

THE HUDSON AREA ASSOCIATION LIBRARY

EMPLOYEE HANDBOOK

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ABOUT THIS HANDBOOK

This handbook has been prepared to acquaint you with the policies, procedures, and philosophy of our library, information about our library's employment practices, and other general information. This handbook only highlights our library's policies and practices for your personal education and is not a legal document or a contract of employment.

The library reserves the right to amend, supplement or rescind any or all provisions of this handbook as it deems appropriate at its sole and

absolute discretion.

If any provisions of this handbook conflict with applicable State or Federal Rules and Regulations, then those rules and regulations will take precedence.

EMPLOYMENT AT WILL

Fundamental to meeting our objectives is a clear understanding of the ground rules, which are essential to effective team work. The purpose of this handbook is to assist you in knowing your rights and obligations as an employee. Your handbook is a source of general information concerning our library's policies, procedures and work rules, as they exist on the date of its publication.

The policies stated in this handbook are intended as a guideline and are subject to change at the discretion of HAAL.

This handbook is not an employment contract and does not limit the reasons for termination of the employment relationship.

Neither this handbook, nor any other library communication or practice, creates an employment contract or a guarantee of employment for any specific duration. HAAL reserves the right to make changes in content or application of its policies as it deems appropriate, and these changes may be implemented even if they have not been communicated, reprinted, or substituted in this handbook. It is also understood that nothing in this handbook or any other policy or communication changes the fact that employment is at-will, for an indefinite period, unless terminated at any time by you or the library, with or without cause or notice.

No employee or representative of the library other than the Library Director has any authority to enter into an employment contract or to change the at-will employment relationship, or to make any agreement contrary to the foregoing.

HAAL retains all managerial and administrative rights and prerogatives entrusted to it and conferred on employers inherently and by law.

The work rules contained herein are not intended to be a comprehensive list of prohibited conduct and management retains the right to take disciplinary action, including suspension or termination.

The Hudson Area Association Library

*****we should insert a statement about the library here. Facts an employee should know*****

CODE OF ETHICS OF THE AMERICAN LIBRARY ASSOCIATION

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.

II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.

III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

IV. We recognize and respect intellectual property rights.

V. We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.

VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted by the ALA Council

June 28, 1995

GENERAL POLICIES

HANDBOOK ACKNOWLEDGEMENT

You are required to sign the acknowledgement statement on the last page of this handbook and return it to the office on your first day of work. If you have any questions at any time regarding the contents of this handbook, please see the Library Director.

AN EQUAL OPPORTUNITY EMPLOYER

HAAL FIRMLY BELIEVES IN AND SUBSCRIBES TO FAIR EMPLOYMENT PRACTICES AND OPENS ITS FACILITIES TO EVERY QUALIFIED PERSON. IN ALL EMPLOYMENT PRACTICES, WE ARE COMMITTED TO PROHIBITING DISCRIMINATION ON THE BASIS OF RACE, COLOR, RELIGION, CREED, NATIONAL ORIGIN, SEX, AGE, SEXUAL ORIENTATION, MILITARY STATUS, MARITAL STATUS, DISABILITY, GENETIC PREDISPOSITION OR CARRIER STATUS, ARREST AND CONVICTIONS RECORDS OR STATUS AS A VIETNAM-ERA OR SPECIAL DISABLED VETERAN OR ANY OTHER PROTECTED CLASS SPECIFIED BY FEDERAL, STATE, OR LOCAL LAW. EMPLOYMENT OPPORTUNITIES ARE OPEN TO ALL QUALIFIED APPLICANTS ON THE BASIS OF THEIR EXPERIENCE< APTITUDE AND ABILITY.

EMPLOYMENT OF MINORS

Minors will be employed in accordance with the law. As of 2005 the current law provides that minors not yet 14 can not be employed. Minors over 14 years old may work after school and during vacation to do clerical work if they have the appropriate work certificate or permit(AT-18 blue paper, for 16 or 17 year olds AT-19 green paper). Minors 16 and 17 years of age may work full time if not attending school. They too must provide appropriate paperwork (AT-20 on salmon paper).

EMPLOYMENT POLICIES

Employee Status

Full-time Regular: Employees who work 34.5 or more hours per week.

Part-time Regular: Employees who work less than the regular, full-time hours per week.

Temporary: Employees who are employed for a specific period of time. A temporary employee can work any number of hours in any pay period.

Initial employment period

The library places its confidence in new employees, however as a new employee, you are regarded as serving an initial employment period until you have completed one hundred eighty (180) days of continuous service.

The primary purpose of the initial employment period is to provide you with a learning period and give us an opportunity to become familiar with you.

Every possible effort to help you succeed will be given to you during this period. During the probationary period you are free to leave without giving advance notice. The library reserves the same right during the initial employment period.

During this initial period, your supervisor will observe and evaluate your performance to determine your ability to perform the required duties of your job. Every effort will be made to provide you with proper training to perform and succeed on your assignment.

** At any time during the 180-day initial employment period, and anytime afterwards, you can be terminated or can terminate your employment for any reason. The successful completion of this period should not be construed as creating a contract or as guaranteeing employment for any specific duration or as establishing a just cause termination standard.

After satisfactorily completing the initial employment period a staff member may continue employment with the library while satisfactorily performing tasks listed on his/her job description, and acting in accordance with the library policies.

Job Descriptions

Each employee, upon employment, should receive a formal job description. This description will both provide the employee a summary of his/her job and an enumeration and complete description of each of his areas of responsibility. The description will also outline areas of job accountability and serve as a guide to the employee in what he/she can expect to be assessed on in his/her annual performance review.

The Library Director reserves the right to reassign areas of responsibility at his/her discretion, and is responsible for maintaining an up to date job description for each employee. It is also the Library Director's responsibility to keep the personnel committee apprised of personnel performance.

Job Performance Review

Each employee will receive an annual performance review. The Library Director or direct supervisor will review the evaluation with the staff member. The review will then be filed in the employees personnel file, and sent to the Personnel Committee.

PERFORMANCE EVALUATIONS

Because your job performance is important to you, and our library, the director's appraisal of your work is a continuous process. The library director is required to evaluate your work performance periodically, based on a mutual understanding of the duties and responsibilities of

your job and of the standards or objectives you may reasonably be expected to meet.

New employees will be evaluated periodically during the initial employment period. After the successful completion of the initial employment period, you will be evaluated approximately once a year.

RESIGNATION

Should you decide to leave your employment with us, we ask that you provide your supervisor with at least two weeks advance notice. Notice is preferably given in writing to your department head. Your thoughtfulness will be appreciated and will be favorably noted.

Additionally, all resigning employees are asked to complete a brief exit interview prior to leaving. This will be conducted either during your notice time, or when you sign for your final paycheck. The purpose of this interview is to review eligibility for benefit continuation and conversion, and to insure that all necessary forms are completed.

We ask that all library property, be returned prior to your last working day.

If you are planning to retire, please give our library at least 2 months notice.

Employee Training

Clerical staff members are expected to attend Mid-Hudson Library System Millennium Essentials workshops, at the earliest possible workshop availability. Staff will be periodically required to take refresher workshops, which may fall in conjunction with Millennium system updates

Staff attendance at other training workshops, provided by the Mid-Hudson Library System and elsewhere, is encouraged. Annual Diversity Training is required of all library employees. The library will offer such training or the staff member may pursue diversity training on their own and fulfill this requirement by providing sufficient documentation.

The Library will pay the employees their normal daily rate for their attendance at the training.

Personnel Records

PERSONNEL FILES & INQUIRIES

Confidential employment records are maintained by the library. In addition to personal history and previous experience, these records show your progress, attendance, home address, emergency phone numbers, tax exemptions and other detailed information.

The library will deny access to these files to creditors, collection agencies and other outside sources, except where you have given your written consent.

It is our policy to protect the privacy of each employee. We also are committed to the proper handling of personal information that is

gathered as a result of the employee/employer relationship.

These records will be kept on all current library staff for the duration of their employment with the library. Access to personnel records is limited to the Library Director, by whom they are solely kept and maintained. Personnel records may consist of (but are not limited to) the following:

- Interview notes
- Recruitment Screening Forms
- Federal Employment forms
- Annual Performance Reviews
- Job Descriptions
- Civil Service forms

EMPLOYEE BENEFITS

Library Hours

The Library hours are as follows:

- Monday closed
- Tuesday 9:00am -- 5:00pm
- Wednesday 9:00 am - 5:00 pm
- Thursday 9:00am - 5:00pm
- Friday 9:00am - 5:00pm
- Saturday 9:00am - 1:00pm
- Sunday closed

Each staff member is permitted a relief period of 15 minutes for each continuous working schedule of 5 hours, ½ hour for six hours, 1 hour for 7 hours or more.

Paid breaks cannot be substituted for additional pay.

Paid Holidays

The library recognizes the following holidays as paid holidays for full-time employees eligible for holiday pay if it falls on a regularly scheduled workday. These holidays are:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

The library will close at 1:00 PM on Christmas eve and New Year's eve.

Temporary and part time employees are not eligible for holiday pay.

An eligible employee's holiday pay will be based upon the number of hours the employee was scheduled to work for that day.

When the library is closed by the Director and President due to inclement weather or emergency, the fulltime staff shall receive full pay for that time.

Vacation, sick and personal days are provided for full time employees. These are accrued based on a regular workday. Therefore an employee typically working 7 hour days leave will accrue 7 hours for each day of leave.

Vacation

Vacation time will begin to accrue when the employee begins full time work. Vacation will be accrued only for employees working fulltime.

Employees will accrue 10 days per year, proportionate to the time worked fulltime, until the second December 31 of employment. Thereafter, 15 days will accrue for each calendar year of employment.

Vacation not used by the second January of full time employment is forfeited. After the second December 31 of employment vacation must be used in the year it was earned or it is forfeited.

Sick/Personal Leave

Twelve days sick/personal leave, earned on the basis of one day per month of full time employment, will be granted each year commencing on the day of employment. Sick/personal leave may be accumulated to a maximum of 24 days. Any illness of five days or more requires a doctor's excuse.

Personal Leave

Three days a year, non-cumulative personal leave.

Bereavement leave

Funeral leave shall be limited to three days per event in case of death in the immediate family (spouse, mother, father, child, sibling, grandparents, mother in law, father in law, or person in loco parentis). Special circumstances will be considered.

LUNCH PERIOD

Lunch period will be one hour subject to adjustment to keep the library open with appropriate coverage.

DISABILITY BENEFITS (Off the job injuries)

The New York State Disability Benefits Law protects you when you are unable to work for more than seven calendar days due to an illness or injury that occurred OFF THE JOB. This benefit can pay up to 26 weeks of benefits after a 7 day waiting period. Full time employees are covered by this benefit after you have worked four or more consecutive weeks. Part time employees are eligible on the 25th day of employment.

The cost of this insurance is shared between HAAL and you. Your share is deducted from your paycheck.

During any period of disability, you need to regularly communicate with your supervisor, (at least every two weeks) to keep him/her informed of any changes in your condition and your expected date of return.

Please note that maternity is considered a disability.

UNEMPLOYMENT INSURANCE

Unemployment insurance is protection for people who are out of work through no fault of their own. It provides you a weekly benefit of about one-half your regular pay to keep you and your families going while you look for a new job. Benefits are paid to people who have worked long enough and earned enough in covered employment, are capable of work, and who are ready, willing and actively seeking work. These benefits are financed by HAAL through payroll taxes, with no cost to you. While the library pays the full cost of unemployment compensation, it does not decide who is eligible for benefit payments or how much the payments should be. This eligibility is determined by the New York State Department of Labor.

WORKER'S COMPENSATION

The provisions of the New York State Worker's Compensation Law cover ON-THE-JOB injuries. This benefit provides for the replacement of income, medical payments and survivor's benefits. The premium is paid for by HAAL at no cost to you. If you are injured on the job, no matter how slightly, immediately report the incident to your supervisor.

SOCIAL SECURITY

Social security is more than a paycheck deduction. Both you and the library contribute to Social Security to provide you with monthly checks and medical coverage once you reach retirement age. It can also provide benefits during times of disability, dependency and survivorship.

Social Security is a federally sponsored program that currently pays several kinds of benefits to employees who have made regular contributions to the program during their working years. Many people forget that the cost of Social Security coverage is shared; you pay half and the library pays half.

SALARY

Beginning Salary and any raises thereafter will be at the discretion and recommendation of the Personnel Committee and the Finance Committee

which will be submitted to the board for approval.

Health Insurance

The Board will pay for the Library Director's Health Insurance. The Library may offer health insurance to full time employees.

Professional and Membership Dues

Professional membership dues for the Library Director to the American Library Association (ALA) and the New York Library Association (NYLA) shall be paid by the library by submitting an invoice to the Treasurer. Conference attendance and expenses not refundable by the Mid-Hudson Library System may be refunded upon approval by the Board.

Payday & Direct Deposit

Payday falls on every Tuesday. Payroll period is from Monday to Sunday with payment by Friday.

Payroll checks will be distributed only to you. Please do not have anyone come in to pick up your check for you. In case of sickness or vacation, please make alternate arrangements. If you discover any errors in your pay, please let us know.

When payday occurs on a holiday, you will be paid on the day before the holiday.

RECORDING YOUR TIME - OFFICE WORKERS

You are required to maintain an accurate record of all time worked.

You will be responsible for recording your own hours at the beginning and end of your shift, for meal breaks, and when you enter and leave the building for personal reasons.

Time records should be turned in at the end of your workweek, each Saturday.

Use of Personal Vehicles

Speeding tickets, moving violations, and parking tickets are the financial responsibility of the employee.

Emergency Leaves

Leaves without pay for educational, travel, parental, or personal reasons will be considered by the Director, on a case by case basis, judging each case on its merits. Requests for leaves must be submitted to the Director in writing.

CONDUCT & DISCIPLINE

Rules Of Conduct

Most employees never violate any Library rules or give the library any reason to impose discipline. Unfortunately, however, there may come a time when an employee of the library will require discipline up to and including dismissal, for actions that are detrimental to the library, its patrons or fellow employees.

It would be impossible to list every single action, which might cause harm to the library, its patrons, or fellow employees. Some offenses are serious enough to warrant severe immediate penalty such as suspension or discharge. Following is a list of some, but not all, of the acts that will result in disciplinary action up to and including discharge. Other offenses may warrant severe and immediate penalties or actions:

1. Any act of dishonesty. This includes the theft or destruction of any library, patron, or employee property. Deliberate deception or fraud.
2. Falsifying library records.
3. Committing or attempting to commit deliberate damage to either library property or the unauthorized use of library facilities, tools or equipment. Improper use of or repeated damage to library equipment.
4. Disorderly conduct such as: striking, shouting, or using abusive language to another employee or patron.
5. Possessing, using, buying or selling alcohol, any intoxicant, or unprescribed drugs, or being under the influence of alcohol, any intoxicant, or unprescribed drugs while at work or on library property.
6. Repeated or habitual absences or tardiness.
7. Removing, sending or furnishing to unauthorized persons, library records or information.
8. Breaches in security procedures and/or refusal to cooperate in a library investigation.
9. Abandonment of job or failure to report to work without notifying one's immediate supervisor.
10. Violating the library's anti-discrimination policy.
11. Sexually harassing behavior.
12. Direct violation of library policy and procedures.
13. Obtaining employment on the basis of false or misleading

information; falsification of application.

14. Allowing unauthorized person (s) access to library nonpublic facilities.
15. Possessing weapons of any type while on library property or while on library business.
16. Insubordination, the refusal to perform all job requirements, library policies or procedures, or service outlined by the library, as stated in job description, or as ordered by a supervisor or superior.
17. Falsification of patron records or library reports or documents.
18. Knowingly violating any library, OSHA or state regulations, guidelines, or rules governing workplace safety.
19. Assault or harassment of patrons, employees, volunteers, management, board members, or anyone on library property.
20. Inferior work, carelessness or negligence resulting in waste.
21. Unauthorized use of library equipment.
24. Conviction of any serious crime.
25. Verbal abuse.
26. Violation of safety rules.

These lists are not all inclusive. Other offenses may warrant severe and immediate penalties or actions. The object of such rules and corrective action procedures is to take disciplinary steps when appropriate and necessary and to treat everyone with equal consideration.

Attendance And Punctuality

The following procedures are to be followed if an employee is going to be absent or late:

All employees are required to personally notify the office or their designated supervisor as soon as possible but no later than one (1) hour prior to the start of their shift if they are not going to be available for work. If ill, employees must call in each day to advise their supervisor that they will not be in. In the event of a prolonged illness, a doctor's statement must be submitted indicating the nature of the illness and a prognosis of the time needed to be away from work.

Any employee absent from work over two (2) days without notifying

the library will be considered to have voluntarily quit.

Excessive absenteeism is defined as missing two (2) days scheduled work in a six (6) month period, excluding valid illness time off or previously arranged time off approved by an employee's immediate supervisor. Excessive absenteeism can be cause for dismissal.

The Library will not tolerate habitual lateness. Habitual lateness is defined as reporting for work late as many as two (2) times in any (2) week period or as many as four (4) times in any six (6) week period. Habitual lateness can be cause for dismissal.

Failure to show up or call in when scheduled can be cause for dismissal.

ATTENDANCE AND PUNCTUALITY

Attendance at work is a major responsibility of each employee. Absence from work can cause delays in production, require temporary assignments of other people and increase production costs.

If you are ill, please call to enable us to redistribute your work load. Illness should be reported to the Library Director, prior to the start of your shift. Any other absence must have prior approval in writing from your supervisor or a management staff member.

We recognize that a certain amount of lateness and absenteeism may be unavoidable, but it should be kept to a minimum. If absence can be foreseen, notify your supervisor as soon as you know you will be absent. If an unforeseen absence occurs, you must phone the Library Director prior to the start of your shift.

Frequent absenteeism is unacceptable. To resolve this problem, you will first be made aware that your absenteeism has become a problem. Should the problem persist, corrective action will be taken.

Infrequent lateness is also not desirable as it disrupts production and causes inconvenience to other workers. Frequent habitual lateness is unacceptable. Should the lateness persist, you will be made aware of the problem, and if it continues, corrective action will be taken, up to and including termination.

Telephone Calls

Personal calls are discouraged and must not adversely affect the performance of an employee's official duties or the organization's work performance, and must be of reasonable duration and frequency. There is only one telephone line that must be kept open for library business. Employees working fewer than 28 hours are requested to make all personal calls on their own time away from the library.

Employee cell phone settings should be set on vibrate or passive mode.

Employee Discipline

The purpose of the employee discipline policy is to ensure fair and equitable disciplinary action for all Library employees. The employee discipline policy also outlines a procedure for positive and meaningful discussion between the employee and the supervisor to reduce the need to use formal disciplinary action.

Inherent to this policy is the expectation that all Library employees will conduct themselves in a professional manner toward their jobs, their colleagues, and members of the public.

In the case where gross misconduct leads to disciplinary action, immediate suspension or termination may result.

DISCIPLINARY PROCEDURES

The procedures set forth here are merely guidelines and may not always be followed by HAAL. The following is a list of steps HAAL MAY follow in administering disciplinary action. Disciplinary action may be initiated at any step in this process, or may be administered outside of this process completely.

At the library's discretion, depending on the performance problem, the type of conduct or the nature of your offense, discharge may also result without any other prior warning, where HAAL deems such action appropriate.

- * One or more verbal warnings by the supervisor (informal meeting).
- * First written warning (corrective action notice).
- * Second written notice within one year brings a warning that next can result in termination.
- * Third written notice with automatic discharge.

Some examples of the typical offenses warranting this disciplinary procedure include, BUT ARE NOT LIMITED TO: tardiness, absenteeism, low production, poor housekeeping and insubordination.

Some offenses are serious enough to warrant severe immediate penalty such as suspension or discharge.

Disciplinary sanctions available to the library are as follows:

- * Informal Meetings - employee counseling.
- * Written Warning (Corrective Action Notification) signed by employee
- * Final Written Warning
- * Dismissal - where an employee has not responded to progressive disciplinary action beginning with the Corrective Action Notification.

Informal Meeting

Job performance or conduct problems are often resolved through job evaluations. To provide the employee with the best chance of earning a sound job evaluation, performance problems will be brought up prior to the formal job evaluation, to give the employee the opportunity to alter

his/her work behavior.

In instances where prior notification of job performance and conduct inadequacies merit immediate attention, and cannot be made prior to the formal job evaluation, an informal meeting between employee and supervisor is the initial step in dealing with a job performance or conduct problem. These meetings involve recognizing the problem, discussing the matter with the employee and assisting the employee in achieving the expected job performance standards or conduct.

If applicable, a time period within which the problem is to be addressed should be established and a date set for a further meeting or evaluation.

Corrective Action Notification

Management may also make use of a Corrective Action Notification during informal employee counseling. This notification is intended to specify the exact reason for the counseling. An employee will be asked to read the notification and sign it. The purpose for this procedure is for the employee to acknowledge the receipt of the warning and to make sure the employee understands the problem and agrees to make the appropriate changes in behavior.

Written Warnings

Written reprimand is usually applied in instances where the employee has failed to respond to positive support through meetings, evaluation and the corrective action notification. It may also be the initial step if the employee infraction is sufficiently serious.

Competitive class civil service employees are subject to disciplinary action under Section 75 of the civil service code.

Dismissal

An employee may be subject to dismissal where s/he has not responded to progressive disciplinary action or where the nature of misconduct or performance deficiency is so serious that it merits such immediate action.

ACCIDENT PREVENTION

Accident prevention and the safety and health of our employees are a priority at HAAL. We recognize our responsibility to provide a safe and healthy work environment. Please help us by following these rules:

- Keep your work area clean and neat at all times.
- Do NOT lift anything that appears too heavy. GET HELP
- Avoid fires. Learn the location of fire extinguisher and all

emergency exits.

- ALWAYS keep exits clear of obstructions.

If you have any questions about the safe way to do your job, ask your
for help.

ALCOHOL AND DRUGS

It is the policy of our library to create a Drug Free Workplace.
INTOXICATION, USE OF ILLEGAL DRUGS, POSSESSION OR SELLING OF ILLEGAL
DRUGS OR ALCOHOLIC BEVERAGES ON LIBRARY PROPERTY OR LIBRARY TIME IS
FORBIDDEN.

Whenever there is a reason to believe an employee, while representing
the library, is under the influence of alcohol or illegal drugs, is in
possession of, or is using or selling illegal drugs, our library will
take corrective action, which can include suspension without pay, drug
testing and possible dismissal.

CUSTOMER SERVICE AND TELEPHONE CONDUCT

Proper use of telephones can save time and create a favorable impression
for the library. Please observe these principles when using the
telephone:

- * Answer promptly.
- * Identify yourself, the library.
- * Take accurate messages and deliver them promptly
- * Give accurate and careful answers. Say you don't know if
you don't.
- * Thank the patron for calling and hang up carefully.

CONFIDENTIALITY

The business of HAAL must be respected as strictly confidential.
Violation of this rule is cause for immediate dismissal. During your
employment here, you may have access sensitive personal information. It
is necessary, therefore, that as an employee, you respect and maintain
the confidentiality of such information in order to protect the privacy
of our patrons.

CHANGES IN PERSONAL DATA

You should immediately report any of the following changes in your
personal or family status to the Library Director:

- Change in marital status
- Legal change of name
- New home address
- New home telephone number

- Birth or death in family
- Dependent children reaching 19
- Persons to be reached in case of emergency

EMPLOYEE REFERRALS

HAAL accepts and encourages referral of applicants for employment by present library employees.

The selection of employees is based on the applicant's qualifications for the job. Our policy of non-discrimination and equal opportunity regarding age, sex, color, creed, national origin marital status, disability or status as a Vietnam-Era or Special Disabled Veteran, has been established to ensure equitable treatment for all applicants.

GRIEVANCE PROCEDURE/PROBLEM RESOLUTION

It is HAAL's policy to communicate openly and candidly with you regarding your employment. Communication is a two-way street. If you have a problem, don't hesitate to talk about it.

In most cases, the Library Director is in the best position to help you. They can personally handle the majority of problems that arise during the workweek.

If for any reason you fail to get satisfaction from the Library Director, or if you feel that you can not discuss the situation with him/her, seek out the a board member that you feel might be able to assist you.

It is our belief that problems between employees and management, or difficulties with individual jobs, can be worked out satisfactorily through honest and frank discussions in an atmosphere of mutual trust, respect and cooperation.

HARASSMENT AND DISCRIMINATION POLICY

It is the policy of HAAL to affirmatively seek to provide and maintain a work place free of sexual and/or other harassment, discrimination and intimidation of any employee or job applicant. The Library will not tolerate sexual harassment of any employee or patron by a supervisor, fellow employee, or by any third party individuals on the library's premises or at "on location"sites.

Harassment in any form is prohibited and will not be tolerated. We do not accept or condone physical or verbal conduct that acts to create a hostile work environment. Behavior that is offensive, intimidating, or abusive in nature, especially behavior that relates to such things as an individual's race, color, creed, religion, age, sex, sexual orientation, national origin, disability, marital status, military status, genetic predisposition or carrier status, arrest and criminal convictions records, or any other protected status identified by federal, state or local law, by our management, employees or patrons of HAAL is prohibited. These prohibited acts include racially or ethnically degrading statements, sexual advances and proposals or the threat that a refusal of sexual proposals will adversely affect employment.

Violations of this policy will lead to discipline up to and including termination.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and any other conduct of a verbal or physical nature, especially where submission (either explicitly or implicitly) is a term or condition of employment, or the rejection of such conduct is used as a basis for decisions affecting a person's employment. Conduct that has the purpose or effect of creating an intimidating, hostile or offensive working environment is also included. This can include comments, jokes, and innuendoes, nonverbal gestures of a sexual nature, horseplay, or graphic visuals or cartoons.

All members of management are responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. You have the right to make a complaint if you feel you have experienced job-related harassment of any kind. To file a complaint, you should notify the Library Director. If you believe that it would be inappropriate to report the incident to the Library Director, report it to any Executive Board member (President, Vice President, Secretary, Corresponding Secretary, Treasurer). An immediate investigation of the allegations will be conducted and corrective action taken where warranted. To the extent possible, this investigation will be conducted in a confidential manner that protects the identity of both the person filing the complaint and the person accused.

If HAAL determines that an employee is guilty of harassing another employee, appropriate disciplinary action will be taken against the offending employee.

No punitive action will be taken against any employee who files a complaint. HAAL prohibits any form of retaliation against any employee who files a bona fide complaint or assists in the investigation into a complaint.

ON-THE JOB INJURIES

Should you be injured on the job, no matter how slightly, you must report the incident immediately to the library director or any staff member so that you can receive prompt medical attention. Appropriate reports must also be completed to protect your benefits. First Aid will be administered on the premises, if required. If the injury is serious enough to require the services of a doctor, you will be taken to a doctor's office or a hospital.

E-MAIL INTERNET POLICY

1. Business use only

HAAL provides Internet access 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 employee's assigned duties. All materials, information and software created, transmitted, downloaded or stored on the library's computer system are the property of HAAL and may be accessed by authorized personnel. Full time employees may access the Internet for non-business use as long as it does not interfere with assigned duties.

2. Prohibited uses

Inappropriate Internet use includes: transmitting obscene, harassing, offensive or unprofessional messages; transmitting any of HAAL's confidential or proprietary information, including patron information or other sensitive information.

3. Monitoring

HAAL reserves the right to monitor employee use of the Internet at any time. Employees should not consider their Internet usage or e-mail communications to be private. Personal passwords are not an assurance of confidentiality, and the Internet itself is not secure.

4. Copyright restrictions; permission required

Any software or other material downloaded into HAAL'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 Library Director is required before introducing any software into HAAL's computer system. Employees may not download entertainment software, games or any other software unrelated to their work.

5. No library representation

Only authorized employees may communicate on the Internet on behalf of HAAL. Employees may not express opinions or personal views that could be misconstrued as being those of HAAL. Employees may not state their library affiliation on the Internet unless required as part of their assigned duties.

6. Violations of this policy

Any violation of this policy may result in loss of computer access and disciplinary action, including immediate termination.

SMOKING

HAAL has adopted the following policy on smoking in our workplace.

There is no smoking allowed anywhere in the building.

Pursuant to New York State Public Health Law Section 1399-0, smoking is prohibited in libraries. Further, smoking is prohibited in those areas adjacent to the library building where tobacco smoke may accumulate or drift back in to the building (e.g., doorways, lobbies, near windows, and/ or near air conditioning intakes).

SUGGESTIONS

Whatever your job may be, you are in an ideal position to see how things may be improved.

If you have an idea that will save money or time, increase safety or give better service to our patrons, you have the makings of a good suggestion.

Our library wants every employee to be constantly thinking of ways to reduce costs, improve operations, develop new methods, improve efficiency and increase patron satisfaction.

A suggestion box will be available for your convenience, or if you prefer, you may discuss your suggestion with the Library Director. Whichever method you choose, we welcome and appreciate your participation in the suggestion program.

TELEPHONE USE

It is recognized that full time employees may occasionally find it necessary to receive personal phone calls. This privilege should not be abused since our telephone is intended for business use. Please be mindful of the fact we have only one phone line. Please limit the length of your personal calls. Employees working fewer than 28 hours a week are expected to make personal calls away from the library. Patrons and other library users must be actively discouraged from using the library's telephone.

Drug And Alcohol Use

The use of drugs and alcohol on the library premises is expressly forbidden. Any employee found doing so will be subject to immediate dismissal.

If an employee reports to work visibly impaired or can not perform the required job functions, that employee will not be allowed to work. When possible, the employee's supervisor should have another staff member observe the employee to obtain a second opinion as to the employee's impaired condition. Reporting to work under the influence of drugs or alcohol will lead to immediate disciplinary action, up to and including termination.

Health And Safety

The library is very concerned that its employees are working in as safe and as healthy an environment as the library can provide. The library cannot itself create a safe and healthy environment. It needs the efforts of all of its employees. The library's goal is to avoid accidents altogether, but to achieve this goal employees must make a conscious effort to be aware of safety and health hazards at all times.

The following are a limited number of basic precautions:

1. Observe all smoking restrictions.
2. Make sure that the aisles in work areas are free of debris.

3. Observe good lifting practices.
4. Employees should not perform tasks for which they are not trained.
5. Remove or cover any sharp edges or objects that protrude from any equipment.
6. Employees should report all injuries, no matter how slight, immediately to their supervisor.
7. Employees should report all unsafe conditions or practices immediately to their supervisor.
8. Use proper tools and equipment for the job and use them correctly as specified by the supervisor. If an employee is not familiar with the tools or equipment, he/she should ask the supervisor for the correct procedure.
9. Review signs, symptoms and preventive measures for repetitive stress syndrome.

Most accidents can be prevented. Rules themselves do not make a workplace safe. All federal and state OSHA safety requirements must be complied with. These rules are specific. In the event that any employee is unsure of the rules or has taken on a new responsibility, he/she should contact the supervisor for additional training.

Confidentiality

All library records are 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. Should this confidentiality be breached, employment with this library will be immediately terminated.

Media Contact

In the event that contact is made by the media, the staff member should request the name, phone number and the organization represented and contact the Library Director.

Whistleblower Protection Policy

The whistleblower protection policy is being implemented at the Library to comply with the Public Company Accounting Reform and Investor Protection Act of 2002 (Sarbanes-Oxley). This provision in the legislation applies to all organizations, not just publicly traded ones.

At the Hudson Area Association Library, any staff member or volunteer who reports waste, fraud, or abuse will not be fired or otherwise retaliated against for making the report.

The report will be investigated and if determined not to be waste, fraud

or abuse, the individual making the report will not be retaliated against for making the report. There will be no punishment for reporting problems—including firing, demotion, suspension, harassment, failure to consider the employee for promotion, or any other kind of discrimination.

There are several ways to make a report of suspected waste, fraud, or abuse:
Send an email to the Library Director or any Executive Board member (President, Vice President, Secretary, Corresponding Secretary, or Treasurer).

Submit a report in writing.

Call the Library Director or any Executive Board member.

An appropriate investigation will be undertaken and report summarizing findings will be provided to the person making the report. Steps will be taken to deal with the issue, and if warranted, law enforcement personnel will be contacted.

Document Retention and Storage Policy

A Document Retention and Storage Policy is required under the Public Company Accounting Reform and Investor Protection Act of 2002 (Sarbanes-Oxley) which applies to non profits. The Library has an obligation to its donors, patrons, board and staff to ensure that it complies with this law.

Files should never be destroyed when an instruction is sent to stop document destruction.

Documents that should be stored or archived and made retrievable:

Financial Documents, Reports, analysis, and forecasts.

Donor Records, history, Correspondence

HR records including volunteer and board files and contracts with staff or volunteers.

Documents reflecting the sale of property, merchandise or assets, tangible or intangible.

Documents that a regulatory agency or law requires the library to retain and

correspondence about these documents or with the regulating agency

Documents required by local, state or federal law and correspondence regarding these documents.

Documents containing information an auditor or regulator would need to review.

Contracts with vendors for services including insurance policies.

Proposals in response to RFPs.

Documents related to Library Operations.

Business transactions.

Contracts with individuals and organizations providing programming.

Documents that have historical, legal, or programmatic significance for the Library.

Any document that would provide proof that your non-profit took action in a business, contractual, or legal matter.

Payroll records for 6 years.

Acknowledgement of Receipt of Employee Handbook and Agreement to
Conditions of Employment

This is to acknowledge that I have received a copy of the employee handbook and understand that it contains important information on the Library's general personnel policies and on my privileges and obligations as an employee.

I acknowledge that I have read the Employee Handbook, have been given the opportunity to ask questions about anything contained in the handbook and fully understand the rules governing my employment with The Hudson Area Association Library. I also understand that the library has the sole and absolute discretion to amend, supplement or rescind any provision of this handbook, as it deems appropriate.

I have read and understand the contents of the handbook. I agree to abide by the conditions specified in this handbook and by any other rules, practices or procedures that the Library adopts.

In addition, I agree to the Confidentiality Policy of the library.

HANDBOOK ACKNOWLEDGEMENT STATEMENT
(Employee Copy)

I acknowledge that I have received, and it is my responsibility to read, a copy of Sample Handbook Library's employee handbook, and understand its contents.

I understand that the handbook is a general guide and is not an expressed or implied contract of employment. I further understand that I am employed at will, that both the library and I are free to terminate the employment relationship at our discretion, at any time, with or without giving reason or notice, and that no supervisor or other employee has the authority to alter this relationship. I also understand that the library reserves the right to change, modify, amend, or delete any polices/procedures or benefits in this handbook, or to increase employee contributions, at its sole discretion, at any time, without notification.

Signature
Date

EMPLOYEE'S SIGNATURE

DATE

SUPERVISOR'S SIGNATURE

DATE

DIRECTOR'S SIGNATURE

DATE

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DIRECTOR'S SIGNATURE

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