



Manual of Personnel Policies

Adopted: 7.1989
Revised: 9.1994
Revised: 1.1995
Revised: 7.2003
Revised: 2.2004
Revised: 9.2005
Revised: 3.2007
Revised: 4.2009
Revised: 9.2009
Revised: 12.2010
Revised: 5.2011
Revised: 8.2014
Revised: 12.9.2014
Revised: 12.11.2018
Revised: 2/14/2019
Revised 3/14/2019
Revised 5/10/2019
Revised 7/10/2019
Revised 8/12/2021
Revised 8/8/2022
Revised 4/14/2023
Revised 3/11/2024

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Article I: Introduction

Section 1.01: Introduction

The Board of Trustees and the administration of the [Saugerties Public Library](#) welcome you as an employee.

This Manual is a tool for use by management and staff of the Saugerties Public Library. Many of your questions about staff rules, regulations, policies, and opportunities can be answered with this manual. If you have any questions not answered by this manual, please ask the Library Director or the Assistant Library Director. Questions requiring interpretation of the intent of this policy shall be directed to the Personnel Committee when necessary.

As the operational needs of the Library change, items within this Manual may be modified from time to time. The information contained in this Manual should not be considered contractual in nature.

Libraries are more than storehouses of information. They are an integral part of their local communities. As an employee of the Saugerties Public Library, it is your responsibility to help make the Library a pleasant, easy to use, and exciting place.

Section 1.02: Mission Statement

The mission of the Saugerties Public Library is to serve as a multi-cultural, inclusive institution dedicated to enhancing the life of every member of the Saugerties Community. It provides free access to a balanced collection of educational, cultural, informational and recreational materials and experiences in a welcoming, safe and comfortable environment.

Section 1.03: Responsibilities of the Board of Trustees

The Board of Trustees, as the legal employer of staff, carries ultimate responsibility for:

- Employing a Director.
- Employing other staff as recommended by the Director and/or the Personnel Committee.
- Adopting personnel policies and policy revisions.
- Approving the Director's job description annually, and any special conditions and/or emphases that would affect his/her work plans.

- Acting on special situations not covered by personnel policies.
- Approving annual salaries as recommended by the Personnel Committee.
- Ensuring compliance with all legal requirements for employers.

Section 1.04: Responsibilities of the Personnel Committee

The Personnel Committee is hereby delegated the authority and responsibility for:

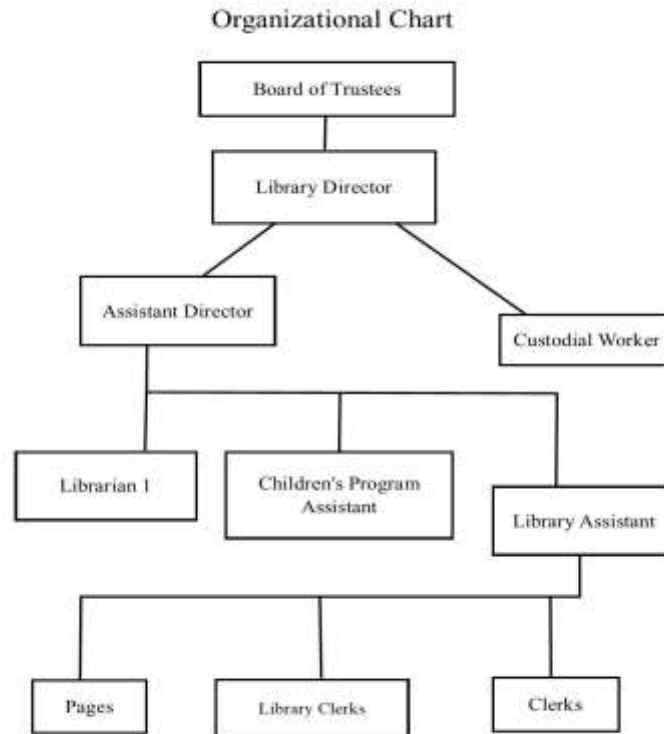
- Formulating, reviewing and revising, as necessary, all personnel policies.
- Reviewing and revising, as necessary, job descriptions for the Library Director, Assistant Director, and employed staff.
- Acting as Board of Trustee contact for employee grievances, which go beyond the purview of the director.
- All matters pertaining to the medical, financial, demotion, discipline, suspension, dismissal or removal of a particular person
- Conduct an annual performance review of the Director

1.05: Responsibilities of the Library Director

The Library Director has overall charge of day-to-day Library operations, exercises supervision over all Library employees, and carries out all personnel policies determined by the Board of Trustees and is delegated authority by the Board to:

- Select and employ staff.
- Assign staff to jobs.
- Maintain confidential personnel files for all staff.
- Supervise and evaluate staff.
- Annually recommend salaries for each of the staff positions.
- Keep the Board informed on all personnel issues.
- Develop and administer a staff development program.

Section 1.06: Organizational Chart



Section 1.07: Personnel Records Access

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

Employees who wish to review their own file should contact the Library Director. With reasonable advance notice, employees may review their own personnel files.

It is important that the personnel records of the SPL be accurate at all times. SPL requests employees to promptly notify the Library Director of any change in name, home address, telephone number, marital status, number of dependents, or any other pertinent information which may change. SPL is committed to protecting individual privacy and the personal information contained in the personnel file.

Article II: Position Descriptions, Recruitment, Evaluation, and Separation

Section 2.01: Position Titles and Descriptions

Job descriptions for each position title are on file with the Ulster County Department of Personnel and are appended to this manual. (See *Appendix I: Typical Class Specifications for Civil Service Positions in Public Libraries.*)

- Library Director I
- Assistant Library Director
- Librarian I
- Library Children's Program Assistant
- Library Assistant
- Library Clerk
- Clerk
- Page
- Custodial Worker

Section 2.02: Equal Opportunity Employment

The Saugerties Public Library is an equal opportunity employer. Our policy is to recruit, hire, promote and compensate without regard to race, age, religion, sex, national origin, sexual orientation, creed, disability, or color. Employment opportunities are open to all qualified applicants on the basis of their experience, aptitude, and ability.

Section 2.03: Equal Pay

The Saugerties Public Library does not discriminate between the sexes on pay. Saugerties Public Library pays the same wage rate to individuals, whether they are male or female, for comparable work requiring comparable skills under comparable circumstances.

Section 2.04: Recruitment

The Library shall recruit and select the best-qualified persons for positions in the library. The Director will develop and conduct an active recruitment and selection program to meet the needs of the Library. The Library will endeavor to provide growth and promotional opportunities for current employees.

Section 2.05: Selection and Reference Checks

The selection process shall seek to provide an objective evaluation of the applicants' skills, experience and knowledge in order to determine the best person for the job.

Employee application information, and references are checked prior to hire. Pre-employment background checks will also be conducted.

Section 2.06: Probation Period

Civil Service Regulations: Every permanent appointment from an open-competitive list and every permanent appointment to a position in the non-competitive, exempt or labor class shall be for a probationary term of not less than eight weeks nor more than fifty-two weeks.

All employees are subject to a probationary status for the first twelve months of employment. After the first six months of employment, the Director will review the new staff member's performance with the staff member.

Section 2.07: Performance Evaluation

All employees will be evaluated annually, effective January 1st of each year. Performance and job descriptions will be reviewed and goals for both the previous and coming year will be evaluated. The Director will make salary recommendations to the Personnel Committee based on this review. The Board of Trustees has final approval.

The Board of Trustees will annually evaluate and set goals for the Director, effective January 1st of each year.

Section 2.08: Resignation

An employee is expected to submit his/her resignation in writing to the Library Director stating the reasons for resignation and the last day to be worked. A copy of the resignation is filed with the Ulster Count Personnel Department. Employees are expected to give at least two-weeks notice.

Article III: Work Hours, Compensation, and Benefits

Section 3.01: Employee Work Hours

- *The United State Department of Labor and the New York State Department of Labor do not define full-time or part-time employment. It is up to each employer to define employment as full-time or part time.*
- *The Affordable Care Act defines full-time as 30 hours per week (1560 hours per year) and employees who work **30 hours per week or more are eligible for employer provided health insurance**. Employers must continually monitor part-time hours to determine if the employee becomes eligible for health insurance.*

Section 3.02: Full-Time Employees

A full-time regular workweek consists of a minimum of five (5) scheduled days of seven (7) hours duration and a total of thirty-five (35) hours during the payroll workweek.

Section 3.03: Regular Part-Time Employees

A regularly scheduled workweek consisting of a minimum of twenty-one (21) hours but fewer than thirty (30) hours will be considered regular part-time employment in the library.

Section 3.04: Non-Regular Part-Time Employees

A regularly scheduled workweek consisting of a minimum of five (5) hours per week, but fewer than twenty-one (21) hours will be considered non-regular part-time employment in the library.

Section 3.06: Compensation

All non-salaried employees are paid on an hourly basis.

Section 3.07: Overtime Compensation

Any non-salaried employee required and authorized to work beyond their normally scheduled hours (i.e. the number of hours for which payment is normally made) in any given work week will be compensated at their regular hourly rate for the additional hours worked to a maximum of forty (40) in week. No part-time employees can work more than 40 hours per week.

Compensatory time will be granted to salaried employees for hours worked in excess of forty (40) hours. Time off will be granted taking into consideration the scheduling needs of the Library.

Section 3.08: Attendance Time Recording

Attendance time recording ensures that all employees are properly compensated, and that overtime, sick days, vacation time, personal hours and time worked are accurately recorded for personnel and payroll purposes. Deliberate falsification of attendance records is grounds for dismissal.

Section 3.09: Salary Administration

Salaries and job performance of all Library employees will be reviewed at least once annually no later than anniversary date of hire. Amount of increases will be at the sole discretion of the Library Board as recommended by the Personnel Committee.

Salary increases for the Library Director will be initiated by the Personnel Committee and approved by the Board of Trustees. Salary increases for all other employees will be initiated by the Library Director and reviewed with the Personnel Committee. Final approval rests with the Board of Trustees. Approved salary increases will normally be granted within the payroll period following the employee's performance evaluation.

Salary increases are activated through a letter to the bookkeeper. This letter must state the employee's name, amount of increase, effective date of increase, and be signed by the President of the Board of Trustees and placed in the employee's permanent file.

Section 3.10: Insurance Benefits

Health and dental insurance will be offered to all-full time employees. The Library will pay 80% of a single premium. The employee will pay 20%, which will be deducted from the employee's regular payroll.

A part-time employee can participate in the Library health insurance plan, provided that the Library incurs no expense and that the part-time Library salary of this employee can cover the monthly premium.

The Library will purchase a \$10,000 term life insurance policy for all full-time employees. Employees may designate the Beneficiary of their choosing. Policies will be cancelled at the end of employment.

Section 3.11: Retirement

Each full-time employee must belong to the [New York State Retirement System](#) (ERS) while part-time employees have the option of joining.

Section 3.12: Retirement Tiers

When employees join the ERS, they are assigned to a Tier based on the date of membership. An employee's Tier determines:

- Eligibility for service or disability retirement benefits
- Formula used in the calculation of retirement benefits
- Death benefit coverage
- Service crediting
- Contributions towards benefits
- Eligibility for loans

YOU ARE IN TIER:	IF YOU JOINED:
Tier 1	Before July 1, 1973
Tier 2	July 1, 1973 through July 26, 1976
Tier 3	July 27, 1976 through August 31, 1983
Tier 4	September 1, 1983 through December 31, 2009
Tier 5	January 1, 2010 through March 31, 2012
Tier 6	April 1, 2012 or after

Section 3.13: Retirement Contributions

All ERS members must contribute to the ERS through mandatory payroll deductions. All member contributions currently earn 5 percent annual interest.

Employee Contributions	
Tier 1 and 2	Do not contribute.
Tier 3 and 4	3 percent of gross salary until ten years of membership or ten years of service, whichever comes first.
Tier 5	3 percent of gross salary for entire career
Tier 6	Between 3 and 6 percent for entire career base on annual wage.

Once a year, all participating employers pay a share of the annual cost of employee's future benefits at a rate determined by ERS.

Section 3.14: Retirement Vested Membership

Members are considered vested when they have earned sufficient service credit to qualify for a pension. Vesting is automatic; members do not have to submit any paperwork to obtain this status.

Tier 5 and 6 members are vested when they have ten or more years of service. Members in other tiers are vested after earning five years of service.

As a vested member, employees may leave public service and, when eligible at a later date (depending on your ERS and tier status), apply for and receive a service retirement benefit.

Tier 3 and 4 vested members can voluntarily withdraw their membership and receive a refund, or roll over their contributions to an IRA or another qualified retirement plan: Please see the New York State & Local Retirement System webpage (<http://www.osc.state.ny.us/retire/>) for additional information.

Section 3.15: Vacation Leave

All Saugerties Public Library Regular Full-Time and Regular Part-Time employees receive vacation in accordance with this policy.

Policy:

1. The Saugerties Public Library provides vacation with pay for all eligible employees for the purposes of rest and relaxation. Lengths of vacation are in accord with the employee's length of **full-time or regular part-time** service.
2. Employees shall receive a lump sum of vacation days on January 1 which they must use or lose during that calendar year.
3. Staff vacations are to be taken with the prior approval of the Library Director.
4. Director's vacation is to be taken with the prior notification to the President or Vice President of the Board of Trustees.
5. A day of vacation is of the same duration as an employee's regularly scheduled average workday. Vacation pay reflects this basis.

6. Full time or regular part-time employees in their first year of employment, shall earn one (1) day vacation for each full month of service; not to exceed ten (10) days. This employee will not be entitled to use vacation days until after the third (3rd) month of the initial hire date.

7. Staff with more than 10 days of vacation leave must not use more than 10 consecutive work days at any given time, unless there is prior approval from the Director.

YEARS OF SERVICE	NUMBER OF VACATION DAYS
Less than 1 year	Up to 10 days (See number 6 above)
1-4 years	10 days
5-9 years	15 days
10 -19 years	20 days
20 and more years	25 days

8. The years of service include employment as a full time librarian prior to joining the Saugerties Public Library.

9. If an employee is laid off, discharged, or resigns within the first year of employment, he/she is not entitled to vacation benefits. If an employee leaves the employ of the Library after the start of the 2nd year of employment, he/she must pay back paid leave taken before it would have accrued during the calendar year.

10. When a library employee retires under New York State Retirement System's Rules of the Retirement plan, he/she shall receive full vacation benefits for the year affected.

11. In the event of the death of an employee, the Beneficiary will receive a cash payment equivalent to vacation earned and not taken at the time of death.

12. In the event where multiple requests for the same vacation dates occur, the following will be considered: seniority, and whether the schedule can be covered.

Section: 3.16: Sick Leave

All Saugerties Public Library Full-Time and Regular Part-Time employees receive sick leave in accordance with the following policy. Sick days are granted for the prime purpose of establishing income continuation of employees who, because of disabling injury or illness, are unable to work. An employee is entitled to use up to 10 days (80 hours) of sick leave each calendar year to provide care for a family member with a

serious health condition. Sick days are not to be construed as additional holidays or vacation days or as an augmentation of income.

Policy:

1. In each Fiscal Year, Full-Time and Regular Part-Time employees will be granted one (1) sick day per month worked.
2. Sick days accrue from year to year. A maximum of 100 days will be paid at retirement.
3. The accrued sick days per #2 will be paid at half (1/2) the current daily rate of pay at the time of retirement. No payment for accrued sick days will be made in cases of resignation or involuntary termination.
4. In order to be eligible for sick day pay in excess of three (3) consecutive days, medical substantiation of illness or injury may be required.
5. The Library Director, or Assistant Director, should be notified as early as possible when a staff member will not be able to report to work due to illness.
6. Sick days are based on an average of the hours worked per week.
7. Definition of a Family Member:

The definition of a family member covers a wide range of relationships, including spouse; parents; parents-in-law; children; brothers; sisters; grandparents; grandchildren; step parents; step children; foster parents; foster children; guardianship relationships; same sex and opposite sex domestic partners; and spouses or domestic partners of the aforementioned as applicable.

Section 3.17: Personal Leave

All Saugerties Public Library Full-Time and Regular Part-Time employees receive personal leave in accordance with this policy. Personal leave is granted for emergency or personal business that must be accomplished during work hours.

Policy:

1. Employees are eligible to receive four (4) personal days per year of duration equal to that employee's regularly scheduled work day, at the rate of one (1) day for every three (3) months worked.

Employees shall be granted their personal leave time in a lump sum on January 1, and must use it during that calendar year or lose it.

4. Except in emergencies, employees must apply to the Director for personal leave in writing 48 hours in advance. All use of personal leave must have the prior approval of the Director.

Section 3.18: Leave Without Pay

Leave Without Pay entitles employees to take unpaid, job protected leave for specified medical and extraordinary personal reasons. Eligible Employees will have a continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible staff will continue to pay their percentage of all applicable insurances. Leave Without Pay may be requested by a staff member for a period no longer than the equivalent of 12 weeks within a calendar year. Leave without pay could be extended beyond the equivalent of 12 weeks upon the recommendation of the Director and approval of the Board of Trustees. Eligible employees do not accrue vacation or sick leave during Leave Without Pay.

Leave Without Pay may be requested for, but not limited to, the following reasons:

- Eligible employees who have exhausted accrued sick leave.
- A serious health condition that makes the employee unable to perform the essential functions of his or her job.
- The birth of a child and to care for the newborn child within one year of birth.
- The placement with the employee of a child for adoption or foster care and to care for the newly placed child.
- The care for the employee's spouse, child or parent who has a serious health condition.

It may not be used as an extension of vacation leave or to create a vacation period. It may not be used to free the staff member in order to attend to outside employment.

Employees must submit a written explanation of the need and circumstance requiring Leave Without Pay to the Director as soon as practical. The Director, Board President or Personnel Chair will respond to the request within 2 working days.

Section 3.19: Military Leave

Military leave without pay shall be granted to employees who enter the armed services. Such employees shall be afforded the protection of their seniority rights

and their status in the ERS Retirement plan. They shall be reassigned promptly upon return to civilian life if the employee returns within ninety (90) days after being honorably discharged.

Section 3.20: Jury Duty Leave

Every employee who is eligible and called for jury duty service must serve. There are no automatic exemptions or excuses from jury duty.

Employees will be paid their full daily wages while reporting for jury duty. If the employee's daily wage is less than \$40, New York State will pay the juror the difference for the first three days of jury service. Employees are expected to report to work when not required to serve on any given day.

Section 3.21: Bereavement Leave

Five working days with pay will be granted in the event of a death in the immediate family (defined as spouse, child, parent, sibling, legal guardian or person with whom the employee resides). Other situations are at the discretion of the Director.

Section 3.22: Holidays and Library Closings

All employees normally scheduled to work shall be paid their regular hours for days when the Library is closed for holidays, or other unforeseen events.

The Library shall be closed to observe the following holidays:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- The Saturday of Memorial Day Wknd.
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Christmas Eve Day

- Christmas Day

The Library will close at 2:00 pm on the day before Thanksgiving and New Year's Eve.

The Library will close at 5:00 p.m. on Halloween.

Section 3.23: Work Related Injury or Illness

All occupational injuries or occupational illnesses suffered by any employee on library grounds must be reported immediately to the Library Director or his/her designee.

It is the responsibility of the employee's immediate Supervisor to conduct a complete investigation of the illness or injury after any first aid is completed and the employee is in the hands of qualified persons. After all pertinent information has been gathered, an accident report will be completed using the appropriate form.

All accident reports shall be forwarded to the Worker's Compensation Insurance Coverage and Workman's Compensation Board. After proper recording, a copy of the accident report will be included in the employee's permanent file.

Section 3.24: Staff Training and Development

Time off with pay may be allowed for attending conferences, seminars, institutes and workshops related to the employee's work. All conference attendance other than the [New York Library Association's \(NYLA\)](#) Annual Conference, NYLA regional workshops, and [Mid-Hudson Library System \(MHLS\)](#) conferences and workshops must be recommended by the Library Director and approved by the Board of Trustees. The Library Director is responsible for scheduling such requests subject to budgetary limitations and adequate staffing coverage.

The library is committed to supporting professional development for library employees, within budgetary constraints. Full-time employees are required to complete a minimum of 10 contact hours of professional development each year. The year is based on the employee's date of hire. Fulfillment exceptions are at the discretion of the Director.

The library will reimburse employees for the use of their personal automobile in accordance with the current year's federally approved mileage rate for business use of personal vehicles. If the employee travels to a workshop or conference directly from home, they must subtract their commuting mileage from the total. If the employee travels from home and returns home, commuting mileage should

reflect the commute to and from work. Reimbursement of meals will be paid by the organization only when the meal has a defined business purpose. For out-of-area travel, the library will reimburse all pre-approved travel related actual costs, such as hotel accommodations, transportation to and from the destination.

Article IV: Conditions of Employment

Section 4.01: Sexual Harassment/Harassment/Workplace Violence

The Saugerties Public Library will not tolerate sexual harassment of any employee by a supervisor, or fellow employee(s), as stated in our sexual harassment policy. (See Appendix 2).

The Saugerties Public Library will not tolerate physical or verbal conduct that acts to create a hostile work environment. Behavior that is offensive, intimidating or abusive in nature. Violations of this policy will lead to discipline up to and including termination.

If any employee feels that she or he is a victim of any form of harassment, and any attempt on her/his part has failed to stop that harassment, that employee must file a written complaint with the Director or Chairperson of the Personnel Committee. It is the Library's intent to investigate complaints promptly and to take whatever action is appropriate. All complaints will be treated with confidentiality and no punitive action will be taken against any employee who files a complaint.

Section 4.02: Confidentiality Statement

As an employee of the Saugerties Public Library all patron and staff information is confidential and should not be discussed with any person or persons outside the Library. Copying, removing, allowing unauthorized access to Library or patron documents, information, files or mailing lists, or any form of distribution of patron information is not allowed. Any breach of this confidentiality requirement is grounds for termination.

Section 4.03: Drug and Alcohol-Free Workplace

The Saugerties Public Library strives to provide a work environment that is safe and which encourages good health. The Library considers the use of illegal drugs

and alcohol in the workplace to be an unsafe practice that can lead to accidents and serious injury as well as cause serious health problems for the user.

If an employee reports to work visibly impaired and cannot perform the required job functions, that employee will not be allowed to work. When possible, the employee's supervisor should have another manager observe the employee to obtain a second opinion as to the employee's impaired condition. Proper treatment of the employee, including sending the employee home, should be ascertained. In the event an employee is sent to a medical facility or home, the employee is not allowed to drive. The Library will provide suitable transportation.

Section 4.04: Smoking

The Library is a smoke-free environment. No smoking or vaping is permitted on Library property.

Section 4.05: Employee Rules of Conduct

The following is a list of actions that may result in disciplinary action up to and including discharge:

1. Theft of any Library or employee property.
2. Deliberate damage to either Library property or the unauthorized use of Library facilities, tools, or equipment.
3. Disorderly conduct.
4. Possessing, using, buying, or selling alcohol or illegal drugs, or being under the influence of alcohol or illegal drugs while at work.
5. Repeated absences or tardiness.
6. Sending or furnishing to unauthorized persons Library records or information.
7. Breaches in security procedures and/or refusal to cooperate in a Library investigation.
8. Abandonment of job or failure to report to work without notifying one's immediate supervisor.
9. Direct violation of Library Manual of Personnel Policies.
10. Obtaining employment on the basis of false or misleading information; falsification of application.
11. Possessing firearms or other weapon while on Library property.
12. Insubordination: the refusal to perform all job requirements or service outlined by the Library as stated in job description.
13. Falsification of patron records, Library reports or documents.
14. Knowingly violating any Library, OSHA, or state regulations, guidelines.

Library employees and trustees who believe they have been subjected to abusive conduct (see Abusive Conduct policy in the Policy Manual) in the course of their work by the public, director or trustee, are encouraged to report the matter orally or in writing to the Library Director or the Library Personnel Committee Chair or the Library Board President. The library does not retaliate against an employee who in good faith reports abuse or wrongdoing. Any person seeking to file a complaint should provide precise details of each incident of abusive conduct, including dates, times, locations and any witnesses. The library reserves the right to determine how best to evaluate and address complaints of abusive conduct. Abusive conduct by a library employee or trustee may result in disciplinary action, up to and including termination of employment or removal from the library Board of Trustees.

Section 4.06: Discipline & Termination

Disciplinary procedures at the Library are governed by the Civil Service Law of New York State, Article 5, Sections 75 through 77. The following provisions of the Law are included herein:

An employee holding a position by permanent appointment in the Competitive class or Non-competitive class may be removed for incompetence or misconduct shown after a hearing upon those stated charges.

A person against whom removal or other disciplinary action is proposed shall be provided written notice of same and will have at least (8) days for answering those charges in writing.

The hearing is held by the Personnel Committee, which then makes a recommendation to the Board of Trustees who will make a final ruling on the matter. The burden of proving incompetence or misconduct will be upon the person alleging the same.

Pending the hearing and determination of charges, the person so charged may be suspended without pay for a period not exceeding thirty days. If the charged person is reinstated, any pay withheld will be paid.

If any employee is not meeting his/her responsibilities, or is charged with offenses other than incompetence or misconduct, they will first receive verbal counseling from the Director.

If this is not successful in improving performance, the Director will put both the problem and agreed upon improvements and expectations in writing. A copy signed by the Director and the employee will be placed in the employee's personnel file and the original given to the employee. The chairperson of the Personnel Committee shall be notified of this action.

If the problem is not resolved, the employee may be terminated at the recommendation of the Library Director with approval from the Personnel Committee. Employees who feel they have been improperly or unfairly disciplined or terminated may appeal to the Personnel Committee by requesting a review in writing within 72 hours of the disciplinary action. A written determination by the Committee shall be made within 5 working days.

If the employee is not satisfied with the determination of the Personnel Committee a review by the full Board of Trustees may be requested. A written request to the President of the Board of Trustees must be made within in 72 hours of the issuance of the Personnel Committee's written decision. The Board of Trustees must issue a decision within 5 working days.

Section 4.07: Computer/Internet Use

Library equipment including computer hardware and software are valuable assets. They should generally be used for Library business only. Employees may not copy or use Library purchased/leased software contrary to the provisions of any license agreement. Employees should follow computer maintenance, software updating procedures, and caution in opening email in order to avoid computer viruses which have the potential to cause damage to Library and system computer networks.

The Library provides Internet access and e-mail to its employees to assist and facilitate business communications and work-related research. These services are for legitimate business use only in the course of an employee's assigned duties, with the exception that employees may access the Internet for non-business use on personal time, so long as all other provisions of this policy are followed. All materials, software, information and emails created, transmitted, downloaded or stored on the Library's computer system are the property of the Library and may be accessed by authorized personnel.

Inappropriate computer use includes: transmitting obscene, harassing, offensive or unprofessional messages; accessing any site that is sexually or racially offensive or discriminatory; displaying, downloading or distributing any sexually explicit material; transmitting any confidential or proprietary Library information. The Library reserves the right to monitor employee use of the e-mail system. Employees should not consider their Internet usage or e-mail communications to be private when using staff computers, software or email accounts. Personal passwords are not an assurance of confidentiality, and the Internet itself is not secure. Any software or other material downloaded into the library's computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors, or owners of the material.

Section 4.08: Nepotism

Board members and their immediate family members (as defined below) shall be excluded from consideration for employment by the Saugerties Public Library. Employees shall not hold a position with the Saugerties Public Library while they or members of their immediate family (as defined below) serve on the Board of Directors or

on any committee of the Board. Employees may not hold a job over which a member of their immediate family exercises supervisory authority. Relatives of persons currently employed by the Saugerties Public Library may be hired only if they will not be working directly for or supervising a relative. Relatives will not be hired where such has the potential for creating an adverse effect on supervision, safety, security, morale or involves potential conflicts of interest. Immediate family includes the following: spouses, life partners, parents, children, siblings, in-laws, grandparents and grandchildren, and step relationships. This policy also applies to individuals who are not legally related but who reside with another employee in a familial relationship rather than a roommate relationship.

Section 4.09: Outside Employment

The Library has no objection to employees accepting second jobs unless such jobs have negative effects on the employees' abilities to satisfy the job-related requirements of their positions at the Library or involve the use of confidential information learned directly or indirectly through employment at the Library. Because of scheduling considerations, employees who hold or plan to hold a second job should advise their immediate supervisor. The employee should notify the Library Director in writing if they are accepting a job from a company that does business with the library. Should outside employment appear to interfere with or prevent an employee from fully discharging the responsibilities of his/her position with the Library, the situation will be called to the attention of the employee with the expectation that adjustments necessary to permit satisfactory service to the Library will be made.

Outside employment will present a conflict of interest if it has an adverse impact on the Library.

Library telephones, copiers, fax machines, personal computers and other office equipment and communication media are intended for Library business. Use of this equipment for personal communication (including e-mail) should be extremely limited and employees are responsible for any associated fees, costs or charges. Such personal use should never occur from a public service desk.

Appendix I:

Typical Class Specifications for Civil Service Positions in Public Libraries

Saugerties Public Library
Library Director I

Distinguishing Features of the Class: The work involves responsibility for overseeing all library functions. This is administrative and technical work in which the incumbent carries out broad policy as determined by the library board. Work is performed under the general direction of the library board. Supervision is exercised over the work of subordinates.

Typical Work Activities:

Plans and implements library programs for patrons of all ages.
Develops the library budget in coordination with the Finance Committee.
Prepares, distributes, and compiles all materials for board and committee meetings.
Maintains all business, financial, and personnel records for the library including filing all personnel actions with Ulster County Civil Service.
Assumes responsibility for the maintenance of computers and the automation system.
Applies for and administers grants.
Administers the expenditures of library funds and the collection of library revenues.
Recommends new services, policies, and personnel actions to the Board of Trustees.
Supervises the work of library employees.
Performs annual performance evaluations on all employees.
Administers the purchase of library materials.
Prepares state, local, and other statistical narrative reports as needed or required.
Oversees collection development.
Assumes responsibility for the development and maintenance of the local history collection.
Creates relevant reports through the library systems ILS.
Checks the holds list weekly to meet resource sharing standards.
Conducts studies and analysis of library operations.
Conducts staff training meetings.
Oversees cash handling.
Ensure that the building and grounds are properly maintained.
Designs and produces public relations and library instruction materials.
Represents the library before governmental agencies and community groups.
Supervises the maintenance of library property and recommends repairs, alterations, and new construction.
Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses, and reading professional materials.
Conducts staff meetings.
Recommends appointments, transfers, promotions and dismissals.

Full Performance Knowledge, Skills, Abilities, and Personal Characteristics:

Good knowledge of the theories, procedures, materials and sources of library science.

Good knowledge of library organizations, procedures, policies, aims and services.

Good knowledge of the applications of computer technology to library operations.

Good knowledge of library materials and collection development issues.

Good knowledge of on-line database systems.

Ability to formulate questions, analyze problems, and carry out the decision making process.

Ability to carry out library policies and procedures.

Ability to train and supervise library staff.

Ability to plan and coordinate the work of others.

Ability to read and comprehend library literature and research studies.

Ability to express ideas clearly and effectively both orally and in writing to groups and individuals.

Ability to establish effective working relationships with community organizations.

Tact and courtesy in dealing with staff and the public.

Minimum Qualifications:

Masters Degree in Librarianship from a library school accredited by the American Library Association or recognized by the New York State Education Department as following acceptable education practices and 2 years of professional post degree experience.

Eligibility for a New York State public librarian's professional certificate at the time of application.

Possession of certificate at the time of appointment.

Adopted: 7/2003

Revised: 6/2010; 7/2014, 2/2019

Saugerties Public Library
Assistant Library Director

Distinguishing Features of the Class:

The work involves the responsibility of assisting the Library Director I in assigned phases of library administration and services. The work is performed under the general direction of the Library Director I. The incumbent is responsible for acting for the Director when delegated. Work is performed in accordance with prescribed policy allowing for considerable leeway for the exercise of independent judgment and initiative. Supervision is exercised over the work of others. Does related work as required.

Typical Work Activities:

Acts in the place of the Director when the Director is unavailable.
Assists in the execution of administrative policy.
Selects materials for the collection.
Provides information to the public on library policies and procedures.
Assigns and reviews the work of subordinates.
Assumes responsibility for patrons' requests for library materials through interlibrary loan and keeps records for statistical purposes.
Reads trade journals to review current books and assists in the recommendation of titles for purchase or removal.
Maintains files and prepares monthly statistical reports.
Drafts memoranda and routine correspondence.
Recommends policies and procedures to the Director.
Plans and recommends new types of programs and/or services.
Keeps informed of professional developments by participating in training and workshops, educational courses, and reading professional material.
Participates in preparing the annual budget.
Assumes responsibility for office supply inventory and ordering when needed.
Assists in planning and promoting adult programming.
Creates weekly schedule for employees.
Makes bank deposits.
Creates a monthly e-newsletter.
Makes recommendations on the appointment and compensation of new staff.
May perform other tasks as assigned.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

Working knowledge of library services and practices.
Working knowledge of computers and computer software.
Ability to understand and follow both oral and written instructions.
Ability to plan, coordinate and supervise the work of others.
Tact and courtesy in dealing with staff and the public.

Minimum Qualifications:

Masters Degree in Library or Information Science from a library school accredited by the American Library Association or recognized by the New York State Department of Education. Eligibility for a New York State Public Librarian's Certificate is required at the time of appointment.

Adopted: 6/2003

Revised: 6/2010; 7/2014, 2/2019

Saugerties Public Library
Librarian I

Distinguishing Features of the Class: The work involves responsibility for the performance of entry-level professional librarian duties. Incumbents in this class are often library school graduates who are learning the specific applications of professional training by performing professional level duties. Work is performed under the general supervision of a higher level professional librarian and are assigned more difficult work as their experience in the field broadens. Supervision may be exercised over subordinate non-professional employees. Does related work as required.

Typical Work Activities:

Provides reader's advisory and guidance services.
Plans, organizes and executes Teen programs.
Assists in planning, organizing and executing Adult and Children's programs as needed.
Provides collection development and de-selection for the Teen section.
Answers reference questions.
Designs promotional material about library services and programs.
Visits schools and/or community groups to promote library programs.
Maintains the library's presence on social media and updates the library's website.
Makes recommendations to the Director regarding automation issues.
Assumes responsibility for review of all newly created patron records.
Assists with maintaining the Library's automation and communication systems including running software updates and maintaining the lobby computers.
Assists with installing and configuring computer hardware and software as needed.
Keeps informed of professional developments.
May perform other tasks as assigned.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

Good knowledge of modern principles and practices of library services.
Good knowledge of library materials.
Good knowledge of modern library organizations, procedures, policies, aims and services.
Skill in the performance of technical library tasks.
Ability to get along well with staff and the public.
Ability to communicate effectively both orally and in writing.
Initiative, resourcefulness, good judgment, orderliness, accuracy, tact, and adaptability.
Physical condition commensurate with the demands of the position.

Minimum Qualifications:

Graduation from a regionally accredited or New York State registered college or university with a Masters Degree in Library Science.
Special Requirement: Possession of a New York State Public Librarian's professional certificate at time of appointment.
Adopted: 6/2010; 7/2014, 2/2019, 2021

Saugerties Public Library
Library Children's Program Assistant

Distinguishing Features of the Class: The work involves performance of complex library clerical tasks and assisting patrons with both the use of the library collection and general policies/procedures of the library. This class requires a greater autonomy than Library Clerk, moderate job complexity and supervisory responsibility. This position also requires the ability to plan, coordinate and conduct major programs for children and teens. Work is performed under the direction of a librarian (Library Director at SPL).

Typical Work Activities:

Directs activities of the children's areas.
Plans and implements programs for children.
Makes recommendations to the Assistant Director regarding the youth services collection and materials.
Makes recommendations to the Assistant Director in selection of materials for the collection focusing on media for children.
Provides information to the public on library policies and procedures.
Assigns and reviews the work of subordinates.
Assumes major responsibility for the maintenance of the children's room and its collection.
Processes new books to be shelved.
Selects newspaper articles from local news for library files.
Recommends purchases of materials to support children's programs.
Meets with the programming committee to plan events and programs.
Prepares publicity related to program offerings.
Conducts school visits to promote Library services and programs.
Provides reading guidance for children and families.
Maintains youth services statistics.
Attends meetings, workshops, and conferences as requested.
May assist and instruct the public in the use of public access computers.
May perform other tasks as assigned.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

Working knowledge of library services and practices.
Working knowledge of the needs of children and families. An understanding of children's materials and sources for appropriate materials.
Ability to understand and follow both oral and written instructions.
Ability to plan, coordinate, and supervise the work of others.
Tact and courtesy in dealing with staff and the public.

Minimum Qualifications:

Graduation from high school and 4 years library support staff experience, some of which should be in a Youth Services program.

Adopted: 6/2003, Revised: 6/2010; 7/2014, 2/2019, 2021

LIBRARY ASSISTANT

Distinguishing Features of the Class: The work involves performing paraprofessional library duties assisting a professional librarian. A librarian performs the most technical and administrative tasks and may delegate to the incumbent the responsibility of overseeing an entire function of the library such as reference, circulation, cataloguing, etc. Additionally, incumbents interact on a regular basis with other public libraries and institutions in locating material and obtaining information. Work is performed under the general supervision of a higher level employee with leeway allowed to make independent decisions on routine issues. Supervision may be exercised over subordinates. Does related work as required.

Typical Work Activities: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Processes patrons' requests for library materials or information
Instructs adult library patrons on the use of various technologies
Updates and troubleshoots adult patron computer problems
Selects books, pamphlets and posters for displays
Processes new books to be shelved
Performs cataloging of library materials
Communicates with Library Clerks, Clerks and Pages new procedures and policies
Attends workshops and training sessions regarding the provision of library services
Reviews the work of Library Clerks, Clerks and Pages
Assists in the execution of administrative policy

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

Working knowledge of library services and practices
Ability to understand and follow both oral and written instructions
Ability to plan, coordinate, and supervise the work of others
Tact and courtesy in dealing with staff and the public

MINIMUM QUALIFICATIONS:

Graduation from high school, and four years of experience in a library setting, performing duties related to library functions

Classification: Non-Competitive
Grade: 8

Saugerties Public Library
Library Clerk

Distinguishing Features of the Class: The work involves the performance of routine library clerical duties necessary for the proper organization and distribution of library materials. Work is performed under the direct supervision of higher-level clerks or librarians. May supervise pages. May supervise the library on evenings or weekends. Does related work as required.

Typical Work Activities:

Recommends print titles for purchase.
Processes new materials for the collection.
Orders materials as directed.
Performs routine searches and assists patrons in locating materials.
Performs routine circulation, reserve and overdue functions.
Calls patrons to deliver messages or information on library materials.
Assists patrons-in using computers and online e services.
May perform other tasks as assigned.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

Working knowledge of office terminology, procedures and equipment as applied to library clerical work.
Working knowledge of library filing and shelving rules.
Ability to understand and follow oral and written instructions.
Tact and courtesy in dealing with staff and public.

Minimum Qualifications:

Graduation from high school.
Basic computer literacy.

Adopted 2/14/2019

Saugerties Public Library
Clerk

Distinguishing Features of the Class: The work involves the performance of routine library clerical duties necessary for the proper organization and distribution of library materials. Work is performed under the direct supervision of higher-level clerks or librarians. May supervise pages. May supervise the library on evenings or weekends. Does related work as required.

Typical Work Activities:

Recommends print titles for purchase.
Performs routine searches and assists patrons in locating materials.
Performs routine circulation, reserve and overdue functions.
Calls patrons to deliver messages or information on library materials.
Assists patrons in using computers and online services.
May perform other tasks as assigned.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

Working knowledge of office terminology, procedures and equipment as applied to library clerical work.
Working knowledge of library filing and shelving rules.
Ability to understand and follow oral and written instructions.
Tact and courtesy in dealing with staff and public.

Minimum Qualifications:

Graduation from high school.
Basic computer literacy.

Adopted: 6/2003

Revised: 6/2010; 7/2014, 2/2019

Saugerties Public Library
Page

Distinguishing Features of the Class: The work includes shelving of library materials, shelf maintenance, and performing minor clerical tasks. Provides simple directions to patrons. May be asked to perform simple physical tasks to support library programs or procedures. The work is performed under direct supervision and requires no prior knowledge of library procedures, as employees are trained on the job.

Typical Work Activities:

Sorts, shelves, relocates and searches for library materials.

Pulls materials from shelves to fulfill holds.

Reads shelves for accuracy of order, re-shelving materials as needed.

Checks library materials in and out.

Arranges newspapers and periodicals for use, filing them as needed.

Provides simple directional information to patrons.

Clears study tables and keeps furniture in order.

Dusts or cleans materials.

Assists in preparation of displays.

Operates library equipment such as photocopy machines, microfilm or microfiche readers, or computers.

May perform other tasks as assigned.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

Ability to understand and carry out simple oral and written directions.

Courtesy, good judgment, accuracy and orderliness.

Ability to sort material in alphabetic or numerical order.

Ability to lift objects such as books, supplies, files.

Minimum Qualifications:

At least 16 years old.

Adopted: 6/2003

Revised: 6/2010; 7/2014, 2/2019

Saugerties Public Library
Custodial Worker

Distinguishing Features of the Class

The work involves responsibility for the performance of building cleaning and minor maintenance and repair tasks.

Typical Work Activities:

Daily cleaning:

- Clean and restock 4 bathrooms.
- Collect garbage and recyclables.
- Wipe down public tables, disinfect doorknobs and hand rails.
- Vacuum high traffic areas.
- Sweep and mop floors and stairs.
- Clean front entrance glass.
- Dusting.
- Pick up trash outside of building.
- Deep clean carpets and furniture according to a regular, agreed upon schedule.

Maintenance:

- Change lightbulbs, batteries, ballasts .
- Small Repairs, e.g. unclog toilets, shelving repairs.
- Mow the library's backyard.
- Meet with contractors onsite for construction and repair.

Assist with special event projects, e.g. set up outdoor screen for movie nights.
Other projects as requested by the director.

Requirements:

Inform Assistant Director when supplies need reordering.
Inform Library Director of repairs and problems that need addressing.

Minimum Qualifications: High School Diploma. Technical Education classes preferred.

2021

APPENDIX II

Sexual Harassment Policy

Introduction

Saugerties Public Library is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of Saugerties Public Library's commitment to a discrimination-free work environment. Sexual harassment is against the law¹ and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with Saugerties Public Library. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

Policy:

1. Saugerties Public Library's policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with Saugerties Public Library. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Saugerties Public Library will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of Saugerties Public Library who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees² working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, Library Director, or Board of Trustees. All employees, paid or unpaid interns or

¹ While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.

² A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject Saugerties Public Library to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
5. Saugerties Public Library will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Saugerties Public Library will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. Saugerties Public Library will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the Board of Trustees.
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

What Is “Sexual Harassment”?

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

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

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

A sexually harassing hostile work environment includes, but is 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.

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

Examples of sexual harassment

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

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, 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 target's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.

- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers 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 sexual harassment occur?

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

Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. 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).

Such 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 “protected activity.” Protected activity occurs when a person has:

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

Even if the alleged harassment does not turn out to 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.

Reporting Sexual Harassment

Preventing sexual harassment is everyone’s responsibility. Saugerties Public Library cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or Board of Trustees. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or Board of Trustees.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee’s behalf.

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

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to Board of Trustees.

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

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

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

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept 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 employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Saugerties Public Library will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

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

- Upon receipt of complaint, Board of Trustees will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.

- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections And External Remedies

Sexual harassment is not only prohibited by Saugerties Public Library but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at Saugerties Public Library, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and

protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

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

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

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

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

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

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

Civil Rights Act of 1964

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

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

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

An employee alleging discrimination at work can file a “Charge of Discrimination.” The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

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

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; 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 unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.



APPENDIX III

PANDEMIC RESPONSE POLICY

In the event of a declared public health emergency involving a communicable disease, the Saugerties Public library will operate in accordance with its Pandemic Response Plan and Policy. If any part of this policy conflicts with executive orders governing an epidemic issued at the local, county, state, or federal level, the Library will follow the executive orders rather than the written policy. During each public health emergency, the Library will adopt phased closure and re-opening protocols based on the best available information and legal requirements pertinent to the emergency.

The library staff and board are committed to providing excellent library service while doing all they can to support the health of the community.

DEFINITIONS

The following terms are hereby defined for the purposes of this policy:

- **Personal Protective Equipment (PPE):** Equipment worn to minimize exposure to communicable disease or pandemic illness as mandated by local, state, or federal law and/or any Executive Orders related to the public health emergency or mandates issued by federal agencies including the Center for Disease Control (CDC) and the Occupational Safety and Health Administration (OSHA).
- **Employee:** Any person employed by the Saugerties Public Library regardless of job classification or title.
- **Contractor:** Any individual performing paid services for the library but not an employee of the Saugerties Public Library
- **Essential:** Designation made to an employee or contractor whose duties require them to be physically present at the library to perform their job, OR tasks that are vital or necessary to the safety or operational needs of the library.
- **Non-essential:** Designation made to an employee whose duties do not require them to be physically present at the library, OR tasks that are not vital or necessary to the safety or operational needs of the library.

- **Communicable disease:** Illness caused by an infectious agent that occurs through the direct or indirect transmission of the infectious agent or its byproducts or via inanimate environment or object to a susceptible person or persons.
- **Retaliatory Action:** The discharge, suspension, demotion, penalization, discrimination, or other adverse employment action taken against any employee.

ADMINISTRATION

The library Director as authorized by the Board of Trustees administers the Pandemic Response Plan. This includes activating the plan, establishing an internal communications network, and coordinating all response and recovery activities. If, for any reason, the Director is unable or unavailable to administer the plan, administrative authority shall be passed to the Assistant Director. If the Assistant Director is unable to perform the responsibilities and decisions, administrative authority will pass to the Librarian I.

Closure / Lockdown

The library building will close due to pandemic if (1) a mandate order or recommendation for closure is issued by public health or government officials on the local, county, state or Federal level, or (2) Saugerties Central School District closes, or (3) there is not sufficient staff to maintain basic library service levels, or (4) illness spreads among staff demonstrating a need to quarantine and deep clean the library building for the health and safety of remaining staff members and patrons.

Critical Duties during a closure

Finances / Payroll

The accountant is a separate entity from the Saugerties Public Library and therefore not subject to library policy. In the event that the accountant is unable to perform essential fiscal duties, the Library Director and the Assistant Director will perform the basic bookkeeping duties such as accounts payable, accounts receiving, and processing payroll; and/or accepting, sorting, and opening postal mail or packages. The Director or Assistant Director will contact the library's accountant to find the best way for the delivery of vouchers and checks to take place with limited or no contact. All checks signed by an executive board member, and vouchers signed by the director, an executive board member, and a non-executive board member will be completed following strict safety guidelines.

Facilities

The Library Director and the Assistant Director will perform the basic duties of maintaining the facilities that could otherwise threaten or pose a risk to the library's facilities if not performed.

These essential tasks may be delegated to a specific employee or contractor at the discretion of the Director. This employee or contractor is permitted to be physically present at the Library to perform only the designated essential tasks as assigned.

Non- Essential Staff and Compensation during a closure

Compensation

In the event of full closure or lockdown, all staff shall be compensated for their regularly scheduled hours.

Telecommuting technology: (see telecommuting policy for more details)

The Library will determine, with information supplied by the employee, the appropriate equipment needs for each telecommuting arrangement on a case-by-case basis. The Director and Systems Administrator (technology coordinator) will serve as resources in this matter. Equipment supplied by the library will be maintained by the library. Equipment supplied by the employee will be maintained by the employee. The Saugerties Public Library accepts no responsibility for damage or repairs to employee-owned equipment. Equipment supplied by the library is to be used for business purposes only and returned to the library when telecommuting is no longer necessary or feasible.

Programming

Staff will provide Story times and programming virtually. The library will provide staff with necessary technology to engage in virtual programming.

Circulation

The Library Director or Assistant Director must contact Mid-Hudson Library System via an online ticket procedure (techsupport@midhudson.org) should the library close. MHLS will re-route outstanding holds and take the Saugerties Public Library off the inter-library loan list. All holds in the library must be canceled and checked in prior to closing. If 75% of the libraries close, MHLS will automatically extend library material due dates and library card expirations.

Dropbox

The Library Director will confer with local health officials to determine if the dropbox should be closed. If the dropbox is open, Circulation staff would be considered Essential Workers.

Patron Communication

In the event of curtailed hours or closure necessitated by a pandemic, effective communication is a priority. Information will be posted on the library's doors/windows, homepage, any social media platforms in use, in e-newsletters and press releases. Every effort will be made to keep the information current.

Board of Trustees Meetings

The library will follow proclamations from the Federal and State government in regards to conducting public meetings. The board and committee meetings will be held online, if possible. Recordings of each meeting will be converted into transcripts and retained digitally or in print following NYS LGS-01 record retention standards.

Curbside or Curbside with Patron limited use

The Library will follow local, State, and Federal guidelines as the library re-opens. The Director and Assistant Director will stay informed on the most up to date health information and requirements. As the guidelines for health protocols change, the pandemic / safety plan will be updated. All changes will be communicated to staff and the public. Each iteration of the plan will be kept as a record of procedures.

Compensation

If the library is open, healthy staff are expected to report to work. In the event of curtailed hours, staff who work will be paid for their regularly scheduled hours. Healthy staff unable to work at home or in the building will use PTO, if available.

Curtailed Hours

At the discretion of the Library Director or the Library Board President, the Saugerties Public Library may reduce its operating hours.

Staggering staff hours in library _____ During a closure, Federal, State, Ulster County and local Health Department regulations in relation to percentage of staff occupancy will be followed. Staff scheduling will ensure that the work shifts are staggered.

Personal Protection Equipment

PPE as required by local, state or federal laws or Executive Orders will be provided by the library. As per OSHA guidelines, employees are not financially responsible for mandated PPE. Employees may provide their own PPE if they desire and if it is in compliance with all local, state, or federal laws or Executive Orders, CDC and OSHA regulations. The library will provide any necessary training for mandated PPE including proper use and disposal, and will keep a supply of PPE in storage in the event a public health emergency is immediately declared.

Failure by staff to comply with PPE mandates may result in disciplinary action.

Exposure

In the event that a staff member is tested positive for the communicable disease which precipitated the public health emergency, the area in which the person worked will be closed off for the duration recommended by the NYS Department of Health. The NYS and local DOH will be notified of the positive test result and staff will cooperate with Ulster County DOH tracing procedures. DOH requirements will be followed in disinfecting and cleaning exposed areas. The test positive employee will not be permitted to return to on-site work until authorized to do so by the state and local health departments. All other employees will be provided instructions for returning to work dependent on the determination of exposure risk by the local or state health department during contact tracing.

Testing

The Library may encourage a medical test of an employee if that employee is a threat to the health and safety of staff, prior to returning to work, particularly if other reasonable work accommodations cannot be made.

Compensation in the event of Exposure:

New York State or the Federal Government may employ specific legislation pertaining to job protection and financial compensation during an exposure or illness and the library will follow such guidance.

The Saugerties Public Library will not take any retaliatory action for employees not reporting to work due to a suspected or confirmed case of the communicable disease. Employees must follow the established protocols outlined in the Personnel Policy for reporting an absence.

Contact Tracing

The NYS or Ulster County Department of Health may contact the library to gain contact tracing information for employees and vendors. Patrons may voluntarily supply their contact tracing information when they enter the building.

Patron Building Use

Numbers of patrons allowed to enter the building will be limited according to occupancy rules prescribed by local, state or federal requirements.

Programming

Library programming will continue as library hours and staffing permit whether in the building, outdoors, or virtually.

Vaccination (in regards to a pandemic)

The Library may offer paid sick leave in order to receive the vaccine and / or in the event of a reaction to the vaccine.

If the vaccine has not been approved by the FDA. Employees have the option to accept or refuse the vaccine.

If the vaccine is approved by the FDA. If the vaccine is approved by the FDA, and an employee has a medical, religious or personal reason for not getting the vaccine, they are not required to get the vaccine. The library encourages all employees to be vaccinated as they become available.

Written information about an employee's vaccination status must be kept confidential, in a sealed, separate folder from their Personnel file.

Approved by the Saugerties Public Library board on March 11, 2021

Revised: August 12, 2021; November 5, 2021

Review cycle: annually

Review History: