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## **Newark Public Library Personnel Policy**

This personnel policy and any other policies or procedures of the Newark Public Library, whether oral or written, are not contracts of employment and should not be relied on as such by any employee, as they may be changed at any time.

### **I. MISSION**

The mission of the Newark Public Library is to provide equal access to information and knowledge so that people of all ages may seek education, social and cultural growth.

The Newark Public Library encourages the free flow of ideas so that citizens may make informed choices about their personal lives, activities, and government. By means of collection and organization of materials, and programs of interest, the Newark Public Library seeks to educate, inform, enrich and entertain the citizens of the Newark Community.

The Library serves all people without regard for age, sex, religious or ethnic background, political affiliation, educational ability or economic status.

### **II. CIVIL SERVICE**

The employees of the Newark Public Library are public employees and as such are subject to Civil Service. The Wayne County Department of Human Resources administers Civil Service for the library, including reviewing job applications, scheduling and conducting civil service exams for competitive positions, and establishing and certifying candidate eligibility lists. The library complies with New York State Civil Service Law and if a conflict occurs between this policy and the law, the law shall take precedence.

### **III. ORGANIZATIONAL STRUCTURE**

The Newark Public Library is a school district public library, governed by a seven member Board of Trustees. The Trustees are responsible for hiring the Executive Director. Within the guidelines of these policies and civil service regulations, the Executive Director shall determine the recruitment, hiring, supervision, and termination procedures for all other staff.

#### **A) JOB TITLES**

Job titles for personnel are as follows:

1. Library Director
2. Youth Services Librarian
3. Adult Services Librarian
4. Part-Time Librarian
5. Library Assistant

6. Administrative Library Clerk
7. Senior Library Clerk; Library Clerk
8. Account Clerk
9. Library Page; Cleaner.

#### **IV. EQUAL EMPLOYMENT OPPORTUNITY**

The Newark Public Library provides equal employment opportunity to all persons in personnel matters. The Newark Public Library shall recruit, hire, train, and promote in all job titles without regard to age, race, creed, color, national origin, sex, sexual preference, gender expression, disability, genetic disposition or carrier status, or marital status of any individual. Compensation and terms, conditions and privileges of employment shall be administered without regard to age, race, creed, color, national origin, sex, disability, genetic disposition or carrier status, or marital status of any individual.

Newark Public Library complies with the Americans with Disabilities Act (ADA) of 1990 by taking steps to make its facilities barrier-free and accessible and making other adjustments to reasonably accommodate staff with disabilities.

#### **V. WORKING ENVIRONMENT**

##### **A) DISCRIMINATION/HARASSMENT**

The Newark Public Library provides a work environment that is free of illegal discrimination and harassment. Any employee who believes that he or she has encountered discrimination because of age, race, creed, color, national origin, sex, sexual preference, gender expression, disability, genetic disposition or carrier status, or marital status in connection with his/her employment should discuss the problem with the Executive Director.

A written complaint may be filed with the Executive Director. If the complaint is against the Executive Director, the complainant(s) may file a complaint with a member of the Library's Personnel Committee directly.

The Executive Director or Personnel Committee shall make every effort to resolve the problem informally. If the problem is not resolved satisfactorily, the complainant may file a written complaint with the Board of Trustees, which shall hold a hearing within 30 days of receipt of the complaint and render a written decision within 20 days of the hearing. If the complainant is unsatisfied with the decision of the Board of Trustees, the complainant may file a formal complaint with the New York State or federal Human Rights Commission.

The Newark Public Library will not tolerate sexual harassment of its staff. Such behavior as unwelcome sexual advances, requests for sexual favors, insulting or degrading sexual remarks, or other unwelcome statements or actions based on sex that create an intimidating, hostile or offensive working environment is unacceptable. Complaints of sexual harassment will be handled confidentially and investigated as promptly as possible by the Executive Director.

##### **B) REPORTING UNETHICAL, IMPROPER, OR UNLAWFUL BEHAVIOR**

The Newark Public Library maintains a Whistleblower Policy that outlines a procedure for employees to report actions that an employee reasonably believes violates a law, or regulation or that constitutes fraudulent accounting or other practices.

## C) SMOKING

The Newark Public Library is a smoke-free work area. No smoking (including e-cigarettes) is permitted in the building or on library grounds.

## D) ALCOHOL/SUBSTANCE ABUSE

No employee shall use, possess, be under the influence of, or sell alcoholic beverages or illegal drugs on the library grounds or during the course of employment. The Newark Public Library encourages employees with substance-abuse problems to seek treatment. Seeking treatment for dependency will not, however, avoid disciplinary action. This section does not apply to legal beverages served at library sponsored events.

## E) STAFF CONDUCT

Certain standards of behavior are required for continued employment.

### 1. Personal Appearance

- a. The personal appearance of employees shall be one that emanates pride and professionalism to correspond with the position held. Extremes of any sort should be avoided. During business hours, staff is expected to present a clean, neat appearance. Clothing should be clean and cared-for. Nothing should be worn that has sexual innuendos, political messages, obscene language, etc. It is impossible to cover all contingencies of dress in a manual, so questionable attire should be cleared in advance with the director.

### 2. Tidiness

- a. Each employee is responsible for cleaning up after him/herself at all times in the library (both in the work space and in the staff room/kitchen).

### 3. Reading

- a. Personal reading is not to be done on library time.
- b. Professional reading must never be allowed to interfere with helping patrons, and should be kept to a minimum when at a public service desk.

### 4. Phone Calls

- a. Telephones are provided for business purposes.
- b. Personal calls should be placed during break times.
- c. Incoming personal calls should be avoided unless there is an immediate family concern, and should be kept as short as possible (3 minutes or less).
- d. Personal calls are to be taken away from the public's view.
- e. Use of personal cell phone devices must be kept to a minimum.
  - i. These devices should not be used when working behind the desk, dealing with a patron and only when necessary.
  - ii. Use of cell phones for texting is also not appropriate while stationed at a public desk.

### 5. Punctuality

- a. Each staff member is expected to be at his/her post and working at the assigned time.
- b. If a staff member is going to be late the library must be notified as soon as possible.
- c. Repeated instances of tardiness will result in possible disciplinary action.

## 6. **Conversations**

- a. Any conversation that is not concerned with library business is to be kept to a minimum. This includes conversation with other staff members and/or patrons.
- b. At no time is a patron to be kept waiting while an employee finishes a personal conversation.
- c. Staff is not to hold separate conversations with others while helping patrons.
- d. Staff must pay attention to the patron on whom they are waiting.
- e. Long conversations with patrons that are of a personal nature should be curtailed.

## 7. **Eating, Drinking and Smoking**

- a. Any eating or drinking done by staff members in public areas of the building must be done in a discreet manner.
- b. This includes chewing gum or eating candy.
- c. Patrons are asked to be careful with their food and drink while in the library.
- d. Smoking is not allowed in the library or on library grounds (including e-cigarettes).

## 8. **Breaks**

- a. One 15-minute break is allowed for each 4-hour work period, as staffing levels allow.
- b. Breaks may not be used to come in late or leave work early. They are designed to allow staff to get away from the eye of the public to relax.

## 9. **Attitude**

- a. Attitudes are the most important facet of each employee's presentation of library service to the public. As such, personal problems and feelings must be kept out of the library.
- b. We must be courteous, tactful, and pleasant at all times; treating the most unpleasant patrons as well as we treat our most pleasant ones.
- c. No staff member is expected to take abuse from patrons or other staff. Refer upset patrons to the director.

## F) COMPUTER/PHONE/SOFTWARE USE AND SECURITY

Library equipment including computer hardware and software are valuable assets. They should generally be used for library business only, with the exceptions noted below. 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 (including 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, information and software 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 or the Internet at any time. 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. Prior written authorization from the Executive Director or Department Head is required before introducing any unauthorized software into the library's computer system.

Employees should limit time used for personal phone calls, e-mails, texts, and other communication time as short as possible. The library recognizes the need for some personal communication, but employees will keep such communication to an as needed basis.

#### G) DRESS CODE

The Library enjoys an excellent reputation in the Newark area. While there are many reasons for this reputation, one of the ways to help maintain it is for all staff to present a professional image to the public. It is important that the public have confidence in the staff and the staff members have confidence/pride in themselves when transacting library business. To help present this image and foster public confidence, staff members must dress appropriately for their work assignment. Supervisors will discuss inappropriate dress with individual staff members.

##### **Guidelines**

Staff will wear clean and well-maintained business casual attire.

Because of varied work assignments and working conditions, it is not practical to establish specific and absolute criteria as to what is or is not appropriate dress. Some activities, such as cleaning days, outside activities, or craft projects, may call for variations from the dress code.

The department supervisors have the authority to determine whether particular outfits are inappropriate for the library.

#### H) IMMIGRATION LAW COMPLIANCE

Only citizens of the United States and those aliens legally authorized to work within the United States are eligible for employment. The Newark Library does not discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity & employment eligibility. Former employees who are re-hired must also complete the form if they have not done so within the past three years, or if their previous I-9 is no longer retained or valid.

## I) PERFORMANCE EXPECTATIONS

All employees are required to familiarize themselves with and follow library policies.

1. All employees will have a personnel file maintained by the director. While general access is restricted, employees do have access to their own file and should contact the director.
2. All employees are responsible for notifying the director of any change in personnel data including name change, address, phone number, emergency contact information, etc.
3. All employee applications are relied upon for accuracy any misinformation may lead to termination. Applications will be kept in the personnel file of those hired. Applicants not hired will have their applications held for six months.
4. Only the director may acknowledge dates of employment, position, and salary and wage information regarding employees for the purposes of credit checks, etc. Only the Director is authorized to answer requests for personal references and to respond to court orders.
5. New employees are given an 8-week probationary period which is designed as an opportunity to demonstrate ability to achieve satisfactory performance levels on the job, and to determine if the position meets expectations.
6. The orientation/training of new employees is to be conducted by selected staff and begins with time for completion of required paperwork.
7. There are often opportunities for in-service training. In addition, trainings offered by the Pioneer Library System or Rochester Regional Library Council and like agencies are offered to all based on budget concern and staffing availability for the library. Requests for attendance at trainings outside the library should be given to the director. If staff coverage is available, all employees are encouraged to attend continuing education classes and trainings.
8. While funding is available for mileage and conference expenses, all expenses must be approved by the director prior to being issued a guarantee of payment. Carpooling is always encouraged. Reimbursement requests should be presented for payment within 30 days with receipts. Support of attendance at conferences will be based on available funds. Registration fees that are reimbursed will be based on early registration rates.
9. Staff members with interest in joining professional organizations (NYLA, NYSLAA and ALA) are encouraged to do so while the library will not guarantee reimbursement of memberships. Budgeted monies for membership reimbursement will be determined by funds available at the discretion of the director.
10. Library staff is offered the benefit of borrowing materials fine free and purchase materials through the library. These privileges can be revoked by the director.
11. While official job titles are assigned by Wayne County Civil Service, the tasks performed internally may not equal other staff with the same title. For the purpose of this policy, special circumstance of tasks and responsibility for a specific position will be outlined in additional job descriptions that are position-specific and beyond those titles assigned by Wayne County Civil Service.
12. Staff will be evaluated on an on-going basis and formally evaluated each year.

## J) POLITICAL ACTIVITY

Employees have exactly the same right as any other citizen to join political organizations and participate in political activities, as long as they maintain a clear separation between their official responsibilities and their political affiliations. Employees are prohibited from engaging

in political activities while performing their public duties and from using library time, supplies or equipment in any political activity. Any violation of this policy must be reported to the supervisor, Department Head, Director, or the Library's attorney.

#### K) OUTSIDE/DUAL EMPLOYMENT

All staff have the right to employment with entities other than the Newark Public Library as long as it does not interfere with their work at the library. Employees are prohibited from engaging in activities for other employers while performing their library duties.

#### L) PERFORMANCE EVALUATION/DISCIPLINE/GRIEVANCE

1. The library director will review library employees annually.
  - a. Each employee will be given a copy of his/her evaluation report.
2. The Personnel Committee will review the library director annually.
  - a. The director will be given a copy of the evaluation.
3. Procedures for grievances, discipline and termination are provided in NYS Civil Service Law sections 75 and 76.
4. Reduction in Force
  - a. Staff may be laid off if there is a significant reduction of funds or changes in the structure or organization of the library.
  - b. All employees to be laid off will be given at least two weeks' notice before the effective termination date.
  - c. As conditions permit, staff that has been laid off because of funding or changes in structure may have the opportunity to reapply for a position.

#### M) EMPLOYMENT TERMINATION

Below are examples of some of the most common circumstances of termination of employment.

1. Resignation - Voluntary termination of employment initiated by employee.

An employee resignation may be submitted in writing to the Director two weeks prior to the final working date for non-exempt staff and 4 weeks for exempt staff. The Executive Director must submit a letter to the President of the Board of Directors 4 weeks in advance. No un-used vacation time will be compensated for. If an employee misses one day of scheduled work without notifying the library, then the library may assume that the employee has voluntarily resigned his/her position.
2. Dismissal - Involuntary termination of employment initiated by employer.

An employee whose performance, attitude, or personal philosophy of library service does not meet the standards, requirements, and philosophy of the library will be warned of the inadequacies of his or her performance verbally and in written form by his/her supervisor or the director. Procedures outlined by Wayne County Civil Service will be adhered to when dismissing personnel. Dismissed Personnel, as well as any other disciplined personnel, are entitled to a hearing if they request one. If a hearing is requested, it will be presided by a member of the Newark Public Library Board of Directors Personnel Committee. Employee discipline will be carried out in accordance with New York State Civil Service Law. Nothing will preclude an employee from resigning rather than facing disciplinary charges.

## N) GUEST VISITATION

To provide for the safety and security of employees and the facilities at NPL, only authorized visitors are allowed in the work areas of the buildings. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

Guests may not interfere with a staff member's job responsibilities.

It is the employee's duty to determine when s/he has spent too much time with a friend or relative, and to disengage from the person.

Guests should not be in non-public areas unless approved by the director.

## VI. EMPLOYMENT CLASSIFICATION

A) Under Federal Law, employees are either exempt or non-exempt, as defined in the Fair Labors Standards Act.

Exempt employees include the Executive Director and all Department Heads, who are salaried employees.

Non-exempt employees are paid on an hourly basis. Full-time employees are those who work 35 or more hours per week. All others are considered part-time employees.

B) Under New York State Civil Service Law

Employees are additionally classified under state civil service law as temporary, provisional, probationary, or permanent.

The positions to which employees are appointed are also classified by the Wayne County Department of Human Resources as competitive, noncompetitive, exempt or belonging to the labor class.

Temporary and provisional appointments are not provided the same protections under civil service law as are probationary or permanent appointments and may be removed at will.

Temporary appointments may be made up to 12 months and extended to 18 months, but shall receive no benefits provided by this policy during the first three months except those required by state and federal law.

Provisional appointments may be made to a competitive position when there is no eligible list with at least three people willing to accept appointment to the position. Provisional appointments to a competitive position receive all benefits provided by this policy.

Appointments to positions are initially probationary. The length of a probationary appointment shall be decided at the time of appointment and may be any length from a minimum of eight to a maximum of twenty-six weeks. Probationary appointments receive all benefits provided by this policy.

Permanent appointments follow a probationary period and the satisfactory evaluation of the probationary appointee.

The Board of Trustees creates all positions and provides the Executive Director the authority to make appointments. Positions may be created as permanent and of indeterminate length, or temporary and of determinate length.

C) Under This Policy

Work-schedules are to be approved by the Executive Director and provided to employees.

## **VII. SCHEDULE AND CONDITIONS OF OPERATION**

### **A) HOLIDAYS**

The Board of Trustees approves up to 11 paid holidays per calendar year, based on when federal holidays fall on the annual calendar and at the discretion of the director and the board.

All employees scheduled to work on any day designated as a holiday closing will be paid for his/her regularly scheduled hours.

### **B) WEATHER AND OTHER EMERGENCY CLOSINGS**

The library will close due to weather at the discretion of the Executive Director. If the Executive Director is unavailable, the Library Board President will make the decision to close. If the Library closes because of extreme weather conditions or emergency conditions, employees scheduled to work will be credited with time as if worked. News of closing will be made available by radio, T.V., and, if possible, by telephone calls. Employees may verify such news by calling the Executive Director or Department Heads at home.

With the Director's or Department Head's permission, personal leave may be used to cover times when the library is open but an employee believes traveling to or from work would endanger his or her safety.

### **C) MINIMUM STAFFING LEVEL**

To be open, the Library must have three people on staff. In the event that staffing is below that level, the Executive Director or a Department Head should be notified. If additional staff cannot report to work, the building will be closed.

### **D) WORKING HOURS**

The Library is open at least 56 hours a week. All employees work a variety of schedules and are expected to work some evenings and/or weekends.

The Executive Director or his or her designee shall create a weekly work schedule. Occasionally, it may be necessary for employees to work hours different than his/her normal schedule.

Comp Time: Exempt Employees can accrue and use comp time. Comp time must be used in the same week it is accrued unless otherwise permitted by the director.

Flex Time: Providing work requirements are met and with approval from the Department Head or Executive Director, the daily work schedule may be shifted within the same week.

Employees may take a 15 minute paid break for every 4 hours of work time that is uninterrupted by a lunch or dinner break, as staffing levels allow. The library provides unpaid 1/2 or 1 hour lunch or dinner breaks in accordance with New York State Labor Law.

#### E) STAFF TRAINING DAYS

Staff training days will be determined by the Executive Director and the Board.

### VIII. COMPENSATION

All library employees are paid every other week. Non-exempt employees will be paid for hours worked. Hours worked over 40 per week will be paid at a rate of time and a half.

### IX. BENEFITS

The Newark Public Library offers benefits for all benefit eligible full-time and part-time staff members following the policies outlined in Section VI. EMPLOYMENT CLASSIFICATION.

To receive full-time benefits as a designated full-time employee, an employee must work an average of 70 hours over each two week pay period. The average includes all approved vacations, personal time, sick time, offsite meetings, and unpaid leave.

The Executive Director maintains the right to monitor the average hours worked per pay period for each staff member. In the case that a staff member has worked significantly over or under their approved scheduled hours for three pay periods in a calendar year, the Director may bring disciplinary notice against the employee subject to the provisions of Section 75 of New York State Civil Service Law.

#### A) SICK LEAVE

Benefit-eligible employees accrue one day of paid sick leave per month. All sick leave is pro-rated for part time employees. Sick leave is to be used for personal and immediate family illness (including pregnancy) or personal and immediate family medical appointments. Immediate family, for the purpose of sick leave, is defined as children, spouse or domestic partner, parents, grandparents or other member of the household.

A doctor's note may be required for use of over five days of sick leave or when doubt exists about an employee's ability to work.

Sick leave may be accrued up to 1155 hours. Upon termination, except in case of dismissal, an employee with ten or more years of service will be paid for 10% of the unused sick leave.

#### B) VACATION LEAVE

Exempt employees earn four (4) weeks of vacation leave each year for the first five years of employment, after which five (5) weeks are earned each year. Non-exempt full time employees earn two (2) weeks per year; after three years, they earn three (3) weeks; after 6 years, they earn four (4) weeks.

Part time benefit-eligible employees, earn the equivalent of one (1) week per year for the first 3 years. The equivalent of one week is equal to the number of hours in their average work week. After 3 years, they earn the equivalent of two (2) weeks. After 6 years they earn the equivalent of three (3) weeks.

Up to two (2) weeks (or its equivalent for part-time employees) of vacation time may be carried over each calendar year.

Vacation leave requires prior approval of at least one week by the Executive Director and a staff member's supervisor and is granted at the Library's convenience.

Newly hired hourly employees may not take paid vacation within the first six (6) months of employment, except with the approval of the Director or the Board of Trustees.

#### C) PERSONAL LEAVE

All full-time employees shall be granted an annual maximum of three days of non-cumulative personal leave with pay. If a full time staff person changes to part-time, they will keep some personal time proportional to the amount of time they were full-time during the year. For example, if someone moves to part-time halfway through the year, they will receive 10 ½ hours (half 3-days or 21 hours). The time they already used will be subtracted from the balance.

#### D) JURY DUTY

Employees will be compensated for hours missed from work when they are required by a court to be present for jury duty. The employee should report to work during regularly scheduled hours when not occupied with court obligations. Employees should notify their supervisor or the Executive Director upon receipt of a jury summons.

#### E) BEREAVEMENT LEAVE

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

#### F) MILITARY DUTY

Employees will be compensated for leave due to ordered military duty annually to a maximum of 30 calendar days or 22 working days, whichever is greater.

#### G) TRAINING

Employees are encouraged to attend conferences and meetings appropriate for staff development, with prior approval from the Director.

#### H) UNPAID LEAVE

Leaves without pay are granted for maternity/paternity conditions within New York State law, service in the armed services, illness when sick leave and annual leave are exhausted, under the Family Leave and Medical Act (FMLA). Unpaid leave requests for reasons beyond those listed above, such as for educational sabbaticals, must be approved by the Executive Director. The Executive Director may request that staff exhaust all available personal, sick, and vacation time

before being permitted the use of unpaid leave. Accrual of sick and vacation time cease while an employee is on unpaid leave.

#### I) HEALTH INSURANCE

Any full-time personnel will be offered a minimum of \$352.00 per month toward enrollment in the single or family plan. Part-time employees are eligible to enroll in the health insurance plan offered to full time employees if they work a minimum of 20 hours each week. These employees will pay 100% of the costs of enrollment and premiums. Using a base date of July 2012 the board will conduct a review of health costs at least every three (3) years and this benefit may be amended at the discretion of the Board of Trustees.

#### J) Dental benefits

Full-time employees are eligible for dental benefits. Full-time employees will be given an annual reimbursement (based on the library's fiscal year) for dental expenses. Bills need to be submitted in a timely manner. Bills should be submitted within 30 days of any procedure and will be taken from the budget (and allocation) in which the dental work occurred. Family policy holders will be reimbursed up to \$600.00 upon submission of receipts.

Single policy holders will be reimbursed up to \$350.00 upon submission of receipts. Receipts will be submitted to the Treasurer; reimbursement will be made within thirty (30) days of receipt of the bill. Review of dental costs will be done every three (3) years and may be amended at that time at the discretion of the Board of Trustees.

#### K) SOCIAL SECURITY

As required by law, the library pays the employer's portion of Social Security.

#### L) WORKER'S COMPENSATION

All employees are eligible for worker's compensation benefits for on the job injuries. Employees are required to immediately inform their supervisor or the Executive Director of any injury occurring on the job and fill out an incident report.

#### M) DISABILITY BENEFITS

All employees (except high school students working less than 35 hours a week) are covered by disability benefits insurance as required by law for non-work related disability. An employee may elect to use sick leave credits and the library will request reimbursement provided by law when such credits are used for non-work related disability. The library will credit the employee's sick bank for any reimbursement received from the disability insurance carrier.

#### N) NEW YORK STATE RETIREMENT PARTICIPATION

All employees have the option of membership in the New York State Employees Retirement System. Enrolled employees will be covered by the provisions of the Retirement and Social Security Law.

The Newark Public Library provides additional service credit toward retirement for employees who have accumulated sick leave in accordance with Subdivision (j) of Section 41 and Subdivision (j) of Section 341 of the Retirement and Social Security Law.

The benefits determined by New York State Retirement System are based on date of entry, tier, earnings, age and other matters.

#### O) TAX SHELTERED ANNUITY

All benefit-eligible employees may purchase a tax-sheltered annuity at their own expense and thereby set aside part of their present salary, up to certain limits, without paying current income tax on that portion, pursuant to State and Federal statutes. Participation in the tax-sheltered annuity program is voluntary.

### X. VOLUNTEERS AND COMMUNITY SERVICE WORKERS

#### A) VOLUNTEERS

- a. The Library welcomes volunteers of any age but accepts no liability for the health or safety for actions that are the volunteer's own doing.
- b. Volunteers help perform routine tasks and special projects tailored to talents the volunteer may possess. They may be asked to assist a staff member in his/her duties or to help supervise at library programs.
- c. There are not always tasks waiting for volunteers but every attempt will be made to find a task when there is a person willing to give of his or her time and knowledge to help the library.

#### B) COMMUNITY SERVICE WORKERS

- a. The library attempts to provide duties for community service workers whenever there are persons who need to work such hours, but also reserves the right to turn away such workers when there is no suitable work, or if there is any question as to the suitability of the worker for the library.
- b. In order to be allowed to work at the library such workers must gain approval in advance, show up on time, carry out the work assigned in an efficient and courteous manner, and let the library know how many hours they are required to work.
- c. The director is responsible for proper reporting to agencies assigning workers.
- d. All staff can sign time sheets verifying time spent in service for approved community service persons.

### XI. SAFETY AND HEALTH

#### A) SAFETY

Each employee is expected to exercise caution in all work activities. Employees who notice a dangerous, or potentially dangerous, situation should report it to the director or the person in charge that day. The library will look into and correct safety problems whenever possible. Steps will be taken to eliminate the danger as soon as possible. If a patron is engaging in unsafe behavior, they are to be asked to cease immediately, and to be asked to leave if necessary. Safety of patrons & staff is of utmost priority.

## B) ACCIDENT/INJURY/INCIDENT REPORTING

If an accident or injury occurs on library property, it should be reported using the Incident Report Form. It is important that this be done no matter how insignificant the injury may seem, to comply with worker's compensation laws.

The Incident Report Form is to be used by staff to report any unusual or disturbing event, incident, or accident. The purpose of the form is to record important information for the filing of insurance claims, accident reports, and for the maintenance of historical records concerning problem patrons and or unusual events or activity. The form is also to be used if a library employee or patron is injured or directly involved in an incident or accident. All incidents (including all accidents) are to be reported. Completed incident report forms should be forwarded immediately to library director.

## C) WEAPONS POLICY

No guns are allowed on the premises other than those carried by police officers. Knives or other bladed weapons with blades are not appropriate in the library. Other types of weapons not specified here but capable of harming others should be brought to the director's attention. This policy includes patrons as well as staff.

## **XII. ANNUAL POLICY REVIEW**

The President of the Board of Trustees will recommend, on an annual basis, a review of this policy. Revisions will be approved by majority vote of the Board of Trustees.

*Approved 3/2011*

*Amended 10/2012, 11/13/2014, 1/8/2015, 6/11/2015, 7/24/2015, 6/9/2016, 10/13/2016, 12/8/2016, 11/16/2017, 3/8/2018, 10/10/2019*