

Employee Handbook

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Sayville
Library

EMPLOYEE HANDBOOK

88 Greene Avenue, Sayville NY 11782 • www.sayvillelibrary.org • 631-589-4440

Introduction

Welcome to the Sayville Library team! The Library is governed by a five member Board of Trustees that establishes the policies under which the Library operates. This handbook contains general information regarding employment with the Library and outlines policies and procedures that affect an employee's daily work. In addition to this handbook, employees can refer to the *Agreement by and between Sayville Library and CSEA, Local 1000 AFSCME, AFL-CIO* and the Library's *Policy Manual* for more information.

Library Mission Statement

The Sayville Library, as part of our community's educational system, is dedicated to providing, on equal terms, service to all individuals and groups of every age. The Library's primary function is to collect, classify and disseminate information. Our objective is to provide and service a collection of expertly selected books and other materials, which aid the individual in the pursuit of education, information or research, and in the creative use of leisure time.

Our Values

We value excellence in all we do, including public service, staff relations, programs and collections, facilities management and financial stewardship. We encourage all employees' collaboration and input.

About the Library

The Sayville Library is a Public Library that serves the communities of Sayville and West Sayville. We are a School District Library which means the boundaries of the library district are contiguous with the Sayville School District. The Library is chartered by the New York State Department of Education. The Library is an independent government agency overseen by a publicly elected five member Board of Trustees. Our budget is presented to District residents by the Library Board and granted by an annual vote of district residents. The Library Board hires a Library Director who is responsible for library operations and future planning. Library Board Meetings are open to the public.

Library History

St. Ann's Episcopal Parish Guild organized the first public library in Sayville in 1880, located on the second floor of the Willet Green building at the northeast corner of Main Street and Greene Avenue. After four years, the Library closed because of lack of funds. In 1914, Lena Hoag, the wife of the editor of *The Suffolk County News*, organized the *Women's Village Improvement Society* who formed a Library Association on July 20, 1914. Society member Margaret Brush offered the group two rooms on the second floor of her building at 16 South Main Street as their meeting place. The Brush Building still stands; it is now the home of Vanity Fair Salon. The Library was established in a room over Otto's Meat Market and was open two hours, three afternoons and two evenings a week.

On November 1, 1923, the Library Association voted to purchase the Reuben Edwards Homestead on South Main Street for \$10,000. In September 1931, they hired a trained Librarian, Maude Spooner, at a salary of \$100 a month.

On September 26, 1952, all assets were transferred to the Sayville School District. The Trustees purchased a lot on Collins Avenue for an expansion and on August 25, 1953 residents voted for a \$50,000 bond issue to fund construction of a new wing attached to the rear of the existing building, as well as significant renovation of the building itself. A new 12,000 square foot library opened on May 7, 1966, built on the same site. There were seven full-time and seven part-timers, ten pages and twelve aides. In 1985, an addition to the building brought the total available area to 14,200 square feet.

Faced with the need for more space and a modern facility, voters approved construction of the current building on the site of "Old '88" on Greene Avenue in November 2006. On June 28, 2009, Sayville residents lined the streets connecting the old Library on Collins Avenue with the new one on Greene Avenue by hand-to-hand passing of one book, *A History of Early Sayville*.

The Library now has five levels, two below ground and three above. The lowest public level houses two meeting rooms, a stage and an art gallery. The next level up houses Children's Services with an adjacent outside garden area for weather-permitting programs. The mid-level includes the main entrance, lobby and Circulation Services. Teen Services occupies the mezzanine. The top floor is devoted to Adult Services with extensive stacks, a quiet reading room, a computer room, private study rooms, and the Long Island Room and Archives Room, devoted to history and genealogical publications, films and maps.

The building also features solar panels on the roof and a geothermal energy system along with automated climate control for maximum efficiency.

Hours of Operation

The Library is open the following hours:

Monday - Friday: 10:00am - 9:00pm

Saturday: 9:30am - 5:00pm

Sunday: 1:00pm - 5:00pm (Mid-Sept thru Mid-June)

Some employees work outside of these hours depending on the needs of the Library and the requirements of their job.

Conditions of Employment

- As a government agency, employment is governed by the rules and regulations of the Suffolk County Department of Civil Service.
- All new employees are on probation for a period of twenty-six weeks from the date of employment. Within that period, either party may terminate employment without notice.

- All employees are eligible to participate in the *New York State Retirement System*. Information is available from the Business Office.
- All employees are part of the collective bargaining unit and covered by the *Agreement by and between Sayville Library and CSEA, Local 1000 AFSCME, AFL-CIO* with the exception of Pages, Security Guards and exempt Administration personnel. The Library is what is known as a “closed shop” so all covered employees must pay prorated union dues regardless of whether they join the Union or pay dues to the same Union while working for another employer.
- New employees will be required to complete necessary personnel forms, will be informed of salary and benefits, and will receive an Employee Handbook.
- Employees are expected to familiarize themselves with Library policies and procedures. It is the responsibility of the Board of Trustees and Administration to insure that Library policies and procedures are accessible and to enforce the policies.
- Every employee will receive a key fob to use to enter the staff entrance at the rear of the building. Keys for other areas of the Library will be given to appropriate staff.
- Employees will be required to complete the Library’s *Conflict of Interest Affirmation* form annually.
- Employees will be required to complete Sexual Harassment training annually.
- Employees will be provided with a copy of the Library’s *Whistleblower Policy*.
- Employees will be required to acknowledge in writing that they have received this employee handbook.

Hours of Work

- Supervisors will post employees schedule on *whentowork.com*. Employees will be provided with an individual login to *whentowork.com* to review their schedule. It is the employee’s responsibility to check their schedule regularly for any changes that may occur.
- Staff may punch in up to 7 minutes before their start time and punch out up to 7 minutes after their end time.
- Staff will not receive extra pay for punching in too early, or punching out late, unless a change in schedule has been approved by a supervisor.
- Employees are required to be at their work area ready to perform their duties at their assigned starting time.
- Supervisor’s prior approval is required for “switches.”

- Employees are to submit time off requests as far in advance as possible using the. The appropriate forms must be used for all time off requests.
- Poor or unpredictable attendance is grounds for disciplinary action.

Calling in Sick

- If you are sick, please call your supervisor. Calling their cell phone may be best. Avoid leaving messages on office extensions, as they may not be received in time to make appropriate accommodations.
- If you are unable to reach your supervisor, call the Business Manager at 631-589-4440 Ext. 310 (before 10:00 am if possible). If you cannot call before 10:00 am, call as soon as you know that you are going to need to take off. The earlier you notify us, the better chance we have of securing coverage for your shift.
- Do not leave messages with any other supervisor or employee.

Office Communications

- Library Email account
All employees will receive a Sayville Library email account for work related purposes only (YourName@sayvillelibrary.org). Employees are expected to regularly check their Library email accounts.
- Computer Login
If the job requires the use of a computer, employees will be provided a login to the Library's staff network. All work done on staff computers and saved on the network drive is backed up and available to employees from any staff computer in the Library with their login. Work saved on a desktop may be lost in the event of a computer crash so please use the network storage. The Library's staff computers and its' software are for the purpose of Library business only. Employees may use the public computers or their personal computers/devices during break periods for personal use.
- Mailboxes
All employees are assigned a mailbox where correspondence and mail will be distributed. Mailboxes are located in the hallway near the staff entrance. Employees are expected to check their mailboxes on days they are regularly scheduled.

Benefits

- Salary and benefit totals are computed by an automated time and attendance system. Employees are required to punch in and out to document their time at work. To receive credit for missed punches, meetings and/or time off you must submit the appropriate form to your supervisor.

- Pages receive no benefit time and are paid for actual hours worked at a rate determined by a Board Resolution.
- All bargaining unit employees are paid in accordance with the rate determined by the *Agreement by and between Sayville Library and CSEA, Local 1000 AFSCME, AFL-CIO*. Benefit time (sick, personal, vacation, bereavement etc.) is specified in the *Agreement*. Part time employees receive a prorated amount.
- At their own expense, all employees are eligible to purchase optional vision and dental insurance as well as participate in our 457B or 403B retirement plan.
- Full time employees are eligible to participate in NYSHIP health insurance with the payment of a small contribution. Coverage may be individual or family depending on the needs of the employee.
- Full and Part Time employees receive coverage under the NYS Disability Plan, paid for by the Library.
- The Library participates in the *Paid Family Leave* program.
- The Library complies with the federal *Family and Medical Leave Act* (FMLA) (Public Law 103-3) in providing leave with or without pay to eligible employees for situations defined in that Act.
- On an annual basis, all Sayville Library employees are entitled to take up to four hours of paid leave for breast or prostate cancer screening during regularly scheduled hours. See the Library's *Cancer Screening Policy* for further details.
- The Library provides an *Employee Assistance Program* (EAP) where confidential personal assistance, counseling and other services are available for employees who may need professional advice for personal problems regardless of whether they occur in or outside of the workplace. Information is posted on Staff Bulletin Boards.
- The Library provides *Workers Compensation Insurance* to all employees. More information can be obtained from the Business Office.

Jury Duty

- Absence for jury duty is authorized in accordance with Article 16, Section 519 and 521 of the New York State Judiciary Law.
- Employees are required to immediately notify the Director when a summons for jury duty is received.

- Employees summoned for jury duty will be paid their regular salary for attendance at court during their regularly scheduled hours instead of the statutory amount.
- Employees dismissed for the day from jury duty are expected to return and work the remaining hours of their scheduled day if, under the circumstances, it is reasonable to do so.

Meals and Break Times

- Full time employees who work six hours or more in one day receive a mandatory one-hour unpaid meal break and two 15-minute paid breaks that are considered on-call.
- Break times cannot be combined. Employees cannot use break time at the beginning or the end of a shift in order to shorten the workday.
- Part time employees are granted one 15-minute break per shift.
- Part time employees who work 6 hours in a day must take a 30-minute unpaid meal break.
- A staff lounge with vending machines is located in the staff area of the lower level.

Holidays

The Library is closed on the following holidays approved by the Board of Trustees. Full-time union members are granted paid holidays as indicated below:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Good Friday – Library closes at 6:00 pm (holiday hours may be used)
- Easter (not a paid holiday)
- Mother's Day (not a paid holiday)
- Memorial Day
- Father's Day (not a paid holiday)
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Eve – Library closes at 6:00 pm (holiday hours may be used)
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day – Library closes at 1:00 pm (Partial – 3.5 Hours for full time employees)

- Union members who work more than 17.5 but less than 35-40 regularly scheduled hours per week will receive holiday leave on a prorated schedule to be used towards holidays listed above on which they are normally scheduled to work within any given fiscal year. Unused holiday time cannot be carried to the next fiscal year. Part-time union members scheduled to work on a day of the week that the Library closes in observance of a holiday have the opportunity to make-up the hours lost.
- *Religious Holidays not mentioned above* – To accommodate the religious needs of all employees, time off for religious holidays which are not scheduled paid holidays according to the union contract, may be taken by using personal business time or annual leave, if available, or without pay if no accrued time is available. Notice must be given far enough in advance, so coverage can be arranged. The time off is approved by your supervisor and the Director.

Staff Library Cards

- Employees are eligible for a staff Library card even if they hold another valid Suffolk County Library card. Staff cardholders are granted all the privileges of a Sayville Library patron.
- As a courtesy, late fees will not be incurred on staff Library cards. However, employees are encouraged to follow all patron rules and set a good example by bringing materials back on time.

Equal Opportunity, Discrimination and Harassment

- The Library Board of Trustees and Administration make every possible effort to comply with all Federal, State and Local Labor and Health and Safety Laws, Rules and Regulations. In addition, the Library's Policies and *Agreement by and between Sayville Library and CSEA, Local 1000 AFSCME, AFL-CIO* may provide additional protections, so it is important that staff become familiar with these documents.
- Job openings are contingent on the needs of the Library. The Library strives to provide equal opportunity and reasonable accommodations for known physical or mental disabilities to all qualified applicants. Disputes regarding reasonable accommodation are to be brought to the attention of the Director.
- The Sayville Library will not discriminate against any employee because of race, creed, color, national origin, sex, sexual orientation, military status, pregnancy, genetic predisposition, disability, marital status, domestic violence victim status, gender expression, gender identity, family status and criminal history.
- The Sayville Library recognizes its responsibility to insure that its employees, trustees, customers, consultants, contractors, vendors, volunteers and visitors have a climate that is free from any behavior that can be considered discriminatory, harassing, coercive or disruptive. The Sayville Library expects that all relationships among persons in the

workplace will be businesslike and free of discrimination, bias, prejudice and harassment.

- Each individual associated with the Library has the right to work in a professional atmosphere that promotes equal opportunities. The Library prohibits discrimination, harassment and bullying. Prohibited conduct is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, seminars, conferences and business-related social events.
- Harassment may be verbal, physical or conduct that denigrates or evinces hostility or aversion towards an individual; or conduct that is pervasive in that its effect causes unreasonable inference with an individual's work performance; or such conduct that creates an intimidating, hostile or offensive environment.
- Bullying is considered to be repeated inappropriate behavior (whether verbal, physical or otherwise), conducted by one or more persons against another or others, which can reasonably be regarded as undermining an individual's right to dignity. Bullying may take many forms, including open aggression, threats, and shouting to subtle comments or exclusion. It can be verbal, physical or psychological.
- The Board of Trustees recognizes these prohibited behaviors as an unacceptable form of conduct that undermines the integrity of the employment relationship. They damage morale and interfere with the productivity of victims. While it is not the Board of Trustees' intent to regulate employees' social interaction where such relationships are freely entered into and do not interfere with Library operations, conduct constituting harassment will not be tolerated. Employees who witness any violation of these behaviors are to report the violation(s) to the Director in writing.
- The Library provides interactive sexual harassment training that meets or exceeds New York State Standards.
- For a more complete understanding of these prohibitions and protections, please refer to the Library's Policy Manual.

Conduct Guidelines

Employees are expected to behave in a professional manner while at work or on the Library premises. While professionalism is difficult to define, the failsafe rule of thumb is *Treat others the way you would like to be treated*. This is not only the standard for interpersonal relationships but also for questions of ethics.

Inclusion of these guidelines does not in any way modify the Library's following of Suffolk County Civil Service Rules and Procedures in determining repercussions for guideline violations. Although not comprehensive, the following are examples of conduct that are not acceptable in the Library:

- Violation of any Federal, State or Local Law

- Falsification of information on the employment application, records or other Library records
- Unsatisfactory attendance
- Smoking and vaping (including e-cigarettes) on Library property
- Use or possession of illegal drugs on the premises
- Use of alcohol on the premises
- Gambling during working hours and/or on Library premises
- Insubordination
- Theft of individual or Library property
- Failure to observe known or established safety rules
- Dishonesty, discourtesy or threatening language toward another Library employee, Library visitor or patron
- Violation of any Library Policy including:
 - *Code of Ethics*
 - *Conduct on Library Property*
 - *Conflict of Interest*
 - *Discrimination and Harassment*
 - *Whistleblowers*
 - *Workplace Violence*

Telephone Calls

- The Library's telephones are to be used for the purpose of making library business calls. Library telephones may be used for personal calls when necessary providing they do not interfere with Library business calls.
- Personal calls may not be made at the public desks. No personal long distance calls may be billed to the Library.
- Cell phone calls, which are inherently personal in nature, may be made or received when necessary but should not interfere with library operations. Staff cell phone ringers should be set to vibrate.

Personal Appearance & Dress Code

- Each employee is considered a representative of the Library. Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image the Library presents to patrons and visitors. Employees are expected to be neat, well groomed and appropriately dressed.
- During business hours or when representing the Library, employees are expected to present a clean, neat, and tasteful appearance and wear Sayville Library staff nametags for public relations and security reasons.
- Employees (excluding pages, security guards & maintenance staff) should dress in a "business casual" style. Ties are optional. Footwear should be in keeping with both

business casual attire and the functions of the job.

- Pages, security guards and maintenance staff must wear closed shoes for safety reasons. This group of employees may wear jeans that are neat, untorn and clean.
- Visible body art, such as piercings and tattoos should be discrete.
- Reasonable accommodations will be made for an employee with a disability when necessary.
- The following list, while not exhaustive, indicates inappropriate dress for all employees:
 - Thong sandals, open back sandals, flip flops
 - Halter and similar-style tops
 - Tops that show the midriff
 - Backless shirts
 - Low-riding pants
 - Beach wear
 - Work-out clothes including sweatpants & sweatshirts, hoodies and athleisure wear
 - Clothing with holes or shredding
 - Clothing with visible logos, messages or brand names
 - Cutoffs or shorts
 - Revealing and/or tight articles of clothing
 - Low cut or mid-drift bearing tops
 - Pajamas
 - Evening wear
 - Hats
 - Underwear as outerwear
 - Visible undergarments
- Offensive body odor and poor personal hygiene are not professionally acceptable.
- Excessive perfume or body altering cologne are not professionally acceptable.
- Library logo apparel is always appropriate attire.
- On “Casual Fridays”, all employees may wear jeans that are neat, untorn and clean.
- Supervisors are responsible for enforcing the dress code. Failure to comply with dress expectations may result in disciplinary action.

Personal Belongings

- Employees are to check with their supervisor to find options for storing personal belongings. The Library is a public building and no area is completely secure.
- The Library is not responsible for stolen or lost personal belongings.

Staff Parking

- Employees are to park in the rear of the Library (off Greeley Avenue) in the shared parking lots north and east of the school administration building. Parking spaces nearest the Library should remain available for Library visitors.
- Parking in front and back of the BOCES School is for BOCES personnel ONLY until 3:00 PM Monday through Friday.
- When BOCES classes are in session, cones are placed at the first 10 parking spots in the middle parking lot (off Greeley Avenue) until 9:55 AM to “save” these spaces for library visitors.

Recycling

Each department has a green container for items to be recycled. The recycle bin is for the following:

- Paper, Cardboard, Newspapers
- Metal, Glass, Plastic

Professional Development Meetings & Conferences

- When time and funds permit, employees are encouraged to participate in conferences, workshops and organizations for professional development. See the Library's *Meeting, Conferences and Travel Policy* for further details.
- Employees must submit a *Meeting & Conference Request* form to their supervisor prior to the event. The supervisor's and the Director's approval is required before employees may enroll and attend a workshop, meeting or conference.
- If a meeting coincides with part of an employee's normal workday, they are to punch in and out when they enter and leave the Library. Supervisors will apply credit for an employee's meeting attendance time.
- Employees who drive their own personal vehicle to a meeting, workshop or conference may request reimbursement for mileage by submitting a *Travel Reimbursement* form to the Business Office. These reimbursement requests must be in accordance with the Library's *Mileage Reimbursement Policy*. Mileage reimbursements will follow the rates authorized by the IRS.
- In order to foster and encourage participation in local professional organizations, the Library will pay the full cost of a full-time employees' membership in the *Suffolk County Library Association*.

Performance Evaluations

- Performance Evaluations represent the formal record of an appraisal interview between an employee and his/her immediate supervisor.
- This evaluation will become a permanent part of the employee's personnel file and may be seen, on request, by the employee at any time.
- This report could affect an employee's eligibility to receive a salary or hourly-rate increase due to Union members under the CSEA contract and will be used as the basis for any future reference or recommendation.
- In the following circumstances, Performance Evaluations will be performed:
 - During Probationary Period (at least one; additional as required)
 - Promotion
 - Demotion
 - Separation from Service
 - As deemed necessary by the Library Director or Supervisor

Employee & Patron Personal Information and Privacy

- Under no circumstances are employees to give out the phone numbers, address or work schedule of any employee to a member of the public or a business.
- By law, the Library cannot give any information to anyone pertaining to our patrons without a subpoena.
- Calls for employees who are not in the building, are to be forwarded to their voicemail box. If the employee does not have a voicemail box, a note may be left in their staff mailbox.
- Requests for a Board Member's contact information should be transferred to the Business Office.
- Employee phone lists are not to be displayed in public areas of the Library.
- Employees are to notify the Business Office of any change in contact or personal information.
- Employees may request to review their personnel files at any time. These files contains salary and benefit information, performance reviews and other official employment records. An employee is to contact the Director to arrange for a time to review their personnel file.

Safety and Security in the Library

- The Sayville Library strives to create a safe work environment. Please notify your supervisor or Administration if an unsafe condition exists.
- No unauthorized visitors are allowed in staff areas. Custodians and/or Administration should be notified immediately upon the arrival of Repair and servicemen.

- The Director and/or the Assistant Director must be immediately alerted of all emergency situations. If the Director or Assistant Director is not in the building, the scheduled Person in Charge (the most senior staff member on duty) is to be alerted.
- An *Incident-Vandalism Report Form* must be completed by the Person in Charge or a responsible employee to record information about an incident in the Library or on the Library grounds. Types of incidents may include cases of intentionally excessive noise or raucous behavior, drunkenness, sexually related overtures, vandalism, fires, thefts, physical violence or the threat of physical violence or any other disturbances. Forms are to be submitted to the Director with 24 hours of an incident/vandalism.
- An *Accident-Illness Report Form* must be completed by the Person in Charge or a responsible employee to report any serious cases of sudden illness or accident by person – patron or employee – in or on the premises of the Library. Forms are to be submitted to the Director with 24 hours of an accident/illness.
- A video surveillance system is installed throughout the building and property. These cameras are for safety only. There are no cameras in staff areas, offices or bathrooms. Only authorized staff can access the surveillance system.
- The Sayville Library employs security guards who have valid NYS Security Guard licenses. Security guards make rounds throughout their shifts and keep an eye out for unusual behavior and safety issues. Guards will escort employees to their cars upon request.
- Employees are responsible to become familiar with the Library's *Safety Action Plan*. This *Plan* contains detailed safety and security information.

Emergency Closings

- In the event of an emergency closing, employees will receive a phone call from the Library's automated system.
- Emergency closings are announced on the Library's recorded telephone greeting, website and on the SCLS Gateway under "Emergency Closings."
- Only employees who are regularly scheduled to work during an emergency closing will be compensated.
- Employees who have previously scheduled sick, personal or vacation time during an emergency closing must use that time as scheduled.
- Employees who call out during an emergency closing must use personal, sick or vacation time.

Acknowledgement

This employee handbook has been prepared for your information and understanding of the practices and benefits of the Sayville Library. Please read it and the enclosed documents carefully. Upon completion of your review of this handbook, sign the statement below, and return it to the business office. A copy of this acknowledgment appears at the back of the handbook for your records.

I, _____, have received and read a copy of the Sayville Library Employee Handbook. The handbook outlines the benefits and expectations for employment at the Sayville Library.

I have familiarized myself with the contents of this handbook. I acknowledge, understand, accept and agree to comply with the information contained in the Employee Handbook provided to me by the Sayville Library. I understand this handbook is not intended to cover every situation which may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits and expectations of the Sayville Free Library.

I understand that the Sayville Library Employee Handbook is not a contract of employment and should not be deemed as such.

- ☐ I have received and reviewed the Library's *Conflict of Interest* Policy and have signed the *Conflict of Interest Affirmation* Form.
- ☐ I have received and reviewed the Library's *Whistleblowers* Policy.

Signature

Date