from the OFL if employed in a regularly assigned position and scheduled for work on the day of jury service.

Upon completion of jury service, staff are required to request a Certificate of Attendance form from the Commissioner of Jurors upon completion of service and submit it to the Director to indicate the dates and times of service.

Time Off Without Pay

The Director will review and consider requests for time off without pay for unusual circumstances.

A Request for Staff Leave Form must be completed and submitted to the Director for approval prior to the commencement of time away from work.

In most cases and upon counsel from the Director, an employee's work schedule can be adjusted to provide the employee the requested time off and still have the employee

work their requisite weekly hours. The work hours may be rescheduled and worked at a time which provides a benefit for the OFL.

Vacation Time and Personal Time-Off (PTO) Entitlements

Employees working 20 hours or more each week are eligible for vacation and PTO. Vacation and PTO entitlements are awarded in hours based on the number of years of service and on January 1st each year.

PTO is defined as time off other than the vacation benefit. PTO may be used for sick leave, time off for the illness of a family member, doctor/dentist appointment, legal appointment or most any personal reason.

A Request for Staff Leave Form must be completed and submitted to the Director for approval prior to the commencement of time away from work. In all cases, prior to consideration of the request for leave, both the Director and requestor will review the OFL work schedule to ensure adequate staffing is in place to operate the library. In cases where there are duplicate requests for the same time, requests will be granted first by the date the request was submitted and secondly by the priority of the request. Once a request has been approved, the time off calendar will be updated to include this information.

Upon separation from employment, a staff member will be paid for unused vacation time (prorated to the hours worked during that calendar year). If hours were approved and taken in advance of the resignation and prior to the prorated calculation of vacation time, the amount of vacation hours will be deducted from the final pay check. Unused PTO will not be paid out upon separation from employment.

Director and Certified Librarians:

Vacation Eligibility

Year 1 – Awarded one (1) times weekly hours (eligible 30 days from the date of hire) prorated to the months left in the calendar year.

Year 2 through 4 – Three (3) times weekly hours

Year 5 through 9 – Four (4) times weekly hours

Year 10 through 19 – Five (5) times weekly hours

Year 20 plus – Six (6) times weekly hours

Maximum allowable carry-over of vacation hours from one year to the next equals two (2) times the standard weekly hours.

PTO Eligibility

PTO is awarded based on two (2) times weekly hours (eligible 30 days from the date of hire). In the first year, this amount is prorated to the months left in the calendar year.

Maximum allowable carry-over of PTO hours from one year to the next equals two (2) times the standard weekly hours or 40 hours, whichever is greater.

Support Staff (working a minimum of 20 hours and maximum of 35 hours/week):

Vacation Eligibility

Year 1 – Awarded one (1) times weekly hours (eligible 30 days from the date of hire) prorated to the months left in the calendar year.

Year 2 through 4 – Two (2) times weekly hours

Year 5 through 9 – Three (3) times weekly hours

Year 10 through 19 – Four (4) times weekly hours

Year 20 plus – Five (5) times weekly hours

Maximum allowable carry-over of vacation hours from one year to the next equals two (2) times the standard weekly hours.

PTO Eligibility

PTO is awarded based on two (2) times weekly hours (eligible 30 days from the date of hire). In the first year, this amount is prorated to the months left in the calendar year. Maximum allowable carry-over of PTO hours from one year to the next is 40 hours. No more than 110 hours may be used in any one calendar year.

Support Staff (working fewer than 20 hours per week):

Vacation Eligibility: none

PTO Eligibility: PTO is awarded based on two (2) times weekly hours (eligible 30 days from the date of hire). In the first year, this amount is prorated to the months left in the calendar year. Maximum allowable carry-over of PTO hours from one year to the next is 40 hours. No more than 40 hours can be used in any one calendar year.

Approved by the OFL Board of Trustees on September 2017, amended September 2020

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