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PERSONNEL POLICY AND EMPLOYEE HANDBOOK

PERSONNEL POLICY

Revised 3/1/94 Revised 1/12/98 Revised 10/18/04 Revised 2/19/07 Revised 1-21-2013
Revised 11/28/16
Revised 10/16/17 – to bring our policy in line with other PLS libraries
Revised 8/19/18. Revised 2/25/2019.

The Bloomfield Public Library ("Library") is governed by the Board of Trustees ("Board") who are appointed by the East Bloomfield Town Board. The Board is responsible for hiring a qualified Library Manager ("Manager"), overseeing the fiscal affairs of the Library and setting policy for the Library. The administration and management of the Library is the responsibility of the Manager who is under the direction of the Board. Staff members are assigned duties by the Manager, and the Manager retains direct responsibility to the Board for the performance of staff members.

A. GENERAL GUIDELINES

The Board believes in compensating the Manager and its hourly employees at levels commensurate with professional or hourly employees holding similar titles and performing comparable duties at similar sized libraries in the Pioneer Library System.

The employees of the Library are public employees and as such are subject to Civil Service. The Ontario County Department of Human Resources administers Civil Service for the Library, including reviewing job applications, scheduling and conducting civil service exams for competitive positions, and establishing and certifying candidate eligibility lists. The Library complies with New York State Civil Service Law and if a conflict occurs between this policy and the law, the law shall take precedence. Except to the extent otherwise provided by law, if any, each Library employee is employed "at will", and may be terminated by the Library for any reason or no reason in the sole discretion of the Library.

The Library is an equal opportunity employer and will not discriminate against current or prospective employees because of race, creed, color, religion, sex, national origin, age or disability. In all instances, the Library will seek to employ the most qualified individual for any job.

The Library shall comply with all applicable state and federal employment regulations. No provision herein contained shall be deemed to be contrary to the provisions of the Education Law of the State of New York, the Civil Service Law, or any other laws affecting libraries.

B. SCHEDULE OF OPERATIONS

Work Week for Hourly Employees

- a) A forty hour workweek constitutes full-time employment
- b) The workweek shall consist of six days, Monday through Saturday. All employees work a variety of schedules including some evenings and some Saturdays.
- c) Individual work schedules will be established by the Manager
- d) Employees will be ready to start at the beginning of their shift and will work through to the end.
- e) An employee who works more than four consecutive hours will be entitled to a 15 minute, paid break in the building but away from the main desk.
- f) An employee who works more than six consecutive hours will be entitled to a 30 minute, paid break in the building but away from the main desk.
- g) Full-time employees accrue hours in excess of 40 hours per week at a rate of time and one-half. The Manager shall report the hours of all full-time employees to the Board monthly.

Emergency Closings

- a) The Manager or person in charge will determine closings necessitated by weather or temporary emergencies.
- b) Staff scheduled to work will be notified of the closing by phone.
- c) If the Library has to close for an emergent situation, the regularly scheduled staff will be credited with the time as if worked. An emergent situation is defined as any situation where the staff cannot be notified of a Library closing before the day of such closing.

Minimum Staffing Level

- a) To be open, the Library must have a minimum of two staff or one staff and one approved volunteer in the building. In the event that staffing is below this level, the Manager should be notified. If additional staff or volunteers cannot report, the building will be closed.
- b)

C. EMPLOYMENT POLICIES

Compensation

The Board sets all salary and wages annually at the organizational meeting. Pay period consists of a calendar month. All employees must submit a signed time sheet with an accurate record of the time worked during the month. Actual pay date is the fourth of the following month unless the fourth is a Sunday or Holiday in which case the pay date will be adjusted to the third or fifth. Employees will receive pay via direct deposit.

Holidays

The Library will be closed for holiday observations as follows (7days):

New Year's Day
Memorial Day
Fourth of July
Labor Day
Thanksgiving Day
Christmas Eve Day (December 24)
Christmas (December 25)

- ◆ The Board of Trustees will establish a schedule of additional holiday closings prior to the beginning of each year.
- ◆ Full-time employees will be paid their regular compensation.
- ◆ There will be no paid holidays for part-time employees

Vacation

- ◆ Full-time employees will be paid their regular weekly compensation for annual vacation leave as follows: two weeks paid leave for years one through three; three weeks paid leave for years four through ten; four weeks paid leave after ten years.
- ◆ All vacation requests are subject to the adequate staffing of the Library and should be made at least two weeks in advance. Vacation time must be approved by the Manager.
- ◆ Vacation must be used within the calendar year. Vacation benefits do not accrue.
- ◆ There will be no paid vacation leave for part-time employees.

Personal Leave

- ◆ Full-time employees are entitled to five days paid personal leave annually. Personal leave does not accrue.
- ◆ There will be no paid personal leave for part-time employees.

Sick Leave

- ◆ Full-time employees are entitled to five days paid sick leave annually. Unused sick leave may be accrued up to 30 days.
- ◆ There will be no paid sick leave for part-time employees
- ◆ Except to the extent otherwise provided by law or regulation, sick leave benefits apply to hours that the employee could not work due to sickness or injury, and to hours that the employee used for family medical appointments

Extended Leave

- ◆ For full time employees, up to thirty days of uncompensated time off will be allowed for illness in addition to the allotted vacation time, personal leave and sick leave. After such time the position may be declared vacant. However, the Board may extend this limit in special circumstances.
- ◆ Extended leaves of absence without pay for employees may be granted by the Manager.
- ◆ The Board will determine extended leaves of absence for the Manager.

Family Medical Leave

- ◆ Eligible employees employed more than 1250 hours in 12 months are entitled to 12 weeks of unpaid Family Medical Leave.
- ◆ Employees may use their personal and vacation time before using a Family Medical Leave.
- ◆ As a public library, the Library is exempted from the Paid Family Leave Act and chooses not to participate.

Bereavement Leave

- ◆ Full-time employees: In the event of the death of an employee's spouse, domestic partner, parents and children (including foster and step), siblings, grandparents, grandchildren, mother/father/daughter/son/sister/brother-in-law, or other member of his/her household, employee shall be excused from work at his/her request for a total not to exceed five working days, with pay. In the event of the death of the employee's uncle, aunt, cousin, or spouse's grandparents, the employee shall be excused from work at his/her request for one day with pay.
- ◆ Part-time employees will be assisted in trading shifts and rearranging the staff schedule.

Jury Duty

- ◆ Full-time employees will receive their regular pay.
- ◆ Part-time employees will receive compensation as determined by New York State law.

Evaluation

- ◆ A written evaluation of all employees' work performance will be conducted once a year.
- ◆ In evaluating the staff, the Manager will meet individually with each employee to discuss the evaluation. Staff will have an opportunity to make written comments on their evaluation and will be provided with a written summary including goals for the next year.
- ◆ The Board will evaluate the Manager in the same manner.

Discipline/Termination

The Library follows the disciplinary and termination procedures established by New York State Civil Service Law when addressing staff incompetence or misconduct.

Resignation/Retirement

- ◆ Full-time and part-time employees should file written notice of intent to resign at least thirty days in advance of the last day of employment.
- ◆ Full time employees leaving in good standing will be paid any unused vacation time.

Conference and Travel

- ◆ Professional development is encouraged and cannot exceed the approved amount appropriated in the annual budget. Employees wishing to attend a conference or training must submit a completed Conference/Training Attendance Request Form to the Manager. Any form requesting less than \$500 can be approved by the Manager. Forms requesting amounts greater than \$500 need to be approved by the Board.
- ◆ All employees are entitled to be reimbursed for approved conference/travel expenses. Receipts are required for anything over \$15.
- ◆ Mileage to match the current Internal Revenue Service rate.
- ◆ Meals will be reimbursed up to \$50 per day.
- ◆ Employees will be paid their regular salary/wages for time at approved conferences/trainings, travel time included.

Additional Benefits

- ◆ All employees are covered by Disability Insurance.
- ◆ All employees are covered by Workers' Compensation Insurance and benefits of the Social Security Administration
- ◆ Employees working 1,000 hours or more annually are eligible to participate in a 403(b) retirement plan. The Bloomfield Public Library will contribute approximately four percent of the employee's salary to the 403(b) retirement fund.

D. EMPLOYEE CONDUCT

Dress Code

- ◆ Although no formal dress code exists, employees are asked to wear clothing that is appropriate for their position and the work that they do. Clothing should be neat, clean, in good taste and not constitute a safety hazard.
- ◆ Library issued name badges are required at all times when working.

Smoking

- ◆ The Library is a smoke-free workplace. No smoking is permitted on Library property.

Alcohol/Substance Abuse

- ◆ No employee shall use, possess, or sell alcoholic beverages or illegal drugs on Library property. The Library encourages employees with substance-abuse problems to seek treatment; however, seeking treatment for dependency does not exempt employees from disciplinary action. The provisions of this paragraph do not apply to legal beverages served on Library property at an event sponsored or approved by the Library with prior Board approval.

NON-HARASSMENT/NON-DISCRIMINATION

Adopted November 26, 2018

The Bloomfield Public Library (the Library) is committed to maintaining a workplace free from all forms of unlawful harassment, including sexual harassment. Harassment based on any legally protected basis is a form of workplace discrimination. The Library prohibits unlawful harassment against anyone, for any reason, including, but not limited to an individual's actual or perceived: race; color; sex; age; creed; disability; religion, citizenship; national origin; ancestry; military status or veteran status; marital status; familial status; gender identity and expression; partnership status; credit worthiness or credit history; status as a caregiver; sexual orientation; status as a victim of domestic violence, stalking; or sex offenses; predisposing genetic characteristics; genetic information and any other status protected by law. All employees, interns, and non-employees conducting business in our workplace must refrain from engaging in unlawful harassment.

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

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

DEFINITION OF SEXUAL HARASSMENT

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

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

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

A sexually harassing hostile work environment consists of words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or

sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

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

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

Any employee who feels harassed should report the harassment to the Library Director or a member of the Board's Personnel committee so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

EXAMPLES OF SEXUAL HARASSMENT

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

- Physical assaults of a sexual nature, such as:
 - Touching, pinching, patting, grabbing, brushing against another employee's body or poking another employee's body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the victim's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.

- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

DEFINITION OF OTHER UNLAWFUL HARASSMENT

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

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

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

OUR LIBRARY AS A SPECIAL WORK PLACE

In recognition of the special nature of libraries, and in furtherance of the policies of the American Library Association as they may exist from time to time, notwithstanding any other provision of this NON-HARRASSMENT/NON-DISCRIMINATION

POLICY to the contrary, no provision of this policy shall apply to any material made available by the Library to its patrons, including, without limitation, any book, painting, sculpture, film, music, information, whether or not such material is used on Library premises or elsewhere.

WHO CAN BE A TARGET

Harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. A perpetrator of workplace harassment can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

WHERE CAN HARASSMENT OCCUR

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

REPORTING HARASSMENT

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

Reports of workplace harassment may be made verbally or in writing. The written complaint form is located in the plastic bin on the counter behind the main desk with the incident report forms. All employees are encouraged to use this complaint form. Employees who are reporting potential harassment on behalf of other employees should use the complaint form and note that the complaint is being made on behalf of another employee.

Employees, interns (paid or unpaid) or non-employees who believe they have been a victim of workplace harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

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

MANAGEMENT RESPONSIBILITIES

If the Director or a member of the Board's personnel committee receives a complaint or information about suspected workplace harassment, observes what may be harassing behavior or for any reason suspects that harassment is occurring, that person is **required** to report such suspected sexual harassment to Board.

In addition to being subject to discipline if he or she engaged in harassing conduct him- or herself, the Director will be subject to discipline for failing to report suspected workplace harassment or otherwise knowingly allowing workplace harassment to continue.

The Director and the Library Board of Trustees will also be subject to discipline for engaging in any retaliation.

COMPLAINT INVESTIGATION

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

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

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

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, the Director will conduct an immediate review of the allegations, and take any interim actions, as appropriate. If the complaint is verbal, the individual will be encouraged to complete the Complaint Form in writing. If he or she refuses, the Director will prepare a Complaint Form based on the verbal report.
- If documents, emails or phone records are relevant to the allegations, steps will be taken to obtain and preserve them.
- The Director or a member of the Board's personnel committee will request and review all relevant documents, including all electronic communications.
- The Director or a member of the Board's personnel committee will interview all parties involved, including any relevant witnesses.
- The Director or a member of the Board's personnel committee will prepare written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and

- The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Written documentation and associated documents will be maintained by the Library.
- Following the investigation, the Director or a member of the Board’s personnel committee will promptly notify the complainant and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- The Director or a member of the Board’s personnel committee will inform the complainant of their right to file a complaint or charge externally as outlined in the Legal Protections and External Remedies section of this policy.

CORRECTIVE ACTION

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

RETALIATION

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

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

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

- made a complaint of harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving harassment under the Human Rights Law or other anti-discrimination law;
- opposed harassment by making a verbal or informal complaint to management, or by simply informing the Director or a member of the Board’s personnel committee of harassment;
- reported that another employee has been harassed; or
- encouraged a fellow employee to report potential harassment.

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

LEGAL PROTECTIONS AND EXTERNAL REMEDIES

Harassment is not only prohibited by the Library but is also prohibited by state, federal, and (where applicable) local law. Aside from the internal process at the Library, employees

may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, employees may seek the legal advice of an attorney.

New York State Division of Human Rights (DHR)

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

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

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

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

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

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

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

United States Equal Employment Opportunity Commission (EEOC)

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

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award

remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

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

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

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, NY, NY; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

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



Conference/Training Attendance Request Form

Name:	
Date:	
Conference/Training Title:	
Location:	
Date(s) of attendance:	

ITEM	Description	TOTAL
Registration Fee		
Accommodations If unknown at time of request, use estimated room rate for the conference hotel group block.	_____ nights requested x \$ _____ rate	
Meals (Up to \$50 per day)	_____ days x _____ meals	
Mileage Based on current approved IRS Standard mileage rate	_____ miles x \$ _____ current rate	
Tolls/Parking		
Misc/Other		
TOTAL ESTIMATES		

Requestor's Signature _____ Date _____

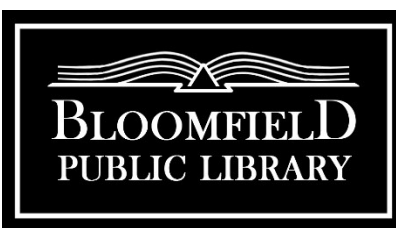
Authorizing Signature _____ Date _____

EMPLOYEE HANDBOOK

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The Mission of the Bloomfield Public Library is to educate and enrich the community by providing resources and opportunities for gathering, learning, connecting, innovating, and accessing information.

Bloomfield Public Library August 19, 2018



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EMPLOYEE HANDBOOK SECTIONS

This Handbook consists of the following sections

- 1) Personnel Policy
 - A) General Guidelines
 - B) Schedule of Operations
 - C) Employment Policies
 - D) Employment Conduct
- 2) Positions
- 3) Rules and Procedures
- 4) Acknowledgement of Receipt of Employee Handbook

Sections 1, 2, and 4 of this Handbook have been approved by the Board, and may be revised by it from time to time.

Section 1 of this Handbook has been approved by, and may be revised by, the Director, from time to time, to help insure compliance with Board-approved requirements.

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The Board sets all salary and wages annually at the organizational meeting. Pay period consists of a calendar month. All employees must submit a signed time sheet with an accurate record of the time worked during the month. Actual pay date is the fourth of the following month unless the fourth is a Sunday or Holiday in which case the pay date will be adjusted to the third or fifth. Employees will receive pay via direct deposit.

Holidays

The Library will be closed for holiday observations as follows (7days):

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Christmas Eve Day (December 24)
- Christmas (December 25)

- ◆ The Board of Trustees will establish a schedule of additional holiday closings prior to the beginning of each year.
- ◆ Full-time employees will be paid their regular compensation.
- ◆ There will be no paid holidays for part-time employees

Vacation

- ◆ Full-time employees will be paid their regular weekly compensation for annual vacation leave as follows: two weeks paid leave for years one through three; three weeks paid leave for years four through ten; four weeks paid leave after ten years of employment.
- ◆ All vacation requests are subject to the adequate staffing of the Library and should be made at least two weeks in advance. Vacation time must be approved by the Director.
- ◆ Vacation must be used within the calendar year. Vacation benefits do not accrue.
- ◆ There will be no paid vacation leave for part-time employees.

Personal Leave

- ◆ Full-time employees are entitled to five days paid personal leave annually. Personal leave does not accrue.
- ◆ There will be no paid personal leave for part-time employees.

Sick Leave

- ◆ Full-time employees are entitled to five days paid sick leave annually. Unused sick leave may be accrued up to 30 days.
- ◆ There will be no paid sick leave for part-time employees
- ◆ Except to the extent otherwise provided by law or regulation, sick leave benefits apply to hours that the employee could not work due to sickness or injury, and to hours that the employee used for family medical appointments.

Extended Leave

- ◆ For full time employees, up to thirty days of uncompensated time off will be allowed for illness in addition to the allotted vacation time, personal leave and sick leave. After such time the position may be declared vacant. However, the Board may extend this limit in special circumstances.
- ◆ Extended leaves of absence without pay for part time employees may be granted by the Director.
- ◆ The Board will determine extended leaves of absence for the Director.

Family Medical Leave

- ◆ Eligible employees employed more than 1250 hours in 12 months are entitled to 12 weeks of unpaid Family Medical Leave.
- ◆ Employees may use their personal and vacation time before using a Family Medical Leave.
- ◆ As a public library, the Library is exempted from the Paid Family Leave Act and chooses not to participate.

Bereavement Leave

- ◆ Full-time employees: In the event of the death of an employee's spouse, domestic partner, parents and children (including foster and step), siblings, grandparents, grandchildren, mother/father/daughter/son/sister/brother-in-law, or other member of

his/her household, employee shall be excused from work at his/her request for a total not to exceed five working days, with pay. In the event of the death of the employee's uncle, aunt, cousin, or spouse's grandparents, the employee shall be excused from work at his/her request for one day with pay.

- ◆ Part-time employees will be assisted in trading shifts and rearranging the staff schedule.

Jury Duty

- ◆ Full-time employees will receive their regular pay.
- ◆ Part-time employees will receive compensation as determined by New York State law.

Evaluation

- ◆ A written evaluation of all employees' work performance will be conducted once a year.
- ◆ In evaluating the staff, the Director will meet individually with each employee to discuss the evaluation. Staff will have an opportunity to make written comments on their evaluation and will be provided with a written summary including goals for the next year.
- ◆ The Board will evaluate the Director in the same manner.

Discipline/Termination

The Library follows the disciplinary and termination procedures established by New York State Civil Service Law when addressing staff incompetence or misconduct.

Resignation/Retirement

- ◆ Full-time and part-time employees should file written notice of intent to resign at least thirty days in advance of the last day of employment.
- ◆ Full time employees leaving in good standing will be paid any unused vacation time.

Conference and Travel

- ◆ Professional development is encouraged and cannot exceed the approved amount appropriated in the annual budget. Employees wishing to attend a conference or training must submit a completed Conference/Training Attendance Request Form to the Director. Any form requesting less than \$500 can be approved by the Director. Forms requesting amounts greater than \$500 need to be approved by the Board.
- ◆ All employees are entitled to be reimbursed for approved conference/travel expenses. Receipts are required for anything over \$15.
- ◆ Mileage to match the current Internal Revenue Service rate.
- ◆ Meals will be reimbursed up to \$50 per day.
- ◆ Employees will be paid their regular salary/wages for time at approved conferences/trainings, travel time included.

Additional Benefits

- ◆ All employees are covered by Disability Insurance.

- ◆ All employees are covered by Workers' Compensation Insurance and benefits of the Social Security Administration
- ◆ Employees working 1,000 hours or more annually are eligible to participate in a 403(b) retirement plan. The Bloomfield Public Library will contribute approximately four percent of the employee's salary to the 403(b) retirement fund.

D) EMPLOYEE CONDUCT

Dress Code

- ◆ Although no formal dress code exists, employees are asked to wear clothing that is appropriate for their position and the work that they do. Clothing should be neat, clean, in good taste and not constitute a safety hazard.
- ◆ Library issued name badges are required at all times when working.

Smoking

- ◆ The Library is a smoke-free workplace. No smoking is permitted on Library property.

Alcohol/Substance Abuse

- ◆ No employee shall use, possess, or sell alcoholic beverages or illegal drugs on Library property. The Library encourages employees with substance-abuse problems to seek treatment; however, seeking treatment for dependency does not exempt employees from disciplinary action. The provisions of this paragraph do not apply to legal beverages served on Library property at an event sponsored or approved by the Library with prior Board approval.

NON-HARASSMENT/NON-DISCRIMINATION

Adopted November 26, 2018

The Bloomfield Public Library (the Library) is committed to maintaining a workplace free from all forms of unlawful harassment, including sexual harassment. Harassment based on any legally protected basis is a form of workplace discrimination. The Library prohibits unlawful harassment against anyone, for any reason, including, but not limited to an individual's actual or perceived: race; color; sex; age; creed; disability; religion, citizenship; national origin; ancestry; military status or veteran status; marital status; familial status; gender identity and expression; partnership status; credit worthiness or credit history; status as a caregiver; sexual orientation; status as a victim of domestic violence, stalking; or sex offenses; predisposing genetic characteristics; genetic information and any other status protected by law. All employees, interns, and non-employees conducting business in our workplace must refrain from engaging in unlawful harassment.

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

Library's commitment to a discrimination-free work environment where all employees and interns are treated with dignity and respect.

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

DEFINITION OF SEXUAL HARASSMENT

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

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

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

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

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

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

Any employee who feels harassed should report the harassment to the Library Director or a member of the Board's Personnel committee so that any violation of

this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

EXAMPLES OF SEXUAL HARASSMENT

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

- Physical assaults of a sexual nature, such as:
 - Touching, pinching, patting, grabbing, brushing against another employee's body or poking another employee's body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the victim's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.

- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

DEFINITION OF OTHER UNLAWFUL HARASSMENT

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

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

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

OUR LIBRARY AS A SPECIAL WORK PLACE

In recognition of the special nature of libraries, and in furtherance of the policies of the American Library Association as they may exist from time to time,

notwithstanding any other provision of this NON-HARRASSMENT/NON-DISCRIMINATION POLICY to the contrary, no provision of this policy shall apply to any material made available by the Library to its patrons, including, without limitation, any book, painting, sculpture, film, music, information, whether or not such material is used on Library premises or elsewhere.

WHO CAN BE A TARGET

Harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. A perpetrator of workplace harassment can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

WHERE CAN HARASSMENT OCCUR

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

REPORTING HARASSMENT

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

Reports of workplace harassment may be made verbally or in writing. The written complaint form is located in the plastic bin on the counter behind the main desk with the incident report forms. All employees are encouraged to use this complaint form. Employees who are reporting potential harassment on behalf of other employees should use the complaint form and note that the complaint is being made on behalf of another employee.

Employees, interns (paid or unpaid) or non-employees who believe they have been a victim of workplace harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

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

MANAGEMENT RESPONSIBILITIES

If the Director or a member of the Board's personnel committee receives a complaint or information about suspected workplace harassment, observes what may be harassing behavior or for any reason suspects that harassment is

occurring, that person is **required** to report such suspected sexual harassment to Board.

In addition to being subject to discipline if he or she engaged in harassing conduct him- or herself, the Director will be subject to discipline for failing to report suspected workplace harassment or otherwise knowingly allowing workplace harassment to continue.

The Director and the Library Board of Trustees will also be subject to discipline for engaging in any retaliation.

COMPLAINT INVESTIGATION

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

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

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

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, the Director will conduct an immediate review of the allegations, and take any interim actions, as appropriate. If the complaint is verbal, the individual will be encouraged to complete the Complaint Form in writing. If he or she refuses, the Director will prepare a Complaint Form based on the verbal report.
- If documents, emails or phone records are relevant to the allegations, steps will be taken to obtain and preserve them.
- The Director or a member of the Board's personnel committee will request and review all relevant documents, including all electronic communications.
- The Director or a member of the Board's personnel committee will interview all parties involved, including any relevant witnesses.
- The Director or a member of the Board's personnel committee will prepare written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and

- The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Written documentation and associated documents will be maintained by the Library.
- Following the investigation, the Director or a member of the Board's personnel committee will promptly notify the complainant and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- The Director or a member of the Board's personnel committee will inform the complainant of their right to file a complaint or charge externally as outlined in the Legal Protections and External Remedies section of this policy.

CORRECTIVE ACTION

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

RETALIATION

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

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

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

- made a complaint of harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving harassment under the Human Rights Law or other anti-discrimination law;
- opposed harassment by making a verbal or informal complaint to management, or by simply informing the Director or a member of the Board's personnel committee of harassment;
- reported that another employee has been harassed; or
- encouraged a fellow employee to report potential harassment.

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

LEGAL PROTECTIONS AND EXTERNAL REMEDIES

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

New York State Division of Human Rights (DHR)

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

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

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

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

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

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

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

United States Equal Employment Opportunity Commission (EEOC)

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

discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

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

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

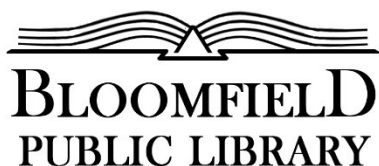
If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, NY, NY; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

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



Conference/Training Attendance Request Form

Name:	
Date:	
Conference/Training Title:	
Location:	
Date(s) of attendance:	

ITEM	Description	TOTAL
Registration Fee		
Accommodations <small>If unknown at time of request, use estimated room rate for the conference hotel group block.</small>	_____ nights requested x \$ _____ rate	
Meals <small>(Up to \$50 per day)</small>	_____ days x _____ meals	
Mileage <small>Based on current approved IRS Standard mileage rate</small>	_____ miles x \$ _____ current rate	
Tolls/Parking		
Misc/Other		
TOTAL ESTIMATES		

Requestor's Signature _____ Date _____

Authorizing Signature _____ Date _____

2) POSITIONS

Library Director

BLOOMFIELD PUBLIC LIBRARY

JOB DESCRIPTION: LIBRARY DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: Serves as head of a library serving a population from 2,500 to 7,499. This position involves responsibility for simple library functions and administrative tasks. The work involves carrying out library policy as determined by the Library Board and standard practice. Also works with Public Library System Librarians in planning and implementing library services. Direct supervision is exercised over other library personnel.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Selects materials for acquisitions using standard review sources and library system aids;
Performs simple informational, reference and referral services and directs complex questions to the central library or system;
Recommends building repairs and alterations;
Conducts library programs on subjects of community interest;
Works with system librarians to evaluate the effectiveness of the library's services in relation to the changing needs of the community;
Recommends changes or additions in library services to the board;
Administers personnel policies established by the board;
Prepares preliminary budget estimates for the board;
Represents the library at community and group meetings;
Recommends and administers public relations programs;
Administers policies on the purchase and weeding of library materials;
Attends library system workshops and professional meetings;
Conducts staff meetings;
Recommends appointments, promotions and disciplinary actions.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of library services and procedures; working knowledge of library materials and their use; ability to use library computer and audio visual equipment; ability to carry out library policies and procedures; ability to train library staff; ability to plan, coordinate, and supervise the work of others; ability to exercise leadership and motivate others; ability to establish effective working relationships with community organizations; ability to express oneself clearly both orally and in writing to groups and individuals; skill and accuracy in the performance of technical library tasks; tact and courtesy in dealing with staff and public.

FOR LIBRARIES SERVING A POPULATION OF 5,000 - 7,499:

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma AND graduation from a regionally accredited New York State registered college or university with a Bachelor's Degree.

FOR LIBRARIES SERVING A POPULATION OF 2,500 - 4,999:

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma AND completion of two (2) years of college (60 credit hours) from a regionally accredited or New York State registered college or university.

EXEMPT POSITON: This position is exempt from minimum wage and overtime requirements, except to the extent specifically otherwise required by law or regulation.

APPROVED: FEBRUARY 25, 1999

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

Library Clerk

BLOOMFIELD PUBLIC LIBRARY

JOB DESCRIPTION: LIBRARY CLERK

Reports to: Library Director

General description of duties: This position involves performing routine library clerical duties necessary for the proper organization and distribution of library materials. No prior knowledge of library procedures is required; on the job training is provided. Work is performed under supervision of higher level clerks or library Director. May supervise pages and volunteers. Does related work as required.

Essential knowledge, skills, and abilities: Basic knowledge of standard clerical procedures including operation of a computer and other office equipment. Ability to understand and carry out written and oral instructions; ability to write legibly. Physical ability to carry, reach from 6 " to 6 feet, and bend; adequate hearing to respond to library users; tact and courtesy in dealing with staff and public. Aptitude for and interest in library work.

Description of Duties: Assigned duties of Library Clerk may include any of the following:

Assist in automated catalog maintenance, making updates and changes to the database as needed. Create material records in automated catalog.

Prepares accounts payable bills for approval by library board and library Director. Makes necessary photocopies for library and town bookkeeper.

Performs routine repairs on books and other holdings. Check in and prepare new materials for circulation.

Assist with library program preparation and implementation, as directed. Assist with the selection of materials in print, AV and electronic formats.

Routine library tasks including but not limited to:

- Assist patrons in finding requested and/or appropriate materials and information
- Assist patrons with their requests over the phone
- Perform routine searches of computer records and electronic databases
- Provide patrons circulation services including charging, renewing, discharging, and placing holds on library materials
- Assures accurate library shelving of books and periodicals by shelf reading and re-shelving, as necessary
- Issue and renew library cards following established policies
- Call patrons to deliver messages or information on library materials
- Provide information to the public on library policies and procedures

- Assist in the implementation of the summer reading program
- Attend staff meetings and workshops as scheduled to expand job skills and knowledge
- Open and close the library and the building responsibly and independently

Performs related work as required and/or requested

Minimum Qualifications Graduation from high school or possession of a high school equivalency diploma.

Library Page

BLOOMFIELD PUBLIC LIBRARY

JOB DESCRIPTION – LIBRARY PAGE

Reports to: Library Director

Library Page is an entry level position for which no previous experience is required. On the job training is provided. Library Pages work two evenings a week plus either Friday or Saturday each week according to the needs of the library. Pages may be asked to work additional morning, afternoon, or evening hours on occasion. The library is open Monday through Saturday throughout the year.

DUTIES

Sort and shelve library materials
 Process and prepare all incoming new materials
 Check library materials in and out (customer service)
 Read shelves for accuracy of order; re-shelve materials as needed
 Assist with the creation of displays of books and/or movies
 Other duties as assigned

REQUIREMENTS

Ability to understand and follow written and verbal instructions
 Ability to alphabetize and organize library materials accurately
 Physical strength sufficient to move & shelve books & other library materials
 Tact, courtesy, and friendliness
 Dependability
 Flexibility

PAY: Minimum wage

SCHEDULE: Generally ten hours per week (2 evenings and alternating Friday/Saturday); additional hours assigned as needed

Cleaner

**BLOOMFIELD PUBLIC LIBRARY
JOB DESCRIPTION: CLEANER**

Reports to: Library Director

Description of duties

DISTINGUISHING FEATURES OF THE CLASS: This is routine manual work requiring efficient and economical performance of cleaning and maintenance operations for buildings, grounds, and equipment. Work is performed under the general supervision of a custodian, or other superior in accordance with established policies.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Sweeps and mops floors and stairs;
Dusts woodwork, furniture and other equipment;
Washes windows, walls, sinks, and other fixtures;
Polishes furniture and metal furnishings;
Empties wastebaskets, collects and disposes of rubbish;
Clears snow and ice from walks and driveways;
May perform a variety of grounds-keeping tasks;
Delivers packages and messages;
Assists in the operation of a heating plant;
Arranges chairs and tables and other equipment for special use of building;
Repairs window shades, replaces light bulbs;
Paints rooms and equipment, and assists in making minor plumbing, electrical and carpentry repairs

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Some knowledge of building cleaning practices, supplies and equipment, and ability to use them efficiently and economically; ability to perform a variety of minor maintenance tasks; ability to follow oral and written instructions; willingness to perform routine cleaning and other manual tasks; thoroughness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None

SPECIAL REQUIREMENT FOR APPOINTMENT: Certain assignments made to employees in this class will require access to transportation to meet field work assignments made in the ordinary course of business in a timely and efficient manner.

APPROVED: May 7, 1990

CIVIL SERVICE CLASSIFICATION: LABOR

Treasurer

**BLOOMFIELD PUBLIC LIBRARY
JOB DESCRIPTION: TREASURER**

Reports to: Board of Trustees

General Responsibilities

The Bloomfield Public Library is required by New York State Education Law (Op. Compt. 73-719, August 13, 1973) to have a Treasurer who is not an elected member of the Board of Trustees.

The Treasurer should be aware of all written Board approved fiscal policies and the basic financial procedures used by the Library. She/he should also understand basic accounting principles and the Library's funding sources; and should make recommendations to the Board on the acquisition and disbursement of funds where appropriate. The Treasurer should have a commitment to the work of the Bloomfield Public Library, and to that end should foster a positive working relationship with the members of the Board of Trustees, and the Library Director, be aware of and abstain from any conflicts of interest, follow through on recommendations from the Board in a timely manner, and attend the meetings of the Board of Trustees when requested.

This position requires presence in the library during business hours twice per month for about one hour, and within specific timeframes.

Reporting

The Treasurer reports to the Board of Trustees and serves at their pleasure.

Specific Duties

Sign checks – the Treasurer is responsible for signing all checks according to the Bill Pay Policy.

Review and sign off on bank reconciliation

Review and sign off on monthly deposit packet – verify that all bank receipts match the corresponding deposit slip.

Review the monthly journal report and confirm that it matches the warrant from the Board meeting when the bills were approved to be paid, and verify that check number order is correct and no checks are missing.

Generate a written report on all above duties and distribute to the Board prior to their next monthly meeting.

Meet with the Library Director, the Budget, Finance, and Personnel Committee and/or the Board of Trustees as requested.

Review

The Board of Trustees will review the Treasurer's Job Description tri-annually or as needed.

3) RULES AND PROCEDURES

ATTENDANCE

The Director, Library Clerks and Library Pages are expected to work their scheduled shifts in their entirety. If an employee cannot work part of all of a scheduled shift, that employee must make arrangements with another staff person to trade shifts or get coverage for the shift in question. The Library Director should be notified as soon as possible of the shift change and the change needs to be recorded on the staff schedule hanging in the work area for payroll verification purposes. Library Clerks may contact the Library Director for assistance but it is not necessary. Library Pages must go through the Library Director or the scheduled Library Clerk in the Director's absence to make any scheduling changes whenever possible.

Employees must show up for a scheduled shift. No shows are NOT acceptable. In the case of an emergency, employees must call the library as soon as possible. Employees that find themselves alone on a shift should contact the Library Director or if the Director is not available another staff member. Arrangements must be made to guarantee Minimum Staffing Level. See Minimum Staffing policy above for instances where employees don't show up for their shifts and other staff members are not able to work.

Employees are responsible for maintaining an accurate record of time worked. Time sheets are distributed at the start of each month, and completed and signed time sheets are due to the Director at the end of your last shift of the month.

Library Director and Library Clerks are given keys to the building and cash drawer as well as a unique alarm code. Library Custodian is give keys to the building and a unique alarm code. Loss should be reported to the Library Director as soon as possible. Library Pages are not given keys or alarm codes.

Full time employees are responsible for maintaining records of vacation, sick and personal leave. All leave needs to be scheduled in advance whenever possible and Minimum Staffing Level must be met.

In the case of acute sick days, the Library Director, Library Clerks, and Library Pages must notify scheduled staff of the illness and assist, if possible, in finding coverage to meet Minimum Staffing Level.

Part time employees that do not work with the public (i.e. Library Custodian) must call the Library and leave a message when not able to work.

Any employee not able to work for 7 consecutive days may be asked to provide a physician's note documenting the illness or injury.

PERSONAL

At hiring, employees are given shelf space in the workroom (utility room for Library Custodian) to keep their time sheets, projects in process, and any other personal items that they wish to keep on hand.

Library Director, Library Clerks, and Library Pages have access to a small refrigerator and a small microwave when needed. Employees may eat in the workroom as time allows or on breaks. Co-workers should work with each other to make sure the desk is covered while they are eating. Please keep liquids and messy foods away from computer equipment and always cleanup after yourself.

PROCEDURES

At least one employee (Library Director, Library Clerk, or Library Page) should be working at the main desk at all times when the library is open. Co-workers can take turns to ensure that everyone has time to do what they need to do.

Library Director, Library Clerks, and Library Pages must wear their library issued name badge at all times while working.

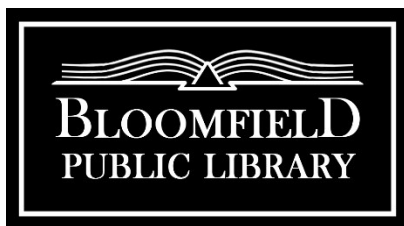
Library Director and Library Clerks will be given a library email account. Employees are required to check this account at least one time per scheduled shift and respond to any emails as needed. Library Clerks are also required to check the Library's general email account at least once per shift and respond as needed.

Library Director, Library Clerks, and Library Pages may have cell phones with them with sounds turned off. Quick texts/calls are permitted in the workroom when patrons are not in need of service. Disruptive or extensive communications are prohibited.

Library Director, Library Clerks, and Library Pages may use Social Media and Pinterest on library computers for research purposes as long as patron service is not interrupted or neglected, and respect is shown for the library, its staff, and patrons.

EVALUATIONS

The Library Director distributes self-evaluations in December for staff to complete prior to their individual meeting. This is a time of dialogue and at the conclusion of the meeting goals for the next year are agreed upon.



4) ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK

I, _____, acknowledge that I have received a copy of the Bloomfield Public Library ("Library") Employee Handbook (the "Handbook"), and that I have read all the provisions set forth in the Handbook, understand them, and agree to abide by them.

I understand that during the course of my employment with the Library, questions may arise that are not explicitly addressed in the Handbook, and I agree to consult with my supervisor regarding these matters.

I understand that the Handbook is intended to provide information about policies and procedures of the Library, but in no way constitutes, creates, or forms a part of an express or implied employment contract with the Library, nor does it guarantee employment for any definite or indefinite period of time. I recognize that my employment is employment "at will" and that either the Library or I can terminate my employment at any time, with or without cause or notice.

The Handbook supersedes any and all prior written or unwritten policies, procedures, or practices of the Library pertaining to or inconsistent with the subjects detailed therein. The Library reserves the right to clarify, change, or supplement any information contained in the Handbook, and the Library will notify me if and when such changes occur.

No changes to the Handbook may be made without the approval of the Board of Trustees of the Library, except that the Director may make changes to the section on Rules and Procedures. And any such changes will not be deemed to affect my "at will" employment status.

Signature of Employee: _____

Print Name: _____

Date: _____