Personnel Policy

This Personnel Policy and any other policies or procedures of the Geneva Public Library (“the Library”), whether oral or written, are not contracts of employment and should not be relied on as such by any employee, as they may be changed at any time.

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

2. Organizational Structure
The Library is a non-profit organization, governed by a seven member Board of Trustees (“the Board”). The Trustees are responsible for hiring the Director. Within the guidelines of these policies and civil service regulations, the Director shall determine the recruitment, hiring, supervision, and termination procedures for all other staff.

An organizational chart is appended.

3. Working Environment

3.1 Discrimination/Harassment
The Geneva Public Library provides a work environment that is free of illegal discrimination and harassment for both employees and non-employee service providers (vendors, consultants, contractors, subcontractors, and others) in conjunction with a contract. Any party who believes that he or she has encountered discrimination because of age, race, creed, color, national origin, sex, disability, genetic disposition or carrier status, or marital status in connection with his/her employment should discuss the problem with the Director.

A written complaint may be filed with the Director. If the complaint is against the Director, the complainant(s) may file a complaint with the Board of Trustees President directly.

The Director or Board of Trustees President shall make every effort to resolve the problem. If the problem is not resolved satisfactorily, the complainant may file a written complaint with the Board of Trustees, which shall hold a hearing within 30 days of receipt of the complaint and render a written decision within 20 days of the hearing. If the complainant is unsatisfied with the decision of the Board of Trustees, the complainant may file a formal complaint with the New York State or Federal Human Rights Commission.
The Library maintains a Sexual Harassment Policy as part of our commitment to maintaining a workplace free from sexual harassment.

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

3.2 Grievances
It is important to attempt to resolve differences or difficulties at the complaint level before they develop into grievances. Employees should first discuss problems with their supervisor and/or the Librarian II. If the difficulty cannot be satisfactorily resolved, or if the grievance involves the supervisor or Librarian II, then the Director should be contacted. Final problem resolution resides with the Director, except if the grievance involves the Director, when final resolution resides with the Board of Trustees.

3.3 Reporting Unethical, Improper, or Unlawful Behavior
The Library maintains a Whistleblower Policy that outlines a procedure for employees to report actions that they reasonably believe violates a law or regulation, or that constitutes fraudulent accounting or other practices.

3.4 Smoking
The Library is a smoke-free work area. No smoking is permitted on Library premises or within 100 ft. of an entrance.

3.5 Alcohol/Substance Abuse
No employee shall use, possess, or sell alcoholic beverages or illegal drugs on the Library grounds. The Library encourages employees with substance-abuse problems to seek treatment; however, seeking treatment for dependency does not exempt employees from disciplinary action.

This policy does not apply to legal beverages served at Library-sponsored events.

3.6 Guidelines for Compliance
The Library expects all employees to comply with all laws, policies and regulations applicable to the Library and to maintain confidentiality of Library records and transactions.

3.7 Computer/Software Use and Security
The Library maintains a Use of Technology by Library Staff Policy that outlines the guidelines by which access to information technology assets, resources, and equipment may be used by Library employees.

3.8 Social Media
The Library maintains a separate Social Media Policy to inform staff on the responsibilities of the Library and members of the community when interacting via the Library’s social media accounts. Only authorized administrators can prepare and modify content for the Library’s social media pages. No users shall use the Library social media accounts for commercial promotions, spamming, or political activity.

3.9 Dress Code
Staff members must dress appropriately for their work assignment. Supervisors have the authority to determine whether particular outfits are inappropriate for the Library. Supervisors will discuss inappropriate dress with individual staff members.
Library employees are expected to be well groomed and neatly dressed. Each staff member should dress appropriately when working with the public to convey a positive and professional image of both oneself and of the Library, while remaining approachable to Library customers. Clothing may not be overly revealing, dirty, or damaged.

Clothing or accessories with words or pictures which are political, abusive, demeaning, lewd, suggestive, offensive are prohibited. The Director or their designee reserves the right to deem any article of clothing or accessory to be inappropriate.

Library Pages are approved to wear casual attire every work day, in accordance with the above criteria.

Business casual attire is expected for staff, excluding Library Pages, on Mondays through Thursdays. Casual attire is approved for all staff on Fridays and Saturdays. Some activities, such as cleaning days, outside activities, or craft projects, may call for variations from the dress code.

The Director may authorize exceptions to the dress code.

4. Schedule and Conditions of Operation

4.1 Holidays
Staff are paid for the following holidays on which the Library is closed:
- New Year’s Day
- Martin Luther King Day
- President’s Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving
- Black Friday
- Christmas Eve
- Christmas Day

Additional paid and unpaid holidays may be approved by the Board of Trustees.

Holidays falling on a Sunday will be observed on Monday.

The Library closes at 5 p.m. on Thanksgiving Eve and New Year’s Eve.

Part-time benefit-eligible employees are paid for holidays at the rate of 1/5 the hours of their average work week.

4.2 Weather and Emergency Closings
If the Library closes because of extreme weather conditions or emergency conditions, employees are paid in accordance with the Library’s Emergency Closing Policy.

Employees scheduled to attend offsite functions that are canceled due to such conditions are required to cancel the offsite request and make up the time. If the Library is closed but an offsite function is still
scheduled, the employee is not required to attend the function but may at their discretion. In instances where they elect to attend, they will not be paid for duplicate hours worked.

With the Director’s or a supervisor’s permission, time-off balances may be used to cover times when the Library is open but an employee believes traveling to or from work would endanger his or her safety.

4.3 Minimum Staffing Level
To be open, the Library must have each desk staffed and one additional employee in the building. In the event that staffing is below that level, the Director or a Supervisor should be notified. If additional staff cannot report to work, the building or individual floors will be closed. Modifications to the minimum staffing level must be approved by the Library Board.

4.4 Working Hours
In accordance with its status as Central Library, the Library is open at least an average of 55 hours a week, unless approved by the Board of Trustees due to emergency conditions or temporary closures related to construction or facility repairs.

4.4.1 Weekly Work Schedule
The Director or his/her designee shall create a weekly work schedule. Employees are expected to adhere to their scheduled work hour totals as much as it is possible in consideration of the budgetary, scheduling, and safety concerns of the Library.

Occasionally, employees may be required to work hours different from and/or in excess of their standard schedule to ensure that the Library staffs each information desk and meets its mandated number of open hours. Such required changes must come from the employee’s supervisor, the Director, or the staff in charge of scheduling.

*Example: Jane Doe normally works 8:30 AM-4:00 PM on Fridays. The Library cannot find a sub to cover for a sick employee working on the Main Desk from 3:00-6:00 PM. Jane may be required by the scheduler to work until 6:00 PM.*

Employees may also be asked, but are not required, to modify their schedules to meet other programming or operational needs of the Library. If a request may cause an employee to exceed their standard weekly total hours, they may elect to reduce their hours at another time during the week or to increase their total hours worked.

*Example: John Doe is asked to work two hours at the Library's booth at the Farmer’s Market. Since the task is not essential to the operations of the Library John is not required to say yes. However, if John does agree to work, he may either be paid for two additional hours that week or reduce his schedule by two hours at another time.*

Whenever possible, requests to modify a daily or weekly work schedule, whether directed by the Library or the employee, must be approved the employee’s supervisor or the Director.

4.4.2 Modifying PTO/Sick Time Requests
When an employee exceeds their weekly scheduled work hours and has placed a PTO/Sick Time request for that week, that PTO/Sick Time request will be reduced to match the hours worked to the scheduled total. If there are multiple types of request in a given week, the employee may notify their supervisor regarding which request to modify. If no notification has been provided, the Library will default to modifying PTO time.
Example: Jane Doe, a full-time employee scheduled to work 35 hours per week, works 37 hours in a week and has both a seven hour PTO and a seven hour Sick Time request for that week. Jane’s supervisor will reduce one of the requests by two hours to reduce Jane’s total time worked to 35 hours. If Jane has a preference regarding the request to be reduced, she must notify her supervisor before payroll is submitted.

Staff that have been required or asked to exceed their standard weekly work hours during the week will have the option to have excess PTO/Sick Time returned to their balance or to be paid for the excess. Staff must indicate their decision to their supervisor or the Director in writing prior to the submission of payroll, otherwise the Library will default to returning the excess PTO/Sick Time.

Example: John Doe worked a non-required two hour event at the library. As a result, John’s expected total hours worked for that week has increased from 35 to 37. John has placed a PTO request for the week. John may elect to be paid for the 37 hours including the full PTO request or have two hours of PTO returned to his balance. If John does not provide notice prior to when payroll is submitted, his supervisor will default to returning PTO.

4.4.3 Meal and Break Periods

The Library provides unpaid 1/2 or 1 hour lunch or dinner breaks in accordance with New York State Labor Law. Staff working on Saturdays are entitled to a 15 minute paid break. Staff should refrain from working during their meal and break periods. In instances where a staff member is compelled to work while clocked out for a meal period, they should report the time worked to their supervisor so their time card can be amended. They should also make sure to then take at least a ½ hour meal period accounting for the time worked.

4.4.4 Working Remotely

The Library has provisions in place to allow staff to work remotely in order to ensure an efficient workplace and employee productivity during various situations, planned and unplanned, including long-term library closures.

Staff members may work remotely/from home under the following guidelines:

● The employee position must be conducive to working remotely
● All remote work requests must be approved by the Director or his/her designee
● The staff member must be able to demonstrate their ability to complete essential job duties while working remotely
● Remote working hours must comply with the staff member’s regular working schedule; variations to that schedule must be approved by the Director or his/her designee
● Staff members must be available to the library by email, chat, and/or phone within a reasonable amount of time
● Staff members will not be reimbursed for phone calls, Internet access, equipment, or other expenses incurred.
● Staff members are responsible for providing the necessary technology and equipment to facilitate their work remotely unless the request to work remotely is prompted by the Library.
● If the Library requests a staff member work remotely, the staff member is responsible for communicating to the Library if they do not have the necessary technology or equipment to perform the task.
  ○ The Library will work with the staff member to either provide the technology or equipment or make a reasonable accommodation in the staff member’s essential duties.
4.4.5 Other Offsite Meetings
All other requests to work offsite require prior approval from the requesting employee’s supervisor or the Library Director.

4.5 Staying Home When Ill
The Library provides employees with paid time off and other benefits to compensate employees who are unable to work due to illness. During flu season and/or some other pandemic illness, it is critical that employees do not report to work while they are ill and/or experiencing influenza-like symptoms such as: fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, diarrhea, vomiting and fatigue. The Centers for Disease Control and Prevention has recommended that people with influenza-like illness remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications.

4.6 Staff Training
The Library conducts staff trainings during normal operating hours but may occasionally schedule training during closed hours. The Board of Trustees must approve trainings held during closed hours. When possible, the Library Director, or his/her designee in charge of scheduling the training, will provide at least one-month’s notice to staff regarding the time of the event. Notice regarding the training shall detail the expectations for staff attendance at the training.

5. Compensation
All Library employees are paid every other week on Thursday. Direct deposit of wages, while not required, is strongly encouraged to minimize delays in payment and the Library’s processing costs.

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

In the interest of recruiting and retaining qualified staff, the Board of Trustees shall annually review salary and wages to ensure that these recognize the contributions of all staff and are equitably established for exempt and non-exempt, full, and part-time staff alike; and that these are competitive with area libraries of comparable size, staffing, and organization.

6. Benefit Eligibility
To be eligible for the benefits provided by this policy, except for those benefits required by state and federal law, employees must maintain a work-schedule that averages at least ten hours a week, with the exception of Pages and Clerk Subs, who are not benefit-eligible under this policy. An employee’s standard work schedules are to be approved by the Director and provided to employees in writing.

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

The employee’s supervisor and the Director maintain the right to monitor the average hours worked per pay period for each staff member. Employees are responsible for reviewing their own time cards and time off balances and immediately reporting any errors or concerns to their supervisor.

Supervisors are responsible for approving the time cards for all employees assigned to them in the organizational chart. In the case that a staff member has a pattern of working over or under their approved scheduled hours, the Director may bring disciplinary notice against the employee subject to the provisions of Section 75 of New York State Civil Service Law. Supervisors reserve the right to modify submitted
time off requests to correspond with an employee’s scheduled hours and to correct overlaps in time worked or errors in the date/time of the request. Changes made to an employee’s time card will be explained in the Library’s time management system.

7. Time Off Benefits

7.1 Paid Time Off
Paid Time Off (PTO) gives benefit-eligible employees paid time for vacation, personal, and sick time off requests.

7.1.1 PTO Accrual

Exempt Employees and Librarians:

<table>
<thead>
<tr>
<th>Years of employment at the Library</th>
<th>PTO Hours (Days) Accrued</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zero-Four</td>
<td>203 (29 days)</td>
</tr>
<tr>
<td>Five or More</td>
<td>238 (34 days)</td>
</tr>
</tbody>
</table>

Other Full-Time Employees:

<table>
<thead>
<tr>
<th>Years of employment at the Library</th>
<th>PTO Hours (Days) Accrued</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zero-Four</td>
<td>133 (19 days)</td>
</tr>
<tr>
<td>Five-Nine</td>
<td>168 (24 days)</td>
</tr>
<tr>
<td>Ten or More</td>
<td>203 (29 days)</td>
</tr>
</tbody>
</table>

Part-Time Benefit Eligible Employees:

<table>
<thead>
<tr>
<th>Years of employment at the Library</th>
<th>PTO Hours (Days) Accrued</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zero-Four</td>
<td>Employee’s average weekly hours × 2.2*</td>
</tr>
<tr>
<td>Five or More</td>
<td>Employee’s average weekly hours × 3.2*</td>
</tr>
</tbody>
</table>
*The average weekly hours are determined by the average work week of the employee in the previous calendar year or estimated average work week in the absence of a previous calendar year for new employees.

PTO hours will be awarded at the beginning of the calendar year. If an employee reaches five or ten years of employment, or receives an official increase in scheduled hours, as determined by a completed Schedule Change Request form, a prorated amount of the yearly PTO increase will be applied. The prorated calculation is rounded to the nearest start of a month.

New employees will be awarded their yearly PTO hours following two months of employment. The employee’s PTO award will be prorated to the start of a month closest to the employee’s official hire date. The employee’s supervisor or the Director may approve the use of PTO for new employees in their first two months of employment. Such instances would result in an equivalent reduction in the amount awarded following two months of employment.

7.1.2 PTO Carryover
Up to 70 hours of paid-time-off may be carried over at the end of the year. If the employee has a PTO balance greater than 70 hours at the end of the year, the balance of PTO hours greater than 70 will be converted to sick time and added to the employee’s sick time balance.

7.1.3 PTO Requests
In order to accommodate the scheduling and service needs of the Library, whenever possible, PTO requests for longer than one day require prior approval by the staff member’s supervisor and at least two weeks notice before the first day of planned leave. Supervisors may approve requests with less notice at their discretion.

PTO requests shall not exceed three consecutive weeks in duration. Supervisors, in consultation with the Library Director and/or Board of Trustees reserve the right to approve exceptions to these restrictions as well as to deny requests to maintain the operational hours of the Library.

7.1.4 Payout for PTO Leave
Upon resignation, except in the case of dismissal, an employee will be paid at their wage rate on the date of resignation, for any remaining carryover PTO time and unused PTO time awarded in the current calendar year prorated by the number of months worked during that calendar year.

Example 1:

Employee A earns 203 hours of PTO on 1/1/19 and carried over 50 hours of PTO from 2018. They leave employment March 1, 2019 and used 25 PTO hours in January and February.

Employee A has worked for two twelfths of the calendar year. They are paid for 25 hours of PTO time carried over (50-25) plus one twelfth of 203 (16.92) for January and one twelfth of 203 (16.92) for February. The total hours paid out for is 25+16.92+16.92= 58.84

Example 2:

Employee B earns 32 hours of PTO on 1/1/19 and did not carry over any PTO hours from 2018. They leave employment July 1, 2019 and used 12 PTO hours from January thru June.
Employee B has worked for ½ of the calendar year. They are paid for a total of 4 hours upon termination. This is calculated by taking the 16 hours of PTO equal to working half of the calendar year and subtracting the 12 hours Employee B has used.

7.2 Sick Time
Under the Library’s Paid-Time-Off model, employees no longer automatically accrue sick time hours, but may receive sick time hours based on their year-end PTO totals.

Sick time may be accrued up to 840 hours. Upon resignation, except in the case of dismissal, an employee with ten or more years of service will be paid, at their wage rate on the date of resignation, for 10% of the unused sick time.

7.2.1 Permitted Uses of Sick Time
Employees must be permitted to take leave under N.Y. Labor Law § 196-b for any of the following purposes:

- The employee’s own mental or physical illness, injury, or health condition, including diagnosis, care, preventive care, or treatment.
- The mental or physical illness, injury, or health condition of the employee’s family member, including diagnosis, care, preventive care, or treatment.
- For a number of reasons related to domestic violence, a family offense, sexual offense, stalking, or human trafficking regarding the employee or employee’s family member. An employee who is the perpetrator of the offense is not entitled to take leave, regardless of the family relationship.

The law defines “family member” as the employee’s child, spouse, domestic partner, parent, sibling, grandparent, or grandchild, or the child or parent of the employee’s spouse or domestic partner. There is no age limit on a “child.”

A doctor’s note is required for use of three or more consecutive days of Sick Time or when doubt exists about an employee’s ability to work. The Library may not require disclosure of confidential information about a medical condition or a domestic situation as a condition of providing leave.

7.3 Time Off Without Pay
Employees may request Time Off Without Pay. Such requests must be approved by the employee’s supervisor or the Director. The approval of requests may be affected by the scheduling needs of the Library.

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

7.5 Family and Medical Leave
As a public agency, the Library conforms to all requirements of the US Department of Labor Family and Medical Leave Act (FMLA). Below is summary information regarding family and medical leave benefits and eligibility.
In accordance with FMLA, the Library provides eligible employees:

- Up to 12 work weeks of unpaid leave a year.
- Maintains group health benefits during the leave as if employees continued to work instead of taking leave.
- Ensures the employee will return to their same or an equivalent job at the end of their FMLA leave.

Eligible employees may also take FMLA leave for specified reasons related to certain military deployments of their family members. Additionally, they may take up to 26 weeks of FMLA leave in a single 12-month period to care for a covered service member with a serious injury or illness.

When it is medically necessary, employees may take FMLA leave intermittently – taking leave in separate blocks of time for a single qualifying reason – or on a reduced leave schedule – reducing the employee’s usual weekly or daily work schedule. Leave to care for or bond with a newborn child or for a newly placed adopted or foster child may only be taken intermittently with approval from the Library’s Board of Trustees and must conclude within 12 months after the birth or placement.

Leave for the following events must be reported as family and medical leave:

- The birth of a child and the care of the newborn
- The placement of a child with an employee in connection with the adoption or state-approved foster care of the child
- The serious health condition of a child, parent, or spouse or domestic partner of the employee or a qualifying adult or child of a qualifying adult
- A serious health condition of the employee
- Qualifying exigencies arising out of the fact that the employee’s spouse or domestic partner, son, daughter, or parent is on covered active duty or call to covered active duty status as a member of the National Guard, Reserves, or Regular Armed Forces

An eligible employee may elect to use all applicable accrued paid leave balances while taking family and medical leave. After an employee exhausts all paid leave or if the employee is requesting intermittent family and medical leave, the employee must submit a Family & Medical Leave Request to his or her immediate supervisor. For the period of the family and medical leave that is without pay, the employee on family and medical leave will continue to accrue service credit but will not accrue PTO and sick leave.

For the period of the family and medical leave that is without pay, the employee may continue health insurance benefits and will receive the premium sharing from the Library toward the cost of health insurance. The employee is responsible for self-paying by personal check or money order that part of his/her insurance cost that would otherwise be deducted from the employee's paycheck.

In order to be eligible to take leave under the FMLA, an employee must have worked 1,250 hours during the 12 months prior to the start of leave and have worked for the Library for 12 non-consecutive months within seven years of the leave request unless the break in service is due to an employee’s fulfillment of military obligations.

Within five business days of the employee notifying the Library of their need for FMLA leave, the Library will provide the employee with a completed Notice of Eligibility and Rights & Responsibilities form and FMLA Designation Notice.

Leave covered under FMLA must be designated as FMLA-protected and the Library must inform the employee of the amount of leave that will be counted against the employee’s FMLA leave entitlement. In
In order to determine whether leave is covered under the FMLA, the Library may request that the leave be supported by a certification. If the certification is incomplete or insufficient, the Library must state in writing what additional information is necessary to make the certification complete and sufficient.

### 7.6 Cancer Screening Leave

New York State Civil Service Law entitles library employees to take up to four hours of paid leave annually, without charge to leave credits, for breast and prostate cancer screening. The screening includes physical exams, mammograms, and/or blood work specifically performed for the detection of breast or prostate cancer.

Cancer screening leave requests should be placed as off-site meeting requests. Travel time is included in the four-hour cap. Absence beyond the four hours must be charged to the employee’s time off balances, or the time will be unpaid. The leave is not cumulative and expires at the close of business on the last day of each calendar year. Employees who undergo screenings outside of their regular work schedule do so on their own time.

To properly request this absence, the employee must receive prior approval from their supervisor. Satisfactory medical documentation, as determined by the director, is required after the employee’s absence for this purpose.

### 7.6 Jury Duty

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

### 7.7 Voting Leave

The Library requests that, whenever possible, employees vote before or after work hours to avoid interference with business operations. However, if an employee does not have sufficient time outside of work hours to cast their ballot, the employee may be eligible for time off to vote. The Library may specify the hours during which the employee may take leave to vote. If there are fewer than four consecutive hours between the opening of the polls and the beginning of an employee’s workday or between the end of an employee’s workday and the closing of the polls, an employee may take up to three hours of paid leave to vote on Election Day. Employees must notify their employers of their need for time off to vote at least two working days before Election Day.

### 7.8 Military Leave

Employees who are enlisted in the military services, including the Ready Reserves and the National Guard, will be entitled to all rights and benefits afforded by federal and state law.

### 7.9 Crime Victims Leave

An employee may be entitled to leave to attend criminal justice proceedings if the employee, or their spouse or domestic partner, child, or parent, is a victim of a crime, is seeking an application or enforcement of a protection order, or is a witness in a criminal proceeding. Except in cases of imminent danger to the health or safety of the employee, or unless impracticable, an employee requesting crime victims leave must inform the Director prior to the date of their court appearance. Employees must be prepared to provide the Library with certification to verify the employee’s eligibility for the leave requested, such as a police report, a court order, or evidence that they appeared in court.

Crime victims leave is unpaid; however, employees may use accrued PTO for this purpose.
7.10 Blood Donation Leave
Employees that work an average of 20 hours or more per week will be granted paid leave for blood donation that takes place during a scheduled shift based on the table below:

<table>
<thead>
<tr>
<th>Location of Blood Donation</th>
<th>Approved Frequency</th>
<th>Minimum Notice Required*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Onsite Red Cross blood drive</td>
<td>Two two-hour sessions per 12-month period</td>
<td>Two business days</td>
</tr>
<tr>
<td>Offsite location</td>
<td>Three hours of leave per 12-month period</td>
<td>Three business days</td>
</tr>
</tbody>
</table>

*If the donation leave time conflicts with an employee’s scheduled desk or supervisory shift, they must provide at least one week’s notice.

Employees must provide notice to either their supervisor or the Director. Offsite donations require the submission of an offsite meeting request via the Library’s time management system.

7.11 Right of Nursing Mothers to Express Breast Milk
The Library shall provide reasonable unpaid break time, or permit an employee to use paid break time or meal time each day, to allow an employee to express breast milk for her nursing child for up to three years following childbirth. The Library shall make reasonable efforts to provide a room or other location, in close proximity to the work area, where an employee can express milk in privacy.

The Library shall not discriminate in any way against an employee who chooses to express breast milk in the workplace.

7.12. Quarantine Leave
Quarantine leave is paid time off during a time of quarantine (which can be imposed, or self-imposed), as a specific policy allows.

If a full or part-time employee who is not personally ill is required to remain absent because of quarantine imposed by a governing authority, or if during a declared emergency an employee determines to self-quarantine and such employee presents a written statement of the attending physician or local health officer proving the necessity of such absence, such employee shall be granted leave with pay for the period of the required absence. Such pay shall cover the employee’s routine hours (part-time hours will be based on an average of the most recent three pay periods, or as set by the board). Prior to return to duty, such employee may be required to submit a written statement, from the local health officer having jurisdiction, that return to duty will not jeopardize the health of other employees.

To be eligible for compensation during quarantine leave, employees must be ready, willing and able to work remotely on projects identified by library leadership during their regularly scheduled working hours, and must complete such duties as assigned. When performing tasks remotely, employees should note the time worked through the usual process for logging hours.

7.13 Additional New York State and Federal Leave Laws
The Library complies with all applicable New York State and Federal leave laws including those not expressly covered in this policy. Additional information regarding those leaves, as well as the leaves covered in this policy, is available via the NYS Department of Labor website.

8. Compensation Benefits

8.1 Social Security
As required by law, the Library pays the employer’s portion of Social Security for each employee.

8.2 Worker’s Compensation
All employees are eligible for worker’s compensation benefits for injuries sustained while working. Employees are required to immediately inform their supervisor or the Director of any injury occurring on the job and fill out an incident report and paperwork required by the state or the Library’s insurance provider.

8.3 Disability Benefits
All employees, except daytime students in elementary or secondary school working part-time during the school year or their regular vacation period, are covered by disability benefits insurance as required by law for non-work related disability. An employee may elect to use PTO and sick leave credits and the Library will request reimbursement provided by law when such credits are used for non-work related disability. The Library will credit the employee’s sick bank for any reimbursement received from the disability insurance carrier.

8.4 New York State Retirement Participation
The Library is a participant in the New York State and Local Employees Retirement System, as of February 14, 2006. All employees (full time and part time) are eligible for the retirement system. Persons employed in temporary or part time positions may apply for membership but are not required to do so. Full-time employees hired after February 2006 are required to join the system as of the date of employment and will be covered by the provisions of the Retirement and Social Security Law.

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

8.5 Deferred Compensation Plans
All employees are eligible to enroll in the New York State Deferred Compensation Plan. Once enrolled, employees may set aside a portion of their wages, up to certain limits in accordance with State and Federal statutes. Participation in the plan is voluntary and the Library will work to provide training for employees interested in enrolling.

Effective May 25, 2016, employees may no longer purchase a tax sheltered annuity through MassMutual. However, employees who have previously purchased the Mass Mutual annuity may continue to defer a part of their present salary. Participation in the tax sheltered annuity program is voluntary.

8.6 Health and Dental Insurance
The Library provides staff who maintain a work schedule of 30 hours or more access to health and dental insurance for medical-care benefits. It determines the health insurance carrier and plans it makes available to staff. The plans, as well as summary information, are made available to staff during the Library’s open enrollment period, which is held beginning in October each year, or at the start of employment for new hires.
Eligible staff may elect Single, Single and Spouse, Single and Child(ren), or Family coverage through an approved plan. Through payroll deduction, staff reimburse the Library for the difference between the Library’s premium co-share benefit available to them and the cost of the additional coverage. Staff contributions towards health and dental insurance premiums are paid on a pre-tax basis without contribution limits.

Health and dental insurance elections must be made during the Library’s open enrollment period or within two weeks following an applicable change of status event. Applicable change of status events include changes to: legal marital status, number of dependents, employment status, a dependent’s eligibility status, and residence.

The Library’s premium co-share benefit is set annually by the Board of Trustees. The co-share must meet the affordability and minimum value requirements determined by the IRS and the Affordable Care Act. For 2021, the co-share amount is $4,436 per year. The co-share is prorated based on the start date for new employees or the start/stop date of eligibility changes for current employees.

The co-share must first be applied to health insurance premiums. If the co-share is higher than the yearly cost of the health insurance premiums paid by an employee, the remaining amount of the co-share may only be applied to the employee’s dental insurance premiums or to direct contributions to a health savings account (HSA) or flexible spending account (Health FSA) set up by the employee. Employees must complete a Remaining Health Insurance Co-share Election Form by the open enrollment period deadline or within two weeks of their official start date.

For the remaining co-share to be directed towards dental insurance premiums, an employee must also submit a dental plan enrollment application during the Library’s open enrollment period, or within two weeks of your official start date if they are a new hire. For the remaining co-share to be directed towards an HSA or Health FSA, an employee must provide their HSA/Health FSA account information to the Library by the same deadline.

All staff with eligible health insurance plans purchased through the Library may elect to enroll in an HSA or Health FSA set up by the employee. Proof of enrollment, including relevant account information, must be submitted to the Finance Clerk or the Library Director in order to set up payroll deductions. Employees are responsible for ensuring the accuracy of the enrollment information, for complying with eligibility, contribution, and withdrawal rules, and for paying applicable fees to maintain the account. Contributions to HSA and Health FSA accounts will be made on a pre-tax basis.

Contributions to HSA and Health FSA accounts will be made on a pre-tax basis. For 2020, the contribution limits are the following:

- HSA Accounts: $3,600 for an individual and $7,200 for a family
- Health FSA Accounts: $2,750

Staff that maintain a work schedule of 30 hours or more per week, who decline coverage and receive health insurance coverage from an eligible source other than the library, shall receive an annual stipend, paid in June, in the amount of 10% of the amount of the Library’s yearly health care premium co-share benefit. If coverage is obtained from another source for a partial period, the stipend will be prorated based on the amount of time in the previous fiscal year the employee did not purchase coverage through the Library. To decline coverage, staff must complete a Waiver of Group Coverage form to be completed by the open enrollment period deadline or within two weeks on an employee’s start date for new hires.
A change in employment classification that would result in loss of eligibility to participate in an approved health insurance plan qualifies an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

9. Benefits Upon Leaving
Upon leaving Library employment, all employee benefits will be discontinued, with the exception of any continuation required by Federal or New York State employment laws. Employees will be paid for accrued PTO time, and if eligible, for 10% of accrued sick time, as described in the sections above.

10. Outside Services and Consulting for Professional Staff
The Library is supportive of its staff providing outside services to the public for compensation that is separate from the compensation they receive as an employee of the Library, and for services that are similar to those the staff is responsible for providing to the public as an employee of the library, with the following provisions:

- There are no deficiencies in the staff’s job performance as a result of providing these outside services.
- The planning and delivery of these outside services are to be done on the staff’s own time, taking PTO time as necessary.
- Recipients of these outside services are informed that the services are not provided by the Geneva Public Library and that the Library in no way takes responsibility for these services.
- The Library must be compensated for the use of office supplies and equipment in preparing and conducting these outside services, and compensated for the use of materials and services for which the public is charged to access or use.
- There is no conflict of interest by the staff when developing his or her outside services and developing similar services as an employee of the Library and provided to the public.

11. Internal Communication
Effective and ongoing communication within the Library is essential. As such, the Library maintains systems through which important information can be shared by employees and management.

Bulletin boards are posted in designated areas of the workplace to display important information and announcements. The Library uses email and an online communication document, available on all staff computers, to facilitate communication and share access to documents. In instances where staff do not have access to or the expectation of checking email or the online document, or in instances where privacy or regulation stipulates, employees will be informed of library news via confidential letters or in-person communication.

All employees are responsible for checking internal communications on a frequent and regular basis. Employees are also responsible for attending the Library’s Staff Development Days and other Communication Meetings to the best of their ability given the limitations of their work schedules and other commitments. Employees should consult their supervisor with any questions or concerns on information disseminated.

12. Facility Access
All regular full-time and part-time Library employees, with the exception of Library Pages, will be issued a key and security code to gain access to the building. Library Clerk Subs will be issued security codes upon the start of employment and may be issued keys at the discretion of the Director.
All lost or stolen keys must be reported to the Director as soon as possible. Upon separation from the Library, and at any other time upon the Library’s request, all keys must be returned to the Director.

13. Performance Evaluation
All staff shall receive, at least once a year, a performance review that objectively assesses their performance and accomplishments relative to their job description and annual goals. All staff shall also receive a Professional Development Plan that includes the specific tasks and goals for their position for the next year by which the staff member shall be evaluated.

The Director shall be evaluated by the Board of Trustees. The Director shall determine the evaluation procedure for all other employees.

14. Discipline/Termination
The Library follows the disciplinary and termination procedures established by New York State Civil Service Law when addressing staff incompetence or misconduct. General guidelines related to removal and disciplinary action for NYS Civil Service employees are available here, https://www.nysenate.gov/legislation/laws/CVS/75.

15. Resignation
All professional positions (Library Director, Librarians, Library Assistants, and Finance Clerk) are to give at least one month’s written notice at the time of resignation. All others are to give two weeks written notice. Failure to give such notice may result in loss of accrued benefits.

16. Changes
These policies are subject to change at the discretion of the Board of Trustees.

Adopted by the Board of Trustees: March 9, 2006
Chris Finger- Library Director III, has direct supervision over:
- Tanya Taylor- Librarian II (Youth Services)
- Sharon Arthur– PT Finance Clerk II
- Theresa Osborne- Library Assistant (Admin)
- Kelsy Hibbard-Baker- Librarian I (Ref/Tech)
- Susan Flick- Library Assistant II (Adult)
- Catherine Morse- Library Clerk (Marketing)
- Krista Allis– PT Cleaner

Tanya Taylor- Librarian II has direct supervision over:
- Sheryl Saxby- Library Clerk (Youth)
- Debbie Elliotto- Library Assistant II (Teen)
- Wendy Freier- Library Assistant II (Collect)
- Trish Kemp- Senior Library Clerk (Process)
- Lori Mazzoli– PT Library Clerk

Susan Flick- Library Assistant II, has direct supervision over:
- Fred Schuhle- Library Clerk
- Pat Keegan– PT Library Clerk
- Madison Mazzoli– PT Library Page
- Nahum Baez-Perez– PT Library Page

Debbie Elliotto- Library Assistant II, has direct supervision over:
- [vacant]- PT Library Page

Kelsy Hibbard-Baker- Reference & Technology Librarian I, has direct supervision over:
- Daysia Wiggins-Gomez - PT Library Page
- Patrick Riley– PT Library Clerk Sub
- Yuan Fulkerson– PT Library Clerk Sub
- Nicole Pilet– PT Library Clerk Sub
- Donna Crouse– PT Library Clerk Sub

DEPARTMENTS

COLLECTIONS
- Wendy
- Trish

ADMINISTRATIVE
- Chris
  - Sharon
  - Tanya
  - Theresa

MARKETING
- Catherine

MAINTENANCE
- Krista

CIRCULATION SERVICES
- Susie
  - Fred
  - Pat
  - Madison
  - Nahum

REFERENCE SERVICES
- Daysia
- Kelsy
  - Daysia
  - Yuan
  - Donna
  - Patrick
  - Nicole

YOUTH SERVICES
- Deb E
  - Sheryl
  - Lori
  - Lib Page