

WARSAW PUBLIC LIBRARY

PERSONNEL/EMPLOYEE HANDBOOK

ADOPTED by the Warsaw Public Library Board of Trustees 9/6/2022
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You are required to sign a Personnel Policy Acknowledgment Form and submit it to the Library Director no later than three (3) days after receipt of this booklet.

Prepared by:
WARSAW PUBLIC LIBRARY
WITH ASSISTANCE FROM



MISSION STATEMENT

The Warsaw Public Library's mission is to provide a welcoming destination that supports life-long learning for all ages. The library strives to be a place where the community has access to quality materials, engaging resources and enriching services. The library promotes the joy of reading and strives to foster the pursuit of knowledge to enrich the lives in our community.

WELCOME

Warsaw Public Library has a long and proud history dating back to 1904. As a Warsaw Public Library employee, you are an important part of our continued heritage.

This Handbook summarizes many of your privileges, benefits, and responsibilities as an employee of our Library. If you are a new employee, it will be helpful in acquainting you with our Library's philosophies and human resources practices. If you are already a member of the Warsaw Public Library team, this Handbook should prove to be a useful reference. Above all, we hope it will promote consistency, fairness and understanding throughout our Library.

In order to maintain the necessary flexibility in the administration of policies and procedures, Warsaw Public Library reserves the right to change, revise or terminate any of the policies and/or benefits discussed in this Handbook with or without advance notice. After you have read your Handbook, please keep it handy for future reference and updating.

Welcome to Warsaw Public Library! We are glad that you have joined our Library and we hope that you will find your work with us to be both challenging and rewarding.

PREFACE

This Handbook* outlines the human resources policies and benefit plans currently in effect at **Warsaw Public Library**. In this Employee Handbook, **Warsaw Public Library** is also referred to as "Warsaw Public Library" or "Library", or "WPL." Policies are revised or added periodically and are effective as of the date issued.

The statements regarding our Library's policies, procedures and benefits are for information purposes only. They do not constitute a contract for employment, either expressed or implied. Our Library adheres to the principle of employment-at-will which preserves the right of either the employee or the employer to terminate the employment relationship at any time, with or without cause. No supervisor or employee of Warsaw Public Library has any authority to enter into an agreement for any employment other than at will. Only the Director and Board of Trustees have the authority to make any such agreement and then only if it is reduced to writing.

Important Information about Benefits

As our **Library** evolves, we will continue to review and revise these human resources policies and benefit programs. The Warsaw Public Library reserves the right to alter, reduce or terminate any pay practices, policies, premium contributions, benefits and benefit plans, in whole or in part, at any time for any reason to the extent permissible by law. Any such change may affect retirees and beneficiaries, as well as active employees.

The benefit information found in this Handbook is intended to provide an overview of the benefit plans. The actual benefits are controlled by the terms of the applicable plan documents and insurance policies. Questions regarding the interpretation of these plans will be answered in accordance with the actual plan documents and insurance policies, rather than the summaries contained in this Handbook. Employees may obtain copies of these documents from the Library Director.

Disclaimer

In this **Employee Handbook**, the “workplace” may refer to a physical worksite, including the **Library’s** private offices, any remote work location, including an employee’s home or any other place outside of the traditional workplace where an employee performs work on behalf of **Warsaw Public Library**.

- * This Handbook and its policies are effective **February, 2026** and supersedes all other personnel manuals and personnel policies previously distributed by the **Warsaw Public Library**. To avoid confusion, please discard any copies of previously published **Employee Handbooks**.

INTRODUCTION TO NEW EMPLOYEE

Welcome to the staff of Warsaw Public Library. We hope you will find the working conditions comfortable, the employees friendly, and the work satisfying.

Since we are dealing with the public, they are our main concern. How we meet and greet patrons and assist them with their search of our materials and services will determine the success of our work. Positive interactions with patrons build loyalty and community support for the library. It is up to each individual to maintain the high standards expected of Warsaw Public Library employees by serving patrons to the best of his or her ability, because patrons judge us by how we treat them.

Our experience has shown that when employees deal openly and directly with the Library Director and vice versa, the work environment can be positive and communications can be clear. If you ever have concerns about working conditions, we strongly encourage you to express these concerns openly and directly with the Library Director.

We wish you the best in your new endeavor and hope that this handbook will answer any or all of your questions, but of course do not be afraid to ask. We know you will do a good job and hope your time at Warsaw Public Library will be rewarding.

LIBRARY ORGANIZATION

The Board of Trustees is the governing body of Warsaw Public Library. There are five members on the Board and they are appointed by the Town of Warsaw. The Library Board selects officers and the Board President chooses committees. The Board meets the second Tuesday of the month at 6 pm and meetings are open to the public.

A trustee is a person to whom property is legally committed in trust. A Library trustee's commitment is to both the physical property and resources of the Library and the services it provides. The Library Board has the final responsibility to see that its Library provides the best possible service to its community. In the words of New York's Not-for-Profit Corporation Law, *"Directors and officers shall discharge the duties of their respective positions in good faith and with that degree of diligence, care and skill which ordinarily prudent men would exercise under similar circumstances in like positions."*

The duties of trustees are few in number but broad in scope. They are:

- select and hire a qualified Library director;
- secure adequate funding for the Library's service program;
- exercise fiduciary responsibility for the use of public and private funds;
- adopt policies and rules regarding Library governance and use;
- regularly plan and evaluate the Library's service program;
- promote the Library in the local community and in society in general;
- conduct the business of the Library in an open and ethical manner in compliance with all applicable laws and regulations.

EMPLOYMENT PRACTICES

CIVIL SERVICE STATEMENT

If there is a conflict between Civil Service regulations and this Handbook, Civil Service regulations are controlling for Civil Service employees. Current Civil Service Rules are available for employee reference.

2.01 EQUAL EMPLOYMENT OPPORTUNITY

Warsaw Public Library is committed to a policy of Equal Employment Opportunity with respect to all employees, interns and applicants for employment (collectively referred to as “covered individuals”). Consistent with this commitment, our policy is to comply with all applicable federal, state and local laws concerning employment discrimination.

Accordingly, the Library prohibits discrimination against qualified covered individuals in all aspects of employment including, but not limited to: recruitment, interviewing, hiring (or failure or refusal to hire), evaluation, compensation, promotion, job assignment, transfer, demotion, training, leaves of absence, layoff, benefits, use of facilities, working conditions, termination and employer-sponsored activities and programs, including wellness, social and recreational programs.

MANAGEMENT RESPONSIBILITIES

All members of management are responsible for understanding the Library's commitment to this policy and ensuring this policy is carried out. According to the Library's **Harassment & Discrimination Prevention** Policy, **supervisors/managers** are responsible for immediately reporting and responding to a discrimination complaint, even if the reporting party does not want any action taken. It is critical that any observation of, or any formal or informal reference to discrimination is taken seriously and addressed promptly.

REASONABLE ACCOMMODATIONS

Consistent with our **Disability Accommodation** and **Religious Accommodation** Policies, the Library will work to make reasonable accommodations for a qualified covered individual with a known physical or mental limitation or arising out of an individual's sincerely held religious beliefs or practices, unless doing so would result in an undue hardship to the Library. Covered individuals who require a reasonable accommodation should refer to the applicable Library policies.

QUESTIONS AND COMPLAINTS

Questions regarding the administration of this policy or complaints regarding Equal Employment Opportunity should be directed to the covered individual's **supervisor/manager** or to the Director. Consistent with our policy on **Harassment & Discrimination Prevention**, the Library will promptly and thoroughly investigate all complaints. Confidentiality will be maintained to the greatest degree possible, consistent with the Library's obligation to thoroughly investigate the complaint.

Any covered individual at any time, even after separation of employment, who feels this policy has been violated should immediately contact the Director.

If they are not satisfied with the resolution, they may pursue an appeal. Appeals will generally follow the steps outlined in the **Open Communication** Policy.

NON-RETALIATION

It is the policy of Warsaw Public Library that any covered individual who makes or participates in the investigation of a discrimination complaint will not be retaliated against in any way. Covered individuals who feel they have been retaliated against for such activity should immediately report any retaliation to the Director.

Anyone found to be engaging in any type of inappropriate conduct under this policy may be subject to disciplinary action, up to and including termination of employment.

ANTI-NEPOTISM POLICY

The Warsaw Public Library has determined that it will be in its best interest to:

- Avoid conflicts of interest between work-related and family-related obligations
- Avoid favoritism or the appearance of favoritism
- Prevent family conflicts from affecting the workplace

Relatives of Library Staff may be considered when hiring an applicant.

Relatives will not be hired if any of the following job relations or situations would result:

1. The supervisor is related to a direct subordinate.
2. The person interviewing the applicant is a relative.
3. The person recommending salary increases or promotions is a relative.
4. The person considered for hiring is applying for a position that has the same job description as their relative AND absence by both would create a staffing difficulty.

Where Civil Service regulation or other County, State or Federal Law determines the hiring of an individual, this policy may be set aside, and for definition purposes the term relative shall include father, mother, brother, sister, husband, wife, life partner, son, daughter, grandfather, grandmother, grandson, granddaughter, aunt, uncle, and "step" and "in-law" equivalents.

VOLUNTEERS

In order to maintain compliance with Federal and State Labor Laws, the Warsaw Public Library does not utilize volunteers for any tasks that library staff are paid to perform.

CIVIL SERVICE

In terms of Civil Service, the following classes of employees are employed at Warsaw Public Library

- Competitive Class: where salary and hourly appointments are made from a list of certified eligible candidates as created by Wyoming County Civil Service (Director, Librarian, Library Assistant and Library Technician)
- Non-Competitive Class: where all part-time appointments are made without the need of a list of certified eligible candidates, (Library Clerks and Library Pages).

Additionally, Civil Service has the following types of employment available to the Library:

- Provisional: employees are appointed to the competitive class prior to a test and subsequent canvass of a list of certified eligible candidates for the position (Director, Librarian, part-time Children's Specialist/Library Assistant and part-time Library Assistant)
- Probationary: For employees who are in their position (either competitive or non-competitive). The basic probationary term required for most original permanent appointments is not less than 26 or more than 52 weeks.
- Permanent: Employees who have been appointed and have fulfilled their probationary period. Competitive Class employees who are deemed to be permanent are subject to procedures contained in Section 75 of the Civil Service Law. Non-Competitive Class employees are subject to procedures contained in Section 75 of the Civil Service Law after five years of permanent employment.

The Board of Trustees Personnel Committee which includes one staff member, shall interview and screen applicants for the position of Director, and report to the Board with its recommendation of those applicants most qualified and suited to the job. The selection of the Director shall be the responsibility of the entire Board and must be passed with majority approval. The newly appointed Director is Provisional until he or she meets Civil Service requirements, and then Probationary until he or she has Library Board satisfaction in job performance for not less than 26 or more than 52 weeks.

STAFF PERFORMANCE

The Director will coach, counsel and evaluate staff members, if necessary, in order to solve individual work performance problems. If a satisfactory positive change does not occur within an orally specified amount of time, the staff member will be orally warned, and then if necessary a written Disciplinary Notice will be issued. This may result in possible dismissal.

GRIEVANCE PROCEDURE

It is important to attempt to resolve differences or difficulties when they first occur, before they develop into issues that could be harmful to morale. Staff problems should always first be discussed with the Director. If the difficulty cannot be resolved at that level, the staff member may consult with the Board of Trustees by notifying the President in writing. The employee may further request a meeting with the full board in executive session at the next monthly meeting.

HIRING

The Director shall interview, screen and recommend applicants for Library Page, Library Clerk, Children's Specialist/Library Assistant, Library Assistant, Librarian, and contractual maintenance positions and make recommendations to the Board of Trustees of those applicants most qualified and suited to the job. The Board shall appoint new employees.

Notice of a part-time job vacancy shall be posted conspicuously in the library, and advertised publicly, as appropriate. Warsaw Public Library may use other recruiting sources to fill the Library Assistant and Director positions.

HARASSMENT AND DISCRIMINATION PREVENTION

Warsaw Public Library is committed to maintaining a workplace free from all forms of harassment and discrimination. The **Library** prohibits unlawful harassment and discrimination against anyone, for any reason, including, but not limited to an individual's actual or perceived: race (including traits historically associated with race, such as hair texture and protective hairstyles), color, creed, religion (including wearing attire, clothing or facial hair in accordance with the tenets of religion), sex (including pregnancy, childbirth or related medical conditions and transgender status), gender identity or expression, an employee's or dependent's reproductive health decisions, familial status, national origin, citizenship or immigration status, physical or mental disability (including gender dysphoria and being a certified medical marijuana patient), genetic information (including predisposing genetic characteristics), age (18 and over), veteran status, military status, sexual orientation, marital status, certain arrest or conviction records, domestic violence victim status, and any other status protected by applicable law.

The purpose of this policy is for employees and other covered individuals to recognize harassment and discrimination and to know what action to take when it occurs. This policy is one component of **Warsaw Public Library's** commitment to a harassment and discrimination-free work environment where all individuals are treated with dignity and respect.

APPLICABILITY

This policy applies to all employees, applicants for employment, interns, whether paid or unpaid, anyone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in our workplace; collectively referred to as "covered individual(s)" throughout this policy.

All covered individuals conducting business in our workplace must refrain from engaging in unlawful harassment and discrimination.

NO TOLERANCE

Harassment, discrimination and retaliation of any kind is a violation of our policies, is unlawful, and may subject **Warsaw Public Library** to liability for harm to targets of harassment, discrimination and retaliation. Workplace harassment, discrimination and retaliation will not be tolerated at **Warsaw Public Library**. All covered individuals conducting business with **Warsaw Public Library** are required to conduct themselves in a manner that prevents sexual or other forms of harassment and discrimination in the workplace. Any individual covered by this policy who engages in workplace harassment, discrimination or retaliation may be subject to remedial and/or disciplinary action, up to and including termination.

Harassers may also be individually subject to liability and the **Warsaw Public Library** or **supervisors/managers** who fail to report or act on harassment may be liable for aiding and abetting such behavior. Employees of every level who

engage in harassment, discrimination or retaliation, including **supervisors/managers** who engage in harassment, discrimination, or retaliation or who allow such behavior to continue, will be penalized for such misconduct.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is unacceptable. Sexual harassment is a form of sex discrimination that subjects an employee to inferior conditions of employment due to their sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender and is unlawful under federal, state and (where applicable) local law.

Sexual harassment is not limited to sexual contact, touching, or expressions of a sexually suggestive nature and may include any unwelcome conduct 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.

There are two main types of sexual harassment:

- ☐ **Hostile Work Environment.** Behaviors that contribute to a hostile work environment may include but are not limited to 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.
- ☐ **Quid Pro Quo.** 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.

Any covered individual who feels harassed should report the harassment to **the director** so that any violation of this policy can be corrected promptly. Any harassing or discriminatory 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, including repeated requests for dates or romantic gestures.
- 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 (including visible areas of a virtual or remote workspace), 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;
 - Intentional misuse of an individual's preferred pronouns; or
 - Creating different expectations for individuals based on their perceived identities.

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 e-mail, text messages, memos, notes, graffiti, other visual depictions or pictures, cartoons, drawing, 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**.

THE DIRECTOR CAN BE A TARGET?

Harassers can be anyone in the workplace. Harassment can occur between any individuals, regardless of their sex or gender. New York Law protects all covered individuals. 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 covered individuals are working remotely, traveling for business or at employer-sponsored events or parties. Calls, texts, emails, communications in virtual meeting platforms and messaging apps and social media usage by covered individuals can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices (i.e., cellphones) or during non-work hours.

REPORTING HARASSMENT

In New York, harassment does not need to be severe or pervasive to be illegal. It can be any harassing behavior that rises above petty slights or trivial inconveniences. Any covered individual who has been subjected to behavior that may constitute unlawful harassment or discrimination is encouraged to report such behavior to their **supervisor/manager**. Anyone who witnesses or becomes aware of potential instances of workplace harassment or discrimination should report such behavior to their **supervisor/manager**.

Reports of workplace harassment or discrimination may be made verbally or in writing. The written complaint form is located as an addendum to the employee handbook. All covered individuals are encouraged to use this complaint form. Employees who are reporting potential harassment on behalf of another covered individual should use the complaint form and note that the complaint is being made on behalf of another covered individual.

Covered individuals who believe they have been a victim of workplace harassment or discrimination may also seek assistance in other available forums, as outlined in the Legal Protections and External Remedies section of this policy.

BYSTANDER INTERVENTION

Any employee witnessing harassing or discriminatory behavior as a bystander is encouraged to report it. A **supervisor/manager** that is a bystander to these behaviors is **required** to report it.

In the extent to which a bystander feels safe and comfortable, they may interrupt the harassment by engaging with the individual being harassed and distracting them from the harassing behavior; asking a third party to help intervene in the harassment; documenting the incident; checking in with the person who has been harassed after the incident; or confronting the harassers and naming the behavior as inappropriate.

When confronting harassment, physically assaulting an individual is never an appropriate response.

MANAGEMENT RESPONSIBILITIES

All **supervisors/managers** who receive a complaint or information about suspected workplace harassment or discrimination, observe what may be harassing or discriminatory behavior or for any reason suspect that harassment or discrimination is occurring, are **required** to report such suspected harassment or discrimination to **the director**.

In addition to being subject to discipline if they engaged in harassing or discriminatory conduct themselves, **supervisors/managers** will be subject to discipline for failing to report suspected workplace harassment and discrimination or otherwise knowingly allowing workplace harassment and discrimination to continue.

Supervisors/Managers will also be subject to discipline for engaging in any retaliation.

COMPLAINTS AND INVESTIGATIONS

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

involved, including complainants, witnesses and alleged harassers, will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any covered individual may be required to cooperate as needed in an investigation of suspected workplace harassment or discrimination. **Warsaw Public Library** will not tolerate retaliation against covered individual 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 will generally be conducted in accordance with the following steps:

- ☐ Upon receipt of complaint, the **director** will conduct an immediate review of the allegations, assess the appropriate scope of the investigation, 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 the complainant chooses not to complete the Complaint Form, the **director** will prepare a complaint form or equivalent documentation based on the complainant's verbal report.
- ☐ When applicable, the **director** may request, review and preserve documents relevant to the allegations, such as emails, phone records or other electronic communications.
- ☐ **Director** will interview all parties involved, including any relevant witnesses.
- ☐ **Director** will prepare written documentation of the investigation (such as a letter, memo or email), which may contain the following:
 - o A list of all documents reviewed, along with a detailed summary of relevant documents;
 - o A list of names of those interviewed, along with a detailed summary of their statements;
 - o A timeline of events;
 - o A summary of prior relevant incidents, reported or unreported; and
 - o The basis for the decision and final resolution of the complaint, together with any corrective actions action(s).
- ☐ Written documentation and associated documents will be maintained by the **Library** in a secure and confidential location.
- ☐ Following the investigation, the **Director** will promptly notify the complainant and the individual(s) about whom the complaint was made that the investigation has been completed and implement any corrective actions identified in the written document.
- ☐ **Director** 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 or discrimination is found to be valid, immediate and appropriate corrective action will be taken. Covered individuals

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.

NO RETALIATION

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

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, having their personnel file disclosed, except where such disclosure is permitted or required by applicable law, or otherwise being 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 a **supervisor/manager** 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 and discrimination based on a protected class is against the law. The internal process outlined in this policy is one way for covered individuals to report harassment and discrimination. Covered individuals 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, legal advice from an attorney may be sought.

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 and protects employees and covered individuals, regardless of immigration status. A complaint alleging violation of the

Human Rights Law may be filed either with DHR or in the New York State Supreme Court.

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

Complaining internally to **Warsaw Public Library** does not extend the time to file with DHR or in court. The three years are counted from the date of the most recent incident of harassment or discrimination.

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

DHR will investigate the complaint and determine whether there is probable cause to believe that harassment or discrimination has occurred. Probable cause cases receive a public hearing before an administrative law judge. If harassment or discrimination is found at the hearing, DHR has the power to award relief, which varies but may include requiring the employer to take action to stop the harassment, or redress the damage caused, including paying monetary damages, punitive 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.

Go to dhr.ny.gov/complaint for more information about filing a complaint. The website has a digital complaint process that can be completed on your computer or mobile device, in addition to, a complaint form that can be downloaded, filled out and mailed to DHR as well as a form that can be submitted online. The website also contains contact information for DHR's regional offices across New York State.

The DHR also maintains a toll-free hotline that accepts complaints and provides limited assistance and counseling regarding workplace sexual harassment. This hotline can be reached at **1-800- HARASS3**.

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 of 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 they have been discriminated against at work, they 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 <https://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 work 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, 22 Reade St, New York, NY 10007; 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. Those wishing to pursue criminal charges are encouraged to contact the local police department.

CONCLUSION

All covered individuals have the right to a workplace that is free from harassment and discrimination. This policy should be considered applicable to all protected classes under federal, state and local law.

Employees who have questions regarding this policy should contact **the director**.

WORKPLACE BULLYING

The purpose of this policy is to communicate to all employees and **supervisors/managers**, that **Warsaw Public Library** will not tolerate bullying behavior in the workplace.

BULLYING PROHIBITED

Warsaw Public Library defines bullying as repeated activity that is meant to diminish or disempower another individual and any use of aggressive, hostile, abusive, harassing or unreasonable conduct against another individual. It occurs when a person uses strength or influence to intimidate another, typically to force a desired act or result.

Bullying may be intentional or unintentional and may consist of threats, verbal conduct or any action intended to interfere with an individual's work.

Bullying at work may take the form of actions that are:

- ☐ Threatening, aggressive or intimidating;
- ☐ Abusive, insulting or offensive;
- ☐ Cruel or vindictive; or
- ☐ Humiliating, degrading or demeaning.

It is the effect of the behavior on the individual that is of the utmost importance.

EXAMPLES

Warsaw Public Library considers the following types of behavior examples of bullying:

Verbal Bullying

Slandering, ridiculing or maligning a person or their family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.

Physical Bullying

Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.

Gesture Bullying

Nonverbal threatening gestures; glances that can convey threatening messages.

Exclusion

Socially or physically excluding or disregarding a person in work-related activities.

Electronic Bullying

Threatening, intimidating or offensive text messages, social media posts, etc.

The examples are not intended to be an exclusive list of the types of behavior that would be considered bullying.

ADDITIONAL INFORMATION

Employees who feel they have been bullied should contact their **supervisor/manager**. Reports of bullying will be investigated. Employees found

in violation of this policy will be subject to disciplinary action, up to and including termination.

PREGNANCY ACCOMMODATIONS

The Warsaw Public Library will not discriminate against an employee or applicant with known physical or mental limitations related to the pregnancy, childbirth or pregnancy-related medical conditions who requests an accommodation due to pregnancy, childbirth and related conditions or who requests an accommodation due to pregnancy, childbirth or pregnancy-related medical conditions unless the accommodation would impose an undue hardship on the operation of the Warsaw Public Library.

REASONABLE ACCOMMODATIONS

Employees and applicants for employment may request a reasonable accommodation for pregnancy-related conditions, including, but not limited to, lactation. For purposes of this policy, a "pregnancy-related condition" is a medical condition related to pregnancy or childbirth that inhibits the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques but does not prevent the employee from performing their job functions in a reasonable manner, with or without a reasonable accommodation. Reasonable accommodations may include but are not limited to: providing an accessible worksite; acquiring or modifying equipment; job restructuring and modifying work schedules provided, however, that such actions do not impose an undue hardship on the business.

The Warsaw Public Library will provide a reasonable accommodation that would enable the employee or applicant to perform their job functions in a reasonable manner, unless the accommodation would impose an undue hardship on the Warsaw Public Library's business operations.

REQUESTING A REASONABLE ACCOMMODATION

Employees or applicants who would like to request a reasonable accommodation under this policy should contact **the director** preferably specifying in writing what barriers or limitations prompted the request **the director** will evaluate the information provided regarding any reported or apparent barriers or limitations and will then communicate with the applicant or employee and engage in an interactive process to determine the nature of the limitation and what, if any, reasonable accommodation(s) may be appropriate. If, through this interactive process, the **Warsaw Public Library** identifies a reasonable accommodation that does not impose an undue hardship on the operation of the **Warsaw Public Library's**, the **Warsaw Public Library** will make that accommodation.

Employees who wish to request time away from work to accommodate a limitation related to pregnancy, childbirth or a pregnancy-related medical condition should contact **the director**. However, the **Warsaw Public Library** will not require a qualified employee to take leave if another reasonable accommodation can be provided.

CERTIFICATION REQUIREMENTS

To the extent permitted by federal or state law, employees may be required to provide medical or other information that is necessary to verify the existence of the pregnancy-related condition or that is necessary for the **Warsaw Public Library** 's consideration of a reasonable accommodation. Such medical information will be kept confidential and disclosed only as permitted by law.

NO DISCRIMINATION AND NO RETALIATION

The **Warsaw Public Library** prohibits discrimination on the basis of pregnancy, childbirth or related medical conditions. The **Warsaw Public Library** also will not interfere with any individual's rights under federal and state law or take any adverse action against a qualified applicant or employee because they request or use reasonable accommodations in accordance with this policy, report or oppose discrimination under federal or state law, or participate in a proceeding involving an alleged violation of federal or state law. Individuals who believe they have been subjected to, or believe that another individual has been subjected to, prohibited discrimination or retaliation should report it immediately to **the director**.

ADDITIONAL INFORMATION

Employees or applicants for employment who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact **the director**. Employees who need reasonable break time to express breast milk for their child should consult the **Warsaw Public Library** 's **Lactation Accommodation** policy and the Policy on the Rights of Employees to Express Breast Milk in the Workplace which is available in this handbook.

LACTATION ACCOMMODATION

In accordance with New York law, all employees have the right to express milk in the workplace.

LACTATION BREAKS

The **Warsaw Public Library** will provide nursing employees with up to 30 minutes of paid break time to express milk each time the employee has a reasonable need to do so for up to three years following the birth of a child.

Nursing employees can also take time to express milk during their regularly scheduled meal.

Employees will be allowed to take longer unpaid breaks if needed. Non-exempt employees, whose lactation break exceeds 30 minutes may be granted additional unpaid lactation break time beyond the 30 minutes of paid time. Exempt employees will receive their full salary in accordance with federal and state law.

Employees are not required to make up time taken for lactation breaks.

LACTATION ROOM

Employees who work onsite have the right to request a lactation room for the purpose of expressing milk. Employees will be informed as soon as practicable when a lactation room or location has been designated. The lactation room will be a well-lit, sanitary place, other than a restroom or toilet stall, that is shielded from view, free from intrusion, and in reasonable proximity to the employee's work area. The lactation room will include an electrical outlet, a chair, a working surface area on which to place a breast pump and other personal items, nearby access to running water and access to refrigeration for the purpose of storing the expressed milk. Please note that the **WPL** is not responsible for ensuring the safekeeping of expressed milk stored in any refrigerator on its premises. The employee is required to store all expressed milk in closed containers, regardless of the method of storage, and should remove such milk at the end of the workday.

REQUESTING USE OF THE LACTATION ROOM

A room identified for use as a lactation room may also be used for other purposes. However, an employee's need for a room for lactation breaks will be prioritized, and during times when an employee is using the room as a lactation room, that will be its sole function. When two or more employees need to use the room for lactation purposes or in connection with other accommodations, they should contact **the director** and work together to schedule room usage cooperatively and in a way that accommodates all affected employees. Employees who have questions or concerns related to lactation room scheduling conflicts can also contact **the director**.

EMPLOYEE'S RESPONSIBILITY

Employees are required to provide reasonable advance notice to the **WPL** that they intend to take breaks to express milk upon returning to work following the birth of the child. If providing the requested lactation room will place an undue hardship on the **WPL's** operations, the **WPL** will engage in reasonable efforts to provide a private room or location, other than a restroom or toilet stall, that is in close proximity to the work area where an employee can express milk in private.

NON-RETALIATION AND NON-DISCRIMINATION

Employees who believe the **WPL** has failed to comply with the requirements of this policy and federal or state law should immediately notify **the director**. The **WPL** will not retaliate or discriminate against an employee because they exercise their rights under this policy or file a complaint or institute any proceeding under or related to New York State law or the federal Fair Labor Standards Act.

ADDITIONAL INFORMATION

Pursuant to New York State requirements, a [Policy on the Rights of Employees to Express Milk in the Workplace](#) that further explains your rights under New York State law will be provided at hire, annually after hire, and whenever an employee returns to work following the birth of a child. This Policy is available in the **Addendum of [this Employee Handbook/ the New York Policy Addendum]**. Employees are expected to review both this Lactation Accommodation policy and

the New York Policy on the Rights of Employees to Express Milk in the Workplace.

Employees who have questions about either of these policies may contact **the director**.

REPRODUCTIVE HEALTH DECISIONS

Warsaw Public Library complies with state law regarding reproductive health decisions as outlined in this policy.

NON-DISCRIMINATION/ NO RETALIATION

The Library will not discriminate or retaliate against an employee because of the employee's, or a dependent of the employee's, reproductive health decision-making, including the use of particular drugs, devices or medical services. The Library also will not, without prior informed written consent, access personal information regarding the reproductive health decision-making of employees or their dependents and will not require an employee to sign any document or waiver denying that employee the right to make their own reproductive health decisions.

Employees subjected to unlawful discrimination or retaliation on the basis of reproductive health decision-making can bring an action in court and may be entitled to certain remedies, including monetary and injunctive relief.

ADDITIONAL INFORMATION

Employees who feel they have been subjected to discrimination or retaliation on the basis of their reproductive health decision-making, or that of a dependent, or to any other violation of this policy, should contact the Director.

RELIGIOUS ACCOMMODATION

Warsaw Public Library will provide reasonable accommodation for employees' religious beliefs, observances and practices when a need for such accommodation is identified, and reasonable accommodation is possible.

RELIGIOUS ACCOMMODATION

A reasonable accommodation is one that eliminates the conflict between an employee's religious beliefs, observances or practices and the employee's job requirements, without causing undue hardship on the **Warsaw Public Library**'s operations.

The **Warsaw Public Library** has developed an accommodation process to assist employees and management through this process, by establishing a system of open communication between employees and the **Warsaw Public Library** to discuss conflicts between religion and work and to take action to provide reasonable accommodation for employees' needs.

Any employee who perceives a conflict between job requirements and a religious belief, observance or practice should bring the conflict and their request for accommodation to the attention of **director** to initiate the accommodation process. The **Warsaw Public Library** asks that accommodation requests be made in writing, and in the case of schedule adjustments, as far in advance as possible.

INTERACTIVE DIALOGUE

Once the employee has submitted their request for an accommodation, **Warsaw Public Library** will evaluate the request by meeting with the employee to discuss the request and propose a reasonable accommodation. The **supervisor/manager** will be responsible for implementing the accommodation. If the employee rejects the proposed accommodation, the employee may lodge an appeal pursuant to **Warsaw Public Library** 's **Open Communication** policy.

NO RETALIATION AND NO DISCRIMINATION

Warsaw Public Library will not retaliate or otherwise discriminate against an employee or applicant because they request an accommodation in accordance with this policy. Employees who have questions concerning this policy or feel they have been unreasonably denied an accommodation should contact **the director**.

CODE OF ETHICS

Warsaw Public Library's code of ethics is dependent upon our core values maintaining ethical standards and the personal integrity of every individual in our **Library**. Each employee of the **Library** is required to ensure that they and their family members do not improperly benefit personally from the employee's position as an employee for the **Library**. For this reason, it is of paramount importance that we always conduct our day-to-day activities in an ethical and responsible manner.

While we acknowledge that employees may have pursuits separate from their work at the **Library**, employees must refrain from participating in any activity or business venture which could conflict with the interests of **Warsaw Public Library** and their job duties and responsibilities with **Warsaw Public Library**. Specifically, employees may not accept personal payment or other benefits from any supplier, vendor or **customers/clients** of the **Library**, nor should they take any action as a representative of the **Library** for personal gain. Employees also may not accept a second job with a **customer/client**, competitor, supplier or vendor of the **Library** where there is an actual or perceived conflict

PROPRIETARY INFORMATION

In working at **Warsaw Public Library**, employees may learn things about our **Library** and our **customers'/clients'** operations which are proprietary or confidential, and the **Library** has a legitimate and substantial business interest in maintaining the confidentiality of such information. Every employee of the **Library** has a professional and ethical responsibility to treat this information as privileged and to ensure such information is not improperly or accidentally disclosed. Except as required in the

performance of their duties for the **Library**, employees may not use or disclose any proprietary information such as **patron information** to anyone who does not work for us or have a need to know the information.

Additionally, employees who have the following information by virtue of the performance of their job responsibilities should not disclose such information for any reason, except as required to complete job duties, without the permission of the employee at issue: Social Security Numbers, dates of birth, driver's license or resident identification numbers, financial accounts, credit or debit card numbers, and security and access codes or passwords that would permit access to medical, financial or other legally protected information.

Confidential information does not include information lawfully acquired by non-management employees about wages, hours or other terms and conditions of employment, if used by them for purposes protected by Section 7 of the National Labor Relations Act, such as joining or forming a union, engaging in collective bargaining or engaging in other concerted activity for their mutual aid or protection. Confidential Information also does not include conduct that was, or that an employee reasonably believes to be illegal; conduct that is recognized as against a clear mandate of public policy; or the existence of a non-confidential settlement involving any such conduct.

Upon termination of employment, employees must return and not retain any duplicates of all **Library** property and all copies of documents, notes, flash drives and other repositories containing proprietary or confidential information and all other information that is not general public knowledge relating to **Library**, except as otherwise required to retain pursuant to a legal hold notice.

RECEIVING AND GIVING GIFTS

Employees should avoid situations that could create an actual or perceived conflict of interest, or that could otherwise hinder an employee's ability to perform their job in an honest and ethical manner. To this end, employees may not accept or give substantial gifts, favors or excessive business entertainment from **patrons**, suppliers or vendors. A gift, favor or entertainment is considered substantial or excessive if it might influence an employee's business relationship with the donor. Generally, substantial gifts or favors are defined as having a value of **\$30** or more and should be reported to the **director**.

EMPLOYEE'S RESPONSIBILITY

Employees are responsible for promptly reporting any violation or suspected violation of these guidelines on conflicts of interest, proprietary information or gift giving and receiving or any violation or suspected violation of any other **Library** policy to **the director** or any other member of management.

NO RETALIATION

The **Library** protects those employees from retaliation who in good faith report possible inappropriate, unprofessional, illegal or unethical actions. Any employee who believes they have been retaliated against in violation of this policy should notify **the director** immediately. Individuals who engage in any retaliation in contravention of this policy are

subject to disciplinary action in accordance with the **Library's** Standards of Conduct policy.

ADDITIONAL INFORMATION

Violations of this policy are subject to disciplinary action, up to and including termination of employment and, if applicable, legal action.

Employees should meet with their **supervisor/manager** if they have questions regarding the application of this policy.

CONFLICT OF INTEREST POLICY

Article I

Purpose

The purpose of this conflict of interest policy (this "Policy") is to protect the Warsaw Public Library's (the "Library") interest when it is contemplating entering into a transaction, agreement or other arrangement that might benefit the private interest of an officer, trustee or Key Employee (as such term is defined herein) of the Library or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II

Definitions

1. "Interested Person" means any trustee, officer or Key Employee the director has a Financial Interest (as such term is defined below).
2. "Financial Interest" means, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which the Library has a transaction or arrangement;
 - b. A compensation arrangement with any entity or individual with which the Library has a transaction or arrangement; or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Library is negotiating a transaction or arrangement.
3. "Key Employee" means any person the director is in a position to exercise substantial influence over the affairs of the Library. The term Key Employee expressly includes the Director.
4. "Related Party" means any (a) any trustee, officer or Key Employee of the Library or any Affiliate of the Library, (b) any Relative of any trustee, officer or Key Employee of the Library or any Affiliate of the Library or (c) any entity in which any individual described in (a) or (b) above has a thirty-five percent (35%) or greater ownership or beneficial interest or, in the case of a partnership or professional corporation, a direct or indirect ownership interest in excess of five percent (5%).
5. "Related Party Transaction" means any transaction, agreement or any other arrangement in which a Related Party (as such term is defined herein) has a financial interest and in which the Library or any Affiliate of the Library is a participant.
6. "Relative" of an individual means his or her spouse, ancestors, brothers and sisters (whether the directorle or half-blood), children (whether natural or adopted),

grandchildren, great-grandchildren and spouses of brothers, sisters, children, grandchildren and great-grandchildren and domestic partner.

7. "Affiliate" of the Library means any entity controlled by, in control of, or under common control with the Library.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A Financial Interest is not necessarily a conflict of interest. Under Article III, Section 2, a person the director has a Financial Interest may have a conflict of interest only if the Library's board of trustees (the "Board") or an authorized committee thereof decides that a conflict of interest exists.

Article III Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an Interested Person must disclose the existence of the Financial Interest and be given the opportunity to disclose all material facts to the Board and any authorized committee considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the Financial Interest and all material facts, and after any discussion with the Interested Person, he/she shall leave the Board or committee meeting while the determination of a conflict of interest is deliberated and voted upon. The remaining Board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

a. An Interested Person may make a presentation at the Board or committee meeting, but after the presentation, he/she shall leave the meeting during the deliberation of, and the vote on, the transaction or arrangement involving the possible conflict of interest. The Interested Person shall not attempt to improperly influence the deliberation of or vote on the matter giving rise to the potential conflict of interest.

b. The chairperson of the Board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the Board or committee shall determine whether the Library can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board or committee shall determine by a majority vote of the disinterested trustees whether the transaction or arrangement is in the Library's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

a. If the Board or committee has reasonable cause to believe a person has failed to disclose an actual or possible conflict of interest, it shall inform the person of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose.

b. If, after hearing the person's response and after making further investigation as warranted by the circumstances, the Board or committee determines the person has

failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV

Records of Proceedings

The minutes of the Board and all committees with board delegated powers shall contain:

- a. The names of the persons the director disclosed or otherwise were found to have a Financial Interest in connection with an actual or possible conflict of interest, the nature of the Financial Interest, any action taken to determine whether a conflict of interest was present, and the Board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons the director were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V

Compensation

- a. No member of the Board may receive direct compensation from the Library. A voting member of the Board the director receives compensation from the Library for services, indirectly, is precluded from voting on matters pertaining to that member's compensation. For purposes of this article, reimbursement of reasonable expenses incurred in performance of duties as a trustee is not compensation.
- b. A voting member of any committee the director whose jurisdiction includes compensation matters and the director receives compensation, directly or indirectly, from the Library for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the Board or any committee the director whose jurisdiction includes compensation matters and the director receives compensation, directly or indirectly, from the Library, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI

Annual Statements

1. Annual Statements

Each trustee, officer, and key employee shall annually sign a statement (the "Annual Statement") which affirms such person:

- a. Has received a copy of the Policy,
- b. Has read and understands the Policy,
- c. Has agreed to comply with the Policy,
- d. Understands the Library is charitable and in order to maintain its tax exempt status it must engage primarily in activities which accomplish one or more of its tax-exempt purposes, and
- e. Has set forth existing potential conflicts of interest.

A form of Annual Statement for use by the Library is attached as Appendix A.

2. Statement Required Prior to Initial Election of any Trustee

Each potential trustee of the Library shall be required to complete, sign and submit the Annual Statement to the Secretary of the Library prior to any initial election of such trustee to the Board.

Article VII

Periodic Reviews

To ensure the Library operates in a manner consistent with its charitable purposes and does not engage in activities that could jeopardize its tax-exempt status or are otherwise unlawful, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, or other arrangements conform to the Library's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII

Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Library may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of its responsibility for ensuring periodic reviews are conducted.

Article IX

Related Party Transactions

1. In General

The Library shall not enter into a Related Party Transaction (as such term is defined in Article II, Section 5 of this Policy) unless such transaction is determined by the Board to be fair, reasonable and in the Library's best interest at the time of such determination. Any trustee, officer or Key Employee the director has an interest in a Related Party Transaction shall disclose in good faith to the Board, or an authorized committee thereof, the material facts concerning such interest.

2. Procedure

Except as otherwise provided herein, the procedure for disclosing, addressing and documenting a Related Party Transaction shall be in accordance with the procedures set forth in Article III Section I, Article III Section 3 and Article IV of this Policy, respectively.

3. Extraordinary Related Party Transactions

With respect to any Related Party Transaction in which a Related Party has a substantial financial interest, the Board, or an authorized committee thereof, shall:

- a. Prior to entering into the transaction, consider alternative transactions to the extent available;
- b. Approve the transaction by not less than a majority vote of the Board or committee members present at the meeting; and
- c. Contemporaneously document in writing the basis for the Board's or authorized committee's approval, including its consideration of any alternative transactions

Appendix A

CONFLICT OF INTEREST POLICY OF WARSAW PUBLIC LIBRARY

Annual Statements by Trustees, Officers and Key Employees

The undersigned, a trustee, potential trustee, officer and/or key employee of the Warsaw Public Library (the "Library"), affirms that:

- a. I have received a copy of the Library's Conflict of Interest Policy (the "Policy");
- b. I have read and understand the Policy;
- c. I agree to comply with the Policy;
- d. To the best of my knowledge, below is a list of every entity in which I am an officer, trustee, member, owner or employee and with which the Library has, or may have, a relationship:
 - o NONE _____
- e. To the best of my knowledge, below is list of any transaction in which the Library is a participant and in which I might have a conflicting interest:
 - o NONE _____
- f. I understand the Library is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Signature
Date_____

Print Name

THIS FORM MUST BE DIRECTED TO THE SECRETARY OF THE LIBRARY, THE DIRECTOR MUST PROVIDE A COPY TO THE LIBRARY'S AUDIT COMMITTEE, OR, IN THE ABSENCE OF AN AUDIT COMMITTEE, TO THE LIBRARY BOARD PRESIDENT

New York State General Municipal Law: Conflicts of Interest of Municipal Officers and Employees

§ 801. Conflicts of interest prohibited. Except as provided in section eight hundred two of this chapter,

(1) no municipal officer or employee shall have an interest in any contract with the municipality of which he is an officer or employee, when such officer or employee, individually or as a member of a board, has the power or duty to (a) negotiate, prepare, authorize or approve the contract or authorize or approve payment there under (b) audit bills or claims under the contract, or (c) appoint an officer or employee the director has any of the powers or duties set forth above and (2) no chief fiscal officer, treasurer, or his deputy or employee, shall have an interest in a bank or trust WPL designated as a depository, paying agent, registration agent or for investment of funds of the municipality of which he is an officer or employee. The provisions of this section shall in no event be construed to preclude the payment of lawful compensation and necessary expenses of any municipal officer or employee in one or more positions of public employment, the holding of which is not prohibited by law.

§ 803. Disclosure of interest. 1. Any municipal officer or employee the director has, will have, or later acquires an interest in or the director whose spouse has, will have, or later acquires an interest in any actual or proposed contract, purchase agreement, lease

agreement or other agreement, including oral agreements, with the municipality of which he or she is an officer or employee, shall publicly disclose the nature and extent of such interest in writing to his or her immediate supervisor and to the governing body thereof as soon as he or she has knowledge of such actual or prospective interest. Such written disclosure shall be made part of and set forth in the official record of the proceedings of such body. 2. Notwithstanding the provisions of subdivision one of this section, disclosure shall not be required in the case of an interest in a contract described in subdivision two of section eight hundred two hereof.

§ 805. Violations. Any municipal officer or employee the director willfully and knowingly violates the foregoing provisions of this article shall be guilty of a misdemeanor.

§ 805-a. Certain actions prohibited. 1. No municipal officer or employee shall: a. directly or indirectly, solicit any gift, or accept or receive any gift having a value of seventy-five dollars or more, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him, or could reasonably be expected to influence him, in the performance of his official duties or was intended as a reward for any official action on his part; b. disclose confidential information acquired by him in the course of his official duties or use such information to further his personal interests; c. receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any municipal agency of which he is an officer, member or employee or of any municipal agency over which he has jurisdiction or to which he has the power to appoint any member, officer or employee; or d. receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any agency of his municipality, whereby his compensation is to be dependent or contingent upon any action by such agency with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered. 2. In addition to any penalty contained in any other provision of law, any person the director shall knowingly and intentionally violate this section may be fined, suspended or removed from office or employment in the manner provided by law.

WHISTLEBLOWER PROTECTION

Warsaw Public Library strives to protect its employees, business, and community as best as possible. As a matter of policy and practice, as well as in compliance with various laws, we offer employees whistleblower protection when they report certain activities or make a complaint to management about a specific situation or occurrence in the workplace that may be unsafe, illegal, abusive, or fraudulent. The complaint will be taken seriously and investigated to the fullest extent possible. Employees who make complaints of this nature will be protected from retaliation.

MAKING A COMPLAINT

If an employee reasonably believes that a workplace activity or situation is unsafe, illegal, abusive, or fraudulent, they should bring the problem to the attention of the Director. **Warsaw Public Library** will, if appropriate, conduct a prompt and thorough

investigation of the situation. Employees may report problems anonymously but should be aware that this may hamper **Warsaw Public Library's** ability to obtain further details, ask follow-up questions and/or otherwise conduct a complete, thorough investigation.

Problems that are covered by other **Warsaw Public Library** complaint procedures (e.g., employment discrimination, harassment) should be reported in the manner and to the individual(s) set out in those specific procedures and not under this policy.

NO RETALIATION

Employees who make a complaint in good faith will not be retaliated against or penalized in any manner. The employee's identity, if made known to **Warsaw Public Library**, will be protected by **Warsaw Public Library** to the greatest extent possible, consistent with applicable law and the need to investigate and remedy the situation. Any employee who believes they have been retaliated against in violation of this policy should notify the Director immediately.

EMPLOYEE RELATIONS

EMPLOYMENT ELIGIBILITY&WORK AUTHORIZATION

Warsaw Public Library is committed to employing only individuals who are authorized to work in the United States and who comply with applicable immigration and employment law.

EMPLOYMENT ELIGIBILITY AND WORK AUTHORIZATION

As a condition of employment, every individual must provide satisfactory evidence of their identity and legal authority to work in the United States within three business days of commencing employment. If the employee cannot verify their right to work in the United States within three business days of employment, the Library will be required to terminate employment immediately.

CIVIL SERVICE

In terms of Civil Service, the following classes of employees are employed at Warsaw Public Library

- Competitive Class: where salary and hourly appointments are made from a list of certified eligible candidates as created by Wyoming County Civil Service (Director, Librarians, and Library Assistants)
- Non-Competitive Class: where all part-time appointments are made without the need of a list of certified eligible candidates, (Library Clerks and Library Pages).

Employment Classifications & Job Descriptions

Purpose

This policy establishes employee classifications and related benefits to ensure compliance with New York State Department of Labor requirements, promote equity, and provide clear, consistent administration for all current and future staff.

Employee Classifications

All employees are classified as hourly and non-exempt unless they independently meet the legal qualifications for exempt status under state and federal law.

1. Full-Time Employees

- Definition: Employees regularly scheduled to work 37.5 hours per week.
- Status: Competitive: Hourly, non-exempt unless exempt criteria are met.

2. Regular Part-Time Employees

- Definition: Employees regularly scheduled to work 18.5 hours or more per week but fewer than 37.5 hours per week.
- Status: Competitive: Hourly, non-exempt.

3. Part-Time Employees

- Definition: Employees regularly scheduled to work up to 18.5 hours per week.
- Status: Non-Competitive: Hourly, non-exempt.

Under the Federal Fair Labor Standards Act (FLSA), all positions, regardless of employment classification, are classified as either exempt or non-exempt for overtime and minimum wage requirements based on the nature of the job duties and amount of wages.

Exempt Employees

The FLSA provides an exemption from both minimum wage and overtime pay for employees employed as executive, administrative, professional, outside sales and computer employees.

Non-Exempt Employees

Under the FLSA, non-exempt employees must be paid at least the federal minimum wage for all hours worked and overtime pay at one and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

LIBRARY PAGE

PART TIME NON-COMPETITIVE CLASS

Under immediate supervision, performs simple, routine and repetitive work keeping books on shelves in proper order. Processes new and returned books for shelving and

circulation. The work may include occasional performance of minor clerical tasks and physical duties to support library programs. Detailed instructions and close supervision are received at the beginning of work and on new assignments. Work is reviewed for accuracy by supervisors through frequent observations of performance. Does related work as required.

TYPICAL WORK ACTIVITIES

- Sorts and shelves books in proper order; straightens shelves and retrieves books from shelves;
- Handles preliminary processing of new books for shelving;
- Performs minor clerical tasks occasionally;
- Performs occasional desk and reader services;
- Clears tables and keeps library rooms in order;
- Runs errands;
- Distributes mail;
- Assists in preparation of displays.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the alphabet and elementary spelling; knowledge of simple number ordering; ability to accurately sort and file material, both alphabetically and numerically; ability to understand and follow simple oral and written instructions; ability to establish good human relations; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

There are no minimum qualifications.

LIBRARY CLERK

PART TIME NON-COMPETITIVE CLASS

DISTINGUISHING FEATURES OF THE CLASS

Under direct supervision, an employee in this class performs clerical duties in a public library. The employee may assist library patrons in using the materials and equipment in a library or perform routine clerical duties in the library's administration office. Detailed instructions and close supervision are received during training and on new assignments, but routine assignments are carried out independently and the incumbent is expected to use some initiative and judgment as experience is gained. Work is reviewed by a professional or clerical supervisor through direct observation and conferences. Does related work as required.

TYPICAL WORK ACTIVITIES

- Checks materials in and out, collects and records fines and explains rules and procedures to library patrons at the library's circulation desk; may set up desk and cash register;
- Processes patron registrations and prepares library cards; processes reserve requests, assists in maintaining reserve files and notifies patrons by telephone when reserved materials become available;

- Locates materials requested by patrons and assists them in operating audio and visual equipment;
- Answers telephones, transfers calls and provides information to callers;
- Enters book orders in computer system and files order forms; checks orders received and prepares book cards and labels;
- Tallies numerical totals for record-keeping purposes; may prepare statistical and other reports.
- Performs record-keeping duties in the library's administration office.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the policies, procedures and equipment of a library; working knowledge of library terminology and business English; ability to understand and follow oral and written instructions; ability to make simple arithmetic calculations accurately and with reasonable speed; ability to establish and maintain effective working relationships with co-workers, library patrons and the general public; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

Graduation from a standard senior high school or possession of a high school equivalency diploma.

LIBRARY ASSISTANT

REGULAR PART-TIME OR FULL-TIME COMPETITIVE CLASS

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs paraprofessional library work under the direct supervision of a professional staff member. Although some latitude for independent judgment may be permitted after training has been completed, supervision continues to be exercised by a professional supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES

- Assists professional librarians in their functions;
- Prepares library exhibits and displays;
- Explains to library patrons the use of electronic databases and internet access;
- Explains to library patrons the arrangement of library materials on shelves;
- Prepares drafts of memorandums and correspondence;
- Supervises clerical and page personnel;
- Performs rudimentary cataloging, classification and reference services under supervision of a professional superior;
- May accept responsibility for a subject area and recommend titles for purchase and discard;
- Conducts in house and outreach programs.
- Performs tasks in accordance with specialized background and skills regarding modern library service principles, practices and procedures.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good command of verbal and written English; ability to acquire familiarity with the principles and procedures of library services; ability to analyze and organize data and prepare relevant correspondence for library use; ability to establish and maintain effective working relationships with associates and the general public; ability to understand and follow oral and written instructions; ability to supervise the work of others in a manner conducive to full performance and high morale; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Graduation from a college with federally-authorized accreditation or registration by New York State with a Bachelor's Degree.

LIBRARIAN

REGULAR PART-TIME OR FULL-TIME COMPETITIVE CLASS

DUTIES OF POSITION:

This position involves responsibility for professional librarian duties. Incumbents are expected to learn the specific applications of professional librarianship by the performance of duties under the supervision of professional librarians in higher-level positions. Instructions may be issued at the beginning of each new assignment. Employees in this class are assigned work progressively more difficult as their experience in the field broadens. Supervision may be exercised over clerical personnel in particular tasks.

TYPICAL WORK ACTIVITIES:

- Performs professional level librarian duties in cataloging, classification, reference and advisory services, public programs and/or liaison activities with community groups.
- Does related work as required.

MINIMUM QUALIFICATIONS:

Possession of a graduate library degree from a library school registered by the NYS Education Department, or from a library school program accredited by the American Library Association.

SPECIAL REQUIREMENT:

Possession of a current New York State Public Librarian's Professional Certificate from the New York State Education Department.

LIBRARY DIRECTOR

FULL-TIME COMPETITIVE EXEMPT

Under the general direction of the Board of Library Trustees, an employee in this class administers a public library. The incumbent exercises direct or indirect supervision over all library employees, and oversees all library functions and activities, subject to the policies, standards and objectives determined by the Board of Trustees. The employee

utilizes a high degree of initiative and independent judgment in the performance of these duties. Does related work as required.

TYPICAL WORK ACTIVITIES

- Evaluates the effectiveness of library services in meeting the changing needs of the community;
- Recommends changes in services, and plans the implementation of same;
- Recommends and administers personnel policies and personnel actions;
- Directs and supervises the expenditure of library funds;
- Prepares budget estimates and proposals and submits them to the Board of Trustees;
- Recommends and administers public relations programs, and represents the library at community and group meetings;
- Supervises the maintenance and security of buildings and grounds; recommends needed repairs, alterations and new construction;
- Attends professional meetings and keeps informed of developments in the field;
- May revise and correct the work of professional and nonprofessional personnel;
- May participate in the more difficult professional work of the library.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of library administrative practices; thorough knowledge of library materials and the techniques of library science; thorough knowledge of recent developments, current literature and sources of information in the field of library science; ability to plan and direct library activities which meet the needs of the community; ability to administer and coordinate the work of library personnel in a manner conducive to full performance and high morale; ability to participate effectively in the cultural and intellectual activities of the community; ability to express oneself clearly and concisely, both orally and in writing; ability to interpret and execute general instructions and policies from the Board of Trustees; initiative in making constructive suggestions and improving services and collections; good judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Possession of a valid New York State Public Librarian's Professional Certificate, and four (4) years of experience in a public library as a professional librarian (professional experience is defined as experience gained after being awarded a Master's Degree in Library Science (MLS), or a Master of Science in Information Science (MSIS) or a valid New York State Public Librarian's Professional Certificate); at least three (3) years of this experience must have been at the level of Librarian II or higher; or a satisfactory equivalent encompassing service as a library department head or head of a small branch.

PROMOTIONAL

One (1) year of permanent competitive status as an Assistant Library Director.

NECESSARY SPECIAL REQUIREMENT

Appointees must maintain a valid New York State Public Librarian's Professional Certificate throughout employment in this title.

Vacation Leave Policy

Eligibility

Vacation benefits apply to Competitive Full-Time and Regular Part-Time employees. Non-Competitive Part-Time employees may take unpaid time off with supervisory approval.

Standard Vacation Accrual

The following accrual schedules apply to all future hires and to current employees.

Full-Time Employees

- Annual Entitlement: 20 days per year.
- Accrual Equivalent: 150 hours annually.
- Maximum Accrual: 187.5 hours.

Regular Part-Time Employees

- Years 1 through 5: Equivalent of 1 work week.
- Years 6 through 9: Equivalent of 2 work weeks
- Year 10 and thereafter: 3 work weeks annually.
- Maximum Accrual: 5 weeks.

Paid Sick Leave Policy

Purpose

The Library provides eligible employees with paid sick leave in accordance with the requirements of New York State's mandatory sick leave law.

Eligibility

All employees, whether full-time, regular part-time, or part-time, working for the Library in New York State are eligible to accrue paid sick leave.

Accrual of Paid Sick Leave

Eligible employees begin to accrue paid sick leave upon hire.

Paid sick leave accrues at a rate of one hour for every 30 hours actually worked, up to a maximum accrual and use of 40 hours in a leave year, consistent with the requirements applicable to employers with fewer than 10 employees.

Only hours actually worked count toward sick leave accrual. Employees do not accrue sick leave for hours not worked, including time paid under this policy, vacation, personal time, holidays, or other paid or unpaid leave.

For purposes of this policy, the leave year is the Library's fiscal year.

Use of Paid Sick Leave

Employees may use accrued paid sick leave for the following reasons affecting the employee or a family member for whom the employee is providing care or assistance.

Sick Leave

- For a mental or physical illness, injury, or health condition, regardless of whether it has been diagnosed or requires medical care at the time leave is requested.
- For the diagnosis, care, or treatment of a mental or physical illness, injury, or health condition, or for preventive medical care.

Safe Leave

- For an absence from work when the employee or an employee's family member has been the victim of domestic violence, a family offense, sexual offense, stalking, or human trafficking, when the leave is used to:
 - obtain services from a domestic violence shelter, rape crisis center, or other services program;
 - participate in safety planning, temporarily or permanently relocate, or take actions to increase safety;
 - meet with an attorney or social services provider, or prepare for or participate in a criminal or civil proceeding;
 - file a complaint or report with law enforcement or meet with a district attorney's office;
 - enroll children in a new school; or
 - take other actions necessary to protect the health or safety of the employee or the employee's family member.

An individual is not eligible for safe leave if that individual committed the domestic violence, family offense, sexual offense, stalking, or human trafficking.

Definition of Family Member

For purposes of this policy, a family member includes an employee's child, spouse, domestic partner, parent, sibling, grandchild, grandparent, and the child or parent of an employee's spouse or domestic partner.

- Parent includes a biological, foster, step, or adoptive parent, legal guardian, or a person who stood in loco parentis when the employee was a minor.
- Child includes a biological, adopted, or foster child, legal ward, or a child of an employee standing in loco parentis.

Increments of Use

Paid sick leave may be used in increments of 60 minutes.

Employees may not use more than 40 hours of paid sick leave in a leave year.

Pay During Leave

Paid sick leave is compensated at the employee's regular rate of pay or the applicable minimum wage, whichever is greater. Employees who work at more than one rate of pay will be paid based on the weighted average of those rates.

Interaction With Other Leave

Paid sick leave will run concurrently with leave taken under other applicable federal or state law or Library policy, to the extent permitted by law. Paid sick leave may not be

used to supplement New York Paid Family Leave benefits.

Employee Notice

Employees may provide verbal or written notice of the need for sick leave to the Director as soon as practicable.

Carryover of Unused Leave

Unused sick leave will carry over from one leave year to the next as required by law. Employees may not use more than 40 hours of paid sick leave in any leave year.

Unused sick leave is not paid out upon separation from employment.

Confidentiality

Employees are not required to disclose confidential medical information or details related to domestic violence, sexual offenses, stalking, or human trafficking as a condition of using paid sick leave.

Reinstatement and Non-Retaliation

Employees who use paid sick leave will be restored to the same position held prior to the leave, with the same pay and terms of employment. The Library prohibits retaliation or discrimination against any employee who requests or uses paid sick leave in accordance with this policy.

Misuse of Leave

Use of paid sick leave for purposes not permitted under this policy, or falsification related to such leave, may result in disciplinary action, up to and including termination.

Additional Paid Leave

Bereavement Leave

Full-Time and Regular Part-Time employees may take up to three paid days per year for the death of an immediate family member, as defined by Library policy. Additional time may be approved based on circumstances.

Holidays

Full-Time Competitive and Regular Part-Time Competitive employees receive paid holidays when the Library is officially closed, provided the holiday falls on a day the employee is regularly scheduled to work.

Retirement and Deferred Compensation

Eligible employees may participate in the New York State and Local Retirement System and the New York State Deferred Compensation Plan in accordance with system eligibility rules. Participation is voluntary.

NYS Deferred Compensation Plan

The NYS Deferred Compensation Plan is a fringe benefit available to all staff members who are eligible and wish to set up an account. Employees may familiarize themselves with it through the introductory packet of information they will receive.

New York State Retirement

Membership in the New York State Employee Retirement System is a fringe benefit

available to all staff members who are eligible and wish to apply for it. Those the director enter the system may familiarize themselves with it through the introductory packet of information they will receive.

Unemployment Insurance

Employees are covered by New York State Unemployment Insurance.

Meal and Rest Breaks Policy

Legal Standard

This policy follows New York State Department of Labor meal period requirements.

Meal Breaks

- Employees working a shift of more than six hours that extends over the noon meal period, defined as 11 a.m. to 2 p.m., must take an uninterrupted 30-minute unpaid meal break.
- Employees who start work before 11 a.m. and continue working after 7 p.m. must take an additional uninterrupted 20-minute unpaid break between 5 p.m. and 7 p.m., as required by law.

Employees must be fully relieved of all duties during meal breaks. Meal periods are unpaid and may not be waived.

Equity and Compliance Statement

These policies apply equally to current and future employees. The Library commits to administering compensation, leave, and scheduling practices consistently and in full compliance with New York State labor law.

WORKING HOURS

Scheduling and Payroll

Part-Time Staff Schedules

The Director sets a tentative number of hours an employee works within a workweek. This number of hours may be adjustable if the employee:

- Needs to reduce work hours and other employees are willing to pick up hours.
- Wants to gain more hours and another employee wants to reduce their work hours.
- Accepts being chosen by the Director to work on a special project requiring more work hours in a given week.
- Fills in for another employee the director is ill or on vacation.

Work schedules are to be determined by the Director. Staff is expected to work together in order to adequately cover the open hours of the library. A minimum of two staff members is required during open hours. Ultimately, the Director has the discretion to decide the total hours an employee is scheduled to work.

Part-time employees work as scheduled. Hours may vary from week to week. As per the New York State Labor Law, an employee who works a shift of more than six hours which extends over a meal period is required to take at least thirty minutes off unpaid within their scheduled shift.

Position Vacancies and Appointments

The Warsaw Public Library shall abide by existing Civil Service employment requirements and requirements established by the New York State Education Department. No provision herein contained shall be deemed to be contrary to the provisions of the Education Law of New York State, the Civil Service Law, or any other laws affecting libraries. In all instances, the Board will seek to employ the most qualified individual.

Resignation

Resignations must be in writing as per Civil Service requirement. Employees must provide at least two weeks' notice. The Library Director will provide four weeks' notice. Staff shall notify the Director; the director shall report to the Board. The Director shall report his/her own resignation directly to the Board. Upon the end of employment of the Director, the Board shall make every effort to appoint a replacement so that it is possible for the incumbent to train the new Director in his/her responsibilities, during an overlap period of up to two weeks or longer if necessary.

PAY PRACTICES

Warsaw Public Library is committed to a policy of fair and equitable compensation for all employees.

WAGE AND SALARY PROGRAM

Wage rates are assigned to each job based on job requirements and the economic conditions of the Library and the marketplace, as well as each employee's qualifications, skills and abilities. The Library endeavors to comply with all federal, state and local laws with respect to the payment of wages.

PAY INCREASES

Pay increases may be provided annually and/or when an employee demonstrates improvement or outstanding performance in their job. When reviewing pay increases, the Library considers budget, an employee's individual work performance and other economic factors. All merit increases are provided at the sole discretion of the Library.

PAYDAY

Employees are paid **Bi-Weekly** on **Friday**. If payday falls on a holiday, employees will ordinarily be paid on the day before the holiday.

PAYROLL

Employees have the option of being compensated by check or direct deposit. The Director answers questions regarding compensation options.

GARNISHMENTS

A court may order the Library to garnish amounts directly from an employee's paycheck. The Library is required to withhold the amount indicated in the garnishment from the employee's paycheck in accordance with federal, state and local law.

OVERTIME IF APPLICABLE

When operating requirements cannot be met during regular work hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided.

Non-exempt employees will be paid one and one-half times their regular rate of pay for all hours worked over 40 hours in a workweek.

For purposes of calculating overtime, the Library's seven-day workweek begins on **Sunday** and ends on **Saturday**.

Paid time off, including holidays, **vacation, sick leave or personal leave time are not** counted as hours worked when calculating overtime. All overtime work must receive the supervisor's prior authorization. Failure to work assigned overtime, or working unauthorized overtime may result in disciplinary action, up to and including termination.

OUTSIDE WORK ACTIVITIES

Unless pre-approved by the Director non-exempt employees are prohibited from performing work activities during non-working hours. This includes, but is not limited to, accessing electronic communication through cell phones, text messages and emails for work-related purposes and performing preparatory work outside of regular work hours. Time spent accessing work-related electronic communication outside of regular work hours or performing any other work during non-working hours must be pre-approved by the supervisor. Any such time, regardless of whether it has been approved or not, must be recorded and reported as time worked on the employee's timesheet/timecard.

OVERPAYMENTS

In the event an employee is overpaid due to a mathematical or clerical error, **Warsaw Public Library** will proceed to recoup the overpayment via wage deductions in accordance with the New York State Labor Law. Employees who become aware of an overpayment must notify the Director immediately. For more information, employees should contact the Director.

POLICY FOR DEDUCTIONS FROM WAGES

Employee pay stubs itemize deductions made from gross earnings. The Library is required by law to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions may also include any court-ordered garnishments. Pay stubs also itemize any voluntary deductions such as an employee's portion of retirement, to the extent applicable. If applicable, pay stubs will also differentiate between regular and overtime pay received.

It is our policy to comply with applicable state law. In turn, supervisors are prohibited from making any improper deductions from the salaries of exempt employees or from

the wages of any employee that are not consistent with federal and state wage and hour laws.

PERMITTED DEDUCTIONS FROM EXEMPT EMPLOYEE'S PAY

Employees who are classified as exempt must record absences from work for reasons such as **vacation or sick leave**.

Exempt employees are paid on a salary basis. This means the employee regularly receives a predetermined amount of compensation each pay period, which cannot be reduced because of variations in the quality or quantity of the employee's work. In general, an exempt employee will receive their salary for any week in which the employee performs any work, regardless of the number of days or hours worked.

Under federal and state law, an exempt employee's salary may be subject to certain deductions. For example, absent contrary state law requirements, an exempt employee's salary can be reduced as either partial-day or full-day deductions for the following reasons:

- Full-day absences for personal reasons other than sickness or disability.
- Full-day absences for sickness or disability, if the employee has exhausted or is not yet eligible for paid time off under a bona fide policy or plan that provides compensation for salary lost due to illness.
- Full-day disciplinary suspensions for infractions of written policies and procedures.
- Penalties imposed in good faith for infractions of safety rules of major significance.
- Unpaid leave taken under the Family and Medical Leave Act (if applicable).
- To offset amounts received as jury and witness fees or military pay.
- The first or last week of employment when an employee works less than a full week.

Any full workweek in which an employee does not perform any work. In a workweek in which an exempt employee performs any work, the employee's salary will not be reduced for any of the following reasons:

- Partial day absences.
- Absence on a scheduled workday in which the Library has decided to close the facility at which an employee is scheduled to work and has not designated an alternate work site.
- Absences for jury duty, attendance as a witness or military leave, except that the Library may offset the employee's salary based on the received as jury or witness fees or military pay.
- Any other deductions prohibited by federal or state law.

Please note: It is not an improper deduction to reduce an employee's accrued **vacation, sick leave**, or other forms of paid time off for full- or partial-day absences.

It is Library policy to comply with the salary basis requirements of all applicable federal and state laws. The Library prohibits any deductions from pay that violate the FLSA or applicable state law.

REPORTING IMPROPER DEDUCTIONS/ERRORS

Employees should immediately contact the Director with questions about deductions or to report improper deductions and/or errors. Employees will not be retaliated against for making a complaint.

Reports of improper deductions or other errors will be promptly investigated. If it is determined that an improper deduction or other error has occurred, the employee will be promptly reimbursed.

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable federal and state laws. To ensure accurate pay and proper deductions for all time worked, employees must correctly record all work time. Additionally, employees should promptly review their paychecks to identify and report all errors.

Time Sheets

All employees are responsible for completing their time sheets for hours worked by the end of the pay period. All time sheets will be signed by the employee and director. Director's time sheet will be signed by a board member. with it through the introductory packet of information they will receive.

Conferences and Professional Development

Staff may travel to and from OWWL Library System sponsored meetings and workshops, as well as continuing education opportunities and regional and national conferences within the budget approved.

Travel/Expense Reimbursement

Employees will be reimbursed for pre-authorized expenses, such as: Library-related travel mileage, lodging expenses, airfare, meals, or other business expenses incurred on behalf of **Warsaw Public Library**. Reimbursement of non-standard expenses (including the purchase of alcoholic beverages) incurred on business trips/Conference is within the sole discretion of the Library.

Employees will be reimbursed for their mileage at the current IRS approved rate per mile to employees using a personal vehicle.

If more than one Warsaw Public Library staff person is traveling, only one person will be reimbursed, therefore it is preferable to car-pool.

In addition to obtaining pre-approval, the employee must complete a voucher, attach any receipts, and submit to the Director or Board of Trustees.

Abuse of this policy, including falsifying expense reports to reflect costs not incurred by the employee, may result in disciplinary action, up to and including termination of employment.

WORKING REMOTELY POLICY

PURPOSE

The Warsaw Public Library has adopted this Working Remotely Policy to make provisions for staff to work remotely.

The primary goals of Warsaw Public Library's Working Remotely Policy are to establish:

- The eligibility of staff to work remotely
- The responsibilities of the staff, library, and Director
- An inclusive work environment that allows all employees to make a meaningful contribution to the library.

The Working Remotely Policy is designed to ensure an efficient workplace and employee productivity during various situations, planned and unplanned, including long term library closures.

ELIGIBILITY

Staff members may work remotely/from home under the following guidelines:

- The employee position must be conducive to working remotely
- All remote work requests must be approved by the Director
- The staff member must be able to demonstrate their ability to complete essential job duties while working remotely
- Remote working hours must comply with the staff member's regular working schedule
- Staff members must be available to the library by email, chat, and/or phone within a reasonable amount of time
- Staff members are responsible for providing the necessary technology and equipment to facilitate their work remotely

Staff members will not be reimbursed for phone calls, Internet access, equipment, or other expenses incurred.

LIBRARY CLOSINGS

Procedures for emergency library closings and holidays observed can be found in your copy of the Warsaw Public Library General Policy. All staff will be paid for any scheduled workweek time missed due to an emergency closing if they were regularly scheduled to work during the time of the closure. Staff will be notified of emergency closings by telephone. Emergency closings will be at the discretion of the Library Director or the Children's Specialist.

ATTENDANCE

Each employee's position and the work that they do at **WPL** is important. Employees are expected to be in regular attendance and at work on time. To limit the impact on business operations caused by employee absences or tardiness, the **Library** has adopted the following policy which applies to absences not previously approved by the **Library** and/or not protected under applicable law.

ATTENDANCE AND PUNCTUALITY

Although individual schedules may vary, employees should be at their work area on time, ready to work. Punctuality is important. Consistent, unexcused tardiness, as determined by the **WPL**, is considered a performance issue and is subject to disciplinary action, up to and including termination of employment.

Excessive absenteeism or tardiness may result in disciplinary action up to and including termination of employment unless the absence or tardiness is legally protected. The following types of time off will not be considered grounds for disciplinary action under this policy:

- ☐ Approved time off, including **vacation/PTO** and other forms of employer-provided paid time off;
- ☐ Sick or safe leave provided under a mandatory sick or safe leave law;
- ☐ Approved leaves of absence including but not limited to disability leave, jury duty leave, witness leave, voting leave, military leave, leave provided as an accommodation under the Americans with Disabilities Act or similar state or local laws, leave protected under a federal or state family and/or medical leave law.
- ☐ Time off due to a work-related injury covered by workers' compensation.

Each situation of absenteeism or tardiness will be evaluated on a case-by-case basis. However, the **WPL** will not subject employees to disciplinary action or retaliation for an absence or for tardiness that is legally protected.

CALL-IN PROCEDURES

An employee who is going to be late or absent from work must contact their **supervisor/manager** via call or text at least **2 hours** before their scheduled start time or as soon as is practicable, before the time the employee is scheduled to begin working for that day.

EARLY DEPARTURE

Employees are also expected to remain at work for their scheduled workday, except for meal or break periods, or when required to leave on authorized **WPL** business or otherwise authorized to leave.

JOB ABANDONMENT

Absent extraordinary circumstances or a legally protected reason, if employees fail to report for work without any notification to their **supervisor/manager** and their absence continues for a period of **3** consecutively scheduled days, the **WPL** will consider the employee to have abandoned and voluntarily terminated their employment.

DISCIPLINARY ACTION

Failure to comply with this policy may result in disciplinary action up to and including termination of employment.

ADDITIONAL INFORMATION

An employee who believes that their absence or tardiness to work is legally protected should notify their **supervisor/manager** of this fact at the time of the absence or tardiness. Employees will not be required to reveal to their **supervisor/manager** the nature of any underlying medical condition unless otherwise necessary to designate leave under the **WPL's Disability Leave Policy** and/or an applicable federal, state or local leave law. If an employee believes they have been mistakenly subject to disciplinary action for an absence or for tardiness that the employee believes is legally protected, the employee should promptly discuss the matter with **the director**.

OPEN COMMUNICATION

Our Library is committed to the principle of open communication between employees and their supervisor concerning any aspect of the employment relationship.

WORKING TOGETHER, WE CAN FIND A SOLUTION TO ANY PROBLEM

In every Library there are honest differences of opinion about working conditions, discipline, policies, and other work-related matters. Employees should not keep concerns to themselves and are encouraged to communicate their issues to management via the steps outlined below. Problems that are unknown cannot be solved. If an employee has a work-related complaint, concern, or problem of any kind, we will welcome the opportunity to discuss it with the employee and resolve it.

FIRST STEP

Employees who have a problem, complaint, question, or suggestion about any aspect of our Library are encouraged to discuss the issue with their immediate supervisor. We hope that most matters can be satisfactorily resolved by such discussions.

SECOND STEP

Employees who are not satisfied with the outcome of this first step or are not comfortable raising a particular issue with their supervisor, are welcome to discuss the situation with the Director. They will meet with the employee and/or their supervisor and attempt to reach a satisfactory solution.

THIRD STEP

Employees who are not satisfied with the outcome of the second step or are not comfortable raising a particular issue with the Director, are encouraged to discuss the situation with the Board President. They will review the situation in its entirety, meet with the employee and attempt to reach a satisfactory solution.

If for any reason an employee does not feel comfortable speaking with their supervisor or the designated management assigned in any step of this policy, the employee should feel free to discuss their concerns with any other member of management with the whom the employee feels comfortable.

NO RETALIATION

Employees will not be retaliated against in any way for raising concerns, asking questions or for making suggestions.

SOLICITATION & DISTRIBUTION

In order to prevent disruptions in the operations of our **Warsaw Public Library's** solicitation and distribution of advertising material, handbills or other literature during the working time of the employee soliciting or the employee being solicited, or in working areas, is restricted as described below.

SOLICITATION DEFINED

For purposes of this policy, solicitation includes, but is not limited to, asking employees: for funds or contributions; to purchase goods for charitable or commercial purposes; to sign petitions; to join or become members of a group; to support political candidates; or to support or commit to causes, groups, or interests. Solicitations may be made by any form of communication, including verbal, written, email, text message, direct messaging, etc. Solicitation does not include brief conversations that are so limited that they do not interrupt employees' work.

DURING WORKING TIME

Employees may not solicit or distribute non-work-related literature to another employee for any purpose when either the person doing the soliciting, or the person being solicited is on working time. For purposes of this policy, working time refers to that portion of any working day in which the employee is actually working or scheduled to work. It does not include such times as lunch or break time or before or after work. Employees who are on non-working time still may not solicit or distribute non-work-related literature to another employee who is on working time.

IN WORKING AREAS

Employees may not distribute non-work-related literature to another employee for any purpose in the working areas of our **Library**. "Working areas" do not include areas such as, but not limited to, the cafeteria, parking lot or break rooms.

OUTSIDE INDIVIDUALS

Individuals who are not employed at our **Library** may not distribute literature, nor solicit employees or visitors at any time on our **Library's** grounds or inside our offices.

STANDARDS OF CONDUCT

To ensure safety and security and provide the best possible work environment, we expect employees to follow basic, common-sense rules of conduct that will protect everyone's interests and safety.

INITIAL DISCUSSIONS

Before taking corrective action, the supervisor will meet with the employee to explain why the need for corrective action is warranted.

It is not possible to list all forms of behavior that are considered unacceptable in the workplace, but the following are examples of infractions that may result in disciplinary action, including suspension, demotion, or termination of employment:

- Falsification of employment records, employment information or other records;
- Recording the work time of another employee, allowing any employee to record another employee's work time, or allowing falsification of any **timesheet/record**;
- Theft or the deliberate or careless damage of any Library property or the property of any employee or patron;
- Use of Library materials, supplies, or tools for personal reasons without advanced permission from the Director;
- Abuse of the Library's electronic resources, including sending personal emails during working time or in a manner that interferes with the employee's work performance;
- Possessing, distributing, selling, transferring, using or being under the influence of alcohol or illegal drugs in the workplace;
- Provoking a physical fight or engaging in physical fighting during working hours or on premises owned or occupied by the Library;
- Carrying firearms, weapons or dangerous substances at any time, on premises owned or occupied by the Library, unless state law provides otherwise;
- Using abusive, violent, threatening or vulgar language at any time during working hours or while on premises owned or occupied by the Library;
- Failing to obtain permission to leave work during normal working hours;
- Failing to observe working schedules, including meal and rest breaks;
- Working overtime without authorization or refusing to work assigned hours;
- Violating any safety, health or security policy, rule or procedure of the Library; and
- Committing a fraudulent act or intentional breach of trust under any circumstances.
- ☐ 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.

CORRECTIVE ACTION

Depending upon the severity of the matter, disciplinary measures may include counseling, verbal warning, written warning, suspension, demotion, transfer, or termination. The Library will determine the appropriate corrective action and does not guarantee that one form of action will necessarily precede another.

AT-WILL EMPLOYMENT

Although employment may be terminated at-will by either the employee or the Library at any time, without following any formal system of discipline or warning, we may exercise discretion to utilize forms of discipline that are less severe than termination. Examples of less severe forms of discipline include verbal warnings, written warnings, performance improvement plans, demotions, and suspensions.

Although one or more of these forms of discipline may be taken, no formal order or procedures are necessary. The Library reserves the right to determine which type of disciplinary action to issue in response to any type of performance issue or rule violation.

This statement of prohibited conduct does not alter or limit the policy of at-will employment. Either the employee or the Library may terminate the employment relationship at any time for any reason, with or without cause, and with or without notice.

As previously set forth in this Employee Handbook, only the Director and Board Trustees or their authorized representative have the authority to enter into an employment agreement that alters the at-will employment relationship, and any such agreement must be in writing and signed by only the Director and Board Trustees or their authorized representative.

BENEFIT PROGRAMS

TIME OFF FOR CANCER SCREENING

In accordance with Civil Service Law Sections 159-b, the Library provides paid time off for employees to be screened for cancer. Employees are eligible to receive up to four hours of paid time off for cancer screening, per calendar year.

ELIGIBILITY

Upon hire, all employees are eligible to receive paid time off to be screened for cancer.

ADDITIONAL INFORMATION

Any questions regarding this policy should be directed to the Director.

JURY DUTY & COURT ATTENDANCE

Our Library considers service on a jury to be an important civic duty.

JURY DUTY

Upon verification of court service, the Director and all staff members will receive their regular pay less any other possible Court compensation for absences due to jury duty.

DOCUMENTATION

Employees must submit a copy of the Jury Duty Attendance Certificate to their supervisor indicating the dates served. Employees must ask the court to provide a copy of the attendance certificate when their jury duty is complete.

TIME AWAY FROM WORK

In fairness to the Library, employees are expected to return to work if they are excused from jury duty during their regular working hours.

COURT ATTENDANCE

Employees who are subpoenaed to appear in court as a witness in a criminal proceeding will be granted unpaid time off for their attendance

CRIME VICTIM LEAVE

Our Library provides employees with time away from work if they are a victim of a crime or to participate as a witness of a crime.

ELIGIBILITY

Eligible employees who are the victim of a crime or subpoenaed to attend a criminal proceeding as a witness, may take time off from work to (1) testify in a criminal proceeding (including time off to consult with the district attorney); (2) give a statement at a sentencing proceeding; (3) give a victim impact statement at a pre-sentencing proceeding; or (4) give a statement at a parole board hearing.

Employees are eligible for time off under this policy if they are:

- ☐ The victim of the crime at issue in the proceedings;
- ☐ The victim's next of kin, if the victim is deceased as a result of the offense;
- ☐ The victim's representative (a person the director represents or stands in the place of another person, including an agent, attorney, guardian, conservator, executor, heir, or parent of a minor);
- ☐ A good Samaritan (someone who acts in good faith to: (1) apprehend a person who has committed a crime in their presence; (2) prevent a crime or an attempted crime from occurring; or (3) aid a law enforcement officer in effecting an arrest); or
- ☐ Pursuing an application or the enforcement of an order of protection as provided under relevant law.

CRIME VICTIM LEAVE PAY

Time off under this policy is unpaid except that exempt employees will not incur any reduction in pay for a partial week's absence for leave under this policy. However, the employee may supplement time off with paid **PTO/vacation, sick leave or personal leave**.

DOCUMENTATION

Employees must notify the Director of the need to take a leave under this policy no later than the day before the absence. In addition, employees must provide the Director with verification of their service upon request.

TIME AWAY FROM WORK

In fairness to the Library, employees are expected to return to work if they are excused from proceedings during their regular working hours.

NO RETALIATION

The Library will not retaliate or tolerate retaliation against any employee the director seeks or obtains leave under this policy.

DOMESTIC VIOLENCE VICTIM LEAVE

The Library will reasonably accommodate employees who are the victim of domestic violence with time off in compliance with the New York State Human Rights Law.

REASONABLE ACCOMMODATIONS

The Library will reasonably accommodate employees who are the victim of domestic violence and who need a reasonable amount of time off for the following reasons, unless providing such accommodation would result in an undue hardship:

- ☐ Seek medical attention for injuries caused by domestic violence, including for a child who is a victim of domestic violence, provided that the employee is not the perpetrator of the domestic violence against the child;
- ☐ Obtain services from a domestic violence shelter, program or rape crises center;
- ☐ Obtain psychological counseling related to domestic violence incidents, including for a child who is a victim of domestic violence, provided that the employee is not the perpetrator of the domestic violence against the child;
- ☐ Participate in safety planning or other actions to increase safety from future incidents of domestic violence, including temporary or permanent relocation; or
- ☐ Obtain legal services, assist in the prosecution of an offense, or appear in court in relation to an incident of domestic violence.

EMPLOYEE'S RESPONSIBILITY

Employees must give the Library reasonable advance notice of their intention to take leave for this purpose unless such advance notice is not feasible. An employee who cannot give reasonable advance notice must provide certification supporting the need for leave within a reasonable time after the absence.

Acceptable forms of certification include:

- ☐ A police report indicating the employee or the employee's child is a victim of domestic violence;
- ☐ A court order protecting or separating the employee or their child from the perpetrator of domestic violence;
- ☐ Other evidence from the court or prosecuting attorney that the employee appeared in court; or
- ☐ Documentation from a medical professional, domestic violence advocate, health care provider or counselor that the employee or their child was undergoing counseling or treatment for physical or mental injuries or abuse resulting from an act of domestic violence.

When taking leave under this policy, an employee **must** use any available paid leave, including Library-provided paid time off, **such as PTO/vacation, sick leave or personal leave**. Otherwise, leave will be unpaid. During the leave, the Library will maintain any health insurance coverage being provided in the same manner as if the employee had not taken leave.

CONFIDENTIALITY

Except as otherwise required by law, the Library will maintain the confidentiality of any information regarding an employee's status as a victim of domestic violence.

NO RETALIATION

The Library will not discriminate or retaliate against an employee because the employee is a victim of domestic violence or requests leave in accordance with this policy.

MILITARY LEAVE FOR PUBLIC EMPLOYERS

The **Warsaw Public Library** recognizes the obligation of those employees serving in any branch of the military or other uniformed services of the United States. Employment status within the **Library** is protected by the Uniformed Services Employment and Reemployment Rights Act of 1994 ("USERRA") and applicable state military leave provisions.

ELIGIBILITY FOR LEAVE

The **Warsaw Public Library** provides military leaves of absence to employees who serve in the uniformed services as required by USERRA and applicable state laws.

The uniformed services are defined as the Army, Navy, Marine Corps, Air Force, Coast Guard, Army National Guard, Air National Guard, Commissioned Corps of the Public Health Service and any other category of persons designated by the President of the United States in time of war or national emergency. The uniformed services also include participants in the National Disaster Medical System when activated to provide assistance in response to a public health emergency, to be present for a short period of time when there is a risk of a public health emergency, or when they are participants in authorized training, and intermittent personnel the director are appointed into Federal Emergency Management Agency (FEMA) service under the Stafford Act or to train for such service.

RESERVE MILITARY DUTY

Full time employees who are members of the United States Armed Forces and or State/County organized reserved units are provided with leave consistent with the provisions of New York State Military Law up to 22 workdays or 30 days in a calendar year, whichever is greater.

LEAVE AND REEMPLOYMENT

Employees who serve on active or reserve duty will be granted a leave of absence up to the maximum time required by law. The Library is committed to preserving the job rights of employees absent on military leave in accordance with law.

Eligible employees may take leave for uniformed service as defined under USERRA or ordered military duty as defined under state law.

PAY DURING LEAVE

The Library will grant leave with pay not exceeding a total of thirty days or twenty-two working days, *whichever is greater*, in any one calendar year and not exceeding thirty

days or twenty-two working days, *whichever is greater*, in any one continuous period of such absence.

Military leave beyond the 22 workdays or 30 calendar days in a calendar year will be unpaid, however employees may choose to apply **PTO/vacation /sick leave/personal leave** benefits to their absence at any time during the leave.

In accordance with applicable state law, employees may keep all pay received for military service.

EMPLOYEE'S RESPONSIBILITY

Employees are expected to inform their **supervisor/manager** of their need for military or spousal leave as far in advance as possible, unless giving notice is impossible, unreasonable, or precluded by military necessity. Employees also must submit a copy of the military orders to **the director**.

Employees must also notify **the director** prior to returning to work. For service of less than 31 days, the service member must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight-hour rest period. If this is impossible or unreasonable, then as soon as possible. For service of more than 30 days but less than 181 days, the service member must submit an application for reemployment within 14 days of release from service. If this is impossible or unreasonable through no fault of the employee, then as soon as possible. For service of more than 180 days, an application for reemployment must be submitted within 90 days of release from service. Reporting or application deadlines are extended for up to two years for persons who are hospitalized or convalescing.

REEMPLOYMENT RIGHTS

Unless an exception applies (e.g., initial enlistments lasting more than five years, periodic National Guard and Reserve training duty, and involuntary active duty extensions and recalls), if the military leave is less than five (5) years, returning service-members are reemployed in the job that they would have attained had they not been absent for military service (the "escalator" principle), with the same seniority, status and pay, as well as other rights and benefits determined by seniority. The **WPL** will make reasonable efforts (such as training or retraining) to enable returning service members to refresh or upgrade their skills to help them qualify for reemployment. The **WPL** will explore alternative reemployment positions if the service member cannot qualify for the "escalator" position.

BENEFITS CONTINUATION

While on leave, employees will be treated as continuously employed and will not directly or indirectly suffer any loss or reduction of service time, seniority, **PTO/vacation/sick leave/personal leave**, holiday privileges or any other right or privilege. However, during leave **PTO/vacation/sick leave/personal leave** does not accrue during the period of military service.

RETIREMENT PLAN

Employees may continue to have deductions made from their salary or other compensation toward any pension or retirement system. If the amount to be contributed exceeds the amount of compensation the employee is entitled to during their absence the employee may elect to pay the additional amount.

VETERANS BENEFITS

Employees who are veterans are eligible for up to five days of paid leave per calendar year for any healthcare related services that are the result of their prior military service.

Veterans must provide a copy of their DD-214, certificate of release or discharge from active duty or other applicable department of defense documentation to the Director.

CONCURRENCE WITH OTHER LEAVES

Where applicable, this leave may run concurrently with any available Family and Medical Leave, or any other leave benefit that may be required by state law.

NO DISCRIMINATION AND NO RETALIATION

Any employee who believes they have been discriminated or retaliated against based on their past, present, or future participation in the uniformed services, request for military leave, complaint or participation in any investigation of a complaint of discrimination or retaliation based on a military leave request or service participation, or any other situation protected under this policy or applicable law should notify **the director** immediately.

VOLUNTEER FIREFIGHTER & AMBULANCE PERSONNEL LEAVE

Our Library recognizes the obligations that our employees who serve as volunteer firefighters and ambulance personnel may have in times of emergency.

ELIGIBILITY

Employees who are volunteer firefighters or ambulance personnel are permitted unpaid time off (unless payment is required by law) in the event that a State or local state of emergency has been declared by the Governor or a local government executive (such as a city mayor) and the employee's duties as a volunteer are related to handling/resolving the declared emergency.

NOTIFICATION

Employees who request time off under the policy must notify the Director immediately after the need for the leave becomes known. If the Library grants an employee time off pursuant to this law, the employer may request the employee provide appropriate documentation from the head of the volunteer fire department or ambulance service certifying the period(s) of time that the employee spent responding to the declared emergency.

VOTING LEAVE

Our Library believes that all employees should have the opportunity to exercise their right to vote in elections.

TIME AWAY FROM WORK

Employees who do not have sufficient time to vote outside their working hours will be allowed the necessary time off to vote at the beginning or the end of their shift. Up to two hours will be paid time off. No time off will be allowed in any election where the polls are open at least four consecutive hours before or after the employee's shift.

Employees must return to work immediately after voting if their shift has not ended.

ADVANCE NOTICE

Employees intending to take leave to vote must inform the Director not more than ten but at least two working days prior to Election Day. The employee's supervisor will designate when the leave should be taken (e.g., at the beginning or end of the shift).

SOCIAL SECURITY

All employees are covered by this federal program, which is funded through payroll taxes known officially as the Federal Insurance Contributions Act (FICA) taxes.

BENEFITS

Social Security is an important benefit for employees and their families as it provides death, disability, and retirement benefits.

COST

The cost of this coverage is determined by law. The rates are subject to change in accordance with legislated amendments by Congress. The required amount of an employee's contribution will be deducted automatically from their paycheck.

ADDITIONAL INFORMATION

Questions regarding the Social Security program should be directed to the Social Security Administration, which has answers to many common questions on its website at www.ssa.gov. Questions regarding an individual's FICA or other payroll tax deductions should be directed to the Director.

WORKERS' COMPENSATION

Our Library carries a workers' compensation insurance policy which covers all employees in the event that they are injured or become disabled due to occupational illness or injury while on the job.

BENEFITS

For employees who are injured while on the job or who develop an occupational illness, medical expenses, and loss of earnings up to the specified maximum normally will be covered by our workers' compensation insurance policy. Compensation under this plan is based on a formula using the employee's average weekly wages.

ELIGIBILITY

Benefits for lost earnings begin after the seventh day of disability. If disability continues beyond two weeks, the benefits will also be paid for the first week of disability. Payment of medical expenses begins on the first day of disability.

LEAVE ENTITLEMENT

Employees are eligible for a Disability Leave. This leave runs concurrently with any leave benefit that may be required by state law. See the Disability Leave policy for more information.

COST

The Library pays the entire premium for this insurance policy.

REPORTING ACCIDENTS

Reports of accidents or injuries, even if minor, must be filed within 24 hours with the supervisor or Director. Failure to receive medical treatment in a timely manner may result in serious complications and may jeopardize eligibility for medical benefits.

EMPLOYEE ASSISTANCE PROGRAM

On occasion, everyone has personal problems. Usually, these problems are resolved with the support of relatives and close friends. But sometimes, employees or members of their family may find that they would benefit from the assistance of a trained counselor. It is for this reason that **Warsaw Public Library** provides an Employee Assistance Program (EAP) to employees and family members the director may need help with personal or behavioral problems.

ELIGIBILITY

Our EAP is available to all employees and their family members.

BENEFITS

Through this program, confidential advice and short-term counseling are provided for any employee or member of an employee's family the director requests it or for an employee who is referred by the Director. Common problems addressed through counseling include alcoholism, drug abuse, financial difficulties, family tensions and conflicts with co-workers.

The privacy of employees and their family members is always protected. The Library is not informed when anyone seeks assistance, unless the individual so requests or the Library refers the employee to the program as a requirement of continued employment.

COST

Warsaw Public Library pays the full cost of the Employee Assistance Program. Employees are responsible for the cost of outside referrals.

ADDITIONAL INFORMATION

Employees can find information regarding our EAP on the **THEAP.COM** website. If it is a crisis situation, employees should call 911. If it is not a crisis situation, employees may contact 2-1-1 /LIFE LINE at 1-877-356-9211, by dialing 211 or by visiting <http://211lifeline.org/>. The 2-1-1 /LIFE LINE offers referrals for emergency

food, shelter, clothing, crisis counseling, substance abuse issues, employment, financial and legal issues and physical and mental health needs.

SAFETY POLICIES

WORKPLACE MONITORING AND SURVEILLANCE

CAMERA POLICY

The Warsaw Public Library strives to maintain a safe and secure environment for its patrons and staff. Section 226 of the New York State Educational Law authorizes the Board of Trustees (“the Board”) to adopt regulations to ensure the safety of all Library staff and patrons, to protect the Library’s property, and to maintain order in the Library. Selected areas of the Library are equipped with video surveillance cameras for the safety and security of the building, employees and patrons.

To this end the Board has purchased and installed video surveillance equipment for security, deterrence and identification, and has established policies regarding patron behavior.

Security Camera Locations

The Library understands that privacy is important to patrons and staff. This policy is in force to deter public endangerment, vandalism, theft, and mischief, and to identify those individuals involved in such activity for law enforcement purposes, while adhering to the Freedom of Information Act. Selected public areas of the Library are equipped with video cameras that detect and record all movement in those areas. Images may be used only for purposes set out in the policy.

Reasonable efforts are made to safeguard the privacy of Library patrons and staff. Cameras are positioned to record high traffic areas and areas with a pattern of security incidents, and will complement other measures to maintain a safe and secure environment in compliance with Library policies. Camera locations will not be changed or added without permission of the Director. Cameras will not be installed in locations where staff and patrons would have a reasonable expectation of privacy, such as restrooms; nor are they positioned to intentionally identify a person’s reading, viewing, or listening activities in the Library.

Disclosure of Surveillance

The public is notified via signage throughout the building that the Library is under video surveillance.

Access to Digital Images / Recordings

Live camera footage will not be available to the public for viewing at any time. Library staff and the Board have access to live footage and digital recordings. Only the Director and their designees have access to the administrative settings of the surveillance systems. Only the Director and other authorized employees, designated by the Director, shall be authorized to operate the video security system. Access to video records shall be limited to the Director and authorized employees who will only access records during the course of their assigned duties.

Live footage will only be viewed in cases where Library staff cannot actively monitor the area(s) being recorded. Recordings are viewed only to investigate pre-defined occurrences.

USE AND DISCLOSURE OF VIDEO RECORDS

1. Video records may be used to identify the person or persons responsible for or involved in violations of Library policies, practices and procedures, alleged illegal conduct on Library premises or actions considered disruptive to normal Library operations or damaging or harmful to the provision of Library Services.
2. Video records may be used to assist law enforcement agencies in accordance with applicable state and federal law upon receipt of an enforceable legal process. Video records may be viewed by authorized employees when appropriate or, upon approval by the Director, to identify person(s) suspended from Library property and otherwise to maintain a safe, secure and appropriate environment.

Only the Director reserves the right to disclose surveillance camera images to law enforcement personnel voluntarily or upon request and only in accordance with the policies and conditions listed above. In no event – unless required by an enforceable legal process – shall any such records be released to the media, to patrons, or to other persons.

ACCIDENT REPORTING AND INVESTIGATION

Properly reporting accidents and/or unsafe conditions is the key to creating a safe workplace. Employees have both a right and responsibility to report work-related injuries and illnesses and unsafe working conditions.

Employees should also refer to the Workers' Compensation policy for additional information.

PURPOSE

The purpose of accident reporting and investigation is to discover the cause(s) so proper action may be taken to prevent a recurrence. Every accident indicates that proper preventive action must be taken. Employees have both a right and responsibility to report accidents and work-related injuries and illnesses.

NO RETALIATION

Employees have the right to report unsafe conditions, accidents, and work-related injuries or illnesses without fear of reprisal. It is the policy of **Warsaw Public Library** that any employee or intern who makes a complaint regarding safety and/or reports a work-related injury will not be retaliated against in any way. Employees or interns who feel that they have been retaliated against for such activity should immediately contact the Director.

RESPONSIBILITIES

The Director is responsible for promptly investigating unsafe working conditions and accidents as soon as they are reported.

A good accident investigation will:

- Assist in determining the principal or underlying cause.
- Determine how to initiate significant corrective action.

The supervisor is required to fill out accident/injury investigation reports and report all accidents to the Director. The Director will fill out and distribute workers' compensation reports and disability paperwork as needed. The Director is responsible for reviewing each accident/injury investigation report, and with the supervisor, determining the proper corrective action to take.

The Director is responsible for implementing identified corrective action(s).

PROCEDURE

The following procedure should be adhered to in the event that there is an accident and/or injury in the workplace:

- When an accident occurs, the supervisor will immediately take action to prevent further injury or damage.
- The Director will interview employee(s) and witnesses as soon after the accident as possible. A fact-finding approach will be maintained.
- The Director will determine causes of the injury, illness, or property damage.
- The Director will establish corrective action(s) for managing and rectifying the cause of the accident.
- The Director will ensure compliance with any reporting obligations (i.e., OSHA, Workers' Compensation).
- The Director will ensure that all reports are recorded and retained. Accurate information must be available regarding the accident, the injury or damage which occurred, the corrective action identified and when the corrective action was implemented.
- The Director will conduct a periodic review of the accident investigation reports to identify the need for retraining, problem areas, operations that need attention or trends in frequency which indicate a need for added prevention activities and/or training.

GENERAL INVESTIGATION GUIDELINES

The investigative process will:

- Analyze the working conditions and/or incident to determine the cause or causes.
- Inspect the location and equipment involved.
- Inquire about similar incidents which have occurred.
- Review records.
- Interview those involved and witnesses.
- Create a plan of corrective actions to eliminate the causes.
- Assign responsibility for the corrective actions.
- Ensure the plan is carried out.
- Monitor effectiveness of the corrective action.

ALCOHOL & DRUG-FREE WORKPLACE

The Library strives to provide a safe environment for employees and others and to minimize the risk of accidents and injuries. Accordingly, each employee has a responsibility to co-workers and patrons to deliver services in a safe and conscientious manner. As a condition of employment with our Library, all employees are required to fully comply with the provisions of this policy.

DEFINITION OF CONTROLLED SUBSTANCES

"Controlled substances" are defined as those drugs listed in Schedules I through V of Section 202 of the Federal Controlled Substances Act, 21 U.S.C. 812 and include, but are not limited to: marijuana, cocaine (including "crack" and other cocaine derivatives), morphine, codeine, phenobarbital, heroin, amphetamines, and many barbiturates.

UNAUTHORIZED PRESENCE OF CONTROLLED SUBSTANCES AND/OR ALCOHOL IN THE WORKPLACE

The unauthorized or illegal use, sale, purchase, possession, distribution, dispensation, formulation, manufacture or transfer of controlled substances or alcohol on Library property or any location at which Library business is conducted, including Library vehicles and any private vehicle parked on Library premises or work sites, is strictly prohibited.

PRESCRIPTION AND OVER-THE-COUNTER DRUGS

This policy does not prohibit the possession and proper use of lawfully prescribed or over-the-counter drugs. However, an employee taking medication should consult with a healthcare professional or review dosing directions for information about the medication's effect on the employee's ability to work safely, and promptly disclose any work restrictions to the Director. Employees are not required to reveal the name of the medication or the underlying medical condition. The Library will evaluate and respond to this information on a case-by-case basis and consistent with its reasonable accommodation process. Consistent with applicable policies, the Library will maintain the confidentiality of the information provided.

The Library reserves the right to transfer, reassign, place on leave of absence or take other appropriate action regarding any employee during the time the employee uses medication that may affect their ability to perform safely. The Library will comply with all requirements pertaining to providing reasonable accommodations to the extent required by applicable law.

Any employee who cannot work safely and who does not advise the Library about warnings accompanying prescribed or obtained medications will be subject to disciplinary action up to and including possible termination of employment. An employee's lack of knowledge concerning such warnings will not excuse a violation of this rule where an employee has failed to make the inquiries required by this policy.

For Cause Testing

If there is reasonable cause to indicate that an employee has consumed, or is under the influence of controlled substances or alcohol at work, the employee may be required to undergo testing. Refusal to consent to testing may result in immediate termination.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Warsaw Public Library provides an EAP for employees and their family members. Employees are encouraged to use the EAP whenever they feel the need to discuss personal issues. For employees who have difficulty handling drugs or alcohol, the EAP can provide information on treatment. The EAP is a confidential service.

VIOLATION OF POLICY

Violations of this policy will lead to disciplinary action, up to and including termination.

Emergency/Disaster Plan

Preparation

- Keep the Disaster Plan available in appropriate locations,
- The staff and director need to be aware of its location and contents.
- Review and update the plan regularly. (Names, addresses and telephone numbers of personnel, service providers and government offices.)
- Keep internal fire doors closed.
- Maintain fire alarms, fire extinguishers, first aid kits, etc.
- Keep access to exits, fire equipment, electrical panels and plumbing valves clear.
- Store valuable records/materials in fire/water proof areas.
- Keep storage cabinets doors/drawers closed when not in use.
- Maintain a disaster kit and update the emergency supply inventory as needed.
- It should include:
 - First Aid Kit
 - Rubber/latex gloves
 - Flashlights
 - Extra batteries
 - Roll of plastic
 - Tape (duct)
 - Scissors
 - Zip-Lock bags
 - Snack Food and Water

1. Building Evacuation

The building should be evacuated whenever remaining in the building becomes dangerous or upon the request of governmental authorities.

- When evacuating persons with disabilities, ask how you can help before giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.
- Get the attention of a person with a hearing disability by touch and eye contact and clearly state the problem. Gesture and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Do not grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.

2. Fire Emergency

At the first indication of smoke or flame, investigate the situation to determine the location and extent of the fire.

- Pull Nearest Fire Alarm (3 located inside at front door, side door, & fire exit door at back of building)
- Call 911 (Fire alarm is connected with local fire dept.)
- Evacuate the building, checking the restrooms and elevator.
- Elevator emergency door key and fire alarm box key are labeled and located in the back of the cash box.
- Close the doors and windows if it can be done safely
- Wait outside for the fire department
- Do not re-enter the building until the Fire Department says it is safe to return.
- Call the library director and Board President

3. Health Emergency

Staff member should exercise caution when administering first aid, even of a minor nature, because of the safety of the injured individual and the potential liability of the staff member. Without specialized training, it is not advisable for the staff to undertake more than keeping the sick or injured patron comfortable until medical help can arrive. Staff member should use their own judgment as to what action is prudent and reasonable. No medication; including aspirin, should ever be dispensed to the public.

- Call 911
- Call the library director/if unavailable, call board president
- Call parent/guardian if it's a minor
- Fill out an accident report

4. Snow Emergency

Closings are at the library director's discretion or the board president. If he/she is unavailable, the staff should use their own judgment

5. Severe Storms

- Close all exterior doors and windows
- Shut down the computers
- Prepare for a power outage

6. Tornadoes

- ☐ Do not leave the building. Shut all exterior windows and doors if there is time.
- Go to the basement or an interior room.
- Prepare for a power outage

7. Flooding

- ☐ Shut off the water valves, sprinkler valve or the electric to the pump
(located and labeled in boiler room)

- Call the plumber
- Call the library director and board president

8. Bomb Threat

If by phone:

- Keep the caller on the line as long as possible.
- Ask: the call to repeat the message and try to write down every word he/she says. If the call does not indicate the location of the bomb, or the time of possible detonation, ask for this information.
- Pay attention to peculiar background noises, such as motors running, music, or any other sound that may indicate the location from which the call is originating. Listen closely to the voice (male /female), voice quality (calm/excited), accents, and speech impediments.
- Call 911
- Evacuate building

If in person:

- Evacuate building
- Call 911

9. Biohazard

- Leave the suspicious substance where it was found
- Do not take any action that might spread it to another area
- Call 911
- Evacuate the building

10. Infestation

- Leave the substance where it was found.
- Do not take any action that might spread it to another area
- Call 911
- Evacuate the building

11. Local/National Emergencies:

- Monitor the news and follow any instructions given
- Call the library director and or board president
- Evacuate the building or remain in a safe area of the building

Phone Numbers

Library Director: Lisa Gricius 585-993-0157

Library Board President: Shani Jones 585-944-2234

Town Board Liaison: Travis Jones 585-409-5536

Warsaw Town Hall: 585-786-2800

Town Supervisor: Steve Perkins 585-322-2912

Highway Dept. Town: 585-786-2427

Village Office: 585-786-2120

Highway Dept. Village: 585-786-2120

Police: (911) 585-786-2000

Fire: (911) 585-786-2468

Insurance Company: Tompkins 585-344-2713

Plumbing, Heating & Air: Harding's 585 237-5561 After Hours Number 585- 857-3374

Pest Control: TBD
Electrical: Beardsley 585-493-5709
Wyoming County Emergency Services: 585-786-8867

EMERGENCY CLOSING POLICY

PURPOSE

The Warsaw Public Library has adopted this Emergency Closing Policy to ensure a cautionary response to an emergency threatening to impact or immediately impacting the library's facilities, materials, staff, or community members.

The primary goals of Warsaw Public Library's Emergency Closing Policy are to establish

- The types of emergencies which may cause the library to close or suspend services
- The power of the Director to close the library due to an imminent or immediate emergency
- If the library's Emergency & Disaster Plan needs to be implemented

The library will make every effort to maintain regular library operating hours in accordance with Minimum Standards for New York's Public and Association Libraries. However, at times, the library may have to close, shorten hours, or cancel programs due to emergency conditions.

ADMINISTRATION

The Director is empowered by the Board of Trustees to address emergency conditions and may close the Warsaw Public Library for up to 72 hours. For closures lasting beyond 72 hours, the Director will consult with the Board President to determine the library's course of action including the implementation of the library's Emergency & Disaster Plan.

If the Director is not in the building when an emergency or disaster occurs, the staff should immediately contact the appropriate emergency agencies and then contact the

Director. If, for any reason, the Director is unable or unavailable, administrative authority shall be passed to library assts.

TYPES OF EMERGENCIES

The decision to close the library will be made with the health and safety of the library staff and community as the top priority. The following emergency situations may call for closure of the library:

- Severe weather events
- Local or regional declaration of a State of Emergency
- Pests, bugs, or infestation
- Loss of critical utilities
- Gas leak or suspected gas leak
- Water Damage or Flood
- Fire
- Hazardous spill
- Bomb threat
- Active shooter
- Lockdown/Shelter In Place
- Pandemic, serious illness, or public health crisis

Other emergencies may occur that cannot be planned for. The Director will handle such situations in accordance with this policy and the library's Emergency & Disaster Plan and will coordinate response efforts with the In-House Emergency Team in the best interests of the library facility, staff, and community.

COMMUNICATION

All library closures will be communicated to the public via local news stations and on the library's website, social media accounts, and outgoing voicemail message. The staff will be notified of library closures by the Director or designee of the Director.

PERSONNEL

If the library is closed due to emergency conditions, staff will be paid for shifts/hours scheduled to work. Staff the director were scheduled to be absent due to vacation, illness, or other leave will not receive pay for the time the library is closed.

An interim work or telecommuting schedule may be developed and job descriptions or duties may be temporarily altered or reassigned based on the needs of the library.

reasonable effort will be made to maintain a useful work schedule and provide continuous employment opportunities.

ONGOING USE EVALUATION

The Emergency Closing Policy will be evaluated yearly at the Board of Trustees Annual Business Meeting and updated as needed.

Questions or concerns regarding Warsaw Public Library's Emergency Closing Policy should be brought to the Director.

VIOLENCE IN THE WORKPLACE

Warsaw Public Library is committed to providing a safe environment for employees, patrons, and visitors. The Library has a zero-tolerance policy concerning workplace violence. Employees who display any violence or threaten violence including talk of committing violence or joking about committing violence in the workplace are subject to disciplinary action, up to and including termination.

DEFINITION

Violence in the workplace includes but is not limited to physically harming another or one's self, shoving, pushing, brandishing weapons and explicit or implicit threats or talk of committing violence.

WEAPONS

All employees are prohibited from carrying a weapon while in the course and scope of performing their job for Warsaw Public Library, whether they are on Library property at the time or not and whether they are licensed to carry a handgun or not. This policy also prohibits weapons at any Library-sponsored functions such as parties or picnics.

This prohibition specifically includes guns, rifles, and firearms of any type, including those for which the holder has a legal permit. Other examples of prohibited weapons include, but are not limited to knives, ammunition, bombs, bows and arrows, clubs, slingshots, blackjacks, metal knuckles and similar devices that by their design or intended use are capable of inflicting serious bodily injury or lethal force.

Failure to abide by this policy may result in disciplinary action, up to and including termination. Further, carrying a weapon onto Library property in violation of this policy will be grounds for immediate removal from Library property and may result in prosecution. This policy shall not be construed to create any duty or obligation on the part of the Library to take any actions beyond those required of an employer by existing law.

REPORTING VIOLENCE

It is everyone's responsibility to prevent violence in the workplace. Employees must immediately report what they see or hear in the workplace that could indicate that a co-worker may be a threat to the safety of the workplace. Employees should report any incident that may involve a violation of the Library's policies that are designed to provide a safe workplace environment. Concerns may be presented to the employee's supervisor or any other member of management.

REPORTING DOMESTIC VIOLENCE

Domestic violence perpetrated by or against an employee of the Library is considered a workplace issue as these situations may create safety concerns within the workplace. Employees are encouraged to report if they are the victim of domestic violence or if they suspect that a co-worker may be the target of or the perpetrator of domestic violence to the Director. Supervisors made aware of employee-related domestic issues are encouraged to immediately notify the Director.

Employees who obtain or are the subject of a restraining order are encouraged to immediately notify the Director, so the Library may assist in preventing an individual who may display or carry out an act of violence from obtaining access to Library premises.

Employees who have questions or concerns related to domestic violence may contact the Director. Employees experiencing issues with domestic violence may also contact the National Domestic Violence Hotline at 1-800-799-7233.

REPORTING SUICIDAL THOUGHTS AND BEHAVIOR

Self-harm may be considered a form of violence. Employees who are having thoughts of suicide or become aware of a co-worker having suicidal thoughts and/or displaying suicidal behavior should immediately notify the Director. Supervisors made aware of suicidal ideation by an employee must immediately notify the Director.

Employees who have questions or need assistance with the topic of suicide may contact the Director. Employees who need assistance may also contact the National Suicide Prevention Lifeline at 988.

If there is a concern of imminent harm employees should contact the local police department by dialing 911.

CONFIDENTIALITY AND RETALIATION

It is the policy of **Warsaw Public Library** that any employee making a report or participating in the investigation of workplace violence will not be retaliated against in any way. Reports will be investigated promptly, and confidentiality will be maintained to the greatest degree possible, consistent with our obligation to thoroughly investigate the allegation and consistent with applicable law and the need to facilitate an investigation and/or a solution to the problem. Employees who feel that they have been retaliated against for reporting workplace violence, domestic violence, or suicidal behaviors, or for participating in the investigation of an alleged incident, should contact the Director.

CORRECTIVE ACTION

If a report of workplace violence is found to be valid, immediate, and appropriate corrective action will be taken. Employees 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.

BUSINESS EQUIPMENT AND INFORMATION SYSTEMS USAGE

The **WPL** has significantly invested in **telephone services, copiers, computers, laptops, tablets, mobile phones, messaging systems, hardware, internet access, email, software, networks, computer accounts, data storage, voicemail** and all other types of business equipment and Business Equipment and Information Systems provided by the **WPL** (collectively "Business Equipment and Information Systems"). The **WPL's** Business Equipment and Information Systems are vital to keeping our operations flowing smoothly and effectively.

MONITORING OF BUSINESS EQUIPMENT AND INFORMATION SYSTEMS; NO EXPECTATION OF PRIVACY

The Business Equipment and Information Systems provided by the **WPL**, and all information and electronic communications transmitted through, received by or stored on the Business Equipment or Information Systems, are the exclusive property of the **WPL**.

The **WPL** (and/or through its authorized representatives) has the right, without notice, in its sole discretion, to monitor, review, retain, disclose and/or take any other appropriate actions regarding (collectively, "Monitor") any information and electronic communications transmitted through, received by or stored on its Business Equipment and Information Systems. This includes emails and messages sent or received (whether such emails and messages are related to personal or business matters and/or whether they are sent or received using a **WPL** mail account; a non-**WPL** internet-based account, such as yahoo.com, hotmail.com or gmail.com; or a social networking website); faxes; voicemails; internet and intranet communications; access and usage; and documents, files or programs stored on the **WPL's** Business Equipment and Information Systems to the fullest extent permitted by law. The **WPL's** rights regarding monitoring its employees' use of the Business Equipment and Information Systems exist whenever an employee uses the **WPL's** Business Equipment and Information Systems, regardless of whether they are working in the office, at home, or at another location, and whether or not such use is during official business hours or relates to the **WPL's** business. Thus, at no time should employees believe that they have any expectation of privacy while using any of the **WPL's** Business Equipment and Information Systems.

Employees' use of the **WPL's** Business Equipment and Information Systems constitutes their consent to monitoring by the **WPL** (and/or its authorized representatives). Therefore, employees should not expect privacy or confidentiality in anything they create, download, display, store, send or receive on the **WPL's** Business Equipment or Information Systems, even if it has been deleted, password-protected, encrypted or is marked "confidential," "private," "personal," "privileged" or other words or phrases intended to convey it is private. In addition, the use of passwords to gain access to the **WPL's** Business Equipment and

Information Systems is intended solely to protect the security of the **WPL's** business and does not confer an expectation of privacy for individual employees. If an employee wishes to avoid the **WPL** potentially accessing and reviewing their personal communications, documents, files or data, then they should not use the **WPL's** Business Equipment and Information Systems for personal purposes and should not save personal material on the **WPL's** Business Equipment and Information Systems.

ACCEPTABLE USE

This policy describes the **WPL's** general guidelines for using its Business Equipment and Information Systems.

Employees should use the **WPL's** Business Equipment and Information Systems with the understanding that these resources are provided for the benefit of the **WPL's** business. Employees may use **WPL** email for personal use, during nonworking time, as long as such use complies with **WPL** rules and policies and applicable laws. Employees should never use the **WPL's** Business Equipment and Information Systems for personal use in a manner that degrades the functionality of those systems or interferes with their work duties or responsibilities to **customers/clients**.

The following guidelines, which are not all-inclusive, have been established to ensure that employees understand expectations concerning the use of the **WPL's** Business Equipment and Information Systems:

- ❑ Employees must comply with the password and other security provisions of the **WPL's** Business Equipment and Information Systems. Employees must not use codes or passwords to gain unauthorized access to other employees' files or **WPL** files. Employees must not provide access to the **WPL's** Business Equipment and Information Systems to anyone other than employees of the **WPL** the director are authorized users and other authorized users.
- ❑ Sending, saving, accessing or viewing obscene or vulgar material on the **WPL's** Business Equipment and Information Systems is prohibited. Messages stored and/or transmitted by the **WPL's** Business Equipment and Information Systems must not contain content that may reasonably be considered to be a violation of the **WPL's Harassment and Discrimination Prevention** Policy. Prohibited material includes but is not limited to, sexual comments, jokes or images; racial slurs; gender-specific comments; or any comments, jokes or images that would discriminate against or harass someone based on their race, color, sex, age, national origin or ancestry, disability or any other category protected by federal, state or local law. Any use of the **WPL's** Business Equipment and Information Systems to engage in harassment or discrimination prohibited by **WPL** policies is unlawful and strictly prohibited.
- ❑ The **WPL's** policies apply fully to the use of the **WPL's** Business Equipment and Information Systems. Any use of the **WPL's** Business Equipment and Information Systems that violates a **WPL** policy is prohibited.

- The **WPL's** Business Equipment and Information Systems must not be used for solicitation purposes during working time. The **WPL's** no-solicitation rule applies to the use of the **WPL's** Business Equipment and Information Systems.
- Employees may use software on local area networks or multiple machines only in accordance with applicable license agreements.
- Employees may not download software and install it on **WPL** Business Equipment and Information Systems. The **WPL** reserves the right to audit any **WPL** computer or equipment to determine what software is installed on the local drive(s).

COMPUTER AND SYSTEMS SECURITY

All **WPL** Business Equipment and Information Systems and the data stored on them are, and remain at all times, the property of the **WPL**. As such, all messages created, sent or retrieved over the internet or the **WPL's** Business Equipment and Information Systems are the property of the **WPL** and should be considered **WPL** information. The **WPL** reserves the right to retrieve and read any message composed, sent or received using the **WPL's** Business Equipment and Information Systems for any business reason, including but not limited to, ensuring compliance with this policy, applicable law and all **WPL** policies.

Employees should be aware that even when a message is deleted or erased, it is still possible to re-create the message; therefore, the ultimate privacy of a message cannot be ensured to anyone. Accordingly, internet, email and other messages are not private. Furthermore, all communications, including but not limited to, text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

Employees should also be aware that duplicates of email or other messages transmitted through a personal, web-based email account using **WPL** equipment could be stored on the **WPL's** Business Equipment and Information Systems; likewise, information regarding internet sites that an employee has accessed may also be stored.

EMAIL AND MESSAGE CONTENT SCREENING

The **WPL** maintains the right to screen all inbound and outbound email and other message content (e.g., instant messages) sent or received on the **WPL's** Business Equipment and Information Systems. Messages or attachments that contain obscene or vulgar material may be quarantined and held from transmission or receipt until the sender or recipient can verify the message or attached document is work-related.

If an employee wants to communicate with an attorney or send an otherwise confidential piece of communication that they do not want the **WPL** to monitor, the employee should consider using a personal email address and personal computer equipment. If an employee does use **WPL** business equipment or information systems, the employee consents to any monitoring by the **WPL** and should understand that there is no right to privacy for such communications, to the extent permissible under applicable law.

ELECTRONIC MONITORING

Employees should also refer to **Warsaw Public Library's** Notice of Electronic Monitoring for additional monitoring practices that may be conducted by the **WPL**.

Employees will be required to **[sign an acknowledgment/provide an electronic acknowledgment]** of having received the Notice of Electronic Monitoring **[if a signed acknowledgment is obtained]** and provide it to **the director**. A copy of the **[signed acknowledgment/electronic acknowledgment]** will be kept in the employee's personnel **file/record.**]

VIRUS PROTECTION

To prevent computer viruses from being transmitted through the system, employees are not authorized to download any software from the internet onto any **WPL** Business Equipment or Information Systems.

The **WPL** maintains virus protection software on all network servers and filters all inbound and outbound emails for virus attachments. Email containing a virus will be quarantined and both the sender and recipient will be informed. If the virus can be removed, the message will be forwarded to the recipient.]

DISCIPLINARY ACTION

Violations of this policy may result in disciplinary action, up to and including termination of employment.

Systems Access and Confidentiality of Library Records Policy

Summary

The Systems Access and Confidentiality of Library Records Policy aims to establish practices for maintaining the information security of the Personally Identifiable Information (PII) collected and stored by libraries and the OWWL Library System. This policy applies to all individuals authorized to access the System Information Systems as necessary for their job functions.

This policy outlines practices for the following:

1. Creation and deletion of Authorized User (defined below) accounts;
2. Generating secure passwords;
3. Electronic and physical access of library systems and devices; and
4. Appropriate dissemination of the PII contained in library systems.

Purpose

Protecting patron privacy and confidentiality is a core principle of librarianship. The American Library Association's Library Bill of Rights, Article VII, states that:

[a]ll people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and

protect people's privacy, safeguarding all library use data, including personally identifiable information.^[1]

The OWWL Library System acknowledges its responsibility under New York State Civil Practice Law & Rules, Section 4509 to maintain the confidentiality of library records which contain the names or other personally identifying details regarding the users of our member libraries. Such information must not be disclosed except as specified in law and with the advisement of OWWL Library System legal counsel.

Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.^[2]

The OWWL Library System also acknowledges its responsibilities under New York's Stop Hacks and Improve Electronic Data Security Act ("SHIELD Act") to develop, implement, and maintain reasonable security safeguards to prevent the unauthorized release of personal information.

Definitions

Personally Identifiable Information (PII)

Patron PII is data about a patron. Examples include a patron's name, address, email address, telephone number, or date of birth, either alone or in combination. Additional data about patrons, such as library usage, is also collected and stored in the System Information Systems and must be considered confidential. Examples of these types of data include a patron's circulation history, hold requests, or paid bills. For the purposes of this policy, the term "patron PII" describes all confidential information about a patron whether or not it is traditionally considered PII.

OWWL Library System collects the minimum personally identifying information (PII) necessary to conduct library-related business, including the circulation of library materials, contacting library patrons regarding library transactions and services, and connecting to third-party services that support library services.

OWWL Library System maintains certain administrative information regarding the use of the System Information Systems and managed computer services accessed by individuals through member libraries or via remote access. This information is kept for administrative purposes only.

Authorized User

Access to OWWL Library System Information Systems is restricted to Authorized Users only. No other individual, regardless of their affiliation with a library, is permitted to access information within these systems.

An Authorized User is an individual who:

- Has access to an Information System through a unique login.
- Has signed a staff acknowledgement indicating they have received and understand this policy.

- Has a formal affiliation with a Member Library or the System and requires access to Information Systems to perform their duties.
- Understands and upholds the principles outlined in local patron privacy or confidentiality acknowledgments.

Third Party Services

A third party is considered any person, group, vendor, or company other than the OWWL Library System and member libraries.

Third party access to patron data is prohibited except when authorized explicitly, in writing or contract, by the OWWL Library System.

In instances of third-party access, the OWWL Library System will make every effort possible to limit the amount of patron PII accessible by the third party to only what is needed to provide the service.

An example of current third-party services with limited patron PII access is OverDrive for the Systems eBook and Audiobook collection.

Integrated Library System (ILS)

The ILS supported and maintained by OWWL Library System is Evergreen.

Minimal Disclosure

The practice of accessing or sharing only the smallest amount of patron PII necessary to carry out a specific, authorized operational purpose. This includes limiting the type of information used, the number of staff who access it, the method of disclosure, and the duration for which it is retained. Minimal disclosure prohibits sharing narrative details, personal opinions, unnecessary background information, or any data not essential to the authorized action.

OWWL Library System Information Systems

Information Systems that may contain patron PII and are maintained by OWWL Library System include, but are not limited to, email, the ILS (Evergreen), the System reporting tool, LibCal, and Prefab Websites.

Patron Consent

When completing a library card application at a member library, the patron consents to their data being used for automated library notifications regarding available holds, checkouts, renewals, overdue materials, and card expirations. Libraries may also directly communicate with a patron about issues with their account. No other access is assumed or approved when registering for a library card.

Scope

This policy applies to all individuals authorized to access the System Information Systems as necessary for their job functions.

Accounts and Passwords

This portion of the policy establishes that both adequate controls on accounts and appropriate password management and construction are important aspects of maintaining the security of systems that hold patron PII and protecting patron confidentiality.

Account Creation and Removal

- The System must be notified of any personnel changes at a library that would require either the issuance of credentials to access the System Information Systems (such as email or the ILS) or the termination of access to the System Information Systems.
- Notifications of separations of service to the System must occur immediately to ensure that individuals who should no longer have access to the System Information Systems are removed as authorized users. Whenever possible, notification of separation of service should occur in advance of the date of separation.
- Library directors or their designees are responsible for informing OWWL Library System of the separation from service of an individual who has/had access to a shared account (detailed below).
- A library's board president is responsible for informing OWWL Library System of the separation from service of a library director.

Shared Accounts

- Shared accounts should be kept to a minimum and avoided whenever possible. When not able to be avoided, passwords shared between multiple authorized individuals must be changed upon the separation from service of an individual no longer authorized to access the System Information Systems. The responsibility to ensure that passwords are changed ultimately rests with the library director.
- Shared accounts include accounts that may be accessed by only one authorized individual at a time but will continue to be used after an individual's separation from service.
- Any such accounts must also have their passwords changed upon a handover.
- Examples of appropriate shared accounts include:
 - A library's circulation email account.
 - An ad hoc email account created for a search committee.

Passwords

- Passwords used to access the System Information Systems that contain patron PII must be:
 - Randomly generated^[3];
 - At least 12 characters long;
 - Unique; and
 - Must contain some level of complexity.
- Examples of adequate passwords include:
 - A "diceware" password^[4] (a string of randomly generated dictionary words)
 - If using a "diceware" password, the password must consist of a minimum of five randomly generated words.
- A password that is at least 12 random characters long.
- Passwords must not:
 - Consist of previously used passwords; or
 - Consist of passwords used for personal accounts.
- Passwords used to access the System Information Systems must not be transmitted in plain text (such as by email).
- An exception can be made for passwords transmitted for one-time use, i.e., passwords used for an initial login that the recipient must then change after they are able to access the system.

- If an account or password is suspected to have been compromised, report the incident to System staff immediately by emailing support@owwl.org.

Accessing the System Information Systems

This portion of the policy establishes that both the electronic and physical security of devices used to access the System Information Systems is important for maintaining the security of the network as a whole.

Electronic Security

Only devices purchased through OWWL Library System's mediated PC purchasing program and configured by OWWL Library System may be used to access Information Systems (including the ILS and System Reporting tool) with Authorized User credentials containing patron data. The System will ensure devices meet the following requirements:

- Device must have an up-to-date operating system;
- Device must have up-to-date virus protection; and
- Device must have an up-to-date web browser.
- Member Libraries must ensure devices meet the following criteria:
- Devices are library-owned, purchased, and configured through OWWL Library System;
- Devices must be designated only for Authorized User use (i.e., must not be lent to the public); and
- Devices must only be accessed by Authorized User accounts that adhere to this policy.
- Email accounts that do not contain personally identifiable information (PII) may be accessed on personal devices, provided the device meets the following security requirements:
 - Device must have an up-to-date operating system;
 - Device must have up-to-date virus protection; and
 - Device must have an up-to-date web browser.
- Files containing patron PII must not be downloaded to or stored on personal devices.
 - Such files include, but are not limited to:
 - files generated by the ILS;
 - files transmitted via email; or
 - files accessed on the System reporting tool.
- When using shared or personally-owned devices, Authorized Users must avoid saving login credentials (usernames and passwords) used to access System Information Systems to a browser's password manager. Dedicated password managers which can be logged into and out of are a secure way of managing multiple passwords on shared computers and browsers.

Physical Security

- Devices must be locked or logged out of when not in use or when an Authorized User is not at (or within immediate line of sight of) the workstation.

- Devices on which patron PII is stored or accessed must be properly secured against unauthorized access. Only Authorized Users are permitted to access devices used to log on to System Information Systems (i.e., Evergreen).

Management of Files, Reports, and/or Documents Containing Patron PII

Best practices for handling files, reports, and/or documents containing patron PII include, but are not limited to:

- Accessing files or any links to files only on library-owned equipment and avoiding using personally-owned computers, mobile devices, and services, like Dropbox, to access, save, or store files.
- Making sure that files and printed copies are kept secure from unauthorized access.
- Avoiding transmitting files using methods that may not be secure, such as by email attachment. Instead, transmit files by using a shared drive on your local network or removable media like a flash drive.
- Avoiding sharing files with, or uploading files to, unauthorized third-parties or third-party services.
- Deleting files and emptying the recycling bin/trash when you are done with them.
- Shredding any printed copies when you are done with them.

Storing and Accessing PII

This portion of the policy establishes the requirements for the collection and use of patron data stored in the System Information Systems.

Data collected about library patrons and transactions must only be used to conduct library-related business, the administration of library services, and to assist the specific person to whom the information pertains.

Appropriate Collection of Data

- Only data necessary to provide library services must be stored in shared the System Information Systems (like the ILS). The least amount of personally identifiable information possible must be collected and stored in the System Information Systems.
- Examples of data appropriate for collection include, but are not limited to:
 - Name
 - Address
 - Email address
 - Telephone number
 - Date of birth
- Examples of data inappropriate for collection include, but are not limited to:
 - Health information
 - Driver's license numbers
- Data about patrons must only be stored in the System Information Systems for the length of time necessary for operational or legal purposes.

Appropriate Use of Data

- Patron PII must only be used for providing library services, such as automated library notifications regarding available holds, checkouts, renewals, overdue materials,

and card expirations. Libraries may also directly communicate with a patron about issues with their account.

- No other access is assumed or approved when accessing Patron PII, except as explicitly defined under this Appropriate Use of Data section and its subsections.
- Local patron opt-in does not authorize the library to use data from Evergreen or any other System-provided information systems.
- Patron PII must never be exported from any of the System Information Systems for the purpose of being shared with or uploaded to any third-party or third-party services.
- Examples of third-parties include, but are not limited to, outside ad or survey firms, Friends groups, and foundations.
- Examples of third-party services include, but are not limited to, fundraising platforms, Dropbox, MailChimp, and Google Drive.

Operational Use of Patron PII for Safety and Critical Operational Needs

In addition to the uses described above, library directors or their formally designated Authorized Users may access Patron PII stored in System Information Systems for the limited circumstances explicitly defined below. Such access may occur only when strictly necessary for the proper operation of the library as permitted by CPLR 4509, and may not be used for programming, informal behavioral issues, or routine matters unless specifically authorized in this policy.

All permitted uses must follow the principle of minimal disclosure, limit access to appropriate Authorized Users, be documented according to local incident-reporting procedures, and be supported by locally board-approved policies consistent with CPLR 4509. The limited circumstances include the following:

1. **Code of Conduct Enforcement:** Accessing patron contact information to provide written notice of suspensions or other disciplinary actions. All actions must be supported by board-approved policies and must follow appropriate due-process requirements. NOTE: The ILS shall not be used to record or alert other member libraries to safety, risk, or other information related to patron relational or behavior issues. Libraries that believe a person constitutes a threat should contact the System to arrange a System-wide alert that does not use the ILS and ensures appropriate awareness not just by ILS users.
2. **Emergency Threats to Life or Safety:** Disclosing only the minimal Patron PII necessary to third parties such as law enforcement (consistent with the procedures in this policy), emergency medical responders, or welfare authorities when an imminent threat to life or safety exists, including situations involving medical emergencies, self-harm, violence, abuse, or when a guardian must be contacted to ensure immediate safety.
3. **Return of Sensitive Personal Property:** Contacting patrons only when necessary to return legally or financially sensitive items such as passports, government IDs, wallets, medical devices, or other items requiring secure handling.
4. **Property Damage or Safety Incidents:** Using Patron PII to document, remediate, or follow up on incidents involving significant property damage, safety hazards, or violations that require investigation or reporting.
5. **Notification Related to Minors and Vulnerable Adults:** Contacting a responsible adult or appropriate authority when a minor or person who appears unable to advocate for themselves is involved in a serious safety incident at the Library or

Library program, or when a library worker or volunteer could be at risk due to being alone with an unattended minor or vulnerable person, in violation of policy.

6. Responding to Law Enforcement and Other Third Parties: Must be in accordance with the “Requests for Information from Law Enforcement Agencies and other Third Parties” section of this policy.

Requests for Information from Law Enforcement Agencies and Other Third Parties

No individual data or transactions are to be divulged to third parties except by court order. No Authorized User other than the director or director’s designee is authorized to respond to any form of judicial process or provide any patron-specific or library-business information, in writing or in oral form, to a law enforcement officer or other person.

In the event an Authorized User or System staff person is requested to provide patron information to any outside agency or individual the following procedures or appropriate local library procedures must be followed:

1. The individual receiving the request to examine or obtain information relating to circulation, computer activity or other records identifying the names of library users, will immediately ask for identification, then refer the person making the request to the director, or designee in the director’s absence, who must explain the institution’s confidentiality policy. The individual receiving the request will not disclose any information.
2. The director, upon receipt of a process, order, or subpoena, must consult with legal counsel to determine if such process, order, or subpoena is in good form and if there is a showing of good cause for its issuance. The Director must contact the System Executive Director.
3. If the process, order, or subpoena is not in proper form or if good cause has not been shown, insistence must be made that such defects be corrected before any records are released. Without documents in proper form, law enforcement has no authority to compel disclosure of any information, other than the name of the person speaking to law enforcement officers.
4. Any threats or unauthorized demands (i.e., those not supported by a process, order, or subpoena) concerning circulation, computer or other records identifying the names of library users must be reported to the director immediately.
5. If the document is a search warrant that authorizes immediate search and seizure, inform the officer that the library director and legal counsel will be contacted immediately and request the patience of the officer. (The officer may inform you that the warrant is “secret”. This does not preclude notification of the director and legal counsel.) If the officer declines to wait, carefully inspect the warrant and monitor the search.
6. Retain a copy of the warrant and request an inventory of the materials in question. Offer the officer a copy of any data requested. At the conclusion of the search immediately make a written record of all events that transpired.
7. Add the copy of the warrant, request documents, and the written record of the event to your incidents file or appropriate storage area.

Member Libraries and System Access

In order for Member Libraries to maintain access to Information Systems managed by OWWL Library System (including, but not limited to, email, the ILS (Evergreen), the System reporting tool, LibCal, and Prefab Websites), Member Libraries must follow all aspects of this policy.

By participating in the use of OWWL Library System's Information Systems, all libraries agree to the following standards:

1. Only Authorized Users who have signed an acknowledgement with their library regarding their responsibility to follow this policy and any local confidentiality policies will be granted access to data, information, and records (all hereinafter referred to as Information) maintained in OWWL Library System's Information Systems (as defined above in the "Definitions" section of this policy). Such Authorized User access is limited to what is needed to effectively deliver library services.
2. Authorized Users must use their access to Information Systems only to complete their work responsibilities in full compliance with this policy.
3. Authorized Users must comply with all controls established by the OWWL Library System regarding the use of Information maintained within the defined Information Systems.
4. Authorized Users are prohibited from the disclosure of Information, including any PII, circulation information, or information about a patron's usage of the library, contained in Information Systems to unauthorized persons and third parties without the explicit consent of the OWWL Library System except as permitted under applicable OWWL Library System policy and Federal or State law.
5. Authorized Users must exercise care to protect Information against accidental or unauthorized access, modifications, disclosures, or destruction.
6. Authorized Users understand that the obligation to avoid such disclosure will continue even after they leave the service of a Member Library.
7. The Member Library understands that any violation of this policy or other System policies related to the appropriate release of or disclosure of Information may result in one or more sanctions, including termination of library access to Information Systems, termination of System support services, or civil liability. In addition, certain uses of information gained via violation of this policy (for instance, for identity theft, fraud, or coercion) could be criminal.

Member Library Directors must regularly ensure Authorized Users understand that access to Personally Identifiable Information (PII) and other library record data contained in OWWL Library System's Information Systems is limited to the requirements of library work and patron consent (as defined above in the "Definitions" section of this policy), and such information is not to be disclosed to unauthorized persons and must be kept secure at all times.

To ensure the System as a whole is protected, Member Libraries will be held responsible and liable for any local infraction of this policy. Member Libraries must collect signed acknowledgments from Authorized Users using any form they deem appropriate, providing the acknowledgment upholds this policy and any local patron privacy or confidentiality policies. Libraries are welcome to use this policy's System Staff Acknowledgment Form below as a sample form.

System Staff Acknowledgment Form

I understand that my access to data, information, and records (all hereinafter referred to as Information) maintained in the manual and automated information and records systems (all hereinafter referred to as the System Information Systems) of the OWWL Library System is limited by my needs for the information in the performance of my job duties.

By my signature below, I acknowledge that I have received and reviewed the Systems Access and Confidentiality of Library Records Policy. I understand my responsibilities under this policy and my obligation to follow it as a condition of my role with a member library or the OWWL Library System.

1. I will use my authorized access to Information Systems only in the performance of the responsibilities of my position as an employee of a member library or direct employee of the System.

2. I will comply with all controls established by the System regarding the use of information maintained within the System Information Systems.

3. I will avoid disclosure of Information to unauthorized persons without the appropriate consent of the Information owner except as permitted under applicable the System policy and Federal or State law. I understand and acknowledge that my obligation to avoid such disclosure will continue even after I leave the employment of a member library or the System.

4. I will exercise care to protect Information against accidental or unauthorized access, modifications, disclosures, or destruction.

5. When discussing Information with other employees in the course of my work, I will exercise care to keep the conversation private and not overheard by others who are not authorized to have access to such information.

6. I understand that failure to follow this policy may result in administrative, employment, or access-related consequences consistent with local and System policy.. I affirm that I have been given the opportunity to review the Systems and Confidentiality of Library Records Policy and other NYS and the System policies referenced therein, and I further affirm that my questions about those policies have been answered to my satisfaction.

Employee Name: _____ Title _____

Employee Signature: _____ Date _____

MEDIA RELATIONS

Communication with news reporters and other journalists is, at times, sensitive in nature. Therefore, media requests for official statements from the Library may be handled only by designated senior managers.

MEDIA CONTACT

Information is not to be given to the media by a staff member. In the event the media makes contact, the staff member should request the name, phone number, and contact information. The information should be given to the Library Director. Only the director can comment and if the director isn't available then inquiries should be referred to the board president.

PROTECTION OF EMPLOYEE PERSONAL INFORMATION

Warsaw Public Library recognizes and respects the privacy of applicants, employees, and others with regard to personal information it obtains through the hiring process and the employment relationship.

PERSONAL IDENTIFIABLE INFORMATION (PII)

As evidence of our commitment in this regard, this policy provides information regarding the processing of personal information about employees and describes the Library's general practices regarding employee privacy. Since privacy laws and business practices vary from state to state, implementation of these practices may also vary to accommodate local rules. This may involve adopting different standards as required by local law or diverging from the principles set out in this policy where **Warsaw Public Library** is not required to follow particular practices either by local law or by contractual commitments. **Warsaw Public Library** will only engage in variation from these principles if **Warsaw Public Library** has a legitimate, business, or legal reason to do so and not in an arbitrary or capricious manner.

This policy regulates collection and use of information about **Warsaw Public Library**'s prospective, current, and former employees and the limited amount of personal information that **Warsaw Public Library** may collect about employee family members (together, all deemed employee personal information). References in this policy to employees should be interpreted accordingly. The policy is not limited to information held by the Director. The policy regulates all employee personal information held by **Warsaw Public Library**.

Where **Warsaw Public Library** collects employee personal information, it will take steps to inform the employees concerned of the purposes for which the information will be used and provide them with any further information that is necessary to ensure that the employee personal information is used fairly. For example, where employees are asked to provide personal information about themselves, **Warsaw Public Library** will explain whether provision of the information is mandatory or voluntary and any consequences of not providing the requested information.

Notification to employees need not be provided, however, where:

- The employees concerned already have sufficient information (for example, through this policy or other **Warsaw Public Library** policies or general notices); or
- Employee personal information is not collected directly from the individual concerned and to contact that individual directly would be disproportionate (for example, where an employee provides information about their family member, **Warsaw Public Library** will not usually contact the family member).

The following paragraphs set out general information about the Library's collection and use of employee personal information. This information is not intended to be comprehensive:

Purposes

The Director collects and uses employee personal information to process payroll payments, to determine benefits eligibility and process benefit payments, to analyze compensation costs and training needs and to determine employee eligibility for different responsibilities. Depending on which business unit an employee works for, additional information may be collected for purposes of complying with regulatory requirements. Information may also be collected to meet legally mandated obligations (such as tax and U.S. Equal Employment Opportunity requirements), to ensure compliance with **Warsaw Public Library** policies, and to protect the Library, the workforce and the public against injury, theft, legal liability, fraud or abuse. Information (such as emergency contact information) is also collected from employees for use in connection with disaster recovery and business continuity efforts.

Disclosures and International Transfers

Employee personal information may be shared between the Library and its service providers. Without intending to provide an exhaustive list of examples, it may be disclosed in connection with legal proceedings, investigations, or as required by law, regulation, or relevant authority. It may also be disclosed to prospective buyers, business partners or other transferees of the business unit in which an employee works in the event of a potential sale, transfer or joint venture involving the unit or the investigation/negotiations which precede the transaction. This sharing, and these other disclosures, may involve transfers of personal information to any country in the world, including to countries which do not have strong data privacy laws. The Library will, nevertheless, use all reasonable commercial efforts to protect employee personal information in accordance with this policy.

Fair Processing Principles

The Library will only collect and use employee personal information fairly and lawfully. The Library will take reasonable steps to ensure that it does not collect or use irrelevant, excessive or inadequate employee personal information and that the employee personal information it holds is accurate and, where relevant, up to date. In particular, the Library will only collect and use employee personal information:

- As necessary for the purposes of its legitimate interests which are not overridden by the rights, freedoms or legitimate interests of the employees concerned; or

- With the consent of the employees concerned; or
- Where the collection or use has been approved by the Library's **Legal Counsel** as justified under applicable data privacy law.

Security

The Library will use commercially reasonable efforts to ensure that it has in place appropriate technical and organizational security measures to protect employee personal information against accidental or unlawful destruction, accidental loss, alteration, unauthorized disclosure or access and all other unlawful forms of processing.

In particular, where the Library contracts with third party service providers to collect and/or process employee personal information on its behalf, it will ensure that the service providers are bound by written agreements requiring them to process the information only on the instructions of the Library and to have appropriate technical and organizational security measures in place to protect the information.

Retention and Destruction

The Library will follow data retention and destruction policies and processes designed to ensure that employee personal information is deleted when it is no longer needed for the purposes for which it is collected and used.

Direct Marketing

The Library will not share employee personal information for direct marketing purposes outside of the Library.

MORE INFORMATION

Employees the director have a reason to believe that their PII and/or the Library's proprietary data has been breached should notify the Director. Employees should also notify the Director if they have knowledge of any Library representative not adhering to this policy.

Violations of this policy may result in disciplinary action, up to and including termination of employment.

PERSONNEL FILES

The **Library** maintains an official personnel file for each employee that contains necessary job-related and personal information. These files are confidential, and guidelines exist to safeguard against improper disclosure.

ACCESS TO PERSONNEL FILE

Current employees may see information kept in their personnel file upon written request, except for confidential materials such as job references or information relating to other employees. Employees may make arrangements with **THE DIRECTOR** to see these documents. With reasonable advance notice, employees may review their own personnel files in the presence of the Director and one other library staff member (chosen by agreement between the employee and staff member). Employees may request and receive copies of all documents they have signed at the time they are signed.

Internal availability and access to personnel files are limited to those with proper authorization and a business need to know.

INQUIRIES ABOUT EMPLOYEES

All inquiries or requests for information about employees (active or inactive) from people outside the **Library** should be referred to **THE DIRECTOR**. This applies to all requests, whether written or verbal.

In some cases, employers are required by federal, state or local law to disclose information to the government or other authorized entities even if **Warsaw Public Library** would ordinarily keep such information confidential. **Warsaw Public Library** will comply with all laws that require disclosure of employee information upon receipt of a properly authorized request.

DISCIPLINARY RECORDS REQUEST

Employees will be promptly notified by **Warsaw Public Library** if an individual or outside entity requests their disciplinary records as part of the Freedom of Information Law (FOIL).

CHANGES IN PERSONAL INFORMATION

Employees are responsible for notifying the Library when there is a change in their personal data. This information needs to be kept up to date, so benefit plans and payroll withholdings are properly administered. Timely notification of these changes will also enable Warsaw Public Library to assist employees and their family in matters of personal emergency.

NOTIFICATION

Notify the Director in writing if any of the following change:

- Name
- Address
- Telephone numbers
- Number of dependents
- Change in familial status and/or beneficiaries
- Emergency Contact

SOCIAL MEDIA

Warsaw Public Library recognizes that many employees engage in social media activity. This policy establishes a set of rules and guidelines for any activity and participation in “social media” by all **Warsaw Public Library** 's employees. These rules are intended to be adaptable to the changes in technology and norms of online communication and behavior and may be amended by **Warsaw Public Library** at any time, for any reason, without notice to employees. This policy also applies to social media activity when on or off duty, while using the Library's or personal electronic resources, and whether the employee posts anonymously or using a pseudonym.

DEFINITIONS

For purposes of this policy, “social media activity” includes all types of postings on the internet, including, but not limited to, postings on social networking sites, such as Facebook, Instagram, LinkedIn, and Tumblr; blogs and other on-line journals and diaries; bulletin boards and chat rooms; microblogging, such as Twitter; and postings of video or audio on media-sharing sites, such as YouTube or TikTok.

The term “social media” applies to any web-based and mobile technologies, in use now or developed in the future, that enable individuals or entities to disseminate or receive information, communicate, or otherwise interact and includes, without limitation, email, texting, messaging, social networking, blogging, micro-blogging, bulletin boards and so on.

EXERCISE RESPONSIBILITY ONLINE

If, from an employee's post in a blog or elsewhere in social media, it is clear the employee is a **Warsaw Public Library** employee or if the employee mentions **Warsaw Public Library** or it is reasonably clear the employee is referring to **Warsaw Public Library** or a position taken by **Warsaw Public Library** and the employee expresses an opinion regarding **Warsaw Public Library** 's positions or actions, the post must specifically note that the opinion expressed is the employee's personal opinion and not necessarily **Warsaw Public Library** 's position. This is necessary to preserve **Warsaw Public Library** 's good will in the marketplace.

FOLLOW EXISTING POLICIES AND TERMS OF USE

Observe and follow: (a) existing **Warsaw Public Library** policy and agreements, such as our Employee Handbook; (b) the policies and terms of use of the particular social media forum or service that is being used; and (c) applicable laws and regulations. This means that employees are prohibited from using social media to post or display comments about co-workers or supervisors of **Warsaw Public Library** that are knowingly false, vulgar, obscene, threatening, intimidating, disparages the Library's services, depicts the employee engaging in conduct that is unlawful or in violation of **Warsaw Public Library** 's workplace policies against workplace violence or discrimination and harassment based on any protected status under federal, state or local law. Thus, the rules in **Warsaw Public Library** 's Employee Handbook including but not limited to its Equal Employment Opportunity, Non-Harassment/Non-Discrimination, Code of Ethics, and Standards of Conduct policies apply to employee behavior within social media and in public online spaces.

Do not post any information or conduct any online activity that violates applicable federal, state, or local laws and regulations. Any conduct which is impermissible under the law if

expressed in any other form or forum is also impermissible if expressed through social media. In addition, most social media websites/services have rules concerning the use of and activity conducted on their sites. These are sometimes referred to as “Terms of Use.” Employees must follow the established terms and conditions of use that have been established by the venue and not do anything that would violate those rules.

SAFEGUARD CONFIDENTIAL PERSONAL AND PROPRIETARY INFORMATION

Employees should exercise caution when posting their own or others' personal information. It is inappropriate to use or disclose “confidential personal information” (as defined below) about another individual or use or disclose **Warsaw Public Library** 's “proprietary confidential information” in any form of social media.

For purposes of this policy, “confidential personal information” refers to information that could be used to commit identity theft such as an individual's Social Security Number, financial account numbers, driver's license number or personal medical information (including family medical history).

Warsaw Public Library 's “proprietary confidential information” refers to internal information that is not subject to the Freedom of Information Law (FOIL) or subject to Open Meetings.

All **Warsaw Public Library**'s rules regarding **Warsaw Public Library** 's confidential proprietary information and confidential personal information, apply in full to social media, such as blogs or social networking sites.

IDENTIFY YOURSELF IN ENDORSEMENTS

Employees must disclose their affiliation with **Warsaw Public Library** if they endorse the Library's services in social media. When commenting on or promoting any **Warsaw Public Library** venue or service on any form of social media, we suggest that employees be completely transparent and disclose their identity for their personal protection. Additionally, when commenting on or promoting any Library product or service on any form of social media, an employee must clearly and conspicuously disclose their relationship with **Warsaw Public Library** to the members and readers of that social media.

EXPECTATIONS OF PRIVACY

Warsaw Public Library may access and monitor its Information Systems and obtain the communications within the systems, including email, Internet usage and the like, with or without notice to users of the system, in the ordinary course of business when the Library deems it appropriate to do so. When using such systems, employees should have no expectation of privacy regarding time, frequency, content, or other aspects of use, including the websites the employee visits and other Internet/Intranet activity. The reasons **Warsaw Public Library** accesses and monitors these systems include, but are not limited to maintaining the system, preventing, or investigating allegations of system abuse or misuse, assuring compliance with software copyright laws and complying with legal and regulatory requirements.

IDENTIFY ANY COPYRIGHTED OR BORROWED MATERIAL WITH CITATIONS AND LINKS

When publishing any online material through social media, employees must respect and follow all copyright and other intellectual property laws and should use citations and links to original material, where possible.

ADDRESSING PERSONAL CONCERNS

Consistent with the Library's Open Communication policy employees are encouraged to address work related concerns through their supervisor, the Director, or Board President with whom they feel comfortable rather than through social media.

ADDITIONAL INFORMATION

The Library will monitor social media to the fullest extent permitted by applicable law and will take disciplinary action against those who violate the policy.

Contact the Director for additional information or clarification of any aspect of this policy.

SHOULD YOU LEAVE US

Employees of **Warsaw Public Library** are employed on an at-will basis. This means that employment may be terminated by either party at any time, with or without cause or notice. Nothing in this policy is intended to limit or alter the at-will nature of your employment. To ensure fairness and consistency throughout our Library, terminations are handled in accordance with applicable federal and state laws and the following provisions.

TYPES OF TERMINATIONS

Termination refers to either voluntary resignation initiated by the employee or involuntary terminations initiated by the Library.

INVOLUNTARY TERMINATION

An involuntary termination occurs when the Library decides to end the working relationship with an employee. Involuntary terminations may occur for cause or for reasons other than cause.

Involuntary terminations for cause include, but are not limited to, terminations for violating Library policy, misuse or theft of resources, the falsification of information, excessive absence/tardiness, or unsatisfactory work performance.

Involuntary terminations for reasons other than cause include, but are not limited to, a reduction in workforce.

VOLUNTARY TERMINATION

A voluntary termination means an employee has made the decision to end the working relationship with the Library. Voluntary terminations include, but are not limited to, written or verbal resignation, retirement, and job abandonment.

RESIGNATIONS

Resignations must be in writing as per Civil Service requirement. Employees must provide at least two weeks' notice. The Library Director will provide four weeks' notice. An employee's consideration in this situation will be viewed favorably by management should the employee reapply for employment with the Library.

Staff shall notify the Director, the director shall report to the Board. The Director shall report his/her own resignation directly to the Board. Upon end of employment of the Director, the Board shall make every effort to appoint a replacement so that it is possible for the incumbent to train the new Director in his/her responsibilities, during an overlap period of up to two weeks or longer if necessary.

FINAL WAGES

Final wages will be paid in accordance with applicable state law.

REQUESTS FOR REFERENCE CHECKS

So that the Library can handle requests for job references in a consistent, fair and lawful manner, all requests for official job references on behalf of the Library must be forwarded to the Director. No other person or department is authorized to release references for current or former employees. In response to job reference requests, **Warsaw Public Library** will only confirm current or former employees' dates of employment and job title.

WPL PROPERTY

Upon termination of employment, resignation, retirement or layoff or immediately upon request, employees are expected to return all Library-issued items, including, but not limited to: **keys, computers, flash drives and** any copies of Library information in any form. The Library may also take all action deemed appropriate to recover or protect Library property.

NEW YORK CIVIL RIGHTS LAW 52-C NOTICE OF ELECTRONIC MONITORING

The **Warsaw Public Library** monitors, in its sole discretion, employees' use of its electronic resources. Any and all telephone conversations or transmissions on **Warsaw Public Library's** systems, electronic mail or transmissions, or internet access or usage by an employee by any electronic device or system, including but not limited to the use of a computer, telephone, wire, radio or electromagnetic, photoelectric or photo-optical systems may be subject to monitoring at any and all times and by any lawful means.

Acknowledgement of Receipt of New York Civil Rights Law 52-c Notice of Electronic Monitoring

I acknowledge that I have received and read **Warsaw Public Library's** Notice to New York Employees of Electronic Monitoring. I understand that any and all of my telephone conversations or transmissions on **Warsaw Public Library's** systems, electronic mail or transmissions, or internet access or usage by an employee by any electronic device or system, including but not limited to the use of a computer, telephone, wire, radio or electromagnetic, photoelectric or photo-optical systems may be subject to monitoring by the **Warsaw Public Library** at any and all times and by any lawful means.

Signature and Date

Print Name

EMPLOYEE HANDBOOK RECEIPT ACKNOWLEDGEMENT

I acknowledge receipt of **Warsaw Public Library's** Employee Handbook which describes Library policies, an overview of current employee benefits and my obligations.

I understand that the policies contained in this Handbook are not intended to create a contract of employment nor is any other communication by a management representative, either express or implied, intended to be a contract, unless explicitly stated otherwise in a written agreement signed by the Director and Board of Trustees of our Library.

I understand that this Handbook is not a guarantee of employment for any set period and that either the Library or I may terminate my employment at any time, with or without cause. Furthermore, I understand that the policies and benefits described in this Handbook may be added to, revised, or deleted at any time.

I further understand that the benefit information found in this Handbook is intended to provide an overview of the benefit plans. The actual benefits may be controlled by the terms of the applicable plan documents and insurance policies. Questions regarding the interpretation of those plans will be answered in accordance with the actual plan documents and insurance policies, rather than the summaries contained in this Handbook. Employees may obtain copies of these documents from the Director.

I have read, understand, and agree to comply with the contents of this Handbook. It is understood that **Library Name** retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the Library.

If I have any questions about the information contained in this Handbook, I will discuss them with my supervisor and/or the Director.

Employee's Name (Printed)

Employee's Signature

Date

HANDBOOK ADDENDUM

<p>Warsaw Public Library Pocket Response Plan (PRoP)™ <u>EMERGENCY CONTACTS</u> Wyoming County Sheriff's 585-786-2255</p> <p>State Troopers – Warsaw 585-786-5152</p> <p>Wyoming County Emergency Services 585-786-8867</p> <p>Town of Warsaw 585-786-2800</p> <p>Village of Warsaw / Water & Sewer 585-786-2120</p> <p>Mental Health Department 585-786-8871</p> <p>OWWL Library System 585-394-8260</p> <p>Insurance – Harts 585-237-2126</p> <p>Domestic Violence Project 585-786-5450</p> <p>RG&E (for gas emergencies) 1-800-743-1702.</p> <p>NYSEG (for electricity outages) 1-800-572-1131</p> <p>Frontier Telephone 1-800-921-8102</p> <p>Time Warner (Internet) 1-855-225-7898</p> <p>Thyssenkrupp Elevator 1-800-465-5527</p> <p>Johnson Controls Fire Protection & Monitoring 585-475-1710 Contract 66867518 Passcode 209-3285</p>	<p style="text-align: center;"><u>LIBRARY TEAM</u> Town of Warsaw Owns Building</p> <p>LIBRARY DIRECTOR Lisa Gricius 585-993-0157 (cell)</p> <p>LIBRARIAN Luke Conley 585-689-7326</p> <p>LIBRARY ASSISTANT Mary Conable 585-558-0075</p> <p>LIBRARY BOARD PRESIDENT Shani Jones 585-493-2046</p> <p>TOWN BOARD LIASION Travis Jones 585-409-5536</p> <p>TOWN BOARD SUPERVISOR Steve Perkins 585-322-2912</p>	<p style="text-align: center;"><u>COMMUNICATIONS PLAN</u></p> <p>Staff: If the library needs to close with no advance warning, the director will inform the staff and the board. If the staff needs to close the library, they will inform the director the director will then relay to the board.</p> <p>Public: If the library needs to close without advance warning, the information will be placed where we can: on the library's door, social media, PLS email and library's website.</p> <p>Library's web page: The Warsaw Public Library's home page will be used to announce emergency info and re-direct patrons to assistance. Lead: Gricius</p> <p>Social networking sites: Will update as necessary and as often as able to. Lead: Gricius</p> <p>Communication with the Media: Director or board member the director is best informed at time of the situation</p> <p style="text-align: center;"><u>LIBRARY TELEPHONE NUMBERS</u></p> <p>Main: 585-786-5650 2nd Line: 585-786-5679</p> <p>Fax: 585-786-8706 Elevator Line: 585-786-8648</p>	<p>Acco Pior and</p> <p>Inte Pior</p> <p>Libr resp</p> <p>Acco safe acc coo Pior pro</p> <p>RE INF Inq Sub Sea Dire Rec Cor</p>
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SELECTIVE LIST OF RESPONSE PROCEDURES

BAD WEATHER

Get weather reports and travel advisories/closures from online and/or government agencies to assess if the library needs to close.

BOMB THREAT

CALL: Get as much information as possible, such as location of device, when it will go off, what it looks like, why it was placed, etc. Listen for environmental clues as to location of caller. Call 911 and follow instructions.

WALK IN: Follow bombers instructions

EARTHQUAKE

Tell Patrons: DROP, COVER, and HOLD ON. If there is time: stand against a wall near the center of the building, stand in a doorway, or crawl under heavy furniture (a desk or table). Stay away from windows and outside doors. After the earthquake is done and before letting anyone outside make sure it is safe from debris or down power lines.

FIRE

Call 911 and gather the patrons and get them out the exit that is the safest. Staff & Director will gather patrons across the street at the Artisan Villa Tyco Simplex Grinnell Fire Alarm Panel/Monitoring

FLOOD

If water is leaking from pipes, shut off water in boiler room – call the Director.

If water is coming into the building – call the Director the director will assess situation and may call the fire department. Staff will assess the situation and determine if the building needs to be evacuated.

POWER OUTAGE

If it is dark outside when the power goes off and stays off more than 15 minutes- initiate closing procedures immediately.

MEDICAL EMERGENCY

Call 911. First aid kit located under stairs (left side) across from circulation desk.

SHOOTER

Take cover. Call 911.

THEFT/VANDALISM

If theft/vandalism is suspected – Call 911. If the Director is not on site call them next. Wait outside at a safe location till Police get there

TORNADO

Watch: monitor weather reporting stations online.

Warning: Gather the patrons and instruct everyone to move to the basement

HEATING PLUMBING AC REPAIRS

Harding Plumbing at 585- 237-5561

ELECTRICAL REPAIRS

Contact D.J. Beardsley & Sons at 585-493-5709

ELEVATOR REPAIRS

Thyssenkrupp Elevator 1-800-465-5527

Warsaw Public Library Code of Ethics

Purpose

The Warsaw Public Library's Code of Ethics affirms the Library's commitment to the highest standards of integrity, service, and public trust.

This Code reflects both the **American Library Association (ALA) Code of Ethics** and the **mission, vision, and values** of the Warsaw Public Library.

As a cornerstone of our community, the Library's mission is *to provide a welcoming destination that supports life-long learning for all ages*. We strive to ensure that every member of our community has access to **quality materials, engaging resources, and enriching services** that foster the joy of reading and the pursuit of knowledge.

This Code serves as a framework for ethical decision-making and professional behavior by all staff, volunteers, and trustees of the Warsaw Public Library.

1. Commitment to Service

We are dedicated to providing the highest level of service to all who enter our Library—treating every individual with courtesy, equity, and respect.

We promote open and equitable access to information, resources, and technology, ensuring that all community members can learn, explore, and grow.

Our service is guided by professionalism, empathy, and a commitment to continuous improvement.

2. Intellectual Freedom and Access to Information

We uphold the principles of intellectual freedom as expressed in the ALA Code of Ethics and the Library Bill of Rights.

We defend the right of every individual to read, view, and access information without restriction, bias, or censorship.

We do not allow personal beliefs, political views, or external pressures to interfere with providing open access to information and ideas.

3. Privacy and Confidentiality

We safeguard the privacy and confidentiality of all library users in accordance with New York State Civil Practice Law and Rules §4509.

We protect records and information related to library use, including materials borrowed, resources accessed, and personal data.

We only disclose patron information when required by law or court order.

4. Respect and Professional Conduct

We treat all people (patrons, coworkers, trustees, and community partners) with respect, fairness, and good faith.

We maintain a welcoming and inclusive environment where everyone feels valued and heard.

We avoid conflicts of interest and do not advance personal or private interests at the expense of the Library or its users.

We act with honesty, integrity, and transparency in all professional relationships.

5. Equity, Diversity, and Inclusion

We affirm the inherent dignity and worth of every person.

The Warsaw Public Library is committed to recognizing and addressing inequities, dismantling barriers to access, and fostering an environment of belonging for all.

Our collections, programs, and services reflect the diversity of our community and promote understanding, empathy, and inclusion.

6. Stewardship and Accountability

As stewards of public funds and trust, we act with responsibility and transparency. We manage library resources efficiently, ethically, and in the best interest of our community.

We ensure that our decisions and actions reflect our commitment to the public good and uphold confidence in the Library as a trusted institution.

7. Lifelong Learning and Professional Growth

We believe in the transformative power of lifelong learning—both for our patrons and ourselves.

We continually develop our knowledge, skills, and competencies to provide the most relevant and responsive services possible.

We encourage and support one another in professional development, mentorship, and the pursuit of excellence.

8. Relationship to the ALA Code of Ethics

The Warsaw Public Library's Code of Ethics is informed by and consistent with the American Library Association's Code of Ethics (revised 2021).

We affirm our shared responsibility to uphold the ethical principles of the library profession while applying them through the lens of our local mission, community, and values.

Reviewed and approved by the Warsaw Public Library Board of Trustees

Date: October 14, 2025

Harassment Complaint Form

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form for employees to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual or other forms of workplace harassment, you are encouraged to complete this form and submit it to **appropriate designee (Director or Board President)**. Once you submit this form, **Warsaw Public Library** will follow its Non-Harassment/Non-Discrimination policy and investigate any claims, as outlined in the Library's policy. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting orally or in another manner, the Library will still follow its Non-Harassment/Non-Discrimination policy and investigate the claim.

Complainant Information

Name _____ Date _____
: _____ : _____

Position/Department _____ Manager Name: _____
: _____

Phone Number _____ Email Address _____

Name of Accused: _____ Accused's Position/Department: _____

Accused's Relationship to you: ☐ Supervisor ☐ Subordinate ☐ Co-Worker ☐ Other

Complaint Information

1. Please describe what happened and how it is affecting your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

2. Date(s) incident(s) occurred: _____

3. Is the conduct still continuing? ☐ Yes ☐ No

4. Please list the name(s) and contact information of any witness(es) or individual(s) that may have information related to your complaint.

The next question is optional but may help the investigation.

5. Have you previously complained or provided information (verbal or written) about harassment at **Library Name**? If yes, when and to the director whom did you file the complaint or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information below.

Attorney's Name: _____

Attorney's Phone Number: _____

Attorney's Email Address: _____

I acknowledge that all information provided above is true, complete, and accurate to the best of my knowledge.

Completed By: _____
Employee Name (printed)

Employee Signature

Date

Library Representative Receiving Complaint

Date

Title

**POLICY UPDATES
ACKNOWLEDGMENTS**

EMPLOYEE HANDBOOK RECEIPT

2026 POLICY UPDATES

The following policies have been revised or updated:

- Policy **Lactation Accommodations**
- Policy **Attendance**
- Policy **Business Equipment and Information Systems**
 - **(Formally Electronic Resources)**
- Policy: **Employee Classification & Benefits**
- Policy **Personnel Files**
- Policy **System Access**

I acknowledge receipt of the updated **Warsaw Public Library** Employee Handbook. I understand that these policies, as well as the policies contained in the **Warsaw Public Library's** Employee Handbook, are not intended to create a contract of employment nor is any other communication by a management representative, either expressed or implied, intended to be a contract, unless explicitly stated otherwise in a written agreement signed by the **director** of the **Warsaw Public Library**.

I understand that neither these policies nor other Employee Handbook policies are a guarantee of employment for any set period and that either the **Warsaw Public Library** or I may terminate my employment at any time, with or without cause. Furthermore, I understand that the policies and benefits described in the Employee Handbook may be added to, revised or deleted at any time.

I further understand that the benefit information found in this **Handbook** is intended to provide an overview of the benefit plans. The actual benefits may be controlled by the terms of the applicable plan documents and insurance policies. Questions regarding the interpretation of those plans will be answered in accordance with the actual plan documents and insurance policies, rather than the summaries contained in this **Handbook**. Employees may obtain copies of these documents from **the director**.

I have read, understand and agree to comply with these policies.

If I have any questions about the information contained in this Handbook, I will discuss them with my **supervisor/manager** and/or **the director**.

Employee's Name (Printed)

Employee's Signature

Date