# Employee Handbook

**ADOPTED by Wood Library Board of Trustees 09/23/2019**
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# Table of Contents


1 Welcome ..... 4

1.1 Who We Are ..... 4

1.2 How to Use this Employee Handbook ..... 4

2 Employment Relationship ..... 4

2.1 Employment-at-Will ..... 4

2.2 Change in Status ..... 4

2.3 Separation from Employment ..... 5

3 Fair Employment ..... 5

3.1 Equal Employment Opportunity ..... 5

3.2 Anti-Discrimination/Anti-Harassment Policy ..... 5

3.3 Reasonable Accommodation for Disability ..... 12

3.4 Reasonable Accommodation for Religion ..... 12

4 Reporting Unethical, Improper or Unlawful Behavior ..... 13

4.1 Whistleblower Policy ..... 13

4.2 Conflict of Interest Policy ..... 13

5 Employee Classifications ..... 16

6 Hours and Wages ..... 16

6.1 Hours of Operation ..... 16

6.2 Minimum Staffing Level ..... 16

6.3 Work Schedules ..... 16

6.4 Meal Breaks ..... 16

6.5 Right of Nursing Mother to Express Breast Milk ..... 17

6.6 Staff Training Days ..... 17

6.7 Emergency Closings ..... 17

6.8 Timekeeping ..... 18
6.9 Compensation and Pay Period ..... 19
6.10 Overtime ..... 19
6.11 Payroll Deductions, Attachments and Garnishments ..... 20
7 Employee Benefits ..... 20
7.1 Health Insurance ..... 20
7.2 Group Term Life Insurance ..... 20
7.3 Short Term and Long Term Disability Benefits ..... 20
7.4 Retirement Plan ..... 21
7.5 Workers' Compensation ..... 21
8 Time Away ..... 21
8.1 Holidays ..... 21
8.2 Paid Time Off ..... 22
8.3 Jury Duty ..... 25
8.4 Time Allowed to Vote ..... 25
8.5 Military Leave ..... 25
8.6 Leave for Spouses of Military Personnel ..... 26
8.7 Blood Donation Leave ..... 26
8.8 Bone Marrow Donation Leave ..... 26
8.9 Crime Victim Leave ..... 26
8.10 Paid Family Leave ..... 27
8.11 Other Absences ..... 29
9 Workplace Conduct and Performance ..... 29
9.1 Performance Evaluation ..... 29
9.2 Internal Communication ..... 29
9.3 Computer/Software Use and Security ..... 29

9.4 Dress Code ..... 30
9.5 Social Media ..... 30
9.6 Facility Access ..... 32
9.7 Drug Free Workplace ..... 32
9.8 Smoke Free Workplace ..... 33
9.9 Weapons Policy ..... 33
9.10 Guidelines for Compliance ..... 33
9.11 Staff Relationships ..... 33
9.12 Nepotism ..... 34
10 Recordkeeping ..... 36
10.1 Personnel Files ..... 36
10.2 Medical Records ..... 36
11 Pandemic Plans ..... 36
11.1 Pandemic Response Plan ..... 36
11.2 Model Airborne Infectious Disease Exposure Prevention Plan ..... 41
12 Conclusion ..... 41
Appendix A – Organizational Chart – July 2021 ..... 42
Appendix B – Harassment Complaint Form ..... 43
Appendix C – Conflict of Interest Disclosure Form ..... 45
Appendix D – Model Airborne Infectious Disease Exposure Prevention Plan ..... 46
Acknowledgement and Receipt of Wood Library's Handbook, Anti-Discrimination/Anti-Harassment Policy, and Conflict of Interest Policy ..... 58

# 1 Welcome

## 1.1 Who We Are

The Wood Library Association ("Library") is a non-profit organization which provides exceptional public library service in a comfortable and safe environment where people can satisfy their curiosity, stimulate their imaginations and connect to the local community and to the world.

The Library is governed by a 5-15 member Board of Trustees ("Board","Trustees"). The Trustees are responsible for hiring the Executive Director ("Director"). Within the guidelines of these policies, the Director will determine the recruitment, hiring, supervision, and termination procedures for all other staff.

An organizational chart is appended (**Appendix A**).

## 1.2 How to Use this Employee Handbook

This Employee Handbook ("Handbook") outlines the principles the Library has put in place. It is designed to introduce employees to the Library, its values and the principles it believes will empower employees to thrive and do their best, as well as some of the benefits, policies and practices the Library has put in place.

If anything contained in this Handbook is inconsistent with applicable law, the applicable law controls. Additionally, this Handbook is the Library's most up-to-date Handbook and supersedes any prior Handbook or Library policy concerning the topics covered in this Handbook. As time progresses, however, this Handbook, and the principles, benefits, practices and policies addressed herein, may be modified by the Library to meet its evolving needs.

The Library wants this Handbook to be useful to its employees and welcomes any feedback that employees may have.

Any questions may be directed to the Director.

# 2 Employment Relationship

## 2.1 Employment-at-Will

The Library and its employees share a working relationship defined as employment-at-will. Essentially, being "at-will" means that an employee can terminate their employment with the Library at any time, for any lawful reason or no reason. (That said, the Library always hopes for a long-term thriving relationship that benefits both the employee and the Library).

This Handbook is not a contract of employment and nothing contained herein alters the at-will relationship an employee shares with the Library. No one other than the Trustees, or their designee, can modify the at-will relationship. Any modifications must also be in writing and executed by both the employee and the president of the Trustees, or their designee.

## 2.2 Change in Status

It is important that the Library have current employee information on file. Any changes in name, address, telephone number, personal status, information concerning dependents, beneficiary designations and

individuals to notify in case of emergency are very important for insurance, tax and safety purposes. Please notify the Library immediately whenever such changes occur. The Library will not be responsible for any errors that may occur from failure to update this information.

### 2.3 Separation from Employment

Full-time employees are asked to provide the Library with a written resignation at least one (1) month prior to their resignation date. All other employees are asked to provide the Library with two (2) weeks prior written notice.

If an employee fails to report to work (and did not provide prior notice and/or received prior authorization), the Library may consider the employee to have voluntarily resigned from their employment, to the extent permissible by law.

All Library property, including keys, fobs, computers, phones, and all associated accessories, tools, passcodes and all other Library property must be returned upon an employee's separation from employment.

## 3 Fair Employment

### 3.1 Equal Employment Opportunity

The Library is committed to the principle of Equal Employment Opportunity. It is the Library's policy that an individual's race, color, sex, national origin, ethnicity, military or veteran status, mental or physical disability, marital status, sexual orientation, genetic information/predisposition or carrier status, age, religion, creed, domestic violence victim status, and any other classification protected by federal, state or local law is not, and will not be, considered in any decision regarding recruiting, hiring, training, promotion, transfer, lay off, termination, classification, compensation, benefits, or other employment action.

All employees are responsible for supporting the Library's commitment to equal employment opportunity and diversity and assisting the Library in meeting these objectives.

### 3.2 Anti-Discrimination/Anti-Harassment Policy

The Library is committed to maintaining a workplace free from all forms of unlawful harassment, including sexual harassment. Harassment based on any legally protected basis is a form of workplace discrimination. The Library prohibits unlawful harassment against anyone, for any reason, including but not limited to an individual's actual or perceived: race; color; sex; age; creed; disability; religion, citizenship; national origin; ancestry; military status or veteran status; marital status; familial status; gender identity and expression; partnership status; credit worthiness or credit history; status as a caregiver; sexual orientation; status as a victim of domestic violence, stalking, or sex offenses; predisposing genetic characteristics; genetic information and any other status protected by law. All employees, interns, and non-employees conducting business at the Library must refrain from engaging in unlawful harassment.

Workplace harassment will not be tolerated at the Library. All applicants, employees, interns (paid or unpaid), contractors and individuals conducting business with the Library are required to conduct themselves in a manner that prevents sexual or other forms of harassment in the workplace. Any employee or individual covered by this policy who engages in workplace harassment or retaliation will be subject to remedial and/or disciplinary action, up to and including termination. This policy is one component of the

Library's commitment to a discrimination-free work environment where all employees and interns are treated with dignity and respect.

Harassment based on a protected class is against the law. All employees have a legal right to a workplace free from illegal harassment. Employees can enforce this right by filing a complaint internally with the Library or with a government agency or in court under federal, state or local anti-discrimination laws.

**Definition of Sexual Harassment**

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, gender identity, and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the complaining individual is not the intended target of the sexual harassment;

- Such conduct is made either explicitly or implicitly a term or condition of employment; or

- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, or which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject Wood Library to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level, including the Director and supervisors, who engage in sexual harassment or who allow such behavior to continue will be penalized for such misconduct.

Any employee who feels harassed should report the harassment to the Director or immediate supervisor so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

**Examples of Sexual Harassment**

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical assaults of a sexual nature, such as:
    - Touching, pinching, patting, grabbing, brushing against another employee's body or poking another employee's body;
    - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
    - Requests for sexual favors accompanied by implied or overt threats concerning the victim's job performance evaluation, a promotion or other job benefits or detriments;
    - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
    - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
    - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
    - Sabotaging an individual's work;
    - Bullying, yelling, name-calling.

**Definition of other Unlawful Harassment**

The creation of an intimidating or hostile working environment based on one or more of the above protected categories constitutes unlawful harassment. Specific types of unlawful harassment, in addition to sexual harassment covered above, include but are not limited to:

- Physical harassment refers to pushing, hitting, crowding, cornering or unwanted physical touching;
- Verbal abuse refers to verbal comments including but not limited to jokes or the use of slurs or other offensive language regarding, or made because of, an individual's actual or perceived membership in one of the protected categories listed above;
- Written harassment refers to derogatory or degrading written comments regarding, or made because of, an individual's membership in one of the categories listed above. Specific examples include but

are not limited to: e-mail, text messages, memos, notes, graffiti, other visual depictions or pictures, cartoons, drawing, videos;

- Inappropriate, unwelcomed behaviors, such as offensive gestures and wearing clothes, jewelry, signage, etc. known to be offensive to particular protected classifications; and

- Any other unwelcome conduct that has the purpose or effect of creating an intimidating, hostile, or offensive working environment as defined by law, or has the purpose or effect of unreasonably interfering with an individual's work performance or otherwise adversely affecting an individual's employment opportunities.

Unlawful harassment, whether it is physical, verbal or visual in nature, is a form of employee misconduct which undermines the integrity of the employment relationship with the Library.

**Who Can be a Target**

Harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors and those employed by companies contracting to provide services in the workplace. A perpetrator of workplace harassment can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

**Where Can Harassment Occur**

Unlawful harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer-sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

**Reporting Harassment**

Preventing workplace harassment is everyone's responsibility. Wood Library cannot prevent or remedy sexual harassment unless the Library knows about it. Any employee, intern (paid or unpaid) or non-employee who has been subjected to behavior that may constitute unlawful harassment is encouraged to report such behavior to their immediate supervisor or the Director. Anyone who witnesses or becomes aware of potential instances of workplace harassment should report such behavior to their immediate supervisor or the Director.

Reports of workplace harassment may be made verbally or in writing. The written complaint form is appended (**Appendix B**). All employees are encouraged to use this complaint form. Employees who are reporting potential harassment on behalf of other employees should use the complaint form and note that the complaint is being made on behalf of another employee.

Employees, interns (paid or unpaid) or non-employees who believe they have been a victim of workplace harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Any employee who feels harassed should report the harassment so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

**Management Responsibilities**

All supervisors who receive a complaint or information about suspected workplace harassment, observe what may be harassing behavior or for any reason suspect that harassment is occurring, are **required** to report such suspected sexual harassment to the Director.

In addition to being subject to discipline if they engage in harassing conduct themselves, supervisors and the Director will be subject to discipline for failing to report suspected workplace harassment or otherwise knowingly allowing workplace harassment to continue.

Supervisors and the Director will also be subject to discipline for engaging in any retaliation.

**Complaint Investigation**

***All*** complaints or information about suspected workplace harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected harassment will be prompt and thorough. All persons involved, including complainants, witnesses and alleged perpetrators, will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected workplace harassment. Wood Library will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, the Director will conduct an immediate review of the allegations and take any interim actions, as appropriate. If the complaint is verbal, the individual will be encouraged to complete the "Complaint Form" in writing. If he or she refuses, the Director will prepare a Complaint Form based on the verbal report.

- If documents, emails or phone records are relevant to the allegations, steps will be taken to obtain and preserve them.

- The Director will request and review all relevant documents, including all electronic communications.

- The Director will interview all parties involved, including any relevant witnesses.

- The Director will prepare written documentation of the investigation (such as a letter, memo or email), which contains the following:

    - A list of all documents reviewed, along with a detailed summary of relevant documents;

    - A list of names of those interviewed, along with a detailed summary of their statements;

    - A timeline of events;

    - A summary of prior relevant incidents, reported or unreported; and

- The basis for the decision and final resolution of the complaint, together with any corrective actions action(s).

- Written documentation and associated documents will be maintained by the Library.

- Following the investigation, the Director will promptly notify the complainant and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.

- The Director will inform the complainant of their right to file a complaint or charge externally as outlined in the Legal Protections and External Remedies section of this policy.

**Corrective Action**

If a report of workplace harassment is found to be valid, immediate and appropriate corrective action will be taken. Employees or interns (paid or unpaid) who violate this policy, including the provision against retaliation, will be subject to disciplinary action, up to and including termination. This determination will be based on all the facts of the case.

**Retaliation**

Wood Library will not tolerate retaliation against anyone who, in good faith, complains or provides information about suspected harassment.

Unlawful retaliation can be any action that could discourage an employee from coming forward to make or support a workplace harassment claim including, but not limited to being discharged, disciplined, discriminated against, or otherwise subject to adverse employment action. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in a "protected activity." Protected activity occurs when a person has:

- made a complaint of harassment, either internally or with any anti-discrimination agency;

- testified or assisted in a proceeding involving harassment under the Human Rights Law or other anti-discrimination law;

- opposed harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or Director of harassment;

- reported that another employee has been harassed; or

- encouraged a fellow employee to report potential harassment.

Even if the alleged harassment does not rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

**Legal Protections and External Remedies**

Harassment is not only prohibited by Wood Library but is also prohibited by state, federal, and (where applicable) local law. Aside from the internal process at Wood Library, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, employees may seek the legal advice of an attorney.

- **New York State Division of Human Rights (DHR)**

  The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to employers in New York State with regard to sexual harassment and protects employees, paid or unpaid interns, and non-employees regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with DHR or in New York State Supreme Court.

  Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged discrimination. An individual may not file with DHR if they have already filed a HRL complaint in state court.

  Complaining internally to Wood Library does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

  An attorney is not needed to file a complaint with DHR, and there is no cost to file with DHR.

  DHR will investigate your complaint and determine whether there is probable cause to believe that harassment/discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If harassment/discrimination is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying monetary damages, attorney's fees and civil fines.

  DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400, www.dhr.ny.gov. Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized, and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

- **United States Equal Employment Opportunity Commission (EEOC)**

  The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within **300 days** from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

  The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

  If an employee believes that he or she has been discriminated against at work, he or she can file a "Charge of Discrimination." The EEOC has district, area and field offices where complaints can

be filed. Contact the EEOC by calling (800) 669-4000, (800) 669-6820 (TTY), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

- **Local Protections**

  Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact them by calling 311 or (212) 306-7450; visit www.nyc.gov/html/cchr/html/home/home.shtml; or write to their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, NY, NY.

- **Contact the Local Police Department**

  If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

## 3.3 Reasonable Accommodation for Disability

The Library is committed to complying with the New York State Human Rights Law and all other applicable laws that prohibit discrimination in employment of qualified individuals with disabilities.

Applicants and employees are encouraged to inform the Director of any disability that may require a reasonable accommodation to allow them to perform the essential functions of the position, and to suggest reasonable accommodations. Medical documentation may be required to assist in this process. Any information obtained by the Library that relates to an individual's physical and mental disabilities will be treated as confidential medical information.

## 3.4 Reasonable Accommodation for Religion

The Library is committed to complying with all applicable laws that require employers to reasonably accommodate an applicant or employee whose sincerely held religious belief, practice and/or observance conflicts with a work requirement.

If an individual has a conflict with a work requirement due to a sincerely held religious belief, practice and/or observance, they should promptly inform the Director. An individual requesting a religious accommodation must cooperate with the Library's efforts to determine whether a reasonable accommodation can be granted. The Library will review and individually assess each request for a religious accommodation in accordance with applicable law.

# 4 Reporting Unethical, Improper or Unlawful Behavior

## 4.1 Whistleblower Policy

The Whistleblower Protection Policy provides specific guidance for employees of Wood Library about reporting improper activities and to protect from retaliation employees who have reported improper actions. If a person knows or believes that there has been a violation of laws, abuse of authority, danger created to health or safety, or material waste of the organization's resources, he/she should contact the Director. If the alleged wrongdoing concerns the Director, then the president or another officer or Trustee of Wood Library should be notified. The person receiving this contact or notification should make a written record of all such reports and perform or facilitate an investigation of all credible allegations. At all times the privacy and reputation of individuals involved will be respected. There will be no punishment or retaliation for reporting circumstances described in this policy.

## 4.2 Conflict of Interest Policy

Wood Library is a nonprofit, tax-exempt organization. Maintenance of its tax-exempt status is important both for its continued financial stability and for public support. Therefore, the IRS as well as state regulatory and tax officials view the operations of Wood Library as a public trust, which is subject to scrutiny by and accountable to such governmental authorities as well as to members of the public.

It is in the best interest of Wood Library to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest. This conflict of interest policy is designed to help Trustees, officers, and employees of Wood Library identify situations that present potential conflicts of interest and to provide Wood Library with a procedure to appropriately manage conflicts in accordance with legal requirements and the goals of accountability and transparency in Wood Library's operations.

1. **Conflict of Interest Defined**

In this policy, a person with a conflict of interest is referred to as an "interested person." For purposes of this policy, the following circumstances shall be deemed to create a Conflict of Interest:

a. A Trustee, officer, or employee, including a Board member (or family member of any of the foregoing) is a party to a contract, or involved in a transaction with Wood Library for goods or services.

b. A Trustee, officer, or employee (or a family member of any of the foregoing) has a Material Financial Interest in a transaction between Wood Library and an entity in which the Director, officer, or employee, or a family member of the foregoing, is a trustee, officer, agent, partner, associate, employee, or other legal representative.

c. A Trustee, officer, or employee (or a family member of the foregoing) is engaged in some capacity or has a Material Financial Interest in a business or enterprise that competes with Wood Library.

Other situations may create the appearance of a conflict, or present a duality of interests in connection with a person who has influence over the activities or finances of the nonprofit. All such circumstances should be disclosed to the Board or Executive Director, as appropriate, and a decision made as to what course of

action the organization or individuals should take so that the best interests of the nonprofit are not compromised by the personal interests of the individual.

Gifts, Gratuities and Entertainment. Accepting gifts, entertainment or other favors from individuals or entities can also result in a conflict or duality of interest when the party providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the performance of his or her duties. This does not preclude the acceptance of items of nominal value or entertainment of nominal value which are not related to any particular transaction or activity of Wood Library.

2. **Definitions**

a. A "Conflict of Interest" is any circumstance described in Part 1 of this Policy.

b. An "Interested Person" is any person serving as an officer, employee, or member of the Board of Trustees of Wood Library or anyone else who is in a position of control over Wood Library who has a personal interest that is in conflict with the interests of Wood Library.

c. A "Family Member" is a spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of an interested person.

d. A "Material Financial Interest" in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect an Interested Person's or Family Member's judgment with respect to transactions to which the entity is a party.

e. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods or services, the providing or receipt of a loan or grant, the establishment of any other type of financial relationship, or the exercise of control over another organization. The making of a gift to Wood Library is not a Contract or Transaction.

3. **Procedures**

a. Prior to Board or committee action on a Contract or Transaction involving a Conflict of Interest, a Trustee or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting. If Board members are aware that staff or other volunteers have a conflict of interest, relevant facts should be disclosed by the Board member or by the interested person him/herself if invited to the Board meeting as a guest for purposes of disclosure.

b. A Trustee or committee member who plans not to attend a meeting at which he or she has reason to believe that the Board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.

c. A person who has a Conflict of Interest shall not participate in or be permitted to hear the Board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.

d. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote.

e. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting.

f. Interested Persons who are not members of the Board of Trustees of Wood Library, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board or committee action, shall disclose to their supervisor, the Executive Director, or the Board Chairperson, or the Chairperson's designee, any Conflict of Interest that such Interested Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Interested Person. The Interested Person shall refrain from any action that may affect Wood Library's participation in such Contract or Transaction.

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to his or her supervisor, the Executive Director, or the Board Chairperson or the Chairperson's designee, who shall determine whether full Board discussion is warranted or whether there exists a Conflict of Interest that is subject to this policy.

4. **Confidentiality**

Each Trustee, officer, and employee shall exercise care not to disclose confidential information acquired in connection with disclosures of conflicts of interest or potential conflicts, which might be adverse to the interests of Wood Library. Furthermore, Trustees, officers, and employees shall not disclose or use information relating to the business of Wood Library or its patrons, for their personal profit or advantage or the personal profit or advantage of their Family Member(s).

5. **Review of policy**

a. Each Trustee, officer, and employee shall be provided with and asked to review a copy of this Policy and to acknowledge in writing that he or she has done so.

b. Annually, at or following the January Board of Trustees meeting but no later than March 31, the following individuals shall complete a disclosure form identifying any relationships, positions or circumstances in which s/he is involved that he or she believes could contribute to a Conflict of Interest: all Trustees, Director, Assistant Director, and Maintenance Director of The Wood Library Association. Such relationships, positions or circumstances might include service as a director of or consultant to another nonprofit organization, or ownership of a business that might provide goods or services to Wood Library. Any such information regarding the business interests of a Trustee, officer, employee, or a Family Member thereof, shall be treated as confidential and shall generally be made available only to the Chairperson, the Executive Director, and the Wood Library Audit Committee (the committee authorized to address Conflicts of Interest and manage the Conflict of Interest Policy and process), except to the extent additional disclosure is necessary in connection with the implementation of this Policy.

c. This policy shall be reviewed annually, and each member of the Board of Trustees and staff will submit a Conflict of Interest Disclosure Form (**Appendix C**) each year.

# 5 Employee Classifications

Each employee is classified as either exempt or non-exempt for pay administration purposes under the federal Fair Labor Standards Act (FLSA) and New York State Law.

The definitions of employee classification categories can be summarized as follows:

> *Exempt:* Employees who meet FLSA and applicable New York State exemption standards and thus, are exempt from overtime pay requirements.
>
> *Non-Exempt:* Employees who do not meet FLSA and applicable New York State exemption standards and thus, are eligible for overtime. Non-exempt employees are also paid on an hourly basis. Overtime work, however, is prohibited without prior specific authorization from the Library.

In addition, each employee's status is defined as one of the following:

> *Full-time*: Employees who are regularly scheduled to work 35 hours or more hours per week are considered full-time. Full-time employees may be exempt or non-exempt.
>
> *Part-time*: Employees who are regularly scheduled to work less than 35 hours per week are considered part-time employees.

# 6 Hours and Wages

## 6.1 Hours of Operation

In accordance with New York State Minimum Standards, the Library is open at least 55 hours a week.

## 6.2 Minimum Staffing Level

To be open, the Library must have at least three employees in the building at all times. If staffing falls below that level, the Director or a supervisor must be notified. If additional staff cannot report to work, the building must close.

## 6.3 Work Schedules

A full-time schedule is 35 hours per week. Employee schedules are set at the time of hire but may be modified based on needs. Employees that seek to deviate from their normal schedule, including overtime and time off, must have prior approval, in writing, from their supervisor of the schedule change.

## 6.4 Meal Breaks

Employees are provided with a meal break in accordance with New York State law. The schedule for employee meal breaks will be established based on operation and staffing needs. Employees will be relieved of all work responsibilities and restrictions and will not be compensated for that time.

Employees must take their fully allotted time for meals and may not extend their meal break without prior approval of their supervisor or the Director. The unauthorized extension of meal breaks may subject an employee to disciplinary action, up to and including termination from employment.

## 6.5 Right of Nursing Mother to Express Breast Milk

The Library will, as required by law, provide reasonable unpaid break time, and will permit an employee to use paid break time or mealtime each day to allow such employee to express breast milk for nursing her child for up to three years following childbirth. The Library will 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 will not discriminate in any way against an employee who chooses to express breast milk in the workplace.

## 6.6 Staff Training Days

Twice a year, the Library is closed to patrons for staff training. All employees, except for Pages, are expected to attend the trainings. Absences must be approved by the employee's supervisor or the Director.

## 6.7 Emergency Closings

The Wood Library has adopted this Emergency Closing Policy to ensure a cautionary response to an emergency threatening to impact or immediately impacting the Library's facilities, materials, staff, or community members.

The primary goals of Wood Library's Emergency Closing Policy are to establish:

- The types of emergencies which may cause the library to close or suspend services
- The power of the Executive Director to close the Library due to an imminent or immediate emergency
- If the Library's Emergency & Disaster Plan needs to be implemented

The Library will make every effort to maintain regular Library operating hours in accordance with Minimum Standards for New York's Public and Association Libraries. However, at times, the Library may have to close, shorten hours, or cancel programs due to emergency conditions.

*Administration*

The Executive Director is empowered by the Board of Trustees to address emergency conditions and may close Wood Library for up to 72 hours. For closures lasting beyond 72 hours, the Executive Director will consult with the Board President to determine the Library's course of action including the implementation of the Library's Emergency & Disaster Plan.

If the Executive Director is not in the building when an emergency or disaster occurs, the staff should immediately contact the appropriate emergency agencies and then contact the Executive Director. If, for any reason, the Executive Director is unable or unavailable, administrative authority shall be passed to the Executive Assistant.

*Types of Emergencies*

The decision to close the Library will be made with the health and safety of the Library staff and community as the top priority. The following emergency situations may call for closure of the Library:

- Severe weather events

- Local or regional declaration of a State of Emergency
- Public disturbance
- Pests, bugs, or infestation
- Loss of critical utilities
- Gas leak or suspected gas leak
- Water damage or flood
- Fire
- Hazardous spill
- Bomb threat
- Active shooter
- Lockdown/Shelter In Place
- Pandemic, serious illness, or public health crisis

Other emergencies may occur that cannot be planned for. The Executive Director will handle such situations in accordance with this policy and the Library's Emergency & Disaster Plan and will coordinate response efforts with the In-House Emergency Team in the best interests of the Library facility, staff, and community.

*Communication*

All Library closures will be communicated to the public via local news stations and on the Library's website, social media accounts, and outgoing voicemail message. The staff will be notified of Library closures by the Executive Director or designee.

*Personnel*

If the Library is closed due to emergency conditions, staff who were scheduled to work will be paid for their regularly scheduled hours, with a limit of three days for non-exempt employees. Under no circumstances will a non-exempt employee be paid for more than three inclement weather days per calendar year. With the Director's or a supervisor's permission, paid time off may be used when the Library is open but an employee believes traveling to or from work would endanger their safety.

An interim work or telecommuting schedule may be developed and job descriptions or duties may be temporarily altered or reassigned based on the needs of the Library.

## 6.8 Timekeeping

Federal and state laws require accurate records of time worked in order to calculate employee pay and benefits.

Non-exempt employees are responsible for recording time worked on the time clock. "Time worked" is defined as any time a non-exempt employee spends performing assigned duties. All non-exempt employees must accurately record the time work begins and ends, as well as the beginning and ending time of any meal or break periods, or when leaving the workplace for personal reasons. Advance approval from a supervisor is required in writing before working any overtime hours.

When punching in, employees are expected to be ready to work and are responsible for punching in/out as close to their scheduled start and end times as possible to ensure accurate time records. Employees may not punch in or out more than five minutes before or after their scheduled work time. Supervisors will review and accept the time records before submitting for payroll processing. If corrections or revisions are made to the time record, the supervisor must initial changes on the time record as being accurate. 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 timecards and time off balances and immediately reporting any errors to their supervisor. Supervisors are responsible for approving the timecards for all employees assigned to them in the organizational chart.

For payroll overtime calculation purposes, the Library's work week starts on Monday at 12:01 AM and ends on Sunday midnight (12:00 AM).

Vacation, sick, personal days and all other leaves, whether paid or unpaid, will not be considered hours worked for overtime purposes.

## 6.9 Compensation and Pay Period

Upon hire, employees will be informed of their starting hourly rate or salary, as applicable. The Library reserves the right, upon written notice, to modify any employee's compensation at any time in accordance with applicable law. The Library will also notify employees of their particular pay period upon hire, in writing, or upon a change in their pay period.

Generally, employee compensation is reviewed annually with adjustments for cost of living increases and/or merit, if any, being effective on January 1. In general bonus payments are not made. However, the Executive Director may recommend a bonus payment to acknowledge exceptional, extraordinary performance by a staff member. Whenever such a bonus is recommended, approval by the Board of Trustees is required prior to payment.

## 6.10 Overtime

From time to time, it may be necessary for employees to work overtime in order to complete work assignments. Supervisors must approve all overtime in writing and in advance for non-exempt employees.

Overtime is paid to non-exempt employees at 1½ times the regular hourly rate for time worked in excess of 40 hours per work week in one work week, and in all other circumstances in which overtime is required to be paid under any applicable federal, state or local law. Vacation, sick, personal days and all other leaves, whether paid or unpaid, will not be considered hours worked for overtime purposes.

Working overtime when required is a condition for continued employment. Exceptions to this policy are at the Library's sole discretion and in accordance with applicable law.

The Library will make every effort to give employees as much notice as possible if overtime is required.

### 6.11 Payroll Deductions, Attachments and Garnishments

As required by law and applicable regulations, the Library will deduct the required portion of each employee's pay for federal, state, Social Security, and any other required taxes. Any employee-authorized deductions will be noted on the employee's paycheck. All deductions are made on a payroll basis.

The Library will comply with any valid attachment, garnishment, child support order, or other legally enforceable claim against an employee's wages.

## 7 Employee Benefits

The Library offers supplemental benefits to all eligible employees. Pages are not eligible for these benefits.

Listed below is a brief outline of the benefits available to employees, as well as the eligibility requirements. The information provided in this Section 7 ("Employee Benefits") is provided for informational purposes only and should not be viewed as investment, tax, legal, or other advice. In the event of a conflict between the information contained in this Handbook and the official plan documents, the official plan documents will govern.

The Library reserves the right to revise, amend, suspend or modify the terms of any benefit plans described in this Handbook at any time, with or without notice and for any reason. Benefits provided by the Library do not create a contract of employment. Please contact the Director regarding any questions about these benefits or eligibility for them.

### 7.1 Health Insurance

For all full-time employees, the Library will pay annually 90 percent of the cost of an individual health insurance policy with a Board approved insurance carrier. This payment will not exceed 10 percent of the employee's annual salary.

For all full-time employees with 20 or more years of service to the Library, the Library will pay up to 10 percent of the employee's annual salary for a Board approved insurance policy.

### 7.2 Group Term Life Insurance

All full-time employees who meet the requirements are eligible for Library paid group term life insurance benefits.

### 7.3 Short Term and Long Term Disability Benefits

All employees (except high school students working less than 35 hours a week) are covered by disability benefits insurance as required by law for non-work related disability. An employee may elect to use vacation and sick leave prior to filing for benefits under the New York State short-term disability coverage.

All full-time employees who meet the requirements are eligible for Library paid long term disability benefits.

### 7.4 Retirement Plan

The Library maintains a SIMPLE IRA Plan through which it will make a matching contribution of up to three percent of the gross annual salary for all full-time employees and for any part-time employee earning $5,000 or more per year for the previous two years.

### 7.5 Workers' 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 Time Away

### 8.1 Holidays

Full-time employees are paid for the following holidays on which the Library is closed:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

The Trustees approve holidays annually.

Full-time employees are also eligible for four paid floating holidays to use whenever they choose, subject to prior supervisor approval. When used, they are reported as a floating holiday.

Part-time non-exempt employees are paid at the rate of 1½ their regular rate for each hour worked on the following days:

- Martin Luther King Day
- Presidents Day
- Columbus Day
- Veteran's Day

## 8.2 Paid Time Off

*A. Vacation*

Employees who have worked three consecutive months for the Library are eligible to use vacation time as provided in this policy.

i. Vacation Accruals

| Employment Status | Vacation Time | Vacation Carry-over |
|---|---|---|
| Part-time | Vacation hours are accrued monthly at a flat rate. For each hour worked, 0.058 vacation hours are earned each month.<br><br>Example:<br>Employee working 25 hours in a calendar month earns 1.45 vacation hours (25 hours x 0.058 = 1.45 vacation hours earned) | Part-time employees must use vacation time by December 31.<br>(Transition policy – carryover existing as of 9/23/19 must be reduced to zero by 12/31/21 or such carryover will be forfeited. In no circumstances will the carryover allowed at 12/31/21 be in excess of this policy.) |
| Full-time | Vacation days are accrued monthly; rate of accrual is based on years of service.<br><br>**Years of service:** 0 to 5 (0 to 60 months) = 1.25 days per month (15 days per year)<br><br>**Years of service:** 6 to 7 (61 to 72 months) = 1.67 days per month (20 days per year)<br><br>**Years of service:** 8 or more (73 months or longer) = 2.08 days per month (25 days per year) | Maximum 168 hours (24 days)<br><br>Any amount of accrued vacation in excess of 24 days existing on December 31 is forfeited.<br>(Transition policy – carryover existing as of 9/23/19 must be reduced to zero by 12/31/21 or such carryover will be forfeited. In no circumstances will the carryover allowed at 12/31/21 be in excess of this policy.) |

The Director or his/her designee will maintain records of earned and used vacation days for all employees.

Pages are not entitled to vacation time.

ii. Requesting Vacation Time

All vacation time requests must be approved by the employee's immediate supervisor and the Director. Employees are asked to provide as much advance notice of their intent to take vacation time as possible.

Every effort will be made to grant a request for vacation, but requests may be denied based upon the Library's operational needs.

iii. Vacation Payment at Separation from Employment

A full-time employee who resigns from employment with one (1) month advanced written notice, or is otherwise terminated without cause, will receive a lump sum payment of any earned but unused vacation as of the date of separation. A part-time employee who resigns from employment with two (2) weeks advanced written notice or is otherwise terminated without cause, will receive a lump sum payment of any earned but unused vacation as of the date of separation. An employee terminated for cause will not receive payment of vacation days.

*B. Sick Time*

i. Sick Accruals

| Employment Status | Sick Time | Sick Time Carry-over | Usage |
|---|---|---|---|
| Part-time | Sick Time hours are accrued monthly at a flat rate.<br>For each hour worked, 0.046 sick time hours are accrued each month.<br><br>Example:<br>Employee working 25 hours in a calendar month earns 1.15 sick time hours (25 hours x 0.046 = 1.15 sick time hours earned) | No cap on carry-over. | Accrued amount subject to a maximum of 70 hours in a calendar year. |
| Full-time | Sick time is accrued monthly; rate of accrual is flat rate of 7 hours of sick time per month. | No cap on carry-over. | Accrued amount subject to a maximum of 60 days (420 hours) in a calendar year. |

Accrued but unused sick time will not be paid to an employee upon their separation from employment with the Library, for any reason.

Pages are not entitled to sick time.

ii. Permitted Uses

After January 1, 2021, employees may use accrued sick leave following a verbal or written request to their employer for the following reasons impacting the employee or a member of their family for whom they are providing care or assistance with care:

Sick Leave:

- For mental or physical illness, injury, or health condition, regardless of whether it has been diagnosed or requires medical care at the time of the request for leave; or
- For the diagnosis, care, or treatment of a mental or physical illness, injury or health condition; or need for medical diagnosis or preventive care.

Safe Leave:

- For an absence from work when the employee or employee's family member has been the victim of domestic violence as defined by the NYS State Human Rights Law, a family offense, sexual offense, stalking, or human trafficking due to any of the following as it relates to the domestic violence, family offense, sexual offense, stalking, or human trafficking:
    - To obtain services from a domestic violence shelter, rape crisis center, or other services program;
    - To participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members;
    - To meet with an attorney or other social services provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding;
    - To file a complaint or domestic incident report with law enforcement;
    - To meet with a district attorney's office;
    - To enroll children in a new school; or
    - To take any other actions necessary to ensure the health or safety of the employee or the employee's family member or to protect those who associate or work with the employee.

Covered Family Members:

- A family member is defined as an employee's child, spouse, domestic partner, parent, sibling, grandchild or grandparent or the child or parent of an employee's spouse or domestic partner. "Parent" is defined as a "biological, foster, step- or adoptive parent, or a legal guardian of an employee or a person who stood in loco parentis when the employee was a minor child". Additionally, "child" is defined as a biological, adopted or foster child, a legal ward or child of an employee standing in loco parentis.

iii. Requesting Sick Time

Employees are asked to provide notice to their supervisor, or the Director, of their intent to use sick time as soon as possible but no later than the start of their workday. If that is not possible, employees are asked to provide notice as soon as possible.

Employees must also notify their supervisor, or the Director, of their expected return to work date. Employees absent on sick leave for more than three (3) consecutive work days must provide documentation from a licensed health care provider. Such documentation must be provided within seven (7) days after returning to work.

iv. Sick Bank

The Trustees will maintain a bank of 20 sick days to be used at the discretion of the Director in cases of hardship or unusual circumstances.

*C. Personal Time*

i. Personal Time Accruals

| **Employment Status** | **Personal Time** |
|---|---|
| Part-time | Employees are eligible for a maximum of personal time per year calculated as follows:<br>(Average daily work hours over the duration of the previous year) x 2 |

| | |
|---|---|
| | Example:<br>Employee working an average of 3 hours per day over the past year is eligible for 6 hours of personal time (3 avg hrs x 2 = 6)<br><br>Average work hours per day = total hours worked in year / 260 average work days in one year |
| Full-time | Employees are eligible for a maximum of 21 hours of personal time per year |

Personal leave does not carry over from year to year and accrued but unused personal time will not be paid to an employee upon their separation from employment with the Library, for any reason.

Pages are not entitled to personal time.

ii. Requesting Personal Time

Personal time may only be used for reasons of hardship or personal need and not for recreation.

All personal time requests must be approved by the Director. Employees are asked to provide as much advance notice of their intent to take personal time, as possible.

## 8.3 Jury Duty

The Library will provide time off to employees to fulfill their obligation when summoned for jury duty. The Library recognizes jury duty as a civic responsibility and complies with all state laws.

An employee must notify the Director and provide a copy of the summons to serve as soon as the Employee receives it. Employees must also submit proof of dates and time of attendance for jury service.

If an employee is excused from service in a jury pool sooner than anticipated or is placed on a call-in system, they are expected to remain at or return to work- unless one hour or less remains on their normal working shift. Employees are also expected to keep the Director informed regarding their schedule.

## 8.4 Time Allowed to Vote

Eligible employees may take up to three hours off from work with pay so as to vote in any election. Employees may only take such time off at the beginning or at the end of their working shift, as the Library designates, unless otherwise mutually agreed to by the employee and the Director.

Employees must be registered to vote and must notify the Director not less than two working days before the election, if they require time off to vote.

This policy does not apply to school district elections but applies to all other federal, state, and local elections and primaries.

## 8.5 Military Leave

A military leave of absence will be granted to employees who are absent from work in order to serve in the uniformed services of the United States. Employees who perform and return from service in the Armed Forces, the Military Reserves, the National Guard and certain Public Health Service positions will retain certain rights with respect to reinstatement,

seniority, layoff, compensation, length of service promotion, and length of service pay increases, as required by applicable state, federal, and local law.

If an employee is called for reserve or active duty they must provide a copy of their report orders to the Director as soon as possible.

## 8.6 Leave for Spouses of Military Personnel

The Library will grant time off to spouses of military personnel in accordance with the requirements of any applicable law, including, for example, the New York Labor Law provision providing leave of absences for military spouses. For additional information, please refer any questions to the Director.

## 8.7 Blood Donation Leave

Employees may be entitled to one leave period per calendar year of up to three hours duration during their regular work schedule to donate blood in accordance with all applicable laws and guidelines. Employees wishing to donate blood must provide notice to their supervisor at least three working days prior to the date on which the employee will take such leave.

Employees who fill positions essential to Library operations may be required to give additional notice, not to exceed 10 working days, where such notice is necessary to allow the Library to cover the position during that leave. If, however, an employee experiences an emergency requiring that they donate blood for their own surgery or that of a family member, and it is not possible for the employee to provide three days' notice, the employee shall provide as much notice as possible under the circumstances. Employees may be required to provide proof of their blood donation.

The Library will not retaliate against an employee for requesting or obtaining a leave of absence to donate blood under this policy.

Non-exempt employees will not be paid for leave taken under this Section.

## 8.8 Bone Marrow Donation Leave

In accordance with applicable law, employees may be entitled to up to 24 work hours of leave to undergo a medical procedure to donate bone marrow. The Library may require a physician to verify the purpose and length of each leave requested by the employee for bone marrow donation.

The Library will not retaliate against an employee for requesting or obtaining a leave of absence under this section, and applicable law.

Non-exempt employees will not be paid for leave taken under this Section.

## 8.9 Crime Victim Leave

An employee may be entitled to leave to attend criminal justice proceedings if the employee or their spouse, domestic partner, child, or parent is a victim of a crime and 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 paid time off for this purpose.

## 8.10 Paid Family Leave

An employee may be entitled to paid family leave benefits under New York State Law if they need to take time off from work to care for a family member.

New York State Paid Family Leave ("PFL") provides job-protected, paid time off to:

- Bond with a newly born, adopted or fostered child;
- Care for a "family member" (defined below) with a serious health condition; or
- Assist loved ones when a "family member" (defined below) is deployed abroad on active military duty.

PFL is an employee-funded insurance benefit for which a small premium is deducted from each employee's regular wages as determined by state law.

*Eligibility*

Employees who work a regular schedule of 20 hours or more per week are eligible after 26 weeks of employment, and employees with a regular work schedule of less than 20 hours per week are eligible after 175 days worked. Employees are eligible regardless of their citizenship or immigration status.

*Benefits*

The number of weeks of paid leave available and the amount of an employee's weekly paid leave benefit are established by New York State law. In 2019, employees are eligible for a maximum 10 weeks of paid leave. The rate of pay is a maximum 55 percent of their average weekly wage OR 55 percent of the New York State Average Weekly Wage ($1,357.11 in 2019), whichever is less. PFL coverage will increase in 2020 to a maximum 10 weeks/maximum 60 percent average weekly wage. In 2021, benefits will increase to a maximum 12 weeks/maximum 67 percent average weekly wage. PFL leave may be taken either all at once or in full-day increments intermittently, and eligible employees may take the maximum time-off benefit in any given 52-week period.

Employees may choose to supplement their PFL Benefit with applicable vacation, sick and/or personal time off to receive their full salary. Employees should refer to applicable personnel policies for information regarding minimum increments applicable to such paid time off.

*Rights and Protections*

An eligible employee may return to the same or comparable job after the employee takes PFL.

- An eligible employee may keep their health insurance while on PFL (although the employee will have to continue to pay their portion of the premium costs, if any, by the 15th of each month);
- Wood Library is prohibited from discriminating or retaliating against an employee for requesting or taking PFL;
- An employee does not have to exhaust their paid time off accruals before using PFL.

*Paid Family Leave Request Process*

Notification: Employees should notify the Director, or his/her designee, at least 30 days in advance of their need to take PFL, if foreseeable, or as soon as possible thereafter.

Request Form: Employees should then complete and submit the Request for Paid Family Leave Form to the Director. Please contact the Director, or his/her designee, for a copy of Request for Paid Family Leave Form.

Additional Documentation: The Library's insurance carrier may require employees to complete and submit additional forms. Please contact the Director, or his/her designee, for copies of any such additional forms.

Approval or Denial: The Library's insurance carrier will either pay or deny the request within 18 days of receiving the completed request for PFL. If approved, weekly benefits are payable upon the first day of qualified paid leave event.

*Disputes*

If an employee's PFL claim is denied, they may request to have the denial reviewed by a neutral arbitrator. The Library's insurance carrier will provide the employee with information about requesting an arbitrator.

*Discrimination Complaints*

If the Library terminates an employee's employment, reduces their pay and/or benefits, or disciplines them in any way as a result of the employee taking or asking about PFL, the employee may request to be reinstated, or restored, by taking the following steps:

- Complete the Formal Request for Reinstatement Regarding Paid Family Leave Form (PFL-DC-119), which can be found online at: www.ny.gov/PaidFamilyLeave.

- Send one copy of the completed Request for Reinstatement Form to Avenue's and send a second copy to:

  Paid Family Leave
  P.O. Box 9030
  Endicott, New York 13761-9030

If an individual's employment is not reinstated within 30 days, they may file a discrimination complaint with the New York State Worker's Compensation Board using form PFL-DC-120, which can be found online at www.ny.gov/PaidFamilyLeave. The Worker's Compensation Board will assemble an individual's case and schedule a hearing.

*Definitions*

For the purposes of this policy, the following terms have the following meanings:

"Active military service" when a spouse, child, domestic partner, or parent of the employee is on active duty or has been notified of an impending call or order of active duty. It does not include the employee's own qualifying military event.

"Continuing proximity" means present at the same location as the family member during the majority of the employment period from which leave has been taken. Travel necessary for the purpose of securing medication or to arrange care for the family member, or other such similar deviations determined to be reasonably related to providing care, may satisfy this definition.

"Family member" means a spouse, domestic partner, a biological child, adopted child, a foster son or foster daughter, a stepson or stepdaughter, a legal ward or the son or daughter of a domestic partner or a person to whom the employee stands in loco parentis, a biological parent, foster parent or adoptive parent, parent-in-law, a stepparent, a legal guardian or other person who stood in loco parentis to the employee when the employee was a child, a grandparent, and/or grandchild.

"Providing Care" means that the employee is in close and continuing proximity to the family member. It may include providing necessary physical care, emotional support, visitation, assistance in treatment, transportation, arranging for a change in care, assistance with essential daily living matters, and personal attendant services.

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves: (a) impatient care in a hospital, hospice, or residential health care facility; or (b) continuing treatment or continuing supervisor by a health care provider. It does not include the employee's own serious health condition.

*Conclusion*

The information in this section is a simplified presentation of an employee's rights required by Section 229 of the New York State Disability and Paid Family Leave Benefits Law.

Please contact the Director, or his/her designee, with any questions about New York State Paid Family Leave. Additional information, forms and instructions can also be found online at www.ny.gov/PaidFamilyLeave or the New York State Paid Family Leave Helpline at: (844) 337-6303.

### 8.11 Other Absences

All other absences not authorized or required by law, and/or approved by the Library, are considered unauthorized. Failure to meet Library attendance expectations may result in disciplinary action, up to and including dismissal.

## 9 Workplace Conduct and Performance

### 9.1 Performance Evaluation

At least once a year, employees will receive a performance review that objectively assesses their performance and accomplishments relative to their job description and annual goals. Employees will also receive a Professional Development Plan by which the employee is evaluated that includes the specific tasks and goals for their position for the next year.

The Director is evaluated by the Trustees.

### 9.2 Internal Communication

Effective and ongoing communication is essential. 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 regarding Library trainings. In addition, 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.

### 9.3 Computer/Software Use and Security

Library equipment including computer hardware and software are valuable assets. They should generally be used for Library business only, with the exceptions noted below. Employees may not copy or use Library purchased/leased software contrary

to the provisions of any license agreement. Employees should follow computer maintenance, software updating procedures, and caution in opening email in order to avoid computer viruses which have the potential to cause damage to Library and system computer networks.

The Library provides Internet access and e-mail to its employees to assist and facilitate business communications and work-related research. These services are for legitimate business use only in the course of an employee's assigned duties, with the exception that employees may access the Internet for non-business use on personal time, so long as all other provisions of this policy are followed. All materials, information and software created, transmitted, downloaded or stored on the Library's computer system are the property of the Library and may be accessed by authorized personnel.

Inappropriate computer use includes: transmitting obscene, harassing, offensive or unprofessional messages; accessing any site that is sexually or racially offensive or discriminatory; displaying, downloading or distributing any sexually explicit material; or transmitting any confidential or proprietary Library information.

The Library reserves the right to monitor employee use of the Library's e-mail system or Internet access. Employees should not consider their Internet usage or e-mail communications to be private when using staff computers, software or email accounts. Personal passwords are not an assurance of confidentiality, and the Internet itself is not secure.

Any software or other material downloaded into the Library's computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors, or owners of the material.

## 9.4 Dress Code

The Library strives to maintain its professional reputation in the community while creating a comfortable work environment for its employees. Appropriate dress is required to help achieve this goal.

Employees must wear clean and well-maintained attire appropriate to the type of work they do. Shoes are required and must also be well-maintained. Good grooming is required. Name tags must also be worn at all times.

The following are examples of unacceptable attire: torn, unhemmed, patched/faded clothing, halter tops, tube tops, muscle shirts, low cut blouses, strapless sun dresses, beach flip-flops (dressy thong sandals are permitted), short shorts or dresses (aim for walking length or no more than 3-4 inches above the knee), shirts with slogans or large-letter advertising, sweatsuits/warm-up suits and sweatpants. Blue jeans are allowed on weekends and jean-style pants or jeans in other colors are acceptable all week, assuming they meet all the other criteria.

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

Pages may wear blue jeans and tee-shirts that are not appropriate for other employees.

## 9.5 Social Media

The Library understands both the personal and professional benefits of social media and social networking. This policy is not intended to abridge free speech or restrict the flow of useful and appropriate information, but is instead designed to protect the Library from the unauthorized disclosure of information and to otherwise safeguard the Library, its employees, and its patrons from any harm that might result from employee misuse of social media.

This policy applies to all Library employees and to all use of social media, whether such use occurs using the Library's or personal technological resources. Trustees and volunteers are also expected to follow this policy in matters and activities pertaining to their service to the Library.

A. Definition

"Social media" is an umbrella term that defines the various activities that integrate technology, social interaction, and the construction of words, pictures, videos, and audio, and includes, but is not limited to, blogs, Facebook, Twitter, LinkedIn, Instagram, and similar tools.

B. Employee Social Media Use

Employees are expected to act in accordance with the following guidelines:

1. Employees accessing social media and social networking sites for personal use may do so only on breaks, meal periods, and/or before and after work. Such activities must not interfere with work commitments.

2. Only the Board of Trustees, the Director, and their designee, may speak on behalf of the Library. If an employee chooses to identify him/herself as a Library employee on his/her website, social networking site, weblog or other social media, the employee is also expected to make clear that he/she is not authorized to speak on behalf of the Library and make it clear that the views the employee expresses are the employee's alone and do not necessarily reflect the Library's views. The employee may accomplish this by posting the following disclaimer in an "About Me" section of his/her social networking profile: "I am not authorized to speak on behalf of Wood Library. The views expressed on this website/profile/blog are mine alone and do not necessarily reflect the views of the Library."

3. Post and display comments with the knowledge that conduct occurring online, off of Library property and outside of working hours may still violate the Library's anti-discrimination/anti-harassment policy. Employees are expected to abide by all applicable Library policies, including, but not limited to, the anti-discrimination/anti-harassment, confidentiality, and use of technology when utilizing social media.

4. Maintain the confidentiality of the private or confidential information of the Library, including information about the Library's patrons, suppliers, and vendors. Employees are prohibited from posting internal business-related confidential communications.

5. Employees who become aware of a violation of this policy by another employee, are expected to report it promptly to the Director.

6. Information regarding an applicant's/employee's protected status(es) learned of through social media or any other forum will not be considered in hiring or other employment decisions.

7. Employees are cautioned that, in many cases, social media posts may be viewed by anyone, including the Library.

8. When posting on a Library-authorized social networking page/site, employees must identify themselves as Library employees.

C. Library-authorized or -created social media pages/profiles/blogs

The goal of Library-authorized social networking and blogging is to become a part of the industry conversation and promote web-based sharing of ideas and exchange of information. Authorized social networking and blogging is used to convey information about the Library's services, promote and raise awareness of the Library's brand, communicate with patrons to brainstorm, issue or respond to breaking news or negative publicity, and discuss Library activities and events. Authorized Library employees must ensure that approved social networking content preserves the integrity and reputation of the Library while minimizing actual or potential legal risks, whether used inside or outside the workplace. Occasionally, the Library may create social networking accounts, sites or blogs on which designated employees may post. Creation of such a site requires the approval of the Director.

The following rules and guidelines apply to Library-authorized social networking:

1. Accounts established for Library-authorized social networking must be established using a Library email address and must identify the Library as the account holder or subscriber.

2. Upon request, employees engaged in Library-authorized social networking must disclose passwords for the Library's social networking accounts. Such employees must also relinquish all right to access such accounts upon separation from employment or transfer from position.

3. Only authorized employees can prepare and modify content for the Library's social networking entries.

4. Content must be relevant and add value.

The Director and/or Executive Assistant are responsible for ensuring all social networking information complies with the Library's policies. The Director and/or Executive Assistant are authorized to remove any content that exposes the Library to potential liability, does not comply with this or any other Library policy, or that may be illegal. Removal of such content will be done without permission of or advance warning to the blogger/poster.

The Library retains exclusive and unilateral right to change passwords and block access to Library social networking accounts.

D. Accountability

Violation of this policy will be subject to disciplinary action, up to and including possible termination of employment. Any questions regarding this policy should be raised to the Director.

## 9.6 Facility Access

All employees, with the exception of Library Pages, will be issued a key and security code to gain access to the building. Employees may not make copies of keys.

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, employees must return all keys to the Director.

## 9.7 Drug Free Workplace

The Library maintains a drug-free workplace and strictly prohibits reporting to work under the influence of illegal drugs or alcohol. The Library further prohibits the unauthorized possession of alcohol or illegal drugs by employees at work. Any employee who engages in any of the prohibited behavior described in this Section will be subject to disciplinary action, up to and including termination.

Any individual who conducts business for the Library, is applying for a position with the Library, or is conducting business on Library property is covered by this policy. This policy is intended to apply whenever anyone is representing or conducting business for the Library. Therefore, this policy applies during all working hours, whenever conducting business or representing the Library, while on Library property, and at Library-sponsored events.

For purposes of this policy, the term "illegal drug" means any controlled substance included in Schedules I and II of section 802(6) of Title 21 of the United States Code. Examples include, but are not limited to, street drugs such as cocaine, heroin, marijuana, and other controlled substances such as stimulants, depressants, and hallucinogenic products. The term "illegal drug" does not mean the use of a controlled substance pursuant to a valid prescription or other uses authorized by law. For purposes of this policy, the term "substance abuse" includes the use of prescribed drugs which are not being used for prescribed purposes or in a prescribed manner.

The Library encourages employees to voluntarily seek help with drug and alcohol problems.

## 9.8 Smoke Free Workplace

The Library strives to provide a safe and healthy environment for employees and patrons. No smoking or vaping is allowed in any part of the Library or within 100 feet of the entrances, exits or outdoor areas in accordance with Section 1339-O of New York's Public Health Law.

## 9.9 Weapons Policy

The possession and/or use of weapons or other instruments that can be used as weapons are strictly prohibited. This policy applies to all persons (employees, delivery persons, contractors and visitors alike) entering the Library's facilities, including its parking lot.

An employee found to be in possession of a weapon (including a firearm or other weapon not normally found in the work environment that can cause physical injury, death or destruction of property) on Library property or who has invited a guest whom the employee knows to be in possession of a weapon on Library property is subject to immediate disciplinary action, up to and including termination.

## 9.10 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 its records and transactions.

## 9.11 Staff Relationships

*Objective*

Wood Library strives to provide a work environment that is safe, collegial, respectful and productive. This policy establishes rules of conduct for personal relationships between staff members, in an attempt to prevent conflicts and maintain that work environment.

*Definitions*

- "Personal Relationship" is defined as a romantic or intimate relationship between individuals.
- "Staff" is defined as any member of the Library's staff, including but not limited to employees, volunteers, supervisory personnel, managers, and Trustees.
- "Subordinate" means a Staff member who reports in any capacity to the individual with whom he/she is involved in a Personal Relationship, including but not limited to as an employee or as a member of a committee where the romantic partner serves as Chair or in another leadership role.

*Protocols*

No Staff member may supervise, work directly for, or occupy a position in the same department or committee as the Staff member with whom he or she is involved in a Personal Relationship.

Trustees, supervisors and managers are prohibited from dating or being involved in a Personal Relationship with a Subordinate and shall be disciplined for such actions, up to and including termination or removal from their position with the Library.

Wood Library reserves the right to take prompt action if an actual or potential Conflict of Interest arises as a result of any Personal Relationship under the terms and conditions of the Library's Conflict of Interest Policy, or if the Personal Relationship adversely affects, or has the potential to adversely affect, any other Staff member's terms and conditions of

employment or position with the Library. Even if there is no line of authority or reporting, the individuals involved may be separated by reassignment, removed from any position, or terminated in accordance with the following procedure.

This policy is not intended to preclude employee and Trustee spouses or significant others from periodically volunteering for special library events.

*Procedures*

Any Staff involved in a Personal Relationship with another member of Staff must immediately notify the Executive Director in writing. If the Executive Director is in the Personal Relationship, he/she reports it to the Board president. If the Staff member in a Personal Relationship is a Trustee, he/she reports it to the Board president as well as the Executive Director. Failure to do so shall subject the Staff members involved to discipline including, but not limited to, termination or removal from their position with the Library.

Within ten (10) business days of the Executive Director's receipt of written notification of a Personal Relationship, the Executive Director will meet with the individuals involved to discuss the situation and review their written recommendation as to whether:

- (i) any further action is required,
- (ii) either of the Staff members need to be transferred to another position with the Library (assuming that another position is available), or
- (iii) either of the Staff members need to be terminated from employment or otherwise removed from his or her position with the Library.

The Library has no obligation to offer any Staff member involved in the Personal Relationship another position with the Library. The Library expressly reserves its right to remove from the position held with the Library, any or all of the Staff members involved in a Personal Relationship, and further reserves the right to discipline any Staff member who fails to adhere to the requirements of this policy.

## 9.12 Nepotism

Nepotism in the workplace occurs when relatives or closely related persons are favored in employment decisions. Nepotism is inconsistent with the Library's policy and practice of making employment decisions based solely on Library needs and individual qualifications, skills, ability, and performance. This policy is intended to ensure effective supervision, internal discipline, trust, and positive morale in the workplace, and seeks to avoid the appearance of, or potential for, favoritism, conflicts of interest, the appearance of impropriety, and conflicts of loyalty associated with nepotism.

*Policy Statement*

No employee or trustee involved in employment decisions may make, participate in, or attempt to influence employment or evaluative decisions involving a relative or closely related person. This policy is intended to prohibit employees who are related from working in direct reporting or supervisory relationships. This policy does not, however, prohibit the Library from simultaneously employing relatives or closely related persons altogether when the employment relationship does not create actual or potential conflicts of interest and where the employee has no influence over the terms or conditions of the related person's employment.

*Definitions*

"Domestic partnership" refers to two individuals of the same or opposite sex who share common living quarters and live in a committed, intimate relationship that is not defined as marriage by the state in which the partners reside.

"Employment Decisions" refers to the full array of employment related actions that occur at the Library, including but not limited to, decisions related to hiring, supervision, promotion, compensation, work hours, performance evaluation, termination, and decisions involving other terms and conditions of employment.

"Nepotism", as used in this policy, means favoritism in the workplace based on a familial or a similar close relationship, including those with whom one has had within the prior two years or currently is having a consensual romantic or sexual relationship.

"Relative or closely related person" (also referred to as "related persons"), for purposes of this policy, is defined as a familial or other close relationship, whether by blood, adoption, marriage, or domestic partnership (e.g., a spouse, domestic partner, child, grandparent, grandchild, aunt, uncle, brother, sister, first cousin, niece, nephew, any corresponding in-law or step- or foster relation), as well as any persons residing in the immediate household and any individual currently or within the prior two years sexually or romantically involved in a consensual relationship with any Library employee.

*Guidelines*

In general, employment of relatives or closely related persons is limited only when necessary to avoid conflicts of interest and provide reasonable assurance that each person can carry out the responsibilities of his or her position as objectively as possible. Where employment would be in conflict with the policy, as stated above, the problem may be avoided by adjustment of the duties assigned to one or both of the individuals or by modification of the administrative relationships of their positions, or both. Any exception to the policy must be approved by the Executive Director or the President of the Board of Trustees when either the Executive Director or a trustee is involved.

*Supervisor-Supervisee Relationship*

Individuals should not be employed in or transferred or promoted to a position or in an appointment which involves employment decisions being made concerning the individual by a relative or closely related person.

Any doubt or question as to whether an individual who will be the subject of an employment decision could be considered a relative or closely related person within the meaning of this policy should be resolved in favor of disclosing the relationship to the Executive Director.

*Disclosure of Existing Relationships*

Familial or other close relationships should be disclosed so that they can be evaluated and either avoided or managed.

Individuals in the Library community are expected to disclose relationships that fall within this policy. Disclosure should be made by persons involved in such relationships but may be made by others who are aware of such a relationship.

Reporting by Related Persons: All related persons are expected to disclose their relationship in advance of any employment decisions being made involving the other. Employees must self-report to their supervisor before they make, participate in or attempt to influence (or cause others to make, participate or attempt to influence) employment decisions covered by this policy. Any trustee involved in an employment decision must self-report to the President of the Board of Trustees.

Reporting by Persons Who Become Related After Hiring Decision is Made: Individuals who become "related" causing a violation of this policy (such as employees who marry, enter into a domestic partnership or become residents of the same household, or who become relatives as a result of a marriage or domestic partner relationship, or who start dating or otherwise engage in a consensual or romantic relationship after an individual is hired, transferred or promoted into the other's work unit and subject to direct or indirect supervision of the other) are expected promptly to disclose the relationship following the process set forth above for reporting by related persons.

Reporting by Others**:** In the case of employees who are aware of relationships that may be in conflict with this policy, reports about possible violations of this policy may be submitted to the Executive Director for further evaluation and investigation. All such reports/complaints will be treated as confidentially as feasible.

Retaliation against a person who reports a possible violation of this policy is prohibited.

*Violations of Policy*

Violations of this policy may result in discipline, up to and including termination of employment. Violations may include, but are not limited to, failing to disclose and/or actively concealing a relationship that falls within this policy or willful failure or refusal to cooperate with an approved management plan or retaliation against an employee or student who has disclosed the relationship.

This policy is administered by the Executive Director, except when the Executive Director is the subject of the employment decision, in which case the Board of Trustees will administer the policy.

# 10 Recordkeeping

## 10.1 Personnel Files

Personnel records are highly confidential. The Library maintains a personnel file for each employee. Any medical records are maintained separately in a confidential medical file.

Employee personnel (and medical) record files are the property of the Library, and access to the information contained therein is restricted.

An employee who wishes to review their own file should contact the Director. With reasonable advance notice, a current employee may review their own personnel (and medical record) files in the Library's office and in the presence of an individual appointed by the Library to maintain the files. However, none of the contents of an employee's personnel (or medical record) files may be removed or copied.

## 10.2 Medical Records

The Library maintains a separate, confidential file for each employee's medical information. Only employees with a genuine need shall be granted access to information in an employee's confidential medical file, and only to the minimum extent necessary to accomplish the intended purpose. Employees have the same access to their confidential medical file as they have to their personnel file.

# 11 Pandemic Plans

## 11.1 Pandemic Response Plan

ADOPTED by Wood Library Board of Trustees 03/23/2020; AMENDED 03/22/2021

The Wood Library Association (Library) has adopted this Pandemic Response Plan in compliance with New York State Labor Law §27-c, where applicable, to implement operational plans in the event of certain declared public health emergencies including, but not limited to, novel coronavirus (COVID-19) or other communicable disease or pandemic illness.

Wood Library strives to maintain a safe workplace and protect the health of employees, patrons, visitors and others. Wood Library also wants to ensure the continuity of business operations in the event of a severe pandemic illness. Efforts for an effective response will be guided by and in accordance with all applicable federal, state and local laws and guidelines issued by public health authorities such as the Centers for Disease Control, New York State Department of Health, Ontario County Department of Health, and other governmental agencies.

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**DEFINITIONS**

The following terms are hereby defined for the purposes of this policy:

- **Personal Protective Equipment (PPE):** Equipment worn to minimize exposure to communicable disease or pandemic illness as mandated by local, state, or federal law and/or any Executive Orders related to the public health emergency or mandates issued by federal agencies including the Center for Disease Control (CDC) and the Occupational Safety and Health Administration (OSHA).
- **Employee:** Any person employed by Wood Library regardless of job classification or title.
- **Contractor:** Any individual performing paid services for the library but not an employee of Wood Library.
- **Essential:** Designation made to an employee or contractor whose duties require them to be physically present at Wood Library to perform their job, OR tasks that are vital or necessary to the safety or operational needs of the library.
- **Non-essential:** Designation made to an employee whose duties do not require them to be physically present at Wood Library, OR tasks that are not vital or necessary to the safety or operational needs of the library.
- **Communicable disease:** Illness caused by an infectious agent that occurs through the direct or indirect transmission of the infectious agent or its byproducts or via inanimate environment or object to a susceptible person or persons.
- **Retaliatory Action:** The discharge, suspension, demotion, penalization, discrimination, or other adverse employment action taken against any employee.

**PANDEMIC PREVENTION**

All employees are asked to cooperate in taking steps to reduce the transmission of pandemic illness in the workplace. The Library encourages employees to assist in reducing the transmission of pandemic illness by frequent hand washing with warm, soapy water, using hand sanitizer, sneezing into their arms, and refraining from personal contact such as shaking hands. To reduce the number of working days lost due to illness and slow the spread of the virus, other precautionary steps include disinfecting all surfaces, equipment, and returned materials, promoting proper handwashing procedures for both staff and patrons, promoting good respiratory hygiene in the workplace, advising employees to consult national travel advice before traveling on business trips, and reminding staff and patrons to remain home if exhibiting symptoms. Special collections and services and large group meetings may need to be suspended to prevent further spread of the virus. Business trips deemed too risky for travel may be cancelled by the Executive Director. Book donations may also be halted. The Executive Director will seek guidance from the Ontario County Department of Health regarding cessation of services.

**ADMINISTRATION**

In the event of a declared public health emergency, the Library Executive Director, as authorized by the Board of Trustees, administers the Pandemic Response Plan. This includes activating the plan, establishing an internal communications network, and coordinating all response and recovery activities. If, for any reason, the Executive Director is unable or unavailable to administer the plan, administrative authority shall pass to the Executive Assistant.

**PERSONAL PROTECTIVE EQUIPMENT**

PPE as required by local, state or federal laws or Executive Orders will be provided by Wood Library. As per OSHA guidelines, employees are not financially responsible for mandated PPE. Employees may provide their own PPE if they desire and if it is in compliance with all local, state, or federal laws or Executive Orders and CDC and OSHA regulations.

Wood Library will provide any necessary training for mandated PPE including proper use and disposal.

Wood Library will keep a supply of PPE in storage in the event a public health emergency is immediately declared. All employees will be aware of the storage location of PPE. The Executive Director will monitor PPE supply levels and replenish the supply as needed in accordance with the Library's Purchasing Policy.

Failure to comply with PPE mandates may result in disciplinary action.

**STAYING HOME WHEN ILL**

Wood Library provides paid sick time 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, breathing difficulties, 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. In the case of a pandemic, Library employees may be provided with specific guidance which may differ from the above.

**SELF-QUARANTINE**

If an employee suspects they may have been exposed to influenza or another pandemic illness, or has recently returned from an area that has had a confirmed case, as a precautionary measure, they must self-quarantine at home for the recommended length of time. Employees who do not voluntarily comply with this directive will be ordered by the Executive Director to self-quarantine for the relevant length of time. Since each pandemic is different, the number of quarantine days will be determined by public health authorities. Employees may also be ordered by the Ontario County Department of Health to quarantine depending on the circumstances.

In the event an employee must remain quarantined, their accrued time off, both sick, personal, and vacation, as well as New York State mandated disability insurance benefits as applicable, will be made available to them to use to avoid loss of wages.

**CONFIDENTIALITY OF MEDICAL INFORMATION**

Library policy is to treat any medical information obtained from an employee or an employee's health care provider, including any voluntary disclosure that the employee has contracted a pandemic illness, as a confidential medical record. In furtherance of this policy, any disclosure of pandemic-related medical information will be shared only on a need-to-

know basis and only as necessary to prevent or slow the spread of the illness at work, while maintaining confidentiality to the extent reasonably possible. Information will be shared with government officials only if required by law.

**WORK SCHEDULES**

A severe pandemic illness could result in a significant level of absenteeism. Some employees may be unable to work if they become ill due to the virus while others may need to remain home to care for ill family members or to provide care for children during school closings. During this time, unless otherwise notified, normal Library attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during a severe pandemic illness should take steps now to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of childcare should schools close and/or speak with the Executive Director about the potential to work from home temporarily or on an alternative work schedule if necessary.

**IF EMPLOYEE/PATRON EXHIBITS SYMPTOMS**

- If any person becomes ill and begins to exhibit symptoms in the Library, they will be placed in an area or room that is isolated from others, limiting the number of people who have contact with the sick person.
- The Executive Director, or designee, will notify both local and state health departments and will follow guidance specific to workplaces with a suspected or positive case.
- The Executive Director, or designee, and the employee/patron will determine which other staff members/patrons were in close contact and possibly exposed to the communicable disease.
- The Executive Director, or designee, and the employee/patron will determine which areas of the Library are now considered "contaminated" and need to be immediately closed.

**CLEANING CONTAMINATED AREAS**

- The Library will immediately close off contaminated area(s).
- The area(s) will be quarantined for a length of time determined by local or state health departments.
- When possible, the HVAC system will be temporarily turned off in the area so that particles will not circulate throughout the facility.
- After the determined length of time, the area(s) used by the employee/patron will be cleaned, vacuumed, and disinfected including offices, bathrooms, common areas, shared electronic equipment like computers, tablets, keyboards, and other office supplies.
- The area(s) will be cleaned using disinfectants from *List N: Disinfectants for Use Against SARS-CoV-2.*
- Once the area(s) has (have) been appropriately disinfected, it (they) can be opened for use.
- The Library will continue routine cleaning and disinfecting and logging these activities as recommended.

**CONTACT TRACING**

The Executive Director will adhere to local and state guidance regarding Contact Tracing which may include reporting or contacting other employees, contractors, visitors, and patrons who voluntarily supplied their information for the purpose of Contact Tracing who may have been in close contact with the employee suspected or confirmed to have the communicable disease.

**MITIGATING RISK**

Reporting to work following a known exposure to the communicable disease, having symptoms consistent with the communicable disease, or following a positive test without being medically cleared to return to work will be considered a violation of Library policy and may result in disciplinary action.

Wood Library will not take any retaliatory action for employees not reporting to work due to a suspected or confirmed case of the communicable disease. Employees must follow the established protocols outlined in the Personnel Policy for reporting an absence.

**LIBRARY CLOSING**

In the event that Library staffing falls below the minimal level required for operations or if a quarantine or State of Emergency has been issued by the state or a public health authority, Wood Library will be closed to the public. An Essential Personnel team consisting of the Executive Director, Executive Assistant, Development Specialist, Bookkeeper, and Circulation Supervisor will report to work daily to handle ongoing matters pertaining to Library business unless otherwise directed by the Executive Director consistent with state or Ontario County Department of Health guidance. Maintenance staff are expected to report daily for a shortened shift to check on essential building equipment.

Social distancing, maintaining a safe distance between staff members, and staggered work hours, to the extent possible, will be practiced.

Other full-time staff may work remotely on library-provided or personal equipment and should save documents to a cloud-based storage drive or personal USB drive. Part-time staff are not to report to work unless specifically requested by the Executive Director.

Each situation may require special work and compensation accommodations specific to the circumstances that will be reviewed and re-evaluated on a continual basis by Library management. Sick, personal, and vacation time will be used to avoid loss of wages consistent with the Library's policies and procedures. Refer to the Emergency Closing Policy Section 6.7 in the Employee Handbook.

**COMMUNICATION**

All communication to staff will be delivered via email from the Executive Director. Communication to the public will be coordinated by the Executive Director. A single, concise message will be designed and distributed via all media outlets - newspapers, social media, e-blasts, and the Library website. The phone message will be updated and signs will be placed on the Library's entries.

This Pandemic Response Plan will be published in a clear and conspicuous location at Wood Library, in the Employee Handbook, and on the Library's website.

**EMPLOYEE SUPPORT**

Employees and their families may receive additional support by contacting the Library's Employee Assistance Program (EAP) at 800.252.4555 to speak to a counselor.

**ONGOING USE EVALUATION**

The Pandemic Response Plan will be evaluated by the Executive Director and Board of Trustees and updated as needed.

Questions or concerns or possible violations of any provisions of the Wood Library Pandemic Response Plan should be directed to the Executive Director.

### 11.2 Model Airborne Infectious Disease Exposure Prevention Plan

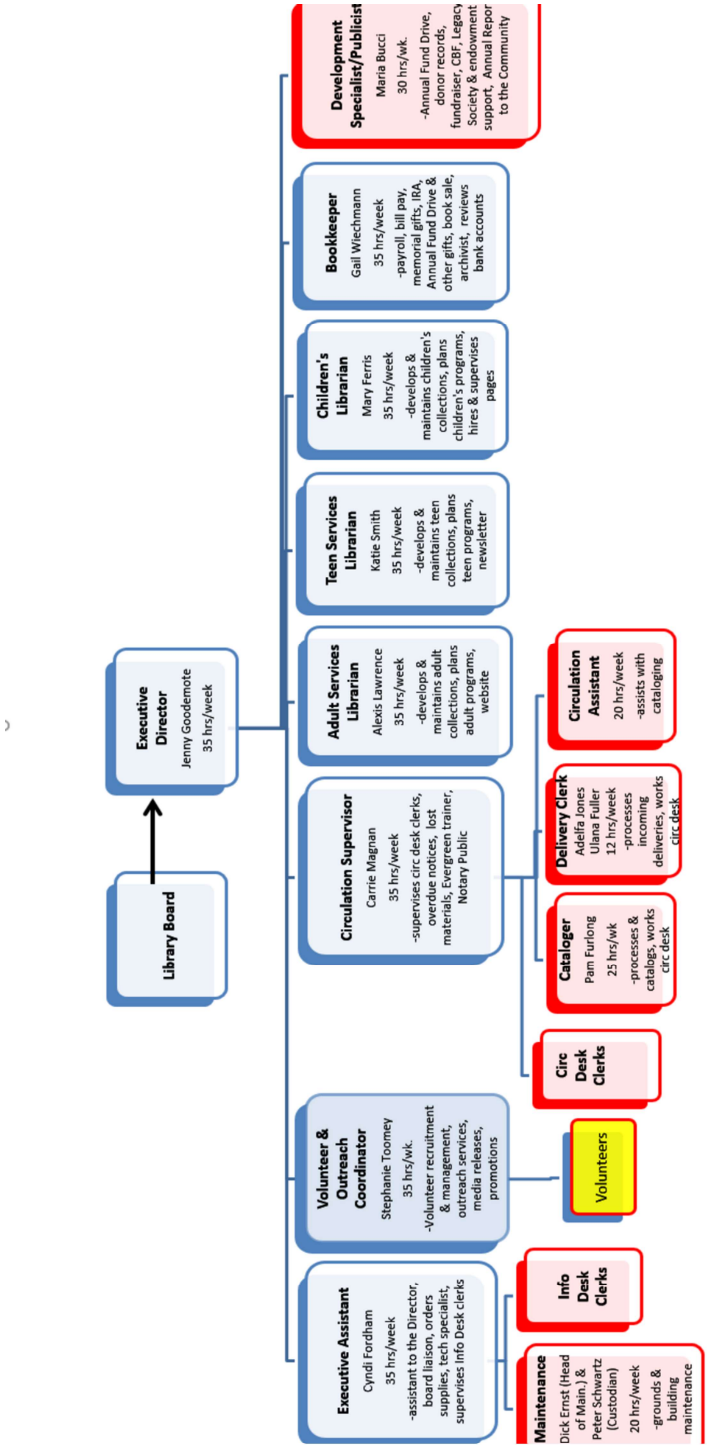
See Appendix D.

## 12 Conclusion

Thank you for taking the time to review this Handbook. Any questions, suggestions, or concerns about this Handbook or any of the topics addressed, or not addressed therein, may be brought to the attention of the Director.

The Wood Library Association looks forward to you being an integral member of its team.

# Appendix A – Organizational Chart – July 2021



## Appendix B – Harassment Complaint Form

# Wood Library
## Harassment Complaint Form

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form for employees to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual or other forms of workplace harassment, you are encouraged to complete this form and submit it to your immediate supervisor or the Executive Director. Once you submit this form, Wood Library will follow its Non-Harassment/Non Discrimination policy and investigate any claims, as outlined in the Company's policy. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, Wood Library will still follow its Non-Harassment/Non-Discrimination policy and investigate the claim.

**Complainant Information**

| | | | |
|---|---|---|---|
| Name | | Date | |
| Position/Department | | Manager Name | |
| Phone Number | | Email Address | |
| Name of Accused | | Accused's Position/Department | |

Accused's Relationship to you: ☐ Supervisor ☐ Subordinate ☐ Co-Worker ☐ Other

**Complaint Information**

1. Please describe what happened and how it is affecting your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

_____
_____
_____
_____
_____
_____
_____

| | |
|---|---|
| 2. Date(s) Harassment Occurred: | |

3. Is the harassment continuing? ☐ Yes ☐ No

4. Please list the name(s) and contact information of any witness(es) or individual(s) that may have information related to your complaint.

_____
_____
_____
_____
_____
_____

***The next question is optional but may help the investigation.***

5. Have you previously complained or provided information (verbal or written) about harassment at Wood Library? If yes, when and to whom did you file the complaint or provide information?

_____
_____
_____
_____
_____
_____
_____

***If you have retained legal counsel and would like us to work with them, please provide their contact information below.***

Attorney's Name:

Attorney's Phone Number:

Attorney's Email Address:

**I acknowledge that all information provided above is true, complete and accurate to the best of my knowledge.**

| | | | |
|---|---|---|---|
| Completed By: | | | |
| | Employee Name (printed) | | |
| | | | |
| | Employee Signature | | Date |
| | | | |
| | Company Representative Receiving Complaint | | Date |
| | | | |
| | Title | | |

## Appendix C – Conflict of Interest Disclosure Form

**The Wood Library Association**
**Annual Conflict of Interest Policy Acknowledgement**
**And Disclosure Form**

Date: _____

Name: _____

Position (employee/trustee):_____

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe represent or could represent a conflict of interest between The Wood Library Association and your personal interests, financial or otherwise:

_____ I have no conflict of interest to report

_____ I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own):

1._____

2._____

3._____

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, understand, and agree to abide by, the Conflict of Interest Policy of The Wood Library Association and understand that this policy and my actions in compliance with the policy are important to assure that The Wood Library Association will maintain its tax exempt status under the tax laws.

Signature: _____

Date: _____

## Appendix D – Model Airborne Infectious Disease Exposure Prevention Plan

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NEW YORK STATE OF OPPORTUNITY. Department of Labor

# Model Airborne Infectious Disease

The purpose of this plan is to protect employees against exposure and disease during an airborne infectious disease outbreak. This plan goes into effect when an airborne infectious disease is designated by the New York State Commissioner of Health as a highly contagious communicable disease that presents a serious risk of harm to the public health. This plan is subject to any additional or greater requirements arising from a declaration of a state of emergency due to an airborne infectious disease, as well as any applicable federal standards.

*Employees should report any questions or concerns with the implementation this plan to the designated contact.*

**CONTENTS**


| | |
|---|---|
| **I.** RESPONSIBILITIES | 2 |
| II. EXPOSURE CONTROLS DURING A DESIGNATED OUTBREAK | 2 |
| A. Minimum Controls During an Outbreak | 2 |
| B. Advanced Controls During an Outbreak | 4 |
| C. Exposure Control Readiness, Maintenance and Storage: | 6 |
| III. HOUSEKEEPING DURING A DESIGNATED OUTBREAK | 7 |
| IV. INFECTION RESPONSE DURING A DESIGNATED OUTBREAK | 7 |
| V. TRAINING AND INFORMATION DURING A DESIGNATED OUTBREAK | 7 |
| VI. PLAN EVALUATIONS DURING A DESIGNATED OUTBREAK | 8 |

This plan applies to all "employees" as defined by the New York State HERO Act, which means any person providing labor or services for remuneration for a private entity or business within the state, without regard to an individual's immigration status, and shall include part-time workers, independent contractors, domestic workers, home care and personal care workers, day laborers, farmworkers and other temporary and seasonal workers. The term also includes individuals working for digital applications or platforms, staffing agencies, contractors or subcontractors on behalf of the employer at any individual work site, as well as any individual delivering goods or transporting people at, to or from the work site on behalf of the employer, regardless of whether delivery or transport is conducted by an individual or entity that would otherwise be deemed an employer under this chapter. The term does not include employees or independent contractors of the state, any political subdivision of the state, a public authority, or any other governmental agency or instrumentality.

As of the date of the publication of this document, while the State continues to deal with COVID-19 and a risk still exists, no designation is in effect at this time. Please check the websites of Departments of Health and Labor for up to date information on whether a designation has been put into effect, as any such designation will be prominently displayed. No employer is required to put a plan into effect absent such a designation by the Commissioner of Health.

I. RESPONSIBILITIES

This plan applies to all employees of Wood Library and the following work sites:

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This plan requires commitment to ensure compliance with all plan elements aimed at preventing the spread of infectious disease. The following supervisory employee(s) are designated to enforce compliance with the plan. Additionally, these supervisory employees will act as the designated contacts unless otherwise noted in this plan:

| Name | Title | Location | Phone |
|---|---|---|---|
| Jenny Goodemote | Executive Director | Wood Library | 716-445-7746 |
| Cyndi Fordham | Executive Assistant | Wood Library | 585-905-9237 |

| | | | |
|---|---|---|---|
| Carrie Magnan | Circulation Supervisor | Wood Library | 585-752-9896 |
| | | | |

II. EXPOSURE CONTROLS DURING A DESIGNATED OUTBREAK

A. MINIMUM CONTROLS DURING AN OUTBREAK

During an airborne infectious disease outbreak, the following minimum controls will be used in all areas of the worksite:

1. **General Awareness:** Individuals may not be aware that they have the infectious disease and can spread it to others. Employees should remember to: • Maintain physical distancing;
   - Exercise coughing/sneezing etiquette;
   - Wear face coverings, gloves, and personal protective equipment (PPE), as appropriate;
   - Individuals limit what they touch;
   - Stop social etiquette behaviors such as hugging and hand shaking, and
   - Wash hands properly and often.
2. **"Stay at Home Policy":** If an employee develops symptoms of the infectious disease, the employee should not be in the workplace. The employee should inform the designated contact and follow New York State Department of Health (NYSDOH)and Centers for Disease Control and Prevention (CDC) guidance regarding obtaining medical care and isolating.
3. **Health Screening:** Employees will be screened for symptoms of the infectious disease at the beginning of their shift. Employees are to self-monitor throughout their shift and report any new or emerging signs or symptoms of the infectious disease to the designated contact. An employee showing signs or symptoms of the infectious disease should be removed from the workplace and should contact a healthcare professional for instructions.
   The health screening elements will follow guidance from NYSDOH and CDC guidance, if available.
4. **Face Coverings:** To protect your coworkers, employees will wear face coverings throughout the workday to the greatest extent possible. Face coverings and physical distancing should be used together whenever possible. The face covering must cover the nose and mouth, and fit snugly, but comfortably, against the face. The face covering itself must not create a hazard, e.g. have features could get caught in machinery or cause severe fogging of eyewear. The face coverings must be kept clean and sanitary and changed when soiled, contaminated, or damaged.
5. **Physical Distancing:** Physical distancing will be followed as much as feasible. Avoid unnecessary gatherings and maintain a distance of at least six feet (or as recommended by the NYSDOH/CDC for the infectious agent) from each other. Use a face covering when physical distance cannot be maintained.

*In situations where prolonged close contact with other individuals is likely, use the following control methods: (Note to employer: Check off the controls you intend to use and add any additional controls not listed here.)*

- restricting or limiting customer or visitor entry;
- limiting occupancy;
- allowing only one person at a time inside small enclosed spaces with poor ventilation;
- reconfiguring workspaces;
- physical barriers;
- signage;
- floor markings;
- telecommuting;
- remote meetings;
- preventing gatherings;
- restricting travel;
- creating new work shifts and/or staggering work hours;
- adjusting break times and lunch periods;
- delivering services remotely or through curb-side pickup;

6. **Hand Hygiene:** To prevent the spread of infection, employees should wash hands with soap and water for at least 20 seconds or use a hand sanitizer with at least 60% alcohol to clean hands BEFORE and AFTER:
   - Touching your eyes, nose, or mouth;
   - Touching your mask;
   - Entering and leaving a public place; and
   - Touching an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens.

   Because hand sanitizers are less effective on soiled hands, wash hands rather than using hand sanitizer when your hands are soiled.
7. **Cleaning and Disinfection:** See Section V of this plan.
8. **"Respiratory Etiquette":** Because infectious diseases can be spread by droplets expelled from the mouth and nose, employees should exercise appropriate respiratory etiquette by covering nose and mouth when sneezing, coughing or yawning.
9. **Special Accommodations for Individuals with Added Risk Factors:** Some employees, due to age, underlying health condition, or other factors, may be at increased risk of severe

illness if infected. Please inform your supervisor or the HR department if you fall within this group and need an accommodation.

B. ADVANCED CONTROLS DURING AN OUTBREAK

For activities where the Minimum Controls alone will not provide sufficient protection for employees, additional controls from the following hierarchy may be necessary. Employers should determine if the following are necessary:

1. Elimination: Employers should consider the temporary suspension or elimination of risky activities where adequate controls could not provide sufficient protection for employees.
2. Engineering Controls: Employers should consider appropriate controls to contain and/or remove the infectious agent, prevent the agent from being spread, or isolate the worker from the infectious agent. Examples of engineering controls include: i. Mechanical Ventilation:

a. Local Exhaust Ventilation, for example:

- Ventilated booths (lab hoods);
- Kitchen Vents; and
- Vented biosafety cabinets.

b. General Ventilation, for example:

- Dedicated ventilation systems for cooking areas, malls, atriums, surgical suites, manufacturing, welding, indoor painting, laboratories, negative pressure isolation rooms;
- Increasing the percentage of fresh air introduced into air handling systems;
- Avoiding air recirculation;
- Using higher-efficiency air filters in the air handling system;
- If fans are used in the facility, arrange them so that air does not blow directly from one worker to another; and

ii. Natural Ventilation, for example:

- Opening outside windows and doors to create natural ventilation; and
- Opening windows on one side of the room to let fresh air in and installing window exhaust fans on the opposite side of the room so that they exhaust air outdoors. *(Note: This method is appropriate only if air will not blow from one person to another.)*

iii. Install automatic disinfection systems (e.g., ultraviolet light disinfection systems). iv. Install cleanable barriers such as partitions and/or clear plastic sneeze/cough guards.

v. Change layout to avoid points or areas where employees may congregate (e.g., install additional timeclocks).

Subject to changes based on operations and circumstances surrounding the infectious disease, engineering controls that are anticipated to be used are listed in the following table:

| Engineering Controls Utilized/Location: |
|---|
| General ventilation - avoid air recirculation, increase fresh air circulation in each room |
| Natural ventilation - open windows and doors when able |
| Plastic sneeze/cough guards at both desks |
| Air purifiers in office spaces |
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*Note to Employer: One of the best ways to reduce exposure to infectious agents is to improve ventilation. The aim is to deliver more "clean air" into an occupied area and exhaust the contaminated air to a safe location. In some cases, the air may have to be filtered before it enters the work area and/or before it is exhausted. Direct the contaminated air away from other individuals and from the building's fresh air intake ports. Consult your ventilation system's manufacturer or service company to determine if improvements are possible for your system.*

3. "Administrative Controls" are policies and work rules used to prevent exposure. Examples include:
   - Increasing the space between workers;
   - Slowing production speed to accommodate fewer workers at a time;
   - Disinfecting procedures for specific operations;
   - Not shaking out soiled laundry;
   - Employee training;
   - Identify and prioritize job functions that are essential for continuous operations;
   - Cross-train employees to ensure critical operations can continue during worker absence;
   - Limit the use of shared workstations;
   - Post signs reminding employees of respiratory etiquette, masks, handwashing;
   - Rearrange traffic flow to allow for one-way walking paths;
   - Provide clearly designated entrance and exits;
   - Provide additional short breaks for handwashing and cleaning;
   - Establishing pods or cohorts working on same shift;

Subject to changes based on operations and circumstances surrounding the infectious disease, the following specific administrative controls are anticipated to be used:

| Administrative Controls Utilized/Location: |
|---|
| Increase space between coworkers |
| Increase disinfecting procedures |

| |
|---|
| Employee training |
| Identify and prioritize job functions that are essential to operations<br>Post signs reminding employees of respiratory etiquette, masks, and handwashing<br>Clearly designate and rearrange flow of traffic to allow one-way entrance and exit |
| Limit use of shared workstations |
| |
| |

4. 10. Personal Protective Equipment (PPE) are devices like eye protection, face shields, respirators , , and gloves that protect the wearer from infection. PPE will be provided, used and maintained in a sanitary and reliable condition at no cost to the employee. The PPE provided to an employee will be based on a hazard assessment for the workplace.

| **PPE Required - Activity Involved/Location:** |
|---|
| Disposable Masks - when working in close proximity to others (available at both desks) |
| Gloves - when checking in library materials or delivering items curbside (available at both desks) |
| Sneeze guards - installed at both desks |
| |
| |

*1 The use of respiratory protection, e.g. an N95 filtering facepiece respirator, requires compliance with the OSHA Respiratory Protection Standard 29 CFR 1910.134 or temporary respiratory protection requirements OSHA allows for during the infectious disease outbreak.*

*2 Respirators with exhalation valves will release exhaled droplets from the respirators. Respirators are designed to protect the wearer. Surgical masks and face coverings, which are not respirators, are designed to protect others, not the wearer.*

### C. EXPOSURE CONTROL READINESS, MAINTENANCE AND STORAGE:

The controls we have selected will be obtained, properly stored, and maintained so that they are ready for immediate use in the event of an infectious disease outbreak and any applicable expiration dates will be properly considered.

## III. HOUSEKEEPING DURING A DESIGNATED OUTBREAK

A. Disinfection Methods and Schedules

Objects that are touched repeatedly by multiple individuals, such as door handles, light switches, control buttons/levers, dials, levers, water faucet handles, computers, phones, or handrails must be cleaned frequently with an appropriate disinfectant. Surfaces that are handled less often, or by fewer individuals, may require less frequent disinfection. The disinfection methods and schedules selected are based on specific workplace conditions.

The New York State Department of Environmental Conservation (NYSDEC)and the Environmental Protection Agency (EPA) have compiled lists of approved disinfectants that are effective against many infectious agents (see **dec.ny.gov** and **epa.gov/pesticide-registration/selected-epa-registered-disinfectants**). Select disinfectants based on NYSDOH and CDC guidance and follow manufacturer guidance for methods, dilution, use, and contact time.

B. Adjustments to Normal Housekeeping Procedures

Normal housekeeping duties and schedules should continue to be followed during an infectious disease outbreak, to the extent practicable and appropriate consistent with NYSDOH and/or CDC guidance in effect at the time. However, routine procedures may need to be adjusted and additional cleaning and disinfecting may be required.

Housekeeping staff may be at increased risk because they may be cleaning many potentially contaminated surfaces. Some housekeeping activities, like dry sweeping, vacuuming, and dusting, can resuspend into the air particles that are contaminated with the infectious agent. For that reason, alternative methods and/or increased levels of protection may be needed.

Rather than dusting, for example, the CDC recommends cleaning surfaces with soap and water before disinfecting them. Conducting housekeeping during “off” hours may also reduce other workers’ exposures to the infectious agent. Best practice dictates that housekeepers should wear respiratory protection. See **cdc.gov** for more guidance.

C. If an employee develops symptoms of the infectious disease at work, it is ideal to isolate the area in accordance with guidance issued by NYSDOH or the CDC, before cleaning and disinfecting the sick employee’s work area. This delay will allow contaminated droplets to settle out of the air and the space to be ventilated.

D. As feasible, liners should be used in trash containers. Empty the containers often enough to prevent overfilling. Do not forcefully squeeze the air out of the trash bags before tying them closed. Trash containers may contain soiled tissue or face coverings.

## IV. INFECTION RESPONSE DURING A DESIGNATED OUTBREAK

If an actual, or suspected, infectious disease case occurs at work, take the following actions:

- Instruct the sick individual to wear a face covering and leave the worksite and follow NYSDOH/CDC guidance.
- Follow local and state authority guidance to inform impacted individuals.

V. TRAINING AND INFORMATION DURING A DESIGNATED OUTBREAK

A. The Executive Director will verbally inform all employees of the existence and location of this Plan, the circumstances it can be activated, the infectious disease standard, employer policies, and employee rights under the HERO Act. (Note: training need not be provided to the following individuals: any individuals working for staffing agencies, contractors or subcontractors on behalf of the employer at any individual work site, as well as any individual delivering goods or transporting people at, to or from the work site on behalf of the employer, where delivery or transport is conducted by an individual or entity that would otherwise be deemed an employer under this chapter)

B. When this plan is activated, all personnel will receive training which will cover all elements of this plan and the following topics:

1. The infectious agent and the disease(s) it can cause;
2. The signs and symptoms of the disease;
3. How the disease can be spread;
4. An explanation of this Exposure Prevention Plan;
5. The activities and locations at our worksite that may involve exposure to the infectious agent;
6. The use and limitations of exposure controls
7. A review of the standard, including employee rights provided under Labor Law, Section 218-B. C. The training will be

1. Provided at no cost to employees and take place during working hours. If training during normal work hours is not possible, employees will be compensated for the training time (with pay or time off);
2. Appropriate in content and vocabulary to your educational level, literacy, and preferred language; and 3. Verbally provided in person or through telephonic, electronic, or other means.

VI. PLAN EVALUATIONS DURING A DESIGNATED OUTBREAK

The employer will review and revise the plan periodically, upon activation of the plan, and as often as needed to keep up-to-date with current requirements. Document the plan revisions below:

| Plan Revision History | | | |
|---|---|---|---|
| Date | Participants | Major Changes | Approved By |
| 8/05/21 | Board of Trustees | Development of MAIDEPP | BOT – 8/23/2 |
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VII. RETALIATION PROTECTIONS AND REPORTING OF ANY VIOLATIONS

No employer, or his or her agent, or person, , acting as or on behalf of a hiring entity, or the officer or agent of any entity, business, corporation, partnership, or limited liability company, shall discriminate, threaten, retaliate against, or take adverse action against any employee for exercising their rights under this plan, including reporting conduct the employee reasonably believes in good faith violates the plan or airborne infectious disease concerns to their employer, government agencies or officials or for refusing to work where an employee reasonably believes in good faith that such work exposes him or her, other workers, or the public to an unreasonable risk of exposure, provided the employee, another employee, or representative has notified the employer verbally or in writing, including electronic communication, of the inconsistent working conditions and the employer's failure to cure or if the employer knew or should have known of the consistent working conditions.

Notification of a violation by an employee may be made verbally or in writing, and without limitation to format including electronic communications. To the extent that communications

between the employer and employee regarding a potential risk of exposure are in writing, they shall be maintained by the employer for two years after the conclusion of the designation of a high risk disease from the Commissioner of Health, or two years after the conclusion of the Governor’s emergency declaration of a high risk disease. Employer should include contact information to report violations of this plan and retaliation during regular business hours and for weekends/other non-regular business hours when employees may be working.

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P765 (7/21)

## Acknowledgement and Receipt of Wood Library's Handbook, Anti-Discrimination/Anti-Harassment Policy, and Conflict of Interest Policy

This Handbook is designed to introduce employees to Wood Library ("Library"), familiarize them with the Library's policies, provide general guidelines on work rules, benefits and other issues related to their employment, and help answer any questions that may arise.

At the time of their hire and as required thereafter, all employees are required to review the Handbook, including but not limited to the Anti-Discrimination/Anti-Harassment Policy and Conflict of Interest Policy, and sign this Acknowledgement and Receipt.

**General Principles**

- The policies in the Handbook are to be considered guidelines. The Handbook does not create a contract, express or implied, between the Library and any employee.
- The Library reserves the right to change, delete, suspend or discontinue any policy, benefit or provision in the Handbook at any time and for any reason, without prior notice, except as otherwise required by applicable law. Any such action shall apply to existing as well as future employees.
- Any alteration or modification of the policies in the Handbook must be adopted and approved in writing by the Board of Trustees and/or the Executive Director.
- If at any time the Library fails to enforce any policy set forth in the Handbook, such failure shall not affect the Library's ability to enforce that policy at a later date.
- If any provision of the Handbook is inconsistent with applicable law, such provision shall be deemed modified to the minimum extent possible to bring it into compliance with such applicable law.
- The Handbook supersedes any and all previous handbooks and any other Library policies, whether written or oral, concerning the topics covered in the Handbook, except that in the event of a conflict between the information contained in this Handbook and the official plan documents, the official plan documents will govern.

At-Will Employment

I further understand that I am an "at will" employee who may lawfully resign from my employment at any time. Similarly, the Library may lawfully terminate my employment at any time, with or without notice and with or without cause. I further understand that no one at the Library, has the legal authority to enter into any kind of employment contract other than an agreement in writing executed on behalf of the Library, by the Board of Trustees, or their designee.

Anti-Discrimination/Anti-Harassment Policy Acknowledgement

I further acknowledge that I have reviewed the Library's Anti-Discrimination/Anti-Harassment Policy, I understand the Policy and I agree to comply with it. I understand that if I have any questions or concerns about the Policy, I am directed to bring those questions or concerns to the attention of the Executive Director.

Conflict of Interest Policy Acknowledgment

I further acknowledge that I have reviewed the Library's Conflict of Interest Policy, I understand the Policy and I agree to comply with it. I understand that if I have any questions or concerns about the Policy, I am directed to bring those questions or concerns to the attention of the Executive Director.

Acknowledgment

BY SIGNING BELOW, I ACKNOWLEDGE: (1) RECEIPT OF THE LIBRARY'S EMPLOYEE HANDBOOK; AND (2) THAT I HAVE READ, I UNDERSTAND, AND I AGREE TO COMPLY WITH THE EMPLOYEE HANDBOOK INCLUDING, BUT NOT LIMITED TO, THE ANTI-DISCRIMINATION/ANTI-HARASSMENT POLICY AND THE CONFLICT OF INTEREST POLICY.

Signature: _____

Print Name: _____

Date: _____

Please sign and date one copy of this notice and return it to the Executive Director. It will be placed in your personnel file. Retain a second copy for your reference.