



PERSONNEL POLICIES HANDBOOK

9/17/2008

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Welcome to the Mid-Hudson Library System!

You are an integral part of this organization and our success and the success of the libraries depends on each of us. We hope you will take pride in being a member of our team.

This handbook was developed to acquaint you with the policies, procedures, and philosophy of the Mid-Hudson Library System and to provide you with information about our employment practices, benefits, and other general information. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with MHLS.

Where there is any conflict between these policies the following will take precedence: Federal law, State law or the CSEA Union Contract.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Executive Director

ORGANIZATION DESCRIPTION

The Mid-Hudson Library System is one of 23 public library systems in New York State. We provide resources, support, and consultation to 66 public libraries in Columbia, Dutchess, Greene, Putnam, and Ulster counties.

MHLS was sanctioned by the Commissioner of Education of New York State, and is principally financed by New York State Aid under Chapter 917 of the State Education Law. MHLS is a member of the Southeastern New York Library Resources Council, New York Library Association, and the American Library Association.

Our Mission

The Mid-Hudson Library System acts to ensure the public's right to free access, facilitate economical resource sharing, and promote professional library services while working in partnerships with the independent and free association libraries in the designated region.

Our Philosophy

We hope to provide a working environment that fosters growth, opportunity and job satisfaction. Sometimes issues arise when employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. MHLS encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

The following guidelines are not necessarily intended to be hard and fast rules with disciplinary consequences. They are simply suggestions for appropriate workplace behavior to help everyone be more conscientious and considerate of co-workers and the work environment.

- Respect the individual dignity of others
- Communicate with each other in positive ways
- Maintain a professional attitude
- Be courteous and flexible
- Be conscious of how your voice travels, and try to lower the volume of your voice when talking on the phone or to others in open areas
- Express dissatisfaction through appropriate channels
- Remember that our member libraries are the reason we are here and attempt to provide prompt, courteous responses to their requests.

101 Nature of Employment

Effective Date: 9/17/2008

Revision Date:

This handbook is intended to provide employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this handbook, for it will answer many common questions concerning employment with MHLS.

However, this handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor MHLS is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time (limited to the collective bargaining agreement between MHLS and the CSEA Local 1000).

In order to retain necessary flexibility in the administration of policies and procedures, MHLS reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook. Employees will be notified of such changes to the handbook as they occur and may also suggest revisions in accordance with the Chain of Command noted at the end of this handbook.

The only recognized deviations from the stated policies are those authorized and signed by the Board of Trustees of MHLS.

103 Equal Employment Opportunity

Effective Date: 9/17/2008

Revision Date:

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at MHLS will be based on merit, qualifications, and abilities. MHLS does not discriminate in employment opportunities or practices on the basis of race, color, creed, sex, national origin, age, disability, sexual orientation, military or veteran status, alienage, citizenship status, ethnicity, marital status or any other characteristic protected by Federal Equal Employment Opportunity and NYS Human Rights laws.

MHLS will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor in accordance with the Chain of Command noted at the end of this handbook. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of discrimination will be subject to disciplinary action, up to and including termination of employment.

180 Confidentiality Statement

Effective Date: 9/17/2008

Revision Date:

All MHLS client and staff information is confidential and cannot be discussed with any person or persons outside MHLS. Copying, removing, allowing unauthorized access to MHLS or patron documents, information, files or mailing lists, or any form of distribution of patron information is prohibited. Any breach of this confidentiality requirement is grounds for discipline, up to and including termination.

See also 701-Employee Conduct and Work Rules.

181 Media Contact

Effective Date: 9/17/2008

Revision Date:

Information regarding the MHLS is not to be given to the media by an employee unless designated by the Executive Director. In the event contact is made by the media, the employee should request the name, phone number, and organization represented and give that information to the Executive Director, who will return the contact.

201 Employment Categories

Effective Date: 9/17/2008

Revision Date:

It is the intent of MHLS to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

Each employee is designated as either **NONEXEMPT** or **EXEMPT** in accordance with federal and state wage and hour laws.

NONEXEMPT employees are entitled to overtime pay under the specific provisions of the federal and state wage and hour laws.

EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. All regular full-time MHLS positions, which engage in executive, administrative, or professional capacities are exempt employees. Exempt administrative positions in this instance requires a primary duty of performing office or non-manual work directly related to the management or general business operations, and, includes the exercise of discretion and independent judgement with respect to matters of significance.

An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by the Executive Director.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work MHLS's full-time schedule of 35 hours per week. Generally, they are eligible for MHLS's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work up to 20 hours per week. Regular part-time employees are eligible for some pro-rated benefits, subject to the terms, conditions, and limitations of each benefit program.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. Temporary employees receive a limited MHLS benefit package.

202 Access to Personnel Files

Effective Date: 9/17/2008

Revision Date:

MHLS 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 MHLS, and access to the information they contain is restricted. Only the Business Office/Finance Manager, immediate supervisors and the Executive Director who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Business Office/Finance Manager. With reasonable advance notice, employees may review their own personnel files in MHLS's offices and in the presence of an individual appointed by MHLS to maintain the files.

It is important that the personnel records of the MHLS be accurate at all times. MHLS requests employees to promptly notify the Business Office/Finance Manager of any change in name, home address, telephone number, marital status, number of dependents, or any other pertinent information which may change.

MHLS is committed to protecting individual privacy and the personal information contained in the personnel file. Please note that access to personnel files must be in accordance with the applicable collective bargaining agreement for Union members.

203 Employment Reference Checks

Effective Date: 9/17/2008

Revision Date:

Reference Inquiry by MHLS

To ensure that individuals who join MHLS are well qualified and have a strong potential to be productive and successful, it is the policy of MHLS to check the employment references of all applicants.

Reference Inquiry to MHLS of a Former Employee

MHLS will respond to all reference check inquiries from other employers. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

Personal Reference Inquiry to Specific Employee

Employees can give personal references from outside requests, but it must be understood that the opinions of the employee are not representing the opinions of MHLS.

205 Introductory Period

Effective Date: 9/17/2008

Revision Date:

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. MHLS uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or MHLS may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new employees work on an introductory basis for the first six (6) months after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If MHLS determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification.

During the introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. They may also be eligible for other MHLS-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

209 Performance Evaluation

Effective Date: 9/17/2008

Revision Date:

A formal written performance evaluation will be conducted at the end of an employee's initial period of hire, known as the introductory period. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, discuss positive, purposeful approaches for meeting goals, and review and/or revise job descriptions as deemed appropriate.

Performance evaluations are scheduled approximately every 12 months by the immediate supervisor, coinciding generally with the anniversary of the employee's original date of hire.

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis.

All evaluations are reviewed by the Executive Director with whom the employee may discuss any unresolved matter.

The Personnel Committee of the Board of Trustees will evaluate the performance of the Executive Director.

303 Vacation Benefits

Effective Date: 9/17/2008

Revision Date:

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

- * **Regular full-time employees**
- * **Regular part-time employees**

The amount of paid vacation time employees receive each year varies depending on employment status (exempt, non-exempt, part-time).

Regular Full-time Exempt Employees receive 20 days per year.

Regular Full-time Non-Exempt Employees receive 12 days per year the first year plus one additional day for each additional year of service, up to 20 days per year.

Time is accrued as per MHLS's Vacation Leave Accrual Schedule. This schedule and policy is in accordance with the CSEA Local 1000 collective bargaining agreement.

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn vacation time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. Use of vacation time can be requested after it is earned.

Paid vacation time can be used in minimum increments of one-half day. To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation excluding any overtime pay.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year, to a maximum of twice the annual accrual rate of vacation leave. Any accrual in excess of this maximum must be utilized or forfeited by month end.

Vacation leave must be used during the employee's benefit year at the rate of at least one-fourth the annual accrual or a minimum of five (5) days, whichever is more, or be forfeited.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work, up to the maximum mentioned above.

Regular Part-Time Employees receive vacation leave based on time worked in accordance with MHLS's Pro-rated Vacation Leave Accrual Schedule.

305 Holidays

Effective Date: 9/17/2008

Revision Date:

MHLS will grant holiday time off to all employees on the holidays listed below:

- * New Year's Day (January 1)
- * Martin Luther King, Jr. Day (third Monday in January)
- * Presidents' Day (third Monday in February)
- * Memorial Day (last Monday in May)
- * Independence Day (July 4)
- * Labor Day (first Monday in September)
- * Veterans' Day (November 11)
- * Thanksgiving (fourth Thursday in November)
- * Day after Thanksgiving
- * Christmas (December 25)

MHLS will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

* **Regular full-time employees**

Regular part-time and temporary employees will receive paid holiday time off for their scheduled hours if such holiday falls on a day they would normally report to work.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at their straight-time rate for the hours worked on the holiday.

In addition to the recognized holidays previously listed, eligible employees will receive **2 floating holidays** each anniversary. These holidays must be scheduled with the prior approval of the employee's supervisor. An unused floating holiday cannot be carried over to the next anniversary year.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

306 Workers' Compensation Insurance

Effective Date: 9/17/2008

Revision Date:

MHLS provides a comprehensive workers' compensation insurance program, as required by New York State Law, at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately, and complete an "On-the-Job Accident Report" form. This form should then be given to the Business Office/Finance Manager. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

See the Business Office/Finance Manager for further assistance with any Workers' Compensation claims.

307 Sick Leave Benefits

Effective Date: 9/17/2008

Revision Date:

MHLS provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

*** Regular full-time employees**

Eligible employees will accrue sick leave benefits at the rate of 12 days per year (1 day per month). Sick leave benefits are calculated on the basis of a calendar year.

Paid sick leave can be used in minimum increments of one-half hour. An eligible employee may use sick leave benefits for an absence due to his or her own illness or injury, or that of a child, parent, or spouse of the employee.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

In the event of a prolonged illness or injury, a physician's statement may be required verifying the disability and its beginning and expected ending dates.

As an additional condition of eligibility for sick leave benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as workers' compensation. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers' compensation or MHLS-provided disability insurance programs. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a maximum of 165 days (1,155 hours) worth of sick leave time, which may be applied toward NYS retirement benefits.

Unused sick leave benefits will not be translated as extra salary to employees while they are employed or upon termination of employment.

Sick leave is not included in overtime calculations.

This policy is in accordance with the CSEA Local 1000 collective bargaining agreement.

309 Bereavement Leave

Effective Date: 9/17/2008

Revision Date:

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Bereavement leave will be provided to eligible employees in the following classification(s):

- * **Regular full-time employees**
- * **Regular part-time employees** (for days regularly worked)

Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

The following guidelines apply to bereavement leave:

- employee's spouse /domestic partner - 5 days
- employee's child - 5 days
- employee's parent - 5 days
- employee's sibling - 2 days
- employee's spouse's/domestic partner's parent - 5 days
- employee's spouse's/domestic partner's child - 5 days
- employee's spouse's/domestic partner's sibling - 2 days
- employee's child's spouse - 2 days
- grandparents - 2 days
- grandchildren - 2 days

311 Jury Duty

Effective Date: 9/17/2008

Revision Date:

MHLS encourages employees to fulfill their civic responsibilities by serving jury duty when required.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

MHLS will continue to pay the employee's regular workday for up to 10 working days of jury duty during any 12-month calendar year. If an employee is required to serve jury duty beyond 10 working days, the Executive Director will review any arrangements.

If the employee receives monetary compensation from the court, MHLS will withhold the amount from earnings or shall be paid by the employee to MHLS.

Either MHLS or the employee may request an excuse from jury duty if, in MHLS's judgment, the employee's absence would create serious operational difficulties.

MHLS will continue to provide health insurance benefits for the full term of the jury duty absence, however for periods of leave without pay, accrual of paid leave time will be suspended.

313 Benefits Continuation (COBRA)

Effective Date: 9/17/2008

Revision Date:

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to temporarily continue health insurance coverage under MHLS's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

In the case of a loss of coverage due to end of employment or reduction in hours of employment, coverage generally may be continued only for up to a total of 18 months. The 18 months of continuation coverage can be extended to 29 months if the Social Security Administration determines that the employee, spouse or dependent child was disabled on the date of the qualifying event according to Title II (Old Age Survivors and Disability Insurance) or XVI (Supplemental Security Income) of the Social Security Act. Disabilities that occur after the qualifying event do not meet the criteria for the extended COBRA coverage period.

In the case of losses of coverage due to an employee's death, divorce or legal separation, the employee's becoming entitled to Medicare benefits or a dependent child ceasing to be a dependent under the terms of the plan, coverage may be continued for up to a total of 36 months. When the qualifying event is the end of employment or reduction of the employee's hours of employment, and the employee became entitled to Medicare benefits less than 18 months before the qualifying event, COBRA continuation coverage for qualified beneficiaries other than the employee lasts until 36 months after the date of Medicare entitlement.

Under COBRA, the employee or beneficiary pays the full cost of coverage at MHLS's group rates plus an administration fee. MHLS provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under MHLS's health insurance plan. The notice contains important information about the employee's rights and obligations.

316 Health Insurance

Effective Date: 9/17/2008

Revision Date:

MHLS's health insurance plan provides employees and their dependents access to medical, dental and vision care benefits.

All Regular full time employees may participate in the health care plans subject to all terms and conditions of the agreement between MHLS and the insurance carrier.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to 313-Benefits Continuation (COBRA) Policy for more information.

Regular full time employees receive a health insurance plan summary with information on cost of coverage in advance of enrollment. Contact the Business Office/Finance Manager for more information about health insurance benefits.

318 Short-Term Disability

Effective Date: 9/17/2008

Revision Date:

MHLS provides short-term disability benefits to employees who are unable to work because of a qualifying disability due to an injury or illness, as required by New York State Law. There is no cost to the employee for this coverage.

Disabilities arising from pregnancy or pregnancy-related illness are treated the same as any other illness that prevents an employee from working.

Contact the Business Office/Finance Manager for more information about disability benefits.

320 403(b) Tax Sheltered Annuity

Effective Date: 9/17/2008

Revision Date:

MHLS offers a 403(b) Tax Sheltered Annuity (TSA) to provide employees the potential for future financial security for retirement.

All employees are eligible to join the 403(b) TSA plan at any time. Employees may participate in the TSA subject to all terms and conditions of the plan.

The TSA plan allows each employee to elect how much salary to contribute to the investment account(s) chosen, to meet each individual employee's needs.

Because your contribution to the plan is automatically deducted from your pay before federal and state tax withholdings are calculated, you save tax dollars now by having your current taxable amount reduced. While the amounts deducted generally will be taxed when they are finally distributed, favorable tax rules typically apply to 403(b) distributions.

Contact the Business Office/Finance Manager for more information about the 403(b) TSA plan.

326 Flexible Benefits Plan

Effective Date: 9/17/2008

Revision Date:

MHLS provides a Flexible Benefits Plan (FBP) with two parts. 1) Flex Account and 2) Dependent Care Reimbursement. Through the FBP employees can reduce their taxable income without reducing their real income, so that they can keep more of the money they earn.

The FBP allows regular full time employees to have pre-tax dollars deducted from their salaries to pay for eligible out-of-pocket expenses. The pre-tax contributions made to the FBP can be used to pay for predictable non-reimbursed medical, dental, vision, and dependent care expenses during the plan year, in accordance with IRS regulations.

Participation in the Flex Account and/or Dependent Care FBP is optional and determined on an annual basis for the plan year. The employee determines how much to contribute to the account, up to a specified maximum, based on anticipated expenses during the plan year. Each employee may contribute up to a maximum of \$2,000 per year for the Flex Account, and \$5,000 per year for the Dependent Care.

Since the amounts that remain in the account at the end of the plan year are forfeited, employees should take care not to over-fund their account.

Contact the Business Office/Finance Manager for more information on the Flexible Benefits Plan and to obtain enrollment and reimbursement forms and worksheets with examples of reimbursable and non-reimbursable expenses.

380 Personal Leave

Effective Date: 9/17/2008

Revision Date:

Regular full-time employees are allowed up to five (5) days of personal leave for matters that cannot be taken care of during non-working hours.

Personal Leave may be taken in units of one-half (1/2) hour, with prior notice given to immediate supervisor.

Personal Leave for new employees shall be pro-rated during the first calendar year of employment. During the first five (5) months of employment, employees may use Personal Leave at a rate not to exceed one day per month.

Any unused Personal Leave time, at the end of the calendar year, is credited to Sick Leave accruals.

381 Retirement Plan

Effective Date: 9/17/2008

Revision Date:

MHLS participates in the New York State & Local Retirement System. All regular full-time employees are required to join upon first day of employment. Membership is optional for regular part-time employees.

MHLS provides all new employees with a summary booklet prior to enrollment.

Contact the Business Office/Finance Manager for more information.

382 Leave for Blood Donation

Effective Date: 9/17/2008

Revision Date:

Any employee who works twenty (20) or more hours per week for MHLS is entitled to three (3) hours of paid leave in any twelve (12) month period for the purpose of donating blood if the blood donation is located on MHLS's worksite. If the blood donation is located off of MHLS's worksite, then the employee will be provided with three (3) hours of unpaid leave. Proof of appointment/screening may be required by your immediate supervisor.

401 Timekeeping

Effective Date: 9/17/2008

Revision Date:

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state wage and hour laws require MHLS to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons.

Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then sign the time record before submitting it for payroll processing.

See also, 507-Overtime.

403 Paydays

Effective Date: 9/17/2008

Revision Date:

All employees are paid biweekly on every other Friday. Each paycheck for regular full time employees will include earnings for all work performed through the end of the payroll period. Each paycheck for all part time employees will include earnings for all work performed through the previous Friday.

In the event that a regularly scheduled payday falls on a day off or a holiday, employees will receive their paycheck on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to MHLS. Contact the Business Office/Finance Manager for a form.

Direct deposit pay will be available on paydays (every other Friday) unless it's a day when banks are closed, in which case funds will be available the day before.

501 Safety

Effective Date: 9/17/2008

Revision Date:

To assist in providing a safe and healthful work environment for employees, customers, and visitors, MHLS needs the efforts of all of its employees. MHLS'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.

MHLS provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to their immediate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify their immediate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

The following are a limited number of basic precautions:

- Smoking is prohibited in the office building and the auditorium
- Aisles in work areas are to be kept free of debris
- Cabinet doors and drawers are to be kept closed when not in use
- Good lifting practices are to be observed
- Employees are not to perform tasks for which they are not trained
- Sharp edges or objects that protrude from any equipment should be removed or covered
- Spills on the floor are to be wiped up immediately
- Children should not be brought to work without prior management approval

502 Work Schedules

Effective Date: 9/17/2008

Revision Date:

The regular hours of business are Monday to Friday, 8:30 am - 4:30 pm. Full-time employees are expected to work a seven-hour workday with a one-hour unpaid lunch break. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Flexible scheduling, or flextime, is available in some cases to allow employees to vary their starting and ending times each day within established limits. Flextime may be possible if a mutually workable schedule can be negotiated with the supervisor involved.

504 Use of Communications Systems

Effective Date: 9/17/2008

Revision Date:

Communications systems (computers, software, e-mail, cell phones, etc.) furnished to employees are MHLS property and intended for business use.

To ensure effective telephone communications, employees should always speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

Employees are permitted to make or receive personal calls within reason, and are required to reimburse MHLS for any charges resulting from any personal long distance calls.

The use of MHLS-paid postage for personal correspondence is not permitted.

Please refer to 517 Internet Usage.

505 Smoking

Effective Date: 9/17/2008

Revision Date:

In keeping with MHLS's intent to provide a safe and healthful work environment, smoking is prohibited throughout the premises.

This policy applies equally to all employees, members, and visitors.

506 Rest and Meal Periods

Effective Date: 9/17/2008

Revision Date:

For each day worked, employees are provided with two rest periods of 15 minutes in length for each full day worked, and one rest period for a half-day worked.

All full-time employees are provided with one unpaid meal period of 60 minutes in length each workday, as are part-time employees who work a full day. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

Meal and rest periods cannot be combined nor can they be used to extend time off by not taking a rest period.

507 Overtime

Effective Date: 9/17/2008

Revision Date:

Overtime compensation is paid to all nonexempt employees at the rate of time and one-half in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked, and is earned after working 40 hours in a given work week. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of calculating overtime.

All overtime work must receive the supervisor's prior authorization.

510 Emergency Closings

Effective Date: 9/17/2008

Revision Date:

At times, emergencies such as severe weather, fires, or power failures, can disrupt company operations. In extreme cases, these circumstances may require MHLS to close. A telephone calling tree is used to inform all employees of a closing or late opening in a timely manner.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees may request available paid leave time such as unused vacation benefits.

Any employee who is absent due to illness, personal leave or vacation will not be charged for times MHLS is closed.

512 Business Travel Expenses

Effective Date: 9/17/2008

Revision Date:

MHLS will reimburse employees for reasonable business travel expenses incurred while on MHLS business or related activities away from the normal work location. All business travel must be approved in advance by the Executive Director.

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing MHLS-related travel objectives will be reimbursed. (Entertainment and alcohol will not be reimbursed.) Employees are expected to limit expenses to reasonable amounts.

Expenses that generally will be reimbursed include the following:

- Mileage for use of personal vehicles, only when less expensive transportation is not available. Reimbursement is at the current maximum rate allowed by the IRS, for the most direct route, plus tolls and parking.
- Standard accommodation costs for hotels, motels, or similar lodgings. Non-profit or group rates should be requested whenever possible.
- Meals - per diem rate of \$45. Meal reimbursement for part days: breakfast-\$8.50; lunch-\$11.50; dinner \$25. Receipts will not be necessary. If a meal is included with conference registration, then reimbursement of meals not included will be reimbursed at the part day rate. In high-cost areas these rates may be changed with prior approval of the Executive Director.
- Air or train fare for travel in coach or economy class or the lowest available fare.
- Car rental fees, for compact or mid-sized cars (if for self). Should be used only when the cost is less expensive than that of other available transportation.
- Shuttle or airport bus service fees, where available; costs of public transportation for other ground travel.
- Taxi fares, only when there is no less expensive alternative.
- Telephone, fax charges and similar services required for MHLS purposes.

When travel is completed, employees should submit completed travel expense reports within 30 days. Reports should be accompanied by receipts for all expenses other than meals.

Employees should contact the Business Office/Finance Manager for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Employees who are involved in an accident while traveling on business must promptly report the incident

to their immediate supervisor. Vehicles owned, leased, or rented by MHLS may not be used for personal use without prior approval.

For small expenses incurred for daily normal MHLS related business, employees may submit a travel expense report when the total exceeds \$5.00. Expenses \$5.00 and under can be reimbursed with petty cash from the Business Office.

For travel or any other purchases, MHLS's Tax Exempt Certificate is to be used whenever feasible. Tax exempt forms may be obtained from the Business Office.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

517 Internet Usage

Effective Date: 9/17/2008

Revision Date:

Computers, computer files, the e-mail system and software furnished to employees are the property of MHLS intended for business use.

Internet access to global electronic information resources on the World Wide Web is provided by MHLS to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of MHLS and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of MHLS. As such, MHLS reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Abuse of the Internet access provided by MHLS in violation of law or MHLS policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- * Sending or posting discriminatory, harassing, or threatening messages or images
- * Using the organization's time and resources for personal gain
- * Stealing, using, or disclosing someone else's code or password without authorization

- * Copying, pirating, or downloading software and electronic files without permission
- * Violating copyright law
- * Failing to observe licensing agreements
- * Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- * Sending or posting messages or material that could damage the organization's image or reputation
- * Participating in the viewing or exchange of pornography or obscene materials
- * Sending or posting messages that defame or slander other individuals
- * Attempting to break into the computer system of another organization or person
- * Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- * Using the Internet for political causes or activities, religious activities, or any sort of gambling
- * Jeopardizing the security of the organization's electronic communications systems
- * Sending or posting messages that disparage another organization's products or services
- * Passing off personal views as representing those of the organization
- * Engaging in any other illegal activities

Personal use of MHLS's Internet systems is authorized within reasonable limits as long as it does not interfere with or conflict with MHLS use. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet systems.

Communications on these systems are not private. Employees should be aware that the data they create on the system remains property of MHLS, and usually can be recovered even though deleted by the user. Despite security precautions, there is absolutely no fail-safe way to prevent an unauthorized user from accessing stored files. The confidentiality of any information stored or transmitted on the system cannot be guaranteed. Furthermore, information that is stored on the system or sent via e-mail may be subject to disclosure pursuant to the New York State Freedom of Information Law.

Employees shall not post, send, transmit, publish, download, upload, copy, print or otherwise disseminate information that is not for MHLS-related purposes without prior authorization.

A breach of the terms of this Policy shall result in a referral to appropriate law enforcement officials where the breach involves suspected illegal or criminal activities.

522 Workplace Violence Prevention

Effective Date: 9/17/2008

Revision Date:

MHLS is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, MHLS has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

MHLS will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

MHLS encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Executive Director before the situation escalates into potential violence. MHLS is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

580 General Housekeeping

Effective Date: 9/17/2008

Revision Date:

All employees are expected to do their part in keeping our facilities clean, neat, and as organized as possible. A neat and clean workplace is a safer, more attractive workplace.

All employees are responsible for keeping their desks and work areas clean as well as cleaning up after themselves in the common areas such as the lunch and rest rooms.

581 Compensatory and Flex Time

Effective Date: 9/17/2008

Revision Date:

Exempt employees will, at times, be asked to work hours outside the regular business hours of MHLS. When feasible for these times, MHLS encourages the use of flex time so as not to incur extra hours beyond the regular work week of 35 hours.

For purposes of this policy, flex time means to use time in the same day or week, and does not need to be recorded.

When flex time is not feasible, and the time is approved in advance by the Executive Director, exempt employees will be allowed to incur compensatory (comp) time, hour for hour, for time worked in excess of 35 hours. Comp time must be recorded when earned and signed by Executive Director. Any comp time hours must be used within four (4) weeks or be forfeited. Comp time may not be accumulated.

Comp time is not earned for weekend conference participation. Flex time may be used two days prior or two days following a weekend conference, with approval of the Executive Director.

Comp time may not be taken prior to being earned.

Use of one full day or more of comp time must have prior approval of your immediate supervisor.

Flex time should be used before or after a conference that requires weekend travel. (i.e. Saturday morning travel back from a conference ending late Friday, or Sunday travel for a conference beginning early Monday morning.)

601 Family and Medical Leave

Effective Date: 9/17/2008

Revision Date:

In accordance with the Family Medical and Leave Act of 1993 (FMLA), MHLS provides **medical leaves** of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to MHLS. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

MHLS provides **family leaves** of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, domestic partner, or parent with a serious health condition.

Employees requesting family leave related to the serious health condition of a child, spouse, domestic partner or parent will be required to submit a health care provider's statement verifying the need for a family leave to provide care and its expected beginning and ending dates. Any changes in this information should be promptly reported to MHLS.

All employees are eligible for medical and family leaves if they have worked for MHLS at least 12 months by the start of the leave, and 1,250 hours in the 12 months preceding the start of the leave. Written requests for leave should be made to the immediate supervisor at least 30 days in advance for foreseeable events and as soon as possible for unforeseeable events.

Leave time is normally granted for the period of the disability, up to a maximum of 12 weeks within any 12 month period. Any combination of medical leave and family leave may not exceed this maximum limit unless approved by the Executive Director. Employees may be required to first use any accrued paid leave time before taking unpaid medical leave.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable plans, including any employee contribution (including medical flex accounts), MHLS will continue to provide health insurance benefits for the full period of the approved medical leave.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide MHLS with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified, unless MHLS can prove that the employee would not have remained employed if leave had not been taken (e.g. layoff due to unforeseen fiscal/economic conditions).

605 Military Leave

Effective Date: 9/17/2008

Revision Date:

Members of the United States Armed Forces and/or State/County organized reserved units are given leave with pay pursuant to the provisions of New York State Military Law during ordered military duty including the training period, deployment or active duty of these units.

701 Employee Conduct and Work Rules

Effective Date: 9/17/2008

Revision Date:

To ensure orderly operations and provide the best possible work environment, MHLS expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following is an illustrative list of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of MHLS or employee property
- Committing or attempting to commit deliberate damage to either MHLS property or the unauthorized use of MHLS facilities, tools, or equipment
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs on the premises
- Fighting or threatening violence on the premises
- Removing, sending, or furnishing MHLS records or information to unauthorized persons
- Violating the library's anti-discrimination policy
- Sleeping or dozing on the job
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Possession of dangerous or unauthorized materials, such as explosives or firearms, on the premises
- Falsification of patron records or MHLS reports or documents

In addition to the above examples, please also refer to 501 Safety and 517 Internet Usage.

702 Drug and Alcohol Use

Effective Date: 9/17/2008

Revision Date:

It is MHLS's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on MHLS premises and while conducting business-related activities off MHLS premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

If an employee reports to work visibly impaired and can not 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 will not be allowed to drive. MHLS will provide suitable transportation.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

703 Sexual Harassment

Effective Date: 9/17/2008

Revision Date:

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. Examples include:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Forms of sexual harassment may include, but are not limited to:

- a. Verbal: Sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, threats, request for sexual favors, questions about a person's sexual practices, sexually explicit jokes, lewd comments, sexual assaults.
- b. Non-Verbal: Sexual or suggestive objects or pictures, suggestive or sexually insulting sounds, leering, whistling, obscene gestures, crude cartoons.
- c. Physical: Unwanted physical contact including, but not limited to, touching, pinching, brushing the body, pulling at clothes, coercive sexual intercourse, assault, cornering, kissing or fondling.

Employees who believe they have witnessed or been subjected to sexual harassment in the workplace must promptly report such alleged harassment in accordance with the complaint procedure set forth in this handbook.

All allegations of harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible harassment must immediately advise the Executive Director or Business Office/Finance Manager so it can be investigated in a timely and confidential manner. Anyone engaging in harassment will be subject to disciplinary action, up to and including termination of employment.

This policy applies to conduct that occurs in the workplace, and conduct that occurs at any location regarded as an extension of the workplace.

704 Attendance and Punctuality

Effective Date: 9/17/2008

Revision Date:

To maintain a safe and productive work environment, MHLS expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on MHLS. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

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 may be required indicating the nature of the illness and a prognosis of the time needed to be away from work. Refer to 601 Medical and Family Leave.

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

Habitual tardiness is defined as reporting for work late as many as two times in any two week period, or as many as four times in any six week period.

Excessive absenteeism and habitual tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

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

708 Resignation

Effective Date: 9/17/2008

Revision Date:

Resignation is a voluntary act initiated by the employee to terminate employment with MHLS. Resignations must be sent to the employee's supervisor.

MHLS requests at least 2 weeks' written notice from nonexempt employees and 4 weeks' notice from exempt employees.

780 Non-Discrimination

Effective Date: 9/17/2008

Revision Date:

MHLS is committed to providing a work environment that is free from all forms of discrimination and harassment based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic. As such, MHLS has a strong commitment to providing a work environment conducive to maintaining the dignity of all its workers and encouraging efficient, productive and creative work.

Employees are prohibited from engaging in discriminatory acts. MHLS considers compliance with this discrimination policy to be essential and hereby instructs all of its employees to conduct themselves in accordance with this policy. Employees who believe they have witnessed or been subjected to discrimination in the workplace must promptly report such alleged discrimination in accordance with the complaint procedure set forth in this handbook. You can raise concerns and make reports without fear of reprisal or retaliation.

Discrimination may include actions, jokes or comments based on an individual's membership in a protected class or any activity that creates fear, intimidates, ostracizes, psychologically or physically threatens, embarrasses, ridicules, or in some other way unreasonably over burdens or precludes an employee from reasonably performing his or her work.

All allegations of harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible harassment must immediately advise the Executive Director or Business Office/Finance Manager so it can be investigated in a timely and confidential manner. Anyone engaging in harassment will be subject to disciplinary action, up to and including termination of employment.

This policy applies to conduct that occurs in the workplace, and conduct that occurs at any location regarded as an extension of the workplace, but is limited to allegations of discrimination or harassment based on an employee's membership in a protected class.

781 Complaint Procedure

Effective Date: 9/17/2008

Revision Date:

Any employee who believes that he or she has been the subject of sexual harassment or discrimination should report the alleged charge immediately in accordance with the following procedure. All complaints will be held in confidence and disclosed only to the extent necessary for investigation.

Step 1 – The employee will report the incident to his or her Supervisor. An interview will be held to discuss the allegations. Where this is not practical, in the case where the harassing party is the employee's supervisor, the employee shall file a complaint with the Executive Director or Business Office/Finance Manager. The complaint may be written or verbal.

Step 2 – The Supervisor, Executive Director and/or Business Office/Finance Manager will immediately initiate and coordinate a thorough and impartial investigation of the incident.

Step 3 – If investigation reveals that sexual harassment or discrimination has occurred, immediate action will be taken to rectify the situation. The complainant and the alleged harasser will be notified of the outcome of the investigation.

Step 4 – There shall be no retaliation by any MHLS employee against any other employee for filing a complaint related to a charge of sexual harassment or discrimination, or assisting, testifying, or participating in the investigation of such a complaint.

802 Recycling

Effective Date: 9/17/2008

Revision Date:

MHLS supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. This support includes a commitment to the purchase, use, and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impact on the earth's environment.

Special recycling receptacles have been set up to promote the separation and collection of the following recyclable materials at MHLS :

- * all paper
- * file folders
- * catalogs
- * magazines
- * newspaper
- * phone books
- * aluminum - foil, cans, food containers - rinsed
- * glass
- * plastics - soda & water bottles, yogurt containers - rinsed

- * printer cartridges - should be brought to Receptionist

The simple act of placing a piece of paper, can, or bottle in a recycling container is the first step in reducing demand on the earth's limited resources. Success of this program depends on active participation by all of us. Employees are encouraged to make a commitment to recycle and be a part of this solution.

By recycling, MHLS is helping to solve trash disposal and control problems facing all of us today. If you have any questions or new ideas and suggestions for the recycling program contact the Facilities Manager.

880 Right of Nursing Mothers

Effective Date: 9/17/2008

Revision Date:

Section 206-c of the New York State Labor Law provides the right of nursing mothers to express breast milk. In accordance with the law, MHLS shall provide reasonable unpaid break time each day to allow an employee to express breast milk for her nursing child for up to three years following childbirth.

An employee wishing to avail herself of this benefit is required to give advance notice. Such notice shall preferably be provided to the employer prior to the employee's return to work following the birth of the child in order to allow MHLS an opportunity to establish a location and schedule time amongst multiple employees if needed.

Each break shall generally be no less than 20 minutes, and may run concurrently with regularly scheduled paid rest breaks or meal times. (See Rest and Meal Periods 506)

Upon election of employee, MHLS will allow the employee to work before or after her normal shift to make up the amount of time used during the unpaid break time(s) for the expression of breast milk so long as such additional time requested falls within normal work hours. (See Work Schedules 502)

MHLS is not responsible for insuring the safekeeping of expressed milk stored in the refrigerator on its premises.

888 Chain of Command

Effective Date: 9/17/2008

Revision Date:

For questions about the handbook, suggestions, unresolved evaluation disagreements, or any other concerns the employee may have, the employee should use the following Chain of Command:

- First - Immediate Supervisor
- Second - Business Office/Finance Manager
- Third - Executive Director

If an issue remains unresolved after following this Chain of Command, the employee may contact the Chair of the Board of Trustees' Personnel Committee.

EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about MHLS, and I understand that I should consult my immediate supervisor or the Business Office/Finance Manager regarding any questions not answered in the handbook.

I have entered into my employment relationship with MHLS voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I, or MHLS, can terminate the relationship at will, with or without cause, at any time, as long as there is no violation of applicable federal or state law (limited to the collective bargaining agreement between MHLS and the CSEA Local 1000). (See 708-Resignation for the preferable method for giving notice).

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to MHLS's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information and any Federal or State law, or the CSEA Union Contract may supersede, modify, or eliminate existing policies. Only the Board of Trustees of MHLS has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

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