

Employee Handbook

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Welcome Introduction

Welcome to the family of the Amenia Free Library Association!

We are delighted to have you as part of our organization and part of our team.

We believe our people are the key to our success and the continued growth of our organization. All the other elements, machines, equipment and other resources are of little significance without the people to use them effectively. As you join us, it is important to understand your most important function is to become a contributing member of our team, aiding all of us in achieving our goals.

Our goal is to provide our patrons with the very best Library services available while maintaining a positive atmosphere for our employees.

The Amenia Free Library is the cornerstone of our community. The public is entitled to the very best information services that we are able to provide, be it historical archives, traditional reference and research volumes, or technological access to resources beyond the library walls. We are also committed to providing a broad spectrum of both classical and contemporary literature to enhance the enjoyment of the reading public.

On behalf of the Board of Trustees and Staff, I welcome you and hope your relationship with us is a gratifying experience.

Alan G. Gamble
President

The Amenia Free Library Association Story

According to Newton Reed's 1875 Early History of Amenia, the first library was most likely established by Rev. Ebenezer Knibloe's congregation and kept at his church in Amenia Union. Rev. Knibloe preached at the house of worship for the Oblong Society located "about twenty yards west of the colony line" on Knibloe Hill Road in Amenia Union.

He was installed as pastor in 1759 and served for about sixteen years. The library collection was gathered together by members of the congregation. The establishment of the Union Library at Leedsville soon followed, and a larger collection of books became available. This collection was most likely housed at the general store. Mr. Reed mentions that "library days" were held four times a year for the purpose of returning books and "drawing out" others. Another public library was instituted in Ameniaville sometime later.

The Wassaic Public Library was organized in 1888, at the General Store operated by D. C. Husted. Even after Mahoney and Crossen took over the store, Mrs. Husted continued the library operations. According to the Catalogue for the Wassaic Public Library printed in 1889, the residents of Wassaic paid fifty cents per year for use of the library, and residents of Amenia had access to the collection for a fee of one dollar a year. In addition to the librarian, a three-member Board of Directors conducted the Library organization.

On May 27, 1919, a meeting was held at the home of Mrs. G. S. Cline to organize the Board of Directors of the Amenia Free Library Association. At this same meeting, the first By Laws were adopted. It was stated that the object of this organization was to furnish free library privileges to the members of the Association. Any person eighteen years or older could become a member by paying an annual fee of one dollar. The number of board positions was increased to ten trustees. The building that is presently south of the Sunoco Station housed the library collection, and Miss Alice MacDougall was hired as the librarian. She served in this capacity until 1930 and was succeeded by Miss Alice Fulton.

A special meeting of the Amenia Free Library Association was called on August 12, 1935 for the purpose of outlining the plan by which the WPA would cooperate with the Library Association for the building of a new library. This plan was presented by Supervisor Joseph McEnroe. The approximate cost of the building project was \$10,000.00. Fifty five percent was charged against materials and the balance against labor. According to the minutes, it was the voice of the Trustees to build a new library. The Building Committee represented by Mr. F. D. Philip and F. P. Hoose conferred with the Trustees of the Presbyterian Church to secure a long term lease of the Church property on Main Street.

On November 30, 1935 the Amenia Free Library Association signed a lease from the First Presbyterian Church of Amenia granting the Library the use of the present parcel of land for one dollar a year. The present Amenia Free Library building was built on this land with WPA funds and labor. The new building opened its doors in 1937.

At the regular annual meeting of the Library Association in 1946, the By-Laws were revised and approved to state that the business of the library shall be managed by a board of nine trustees.

Although the library building has not been expanded since 1935, services available to the community have continued to be developed at a rapid pace. As a member of the Mid-Hudson Library Association, patrons have access to collections from surrounding libraries and endless access to computer services. The library continues to be valued by the community, and the Board of Trustees continues to carry on a long tradition of service.

MISSION STATEMENT

The Amenia Free Library Association will be the center for information services within the Town of Amenia. We will endeavor to meet the needs of our patrons by providing books, media, reference resources, and a public meeting place. Highly trained and committed employees, responsive to our patrons' needs, will be the cornerstones of our success.

PURPOSE OF THE EMPLOYEE HANDBOOK

The purpose of the Employee handbook is to help you get better acquainted with the Amenia Free Library Association. You should become familiar with the contents of the handbook since it provides you with information regarding your employment, employee benefits and company policies.

The Amenia Free Library Association Board of Trustees reserves the right to amend add or change the policies, protocols, procedures and/or Employee benefits listed or offered in the Handbook. If you have any questions about this Handbook, please contact a Human Resources Representative.

The handbook is designed so that as policies and benefit plans change or new ones are implemented; additional pages will be distributed to you.

If at any time the information in your handbook differs from a more current company policy or benefit, the more current policy or benefit shall take precedent. Please note that only the Board of Trustees of the Amenia Free Library Association may modify any policy in the handbook.

Should you have questions or need further clarification of any information in the handbook, please contact your manager or Personnel Committee of the Board of Trustees of the Amenia Free Library Association.

NATURE OF EMPLOYMENT

The Employee Handbook provides guidelines to be followed and is not an employee contract, and none of the policies described in this manual should be construed as being a part of an employment contract.

Since employment at the Amenia Free Library Association is based on mutual consent, both the employee and the employer have a right to terminate the employment relationship at will, with or without cause, at any time.

The Handbook and its special policies, supplement and appendices supersede the provisions and policies of any earlier dated and distributed version of this handbook.

Open Door Policy

It is the philosophy of the Amenia Free Library Association to provide open communication as an avenue by which employees can pursue answers to their questions regarding their employment and benefits. The purpose is to ensure that employees may communicate their concerns, complaints or suggestions to all levels of management of the Amenia Free Library Association.

Most problems will be resolved informally, between you and your immediate supervisor and co-worker(s), if applicable. However, should the problem continue to exist, you are encouraged to communicate your concerns to the next level of management or a representative of the Personnel Committee of the Board of Trustees.

Please remember; communicate your problem to the appropriate supervisor. The Amenia Free Library Association can't help you find a solution if we don't know about it.

Policy Against Harassment, Discrimination, and Retaliation

The Amenia Free Library Association is committed to providing a work environment that is free of all forms of unlawful harassment and discrimination. In keeping with this commitment, we maintain a strict policy prohibiting all forms of unlawful harassment and discrimination in the workplace, including sexual harassment.

Unwelcome sexual advances, requests for sexual favors, and other verbal, physical or visual conduct of a sexual or harassing nature constitute unlawful harassment if:

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

Examples of such conduct which violate this policy include, but are not limited to:

- Offensive or unwelcome sexual flirtations, advances or propositions.
- Verbal abuse of a sexual nature.
- Graphic or verbal commentaries about an individual's body.
- Sexually degrading words used to describe an individual.
- Sexually oriented jokes or offensive literature.
- Unwelcome physical touching of others.

The Amenia Free Library Association will not tolerate sexual harassment or any other form of harassment or discrimination based on sex, race, color religion, national origin, age marital status, veteran status, handicap, or disability.

Harassment or discrimination in the workplace by any employee will result in disciplinary action up to and including termination.

Procedure: If you experience, observe or become aware of behavior which you believe to be harassing or discriminatory in nature, which is inappropriate or offensive, or which makes you or others uncomfortable, you have an obligation to report the behavior immediately to either your supervisor or Personnel Committee of the Board of Trustees at (845) 373-8536 (Alan Gamble, President , Board of Trustees). Providing confidential information of this type will enable the Amenia Free Library Association to take appropriate action to ensure that employees enjoy a work environment free from harassment. All information gathered under this policy will be kept as confidential as possible to protect you while allowing the Amenia Free Library Association to fully investigating the matter.

It is our policy to investigate any report of harassment. We will take whatever corrective action is deemed appropriate, including disciplinary action or termination of any individual who violates this policy. In addition, any individual who engages in conduct contrary to this policy may be personally liable in legal action brought against him or her.

You will be protected from retaliation for making a report or participating in an investigation under this policy. Any person that retaliates against any individual who seeks a review under this policy will be considered a violation of this policy and will result in serious corrective action up to and including termination.

Drug and Alcohol Policy

The Amenia Free Library Association recognizes its responsibility in providing a safe and productive work environment for all employees. Toward this end, the Amenia Free Library Association has a particular concern about substance abuse, since it can affect an employee's productivity and efficiency, jeopardize the safety of others and impair the reputation of our organization. For these reasons, we have developed this policy to deal with those whose drug or alcohol use affects the rest of us.

The possession, consumption, purchase or sale of alcohol or an illegal drug on the premises of the Amenia Free Library Association is prohibited. Furthermore, no employee shall be under the influence of alcohol or an illegal drug while on the Amenia Free Library Association premises, while operating equipment or while performing business off the Amenia Free Library Association premises. The only exception to the alcohol consumption restriction above, is for social receptions approved by the Board of Trustees, which are scheduled outside of normal working hours. Moderation and self control are expected during such social events. An "illegal drug" is a drug or controlled substance which is (1) not legally obtainable, or (2) legally obtainable, but not obtained or used in a lawful manner.

A blood test, urinalysis or other drug/alcohol screening will be required of all applicants or any employee where there is reason to believe that he or she may be using drugs, or may be under the influence of drugs or alcohol. Reason to believe, includes, an injury or accident at work where there is reason to believe that employee impairment may have been a factor or as part of occasional follow-up testing if the employee is found to have breached these policies but has been permitted to remain employed.

An employee's cooperation with such a drug or alcohol-screening test is required as a condition of employment. The employee's refusal to cooperate with a request for testing and to provide a specimen may result in termination where there is reason to believe that the employee has violated this policy and the employee's refusal to cooperate has prevented a medical determination of his or her condition.

Any violation of this policy may result in immediate termination. However, employees who take the initiative of advising their immediate supervisor or Human Resources before any workplace problems arise in advance that they have a medical problem with regard to alcohol or drug use, and who demonstrates a commitment to take the necessary remedial action, may be eligible for a medical leave of absence for such purpose and will not be subjected to disciplinary action for taking such leave.

Violence in the Workplace

The Amenia Free Library Association is committed to providing a safe and healthy work environment for employees, customers, and visitors. As a result violence in the workplace will not be tolerated.

The Amenia Free Library Association has a zero tolerance for violence. If you display any violence in the workplace or threaten violence in the workplace, you will be subject to disciplinary action up to and including termination. Talking of violence or joking about violence will not be tolerated.

You are encouraged to confidentially report any potential or actual violent incident immediately to your supervisor and or the Personnel Committee of the Board of Trustees.

Standards of Conduct

Employees in any organization are expected to observe certain standards of job performance and acceptable conduct. While the Amenia Free Library Association cannot list every possible area of unacceptable conduct, set forth below are examples

of conduct which would not be acceptable in the work environment and in the case of gross misconduct, may result in immediate termination on the first offense.

Job Performance

1. Below average work quality or quantity.
2. Excessive absenteeism or tardiness.

Gross Misconduct

1. Insubordination.
2. Failure to follow safety policy or procedures.
3. Dishonesty.
4. Rudeness or lack of cooperation with employees, customers, or vendors.
5. Theft of company property or the personal property of others.
6. Falsifying or altering Amenia Free Library Association records including employment application, time sheets or medical documents.
7. Altercations, fighting, threatening, or intimidating others.
8. Violation of the Amenia Free Library Association's policy against discrimination and harassment.
9. Retaliating against any employee who makes a complaint or participates in an investigation relating to the Amenia Free Library Association's policy against discrimination and harassment.
10. Violation of the policy against Violence in the Workplace.
11. Being under the influence of, using, possessing or selling alcohol or illegal controlled substances on Amenia Free Library Association property or while conducting business for the Amenia Free Library Association.
12. Gambling on Amenia Free Library Association property or while conducting Amenia Free Library Association business.
13. Sleeping during working hours.
14. Possessing a firearm or other dangerous weapons on Amenia Free Library Association property or while conducting Amenia Free Library Association business.
15. Being convicted of a crime that indicates unfitness for the job or raises a threat to the safety or well being of Amenia Free Library Association employees.
16. Disclosing company confidential or proprietary information to unauthorized persons.
17. Not following the documented policies of the company such as Amenia Free Library Association operating instructions or procedures.

The listing of possible areas of unacceptable conduct does not alter the "at-will" nature of employment. Either the employee or the Amenia Free Library Association may terminate the employment relationship at any time, for any reason with or without cause or prior notice.

Employment Relationship

EQUAL EMPLOYMENT OPPORTUNITY

The Amenia Free Library Association provides equal opportunity to all qualified employees, and applicants for employment, without regard to race, color, religion, sex, national origin, age, marital status, veteran status, handicap or disability. This includes, but is not limited to, the following:

- Hiring, promoting, upgrading or transferring employees.
- Pay and other forms of compensation.
- Benefits, including Amenia Free Library Association provided training, education, tuition assistance, social and recreational programs.
- Making reasonable accommodation under the Americans with Disabilities Act (“ADA”)
- Work force reduction or termination

The Amenia Free Library Association is fully committed to making any reasonable accommodation that would allow an otherwise qualified person perform the essential functions of a job. Requests for a reasonable accommodation should be made to management or the Personnel Committee of the Board of Trustees.

All Amenia Free Library Association employees and applicants are protected from coercion, intimidation, discrimination and retaliation for making a report or participating in an investigation pertaining to these issues. Any employee who experiences such activity should report it immediately to his/her supervisor or a Human Resources Representative.

Electronic Communications Policy

The Amenia Free Library Association has established a policy regarding the use of electronic communications such as, facsimiles, computers, voice mail, Internet, e-mail, and telephones in an effort to make certain that employees utilize electronic communication devices in a legal, ethical, and appropriate manner.

It may not be possible to identify every standard and rule applicable to the use of electronic communications devices. Employees are therefore encouraged to utilize sound judgment whenever using any feature of the communications system.

The Amenia Free Library Association's policy against unlawful harassment, including sexual harassment and anti-discrimination extends to the use of and any component of the communications system.

Employees may not use any electronic communications device in a manner that violates the trademark, copyright, or license of any person, entity or organization. These also include infringement of proprietary, confidential or trade secret information.

Employees may not use any electronic communications device for any purpose that is competitive, either directly or indirectly, with the interests of the company or for any purpose that creates an actual potential or apparent conflict of interest with the Amenia Free Library Association.

While computers and other electronic devices are made accessible to employees to assist them to perform their jobs and to promote the company's interests, employees should not maintain any expectation of privacy relating to these devices. The company retains the right to gain access to any information received by, transmitted by, or stored in any such electronic communications device, by and through its agents, employees, or representatives, at any time, either with or without an employee's or third party knowledge, consent or approval.

While the Amenia Free Library Association recognizes that its electronic communications may occasionally be used for personal use, excessive personal use or use that interferes with an employee's job performance will be subject to disciplinary action, up to and including termination.

Employees who violate any aspect of this policy or who demonstrate poor judgment in the manner in which they use any electronic communications device will be subject to disciplinary action, up to and including immediate termination.

Conflict of Interest and Confidentiality

All records and files of the Amenia Free Library Association are considered confidential. No employee is authorized to copy or disclose any file, record or any part thereof. Confidential information includes but is not limited to all letters or any other information concerning transactions with patrons, membership lists, payroll or personnel records of

past or present employees, financial records of the Amenia Free Library Association, all records pertaining to purchases from vendor or suppliers, engineering drawings, correspondence and agreements with manufacturers or distributors and documents concerning operating procedures of the Amenia Free Library Association. All telephone calls, letters, e-mail or other requests for information about current or former employees should be immediately directed to the Personnel Committee of the Board of Trustees.

The Amenia Free Library Association at all times retains the right to access and search all diskettes, files, database, E-mail messages, voice mail messages and any other electronic transmissions contained in or used in conjunction with the computer, electronic and voice mail systems and equipment with no prior notice. This right applies both during employees' employment and after separation regardless of whether the separation is voluntary or involuntary.

The Amenia Free Library Association prohibits employees from having a financial interest in an outside concern which does business with the Amenia Free Library Association (except where such interests consists of holding securities of a publicly owned corporation regularly traded on the public stock market). Rendering of, managerial or consulting services to any outside concern which does business with, or is a competitor of the Amenia Free Library Association, except with knowledge and written consent of an authorized representative of the Amenia Free Library Association is also prohibited. If you think that there is a possibility that you may have a conflict as described above, it is your responsibility to notify your immediate supervisor and obtain approval in writing.

Employment of Minors

Due to increasingly stringent federal and state laws, employees must be 16 years of age in order to be employed by the Amenia Free Library Association. If the position for which the minor is being hired, requires working with or around heavy machinery, the age requirement is 18 years of age.

Employment of Relatives

The Amenia Free Library Association believes in hiring the most qualified applicant for an open position, whether or not that person is related to an employee. To help ensure fair treatment of all employees, in addition to being qualified for a position, direct blood relatives, and indirect relatives (spouses or spouse's relatives), will not be hired or transferred into positions where they would be directly, or indirectly supervised by another family member. Prior to making an employment offer to an individual who is a relative of an employee or Board member, the Board of Trustees shall determine that such employment does not create the potential for, or appearance of, a conflict of interest.

Employment Categories

Unless otherwise specified, benefits not mandated by law, such as paid vacation, holiday, sick pay, apply only to those individuals identified as full time regular employees.

Full Time Employee

You are considered to be a full time employee if you are regularly scheduled to work thirty (30) or more hours per week.

Part Time Employee

You are considered to be a part time employee if you are regularly scheduled to work less than 30 hours per week.

Classifications and Overtime

The Amenia Free Library Association follows the guidelines as set forth by the Fair Labor Standards Act to determine who meets, or does not meet, exemption from overtime status. The classifications used at the Amenia Free Library Association are as follows:

Exempt:

Some positions are classified as “exempt”. This term refers to positions that are “exempt” from being paid for any hours worked exceeding 40 in a normal workweek. Even though these positions are exempt from overtime, the Amenia Free Library Association does require all exempt employees to complete time sheets identifying a normal pay period or any exceptions such as sick days, vacation or holidays.

Hourly:

As an hourly employee, you will receive one and a half time your pay for all hours worked over 40 hours in a normal workweek. The Amenia Free Library Association requires all hourly employees to complete time sheets or clock in and out in the appropriate work areas.

Introductory Period

The first ninety (90) days of your employment is an introductory period. During this period, your manager will be evaluating your skills, productivity and teamwork. Simultaneously, you should be evaluating the position to determine whether the position meets with your expectations as well. During the introductory period, you are eligible only for those benefits required by law, such as Worker’s Compensation Insurance and Social Security.

At any time during this introductory period, the Amenia Free Library Association may terminate your employment if your job performance has been unsatisfactory.

Work Schedules

Overtime

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. If it is necessary to work overtime, you must receive approval from your immediate supervisor **prior** to working the overtime. Failure to obtain proper approval may result in disciplinary action, even though you will be paid for the overtime hours in accordance with the law. For hourly employees' overtime is calculated at 1½ times your regular hourly rate.

Double Time Rates

Double time rate will be paid to employees who work with prior approval from their supervisor on Sunday and meet all the following conditions:

1. Sunday is the 7th day worked in the pay week;
2. A full eight (8) hour shift was worked Monday through Saturday; and
3. Sunday hours are in excess of 48 hours within the pay week.

Reporting Time Worked

Accurate recording of time worked and absence from work is the responsibility of every employee. All Amenia Free Library Association employees must complete and sign a time sheet that is signed by their immediate supervisor. If it is necessary to make corrections or modifications to the time sheet, both the employee and supervisor must initial the changes.

Tampering, altering or falsifying time records, failure to timely turn in a completed time sheet, or recording time on another employee's time record, will result in disciplinary action, up to and including termination.

Pay Periods

Pay Checks will be issued and distributed every other Friday for the previous 2-week's work.

Payroll Deductions

The Amenia Free Library Association is required to make certain deductions from your earnings. Amounts withheld may vary according to how much you earn and your designated W-4 withholding allowances. Mandated withholdings include such things as federal and state taxes, if any, income taxes, social security taxes and Medicare taxes.

In addition to standard payroll deductions, the Amenia Free Library Association is required by law to comply with certain court orders, liens, or wage assignments and to make payroll deductions pursuant to those orders. Other deductions may include voluntary contributions for benefits such as medical, dental, life insurance, flexible spending account and 401(k) if such benefits are available by action of the Board of Trustees.

It is important for you to review your payroll deductions and if there is an error, immediately notify the Payroll Administrator.

Change of Status

It is your responsibility to notify your supervisor and the Amenia Free Library Association immediately if you change your name, address, phone number, marital status or number of dependents. An employee Information Notice Form will need to be completed and forwarded to the Personnel Committee of the Board of Trustees. Such information will be maintained in a confidential manner.

Personnel File Review

It is the policy of the Amenia Free Library Association to allow employees who are currently employed to review their own personnel files.

Please make arrangements in advance with your manager or the Personnel Committee of the Board of Trustees to set a convenient time aside to review your file.

Performance Evaluation

The evaluation and feedback of an employee's performance is a daily ongoing process. The formal performance evaluation process provides an opportunity for the supervisor to discuss the overall employee performance and to communicate future expectations.

The performance evaluation session is also a time when the supervisor will formally address any areas needing improvement and provide an action plan for future performance.

Meal Breaks

Most Amenia Free Library Association employees are scheduled for a paid lunch break during any full workday. As this lunch break is paid time, the employee shall endeavor to service patrons and supervise operation of the Library as practicable. The employee shall endeavor to make this lunch break as unobtrusive to the patrons as possible.

Workers Compensation

It is the intention of the Amenia Free Library Association to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees.

Just as your job is a full time responsibility so is your safety. You must be constantly on the alert for dangerous situations. Injuries don't always happen to "the other guy."

Be reminded, working while under the influence of drugs and/or intoxicating beverages is prohibited. You may be tested for drugs and or alcohol should you be injured on the job and sent to the designated medical facility for treatment.

What To Do If You Are Injured On The Job

Because we are very concerned about your safety we have established the following procedures:

If you are injured on the job, YOU SHOULD DO THE FOLLOWING:

Notify:

Your immediate supervisor
Personnel Committee of the Board of Trustees

Then:

Your supervisor will provide you with an authorization for medical treatment if necessary and will advise which designated medical facility you should go to.

Appropriate Dress and Grooming

In an effort to maintain a professional environment, we ask all employees to exercise sound judgment and to dress appropriately for work. This means a neat, clean, well-groomed appearance. Please avoid extremes in dress such as flashy, skimpy or revealing outfits and other non-business like clothing such as jeans, shorts, or tight fitting knits.

Anyone who reports to work dressed inappropriately may be asked to leave work and return to work so that appropriate dress may be obtained. Employees who fail to observe these standards may be subject to disciplinary action up to and including termination.

No-Solicitation Policy

In order to avoid any disruption of company operations, the following guidelines apply to solicitation and distribution of literature on company property.

Amenia Free Library Association employees may not solicit for any purpose that is not approved while on library property in work areas at any time. Employees also may not solicit during work time. This includes the distribution of any sort of goods, materials, or literature. Similarly, non-Amenia Free Library Association employees may not be present on company property at any time for purposes of solicitation or the distribution of any sort of goods, materials or literature.

Smoking & Non Smoking Policy (REFER TO STATE LAWS)

The Amenia Free Library Association's philosophy regarding the health and safety considerations of its employees is to discourage smoking. Smoking is prohibited in all business locations except for those areas that have been designated as authorized smoking areas.

The Amenia Free Library Association has determined that the creation of a smoke-free work environment is in the best interest of all its employees. Therefore, employees who violate this policy will be subject to disciplinary action up to and including termination.

Emergencies

The Amenia Free Library Association recognizes that certain emergencies may occur such as sever weather conditions, flood or fire where employees work schedules may be disrupted.

The most important consideration regarding emergencies is the safety of Amenia Free Library Association employees. Employees will be updated on the particular condition and instructed to remain at their location or evacuate the premises. Should conditions warrant a closure of the facility, employees are responsible for staying in contact with their supervisor.

Employees are responsible for calling in daily for the duration of the emergency. Should the emergency be due to sever weather conditions occurring during a weekend, the employee is responsible for calling the main telephone number or contacting their immediate supervisor for instructions by 8:00 a.m. Monday morning, or at the beginning of their next scheduled shift.

In the event of a closure of the facility, part time employees will not be paid.

Use of Company Property & Vehicles

The Amenia Free Library Association has made investments in facilities and equipment to provide employees with a productive and safe environment to perform their jobs.

It is everyone's responsibility to take care of the Amenia Free Library Association's machinery, equipment and facilities on a daily basis. Should company property need repair, replacement or appear defective, please notify your supervisor immediately. Your safety is our utmost concern. Anyone who is careless or deliberately damages company property will be subject to disciplinary action up to and including termination.

Absenteeism & Tardiness

If you find it necessary to be absent from work, you are required to adhere to the following procedures.

- First, personally contact your supervisor at least 30 minutes prior to your start time with a full explanation for your absence and an estimated time for your return to work.
- Unless other arrangements have been made through your supervisor, you are required to call in each day during your absence. Failure to call on any day will be considered a serious breach of this policy. You may be asked by your supervisor to submit a doctor's note to Human Resources to verify your medical condition.

If you find it necessary to leave work before your usual workday ends, you are required to obtain authorization from your supervisor.

Employees who do not report for work on time, or who miss all or part of a day's work place an extra burden on their fellow employees, as well as our clients and the customers. In order to avoid the unfair burden on others, we will follow these guidelines regarding absences and tardiness for hourly employees:

- Employees who are repeatedly tardy, and /or repeatedly absent may be subject to a verbal and/or written warning.
- Failure to show immediate and significant improvement after receiving a warning could lead to additional disciplinary action up to and including termination of employment.
- A "no show, no call" for work, or any other serious attendance violations, may lead to immediate termination.

Jury Duty

The Amenia Free Library Association encourages employees to fulfill their civic duties by serving as a juror.

When an employee is required to serve on a jury, he/she will be paid at their regular rate of pay by the Amenia Free Library Association for any regularly scheduled shift missed up to five days, or longer if specifically required by local law. After five days of Jury Duty, the Library will compensate the employee for the difference between his regular pay and that compensation received as a juror. The employee must provide verification from the "clerk of courts" that verifies any amount paid by the court. Employees need to notify their supervisor immediately they have received a jury duty summons.

Should an employee be required to attend a legal proceeding on behalf of the Amenia Free Library Association, the employee will be reimbursed at their regular rate of pay.

Bereavement Leave

In the event of death in the immediate family, full time regular employees are eligible for up to three consecutive working days to make necessary arrangements and attend the funeral. An employee's immediate family is defined to include, spouse, child, father, mother, sister or brother, mother-in-law, father-in-law, grandparents or grandchildren.

Employees will be paid at the regular rate of pay during this absence. Should additional time be necessary you may request a personal leave with your supervisor's approval.

Family & Medical Leave of Absence (FMLA)

Employees who have completed at least twelve (12) months of employment and who have worked at least 1,250 hours in the last twelve months, in addition to any other eligibility requirement established by federal law, are entitled to an unpaid family medical leave of absence (FMLA). Reasons for granting such leave include the birth of an employees' child, the placement of a child with an employee for adoption or foster care, an employees' serious health condition or a serious medical problem that requires an employee to care for a spouse, child or parent. You must provide at least 30 days advance notice to the Amenia Free Library Association of your need for a leave, or in case of an unforeseen circumstance in which 30 days advance notice is not possible, you must provide as much advance notice as is possible. Failure to comply with these notice requirements is grounds for, and may result in, deferral of the requested leave until you comply with this notice policy. Any request for FMLA leave to care for a spouse, parent or child must be accompanied by a statement, acceptable to the Amenia Free Library Association from the relative's health care provider certifying that you are needed to care for the relative.

Employees are eligible for up to twelve (12) weeks of unpaid FMLA leave during any twelve (12) month period measured backward from any date family or medical leave is taken. Under certain circumstances, employees may be eligible for leave on an intermittent or reduced work schedule basis. Subject to certain conditions, you may be required to use available paid leave (such as sick time or vacation) for some or all of the leave. Employees who satisfy all the conditions of the policy and who return to work immediately following the expiration of an approved family care leave will be restored to their former position (or equivalent), provided such a job would still be available had they not taken a leave. Time spent on FMLA leave of absence will not be used for computing benefits such as vacation or holidays.

During a FMLA leave of absence, you can keep your insurance benefits in effect for up to twelve (12) weeks by continuing to pay any share of the premium that you normally pay while working. Please make arrangements with the Amenia Free Library Association for these payments. Under some circumstances, if the Employee does not return to work at the expiration of the leave, the employee may be required to reimburse the Amenia Free Library Association for its' share of the premium paid during the leave. After the expiration of the twelve-week leave, an employee who has not returned to work may elect to continue his or her insurance coverage consistent with COBRA by paying the entire cost of the insurance premium. Please make arrangements with the Amenia Free Library Association for these payments. Failure to report to work as scheduled, following a leave of absence, may result in termination of employment.

There are a number of factors, which can affect the amount of unpaid medical leave for which you are eligible. Employees' combined family and medical leave may not exceed twelve (12) weeks in a twelve (12) month period.

Employees must use all available vacation and/or sick pay benefits concurrent with their FMLA leave.

In some situations, requests for leave may also be limited when the request is made by certain, highly compensated employees.

You should speak directly with the Personnel Committee prior to taking leave to insure your understanding of all your rights and obligations while on leave. Failure to comply may substantially affect your rights. All employees are required to continue paying the "employee portion" towards their group health benefits.

Remember, the duration of the leave, the availability of insurance benefits, the opportunity for reinstatement, and other privileges associated with the leave are limited to the requirements of federal law. No express or implied contractual rights should be inferred from this policy.

Personal Leave of Absence

If you are a regular full time employee with one year of continuous service, you may request a personal leave of absence without pay up to a maximum of 30 days. An extension beyond 30 days may be considered on an individual basis. If you are granted a personal leave of absence without pay, you must use all earned Personal Time Off benefits before being placed on unpaid status.

Your supervisor must approve a personal leave of absence in advance. You will be responsible for paying the entire cost of your monthly insurance premiums for yourself and any dependents for any group health plans in which you are participating.

Failure to report to work following the ending date of the personal leave may result in disciplinary action, including termination of employment.

Military Leave

(REFER TO STATE/FEDERAL LAWS)

An employee who enters the Armed Forces of the United States will be placed on an extended leave without pay in accordance with applicable federal laws. Upon completion of military service, the employee will be reinstated with full seniority to

his/her former position or to a comparable position if application for reemployment is made within 90 calendar days of release from military service or hospitalization following such service.

Annual Military Reservist Leave:

If you are a member in the military reserves of the United States and are required to attend annual military training, you will be placed on a leave of absence and given time off for up to 10 working days annually to fulfill that military obligation. Employees must notify their supervisor and provide copies of their military orders prior to their leave. The Amenia Free Library Association will pay employees for the difference between the military compensation and the employees' regular rate of pay during this period. The employee must provide documentation showing the amount of pay received during the military leave. If you are called to active duty due to a national emergency, you will be placed on a non-paid leave of absence status during the emergency. Employees must notify their supervisor and provide copies of their military orders prior to their leave.

Business Travel

The Amenia Free Library Association has in place, policies which govern how business travel is reimbursed to our employees. These policies are followed for cost containment and tax purposes.

Termination of Employment

In the event you choose to resign your employment with us, we ask that you follow the following procedures.

Written Notice of Termination:

We ask that you give at least two (2) weeks notice prior to your last day of work. This notice must be in writing and given to your immediate supervisor.

Return of Company Property:

You are required to return all company property such as keys, tools, uniforms, swipe cards, etc. This must be coordinated with your supervisor in advance of your last day of employment.

Employee Group Health Benefits:

Your current Group Health Benefits will end effective the date you terminate your employment. You will be notified by mail of COBRA (continuation of your benefits).

Your final check:

In your final paycheck, you will receive pay for all hours worked up through your last day of employment in addition to any unused earned vacation.

Your paycheck will be mailed to you the following payday.

Employee

Benefits

Employee Benefits

**Refer to State Laws and your Summary Plan Description available from the
Treasurer of the Board of Trustees**

Eligibility

Dependent Eligibility

Adding and Excluding Dependent

Medical Insurance

Employee Cost

COBRA (Consolidated Omnibus Reconciliation Act)

Vacation

The Amenia Free Library Association recognizes the need for balance in an employees' work life and personal life. Paid vacation is to promote and increase productivity and a healthy morale through rest and relaxation.

All regular full time employees working 30 or more hours per week on a regular basis are eligible for paid vacation. 1 Vacation Week is defined as the number of hours regularly scheduled ranging from 30 Hours per week to 40 Hours per week.

Vacation Schedule

<u>Length of Service</u>	<u>Vacation Earned</u>
6 months to 1 year	1 Week
1 to 10 years of service	2 Weeks
10 years and more of service	3 Weeks

Earned vacation hours must be taken prior to the next anniversary date. There is no carry over of vacation hours into the following anniversary year. Your immediate supervisor must approve all vacation in advance by completing a vacation request form. You may obtain this form through your supervisor or the Personnel Committee of the Board of Trustees. Vacation hours are not paid in advance. Vacation time may be used in Hour equivalent of full days or half days.

Sick Pay

For time loss from work due to illness or injury, the Amenia Free Library Association provides 5 paid sick days per year to Full Time Employees as defined above.

Full Time Employees, as defined previously, are required to notify the Treasurer prior to their schedule shift that they are unable to work due to an illness or injury. The supervisor should be contacted each additional day of the absence. If an employee is absent for three or more consecutive days, your supervisor may require a physician's statement. Employees should consult the Family Medical Leave Policy if they have a serious health condition.

At the end of each calendar year, any unused sick pay will be carried forward into the following year. You may accumulate up to a maximum 10 paid sick pay days.

Sick pay may be taken in Hour increments.

Holidays

All full time regular status employees are eligible for holiday pay. The Amenia Free Library Association recognizes the following as company paid holidays:

*New Year's Day
Martin Luther King Day
Presidents' Day
Memorial Day
Independence Day (Fourth of July)
Labor Day
Thanksgiving Day
Christmas Eve
Christmas Day*

Holiday pay is paid on your normal regular straight time pay. Holiday pay does not count as hours worked for purposes for calculating an employee's entitlement to overtime. Hourly employees asked to work on a recognized holiday will receive holiday pay in addition to their normal rate for hours worked on the holiday.

Should the holiday fall on a Sunday, the holiday observance will be the following Monday. Should a Holiday fall on a Thursday, the Wednesday hours will change from 3pm - 7 pm to 12 Noon - 4 pm. For Holidays on other days, the Library will close at 5 pm on the preceding weekday. If a holiday occurs during an employee's vacation or sick leave, holiday pay will be provided in place of vacation or sick leave hours.

Floating Holidays

In addition to the recognized Amenia Free Library Association holidays, all full time regular status employees are eligible for two (2) floating holidays effective January 1 of each year. Floating Holidays must be used during the calendar year and may not be carried over to the following year.

Floating holidays will be prorated the first year of employment. If you are hired between January 1st and June 30th you are eligible for 2 floating holidays to be used by January 1st of the following year. If you are hired between July 1st and October 31st you are eligible for 1 floating holiday to be used by January 1st the following year.

Receipt of Handbook Acknowledgment

I have received my Amenia Free Library Association Employee Handbook. I understand that it is my responsibility to become familiar with the information in this handbook.

Should I have questions regarding the contents of the handbook, I will consult with my supervisor or contact the Amenia Free Library Association Board of Trustee's Personnel Committee.

I will bring with me, to work a set of values that will create a positive work environment for me and for my fellow co-workers. I will show respect and acceptance towards each Employee by lending a helping hand for my personal success and that of others.

(Print) Employee Name

Department

Employee Signature

Date