

PERSONNEL POLICY MANUAL

WILLIAM B. OGDEN FREE LIBRARY

WELCOME TO THE WILLIAM B. OGDEN FREE LIBRARY! We are pleased to have you join our staff and hope that you will find your work at William B. Ogden Free Library (WBOFL) to be interesting, enjoyable, and rewarding. To help you understand the policies, programs, benefits, and expectations of the WBOFL, we have prepared this manual. We look forward to a mutually beneficial association with you.

WBOFL” Personnel Policy Manual
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WBOFL: Personnel Policy Manual
(ANTI-BULLYING) WORKPLACE SAFETY/VIOLENCE & BULLYING PREVENTION

William B Ogden Free Library (WBOFL) is committed to the security and physical and emotional safety of our employees and patrons. WBOFL has zero tolerance for any form of violence or bullying.

Purpose

A safe environment allows employees to be productive in their job and promotes a sense of wellbeing. Patrons will be able to experience an environment of safety and acceptance.

Definitions

Workplace violence may be threatening behaviors, verbal abuse or physical assault in the work environment.

Bullying is offensive and/or malicious behavior that undermines an individual or group. Bullying is intended to undermine, patronize, humiliate, intimidate or demean the recipient.

Procedure

- Each incident of violent or bullying type behavior, whether it involves a staff member, or a patron, must be reported immediately to the Library Director or in the event of his/her unavailability or being directly involved in the situation, to the staff member in charge. The Board of Trustee President or designee may be notified as needed.
- An incident report must be filled out promptly and given to the Director or designee.
- The Director or designee will promptly assess, investigate and determine the appropriate action to be taken.
- In any incident in which serious threat or injury occurs Police, Fire and/or EMS will be notified by calling 911.
- If a patron of the library is suspected of participating in violent behavior or speech or bullying refer to the policy regarding Patron Conduct.
- An employee who has been found in violation of this policy will be subject to disciplinary action: verbal warning, written warning up to and including termination of employment. Depending on the nature of the complaint the employee may also be subject to legal prosecution.
- All complaints are confidential. They will be kept in a secure file by the Director.
- This policy prohibits retaliation in any form against an employee who brings a complaint of violence or bullying forward.

Adopted May 2024

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ANTI-NEPOTISM

William B. Ogden Free Library (WBOFL) is committed to a policy of employment and advancement based on qualifications and merit. It is unlawful to discriminate on the basis of marital status, personal relationship, gender or sexual orientation. However, the Library may reasonably regulate the work situation of individuals in relationships outlined below for bona fide business reasons of supervision, safety, security, and/or morale.

The employment of family members or relatives of persons serving on the Board of Trustees can create a potential for perceived or actual conflicts, such as favoritism, bias or personal conflicts from outside the work environment, which can be carried into the daily working relationship. Therefore, the WBOFL will not hire or consider family members or relatives of persons serving on the Board of Trustees.

In addition, the employment of family members or relatives of current staff can cause various problems in the operations of the Library, including charges of favoritism, conflicts of interest, family discord, and scheduling conflicts that work to the disadvantage of both the Library and its employees.

Therefore, employees may not hold a job over which a member of their family or relative exercises supervisory or decision-making authority, work for a member of their family or relative, hold a position that involves the handling of money or in a position where the family members or relatives have the authority to make decisions independent of a supervisor.

Members of an employee's family or a relative will be considered for employment on the basis of their qualifications, but may not be hired if employment would: (i) Create a supervisor/subordinate relationship with a family member or relative; (ii) Create an adverse impact on work performance; or (iii) Create either an actual conflict of interest or the appearance of a conflict of interest.

While individuals will be considered solely on the basis of individual merit, the following regulations shall be enforced:

1. No Library employee shall participate in interviewing or any final decision or recommendations relating to the hiring, promotion, retention, termination, or other condition of employment of a family member or relative.
2. In instances when it is proposed that family members or relatives be employed, the Library Director will ensure that the anti-nepotism policy has not been violated.

Definitions "Family member/relative, immediate family" is defined as one of the following: relationships by blood—parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, and first cousin; and relationships by marriage—husband, wife (as defined by state law), step-parent, step-child, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew, niece, spouse/partner of any of the above and cohabiting couples or significant others. This policy also applies to individuals who are not legally related but who reside with another employee in a familial relationship rather than a roommate relationship.

Adopted July 23, 2019
Reviewed without changes: March 2025

WBOFL: Personnel Policy Manual
ATTENDANCE AND LEAVE

Attendance

1. All employees are allowed a relief period of 15 minutes of paid time when working at least four, but less than six hours. A paid lunch period of 30 minutes is allowed to every staff member scheduled to work six or more consecutive hours. Staff should take lunches and breaks as scheduled by the Director or the staff member in charge in the Director's absence. Staff may leave the building for their break only if two other staff members remain in the building.
2. If a staff member needs to miss a normally scheduled work shift for a non-emergency, they should notify the Director at least one week in advance. In cases of emergency, the employee should contact the Director, or the staff member in charge in the Director's absence, prior to the start of their scheduled shift.
3. Employees are expected to arrive for scheduled work shifts in sufficient time to be ready to begin work on time. If an employee expects to be tardy, the employee should call the Director as soon as this is known. Occasional tardiness may be excusable due to family concerns, weather, and other unforeseen occurrences.
4. Requests for unpaid leave of two weeks or less must be approved and granted by the Director. Requests for unpaid leave of more than two weeks may need approval by the Administrative Committee. All requests must be submitted in writing to the Director as soon as possible.

Bereavement

1. Employees may use up to three days paid time off for each death occurring in the employee's immediate family (spouse and/or domestic partner, child or step child (regardless of age), parent (including parent-in-law), siblings, grandparent, and grandchild.

Paid Family Leave

The WBOFL will provide paid leave to eligible employees pursuant to New York's Paid Family Leave Benefits Law. Benefit levels available to eligible employees are set by state law as a percentage of the employee's average weekly wage (AWW), which will be capped as a percentage of the state average weekly wage (SAWW). Benefit levels will be phased-in under state law as reflected in the chart below: The WBOFL will pay the full cost of this insurance for eligible employees.

Year	Weeks of Leave	Benefits
2020	10	60% of employee's AWW, up to 60% of SAWW

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2021 (and beyond)	12	67% of employee's AWW, up to 67% of SAWW
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Employee Eligibility

To be eligible, employees must: (i) regularly work 20 or more hours per week and be employed for at least 26 consecutive workweeks preceding the first full day family leave is taken; or (ii) regularly work less than 20 hours per week and be employed for at least 175 days preceding the first full day leave is taken.

Permissible Purposes for Leave

Eligible employees will be entitled to paid time away from work (i) to care for a family member with a serious health condition, (ii) to bond with a child after birth or placement for adoption or foster care within the first 12 months after the birth or placement, or (iii) because of any qualifying exigency arising from the fact that an employee's spouse, domestic partner, child or parent is on active duty (or has been notified of an impending call or order to active duty) in the armed forces of the United States.

Notice of Need for Paid Family Leave

Employees must provide the WBOFL with notice regarding the need for PFL before the start of the leave; notice should be given to the Director. In the case of the Director seeking PFL, notice must be given to the President of the Board of Trustees. Employees are required to provide sufficient information and notice to inform the WBOFL of the qualifying event, the anticipated timing, and the duration of leave.

- If the need for PFL is foreseeable (*i.e.*, planned medical treatments/appointments, to bond with a child, a qualifying military exigency, etc.), the employee must provide the WBOFL with **at least 30 days'** advance notice, or as soon as the need for leave becomes known.
- If the need for PFL is **not** foreseeable because of a medical emergency, change in circumstances or lack of advance knowledge, the employee must notify the WBOFL as soon as practicable under the circumstances.
- If an employee fails to provide 30 days' advance notice of foreseeable PFL and provides no reasonable excuse for the delay, the insurance carrier may partially deny the claim for a period of up to 30 days from the date the notice is given.
- If leave is taken on an intermittent basis, the employee must provide notice as soon as is practicable before each day taken as intermittent leave.

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When the need for PFL is foreseeable, including intermittent leave, employees are encouraged to consult with the Director regarding leave scheduling so as to minimize operational disruptions to the WBOFL.

Certification

Eligible employees who wish to take paid family leave must comply with applicable certification requirements and may be required to provide additional documentation (such as copies of military orders), as permitted by law.

Use of Other Leave and Interplay

To the extent permitted by law, employees may elect to charge all or part of their paid family leave time to unused vacation days and receive full pay. In such a case, WBOFL will seek reimbursement from the carrier out of any family leave benefits due prior to the carrier's payment of such family leave benefit to you.

Job Protection

Leave taken under this policy is job protected. Thus, WBOFL must restore an employee who returns from leave to the same or a comparable position

Limitations and Rules Related to Use of Paid Family Leave

PFL may be taken on either a weekly or intermittent basis. Intermittent PFL must be used in full-day increments.

Disability leave and paid family leave may not be used at the same time. You will not be entitled to paid family leave if your family leave combined with disability benefits previously received exceeds 26 weeks during the same 52 consecutive calendar weeks.

**Any inconsistencies will be governed by the most recently revised law.*

Sick Leave

1. Full-time employees will be eligible for up to 96 hours of paid sick leave in each calendar year.
 - a. Time must be used in 1 hour increments.
2. Half-time employees will be eligible for up to 48 hours of paid sick leave in each calendar year.
 - a. Time must be used in 1 hour increments.
3. Part-time employees will be eligible for up to one hour of sick time for every thirty hours hired to work in each calendar year.

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- a. Time must be used in 1 hour increments
4. Sick leave does not expire and unused time is carried over to the next calendar year. However, employees may not use more than the number of hours eligible for in any given calendar year.
5. There is no monetary compensation for unused sick leave at the end of each calendar year, termination, resignation, or retirement.
6. Employees may use sick leave following a verbal or written request for the following reasons impacting the needs of the employee and employee's immediate family (spouse and/or domestic partner, child or step child (regardless of age), parent (including parent-in-law), grandparent, grandchild).
 - a. 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
 - b. For the diagnosis, care, or treatment of a mental or physical illness, injury or health condition; or need for medical diagnosis or preventive care.
 - c. For an absence from work when the employee or employee's family member has been the victim of domestic violence as defined by the 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:
 - i. to obtain services from a domestic violence shelter, rape crisis center, or other services program;
 - ii. 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;
 - iii. 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;
 - iv. to file a complaint or domestic incident report with law enforcement;
 - v. to meet with a district attorney's office;
 - vi. to enroll children in a new school; or
 - vii. 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.
7. Employees must present a doctor's note regarding the medical condition warranting the leave if using more than 3 days of consecutive sick time.

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ATTENDANCE AND LEAVE

Working Remotely

When the library temporarily closes due to a declared state of emergency or a quarantine imposed by governing authority, and all or some employees are instructed not to come in to work, upon a vote of the board, compensation shall continue as follows:

Full-time staff shall be paid at their regular rate of pay. Half time and Part-time and staff shall be paid for their regularly scheduled shifts.

To be eligible for compensation during a time of emergency closure or reduced hours, employees must be ready, willing and available to work remotely on projects identified by the Director, and must complete such duties as assigned. When performing tasks remotely, employees should report the time worked to their supervisor.

Adopted July 23, 2019

Reviewed and revised May 26, 2020

Reviewed and revised: January 26, 2021

Reviewed and revised: March 25, 2025

WBOFL: Personnel Policy Manual
CODE OF CONDUCT

Accidents/Medical Emergencies

The William B. Ogden Free Library (WBOFL), is committed to providing a safe, healthy workplace for all employees. The objective is to reduce/eliminate the number of workplace injuries and illnesses. Accidents most often can be prevented through the reasonable precautions and practices of safe work habits. The WBOFL welcomes suggestions from staff for improved working safety and health. Employees are encouraged to bring any concerns or suggestions to the attention of the Director.

Any employee who observes an accident or medical emergency in the workplace should stop working, eliminate or isolate the immediate cause of the accident to prevent further injury, obtain aid for the injured person and summon assistance. If the injury appears serious, call 911 and notify the Director immediately. Directions and the nature of the problem should be conveyed to the 911 operator. No attempt should be made to move the individual unless fire is involved or directed to do so by emergency personnel. The employee reporting the incident should complete a Library Incident Report by the end of the occurring day and give it to the Director. If the accident involves an outside supplier or any other non-employee, the Director should be notified regardless of how minor the accident or injury appears, even if no one is hurt.

The library has an automated external defibrillator (AED) installed on the wall directly opposite the circulation desk. Step by step verbal instructions are provided when activated. The WBOFL will provide biennial, paid Cardiopulmonary resuscitation (CPR) and AED certification for staff. This training is mandatory.

In case of fire or building emergencies requiring evacuation, staff members should direct all patrons to nearest exits, then proceed to exit themselves. No one should re-enter the building until emergency personnel have cleared the WBOFL.

Confidentiality

All WBOFL information is confidential. This includes but is not limited to patron inquiries, patron lists, employee information, schedules, and other personal information regarding the people we serve. All employees will be responsible for following New York State Confidentiality Law pertaining to libraries. Employees may, in the course of their work, have access to sensitive information about people we serve. Under no circumstances should employees discuss WBOFL patrons or situations or other information with their friends, relatives, or anyone else outside WBOFL. Disclosure of such confidential information may prove harmful to one of our patrons or employees. WBOFL's reputation may be damaged by the careless handling of information we possess. All employees of WBOFL have a responsibility to protect confidential information that may be in the form of e-mail, fax, printed material, oral communication, voice mail, and material sent by mail or courier. Any paperwork containing sensitive information should not be left in the open but placed in files, folders or desk drawers. All employees have a responsibility to securely store any confidential material. In addition, any items of a confidential nature no longer required for library business must be appropriately destroyed and/or shredded in designated areas.

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Employees are not to access or inquire into other employees' accounts except while transacting normal WBOFL business.

All employees are to be guided by the New York State Confidentiality Law (S4509 Library Circulation Records) which states: *Library records which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photo-copies of library materials, title reserve requests, or the use of audio-visual materials, films or record, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.*

Violation of any part of this confidentiality policy is cause for discipline up to and including dismissal.

Diversity and Fair Treatment

The WBOFL recognizes the rich diversity of its employees and the varying cultures, backgrounds and experiences they bring to the workplace. The WBOFL is committed to maintaining and promoting a work environment where employees and patrons' similarities and differences are respected and valued.

All employees are expected to treat coworkers, patrons, vendors/suppliers and other non-employees that the employee comes in contact with on the job with fairness, dignity, and respect. The WBOFL prohibits any form of discrimination, harassment, or other offensive behavior and/or language targeted towards an individual based on race, religion, color, sex, gender identity, age, national origin, marital status, pregnancy, veteran status, arrest/criminal record, disability, genetic predisposition or carrier status, sexual orientation or any other reason.

Dress Code

The WBOFL is a public service operation and proper dress and personal hygiene is required of all staff representing the WBOFL while on duty. Professional, business casual dress is mandatory for all staff working in public areas. In general, business casual is defined as slacks, a blouse or nice top, collared shirts, and skirts or dresses. WBOFL will allow staff to wear dark wash or colored jeans. Denim should not be distressed, torn, frayed, or ripped. Polo shirts are acceptable. All attire should be clean, neat, free from tears and holes and appropriate to the job you perform. It is our responsibility, individually and collectively, to create and maintain a favorable image. Use of personal fragrances should be limited. Strong-smelling perfumes, grooming products, or other products with a strong odor should not be worn. Facial hair should be clean and neat. Any visible tattoos or body piercings must not contain offensive language or interfere with job duties.

Consult the Director if you have questions as to what constitutes appropriate attire.

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Inappropriate/unacceptable attire includes:

- Leggings except under a dress or skirt
- Shorts
- Graphic Shirts (except those provided by the WBOFL)
- Tank and spaghetti strap tops
- Footwear that could pose a safety hazard such as backless shoes or flip-flops
- Hats/head coverings with the exception of religious garb
- Loungewear or athletic clothing, sweat suits or running suits
- Revealing clothing (i.e., cropped tops, halters, etc.)

Library Property

All WBOFL files and documents are the property of the WBOFL.

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the Director if any equipment, machines, or tools appear to be damaged, defective or in need of repair. The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment. Employees will not be held responsible for accidental damage to library property.

Employees must return all WBOFL property immediately upon request or upon termination of employment.

Adopted: July 23, 2019

Reviewed with changes: July 2025

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COMPUTER/INTERNET/EMAIL/SOCIAL MEDIA USE

Computer & Device Usage

All computers and their contents are the property of WBOFL.

Computer terminals and workstations are provided to staff to further the service programs of the WBOFL. During work hours, use of any WBOFL computers or software, including electronic mail and access to the internet, is limited to business and work-related use only. Personal use of computer hardware, software, networks, e-mail, and the internet is permitted only on breaks, lunch hours, and non-work time. The use of the library printer for printing of personal documents should only be done with approval from the Director.

Certain activities are prohibited when using Library computers. These include, but are not limited to:

1. Accessing, downloading, printing or storing information with sexually explicit content
2. Downloading or transmitting fraudulent, threatening, violent, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images
3. Installing or downloading computer software, programs, or executable files without authorization
4. Sending email using another's identity, an assumed name, or anonymously

Staff may carry their personal cell phones with them as long as they are silenced. Calls may be made or taken during work hours for emergencies only and must be kept brief and conducted in a private location. Use of earbuds to listen to music/ podcasts, books, etc. are not allowed during work unless related to your job such as for a webinar etc.

Social Media

Employees should take particular care in discussing their work at WBOFL in the context of social media such as Facebook, LinkedIn, and Instagram. Employees should not maintain a blog or social media account that discusses Library business, nor participate in such social media during working hours. Employees should be respectful of the confidentiality of patrons, Library Trustees, and of their co-employees, and should not make disparaging or harassing remarks about other employees or the Library during their personal interactions.

Adopted: July 23, 2019

Reviewed with changes July 2025

WBOFL: Personnel Policy Manual
CONFLICT OF INTEREST AND DISCLOSURE OF CERTAIN INTERESTS

1. Purpose

This conflict of interest policy is designed to help trustees and employees of the William B. Ogden Free Library (WBOFL) identify situations that present potential conflicts of interest and to provide WBOFL with a procedure that, if observed, will allow a transaction to be treated as valid and binding even though a trustee or employee has or may have a conflict of interest with respect to the transaction. In the event there is an inconsistency between the requirements and procedures prescribed herein and those in federal or state law, the law shall control.

2. Definitions

- A *Conflict of Interest* is any circumstance described in Part 3 of this policy.
- A *Responsible Person* is any person serving as a trustee or an employee of WBOFL.
- A *Family Member* is defined as one of the following: relationships by blood—parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, and first cousin; and relationships by marriage—husband, wife (as defined by state law), step-parent, step-child, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew, niece, spouse/partner of any of the above and cohabiting couples or significant others. This policy also applies to individuals who are not legally related but who reside with another employee in a familial relationship rather than a roommate relationship.
- A *Material Financial Interest* in an entity is a financial interest of any kind that, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect a responsible person's or family member's judgment with respect to transactions to which the entity is a party. This includes all forms of compensation.
- A *Contract or Transaction* is any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the provision or receipt of a loan or grant, or the establishment of any other type of pecuniary relationship. The making of a gift to WBOFL is not a contract or transaction.

3. Conflict of Interest Defined

For purposes of this policy, the following circumstances shall be deemed to create conflicts of interest:

- a. Outside Interests.
 - i. A contract or transaction between WBOFL and a responsible person or family member.
 - ii. A contract or transaction between WBOFL and an entity in which a responsible person or family member has a material financial interest or of which such person is a director, officer, employee, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, conservator, or other legal representative.
- b. Outside Activities.
 - i. A responsible person competing with WBOFL in the rendering of services or in any other contract or transaction with a third party.
 - ii. A responsible person having a material financial interest in or serving as a director, officer, employee, agent, partner, associate, trustee, personal representative, receiver,

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guardian, custodian, conservator, or other legal representative of, or consultant to, an entity or individual that competes with WBOFL in the provision of services or in any other contract or transaction with a third party.

c. **Gift, Gratuities and Entertainment.**

A responsible person accepting gifts, entertainment, or other favors from any individual or entity that:

- i. does or is seeking to do business with or is a competitor of WBOFL
- ii. has received, is receiving, or is seeking to receive a loan or grant, or to secure other financial commitments from WBOFL
- iii. is a charitable organization collaborating with WBOFL

The acceptance of gifts, entertainment, or other favors can be a conflict of interest under circumstances where it might be inferred that such action was intended to influence or possibly would influence the responsible person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value that are not related to any particular transaction or activity of WBOFL.

4. Procedures

- a. Before 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.
- 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. 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. For purposes of this paragraph, a member of the Board of Trustees of WBOFL has a conflict of interest when he or she stands for election as an officer or for ré-election as a member of the Board of Trustees.

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- e. Responsible persons 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 the President or the President's designee any conflict of interest that such responsible 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 responsible person. The responsible person shall refrain from any action that may affect WBOFL's participation in such contract or transaction.
- f. 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 the President or the President's designee, who shall determine whether there exists a conflict of interest that is subject to this policy.
- g. Confidentiality. Each responsible person shall exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might have an adverse effect to the interests of WBOFL. Furthermore, a responsible person shall not disclose or use information relating to the business of WBOFL for the personal profit or advantage of the responsible person or a family member.

5. Review of Policy

- Each new responsible person shall be required to review a copy of this policy and to acknowledge in writing that he or she has done so.
- Each responsible person shall annually complete a disclosure form identifying any relationships, positions, or circumstances in which the responsible person is involved that he or she believes could contribute to a conflict of interest arising. Such relationships, positions, or circumstances might include service as a director of or consultant to a not-for-profit organization, or ownership of a business that might provide goods or services to WBOFL. Any such information regarding business interests of a responsible person or a family member shall be treated as confidential and shall generally be made available only to the President, the Director, and any committee appointed to address conflicts of interest, except to the extent additional disclosure is necessary in connection with the implementation of this policy.
- This policy shall be reviewed annually by each member of the Board of Trustees. Any changes to the policy shall be communicated immediately to all responsible persons.

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CONFLICT OF INTEREST AND DISCLOSURE OF CERTAIN INTERESTS

6. Statement of Associations

This is to certify that I am not now nor at any time during the past year have been a participant, directly or indirectly, in any arrangement, investment, or other activity with any vendor, supplier, or other party doing business with The William B. Ogden Free Library that has resulted or could result in personal benefit to me.

Any exceptions to the above are stated below with a full description of the transactions, whether direct or indirect, which I have (or have had during the past year) with persons or organizations having transactions with William B. Ogden Free Library.

Signature: _____

Date: _____

Printed Name: _____

WBOFL Position: _____

Adopted August 2014
Revised November 2019
Reviewed without changes: August 2023
Reviewed without changes July 2024

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CONTINUING EDUCATION

William B. Ogden Free Library (WBOFL), WBOFL encourages continuing professional development for its employees through conferences, workshops, seminars, training sessions, library meetings, and other developmental courses. The employee who wishes to participate in a professional development opportunity shall submit a written request to the Director. Professional development opportunities are approved and granted by the Director. If the Director wishes to attend such opportunities, they should seek approval from the Board of Trustees.

Employees are required to attend monthly staff meetings and other training sessions scheduled by the Director. The Director, the Youth Services Coordinator, and the Adult Services Coordinator are required to attend regularly scheduled meetings of the Four County Library System. Employees should reflect the hours attending these meetings on their time sheet and will be compensated based on their hourly rate of pay.

WBOFL will pay annual membership dues in the New York Library Association and the American Library Association for the Director.

Expense Reimbursement

The Library will reimburse staff for reasonable business-related expenditures, which are incurred as part of work responsibilities. Receipts must be approved by the Director and submitted to the business manager in order to receive the reimbursement.

In addition, the library will cover the following costs to attend events: registration, meeting fees, and material costs, parking, tolls, mileage or transportation, and if the seminar is out of town, lodging and meals, as applicable. Mileage will be paid in accordance with current IRS guidelines. Meals shall not exceed \$17.00 per meal or \$50.00 per day , unless other arrangements have been approved, in advance, by the Director or the Board of Trustees. The employee shall submit receipts for all expenditures.

The Director must give approval to employees **before** expenses are incurred. The Director's expenses will be approved by the Board of Trustees.

Adopted; July 23, 2019

WBOFL: Personnel Policy Manual
DISCIPLINE/TERMINATION

Disciplinary Action

In cases of violation of WBOFL policies, incompetence/unfitness, or misconduct, the Director may invoke disciplinary action. Such disciplinary action may consist of a verbal reprimand or formal written notice. The Director will bring recommendations for suspension or dismissal for approval by the Board of Trustees. Some causes for disciplinary action are as follows:

1. **Incompetence/unfitness.** An employee whose work performance is unsatisfactory will be notified verbally. If the employee's performance does not improve, a formal written notice will be given to the employee. This notice will outline the problem, delineate the specific actions which the employee must implement, and indicate the time frame needed for improvement. The employee will sign this notice. If improvement is not forthcoming within the agreed upon time, the employee can be suspended or dismissed.
2. **Misconduct.** Claims or allegations of improper behavior at work or while representing the Library will be investigated and may be cause for disciplinary action. Examples of misconduct include but are not limited to the following: Can we state that these are cause for immediate dismissal? Or choose the ones that would be appropriate for immediate dismissal
 - Theft or inappropriate removal or possession of property
 - Falsification of time sheets
 - Working under the influence of alcohol or illegal drugs
 - Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace
 - Fighting or threatening violence in the workplace
 - Disruptive activity in the workplace
 - Negligence or improper conduct leading to property damage
 - Insubordination or disrespectful conduct toward patrons, other Library staff, or Trustees
 - Violation of safety or health rules
 - Smoking in prohibited areas
 - Sexual or other harassment
 - Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
 - Excessive absenteeism or any absence without notice
 - Unauthorized use of telephones, mail system, or other employer-owned equipment
 - Unauthorized disclosure of confidential information
 - Violation of personnel policies

If we are an "at-will employer, do we need to spell out disciplinary actions?

WBOFL: Personnel Policy Manual
DISCIPLINE/TERMINATION

Termination

WBOFL can terminate employment at any time and for any reason not prohibited by law. Reasons for termination can be resignation of employee, dismissal initiated by WBOFL, and layoff for non-disciplinary reasons.

An employee who resigns/retires from the WBOFL is asked to submit a written notice to the Director for said date to be effective. Employees should submit notice three weeks prior to separation.

All WBOFL property (keys, etc.) must be handed in to the Director prior to the last day of employment. The final paycheck for the employee will be on the next scheduled pay date and will include credited unused vacation, if applicable.

WBOFL will conduct exit interviews at the time of employment separation.

Involuntary Termination:

In the event that an employee is dismissed for cause, due to a policy violation or for unacceptable performance, dismissal is effective immediately and any unused vacation time will normally not be paid. The decision to compensate the employee for any unused vacation time will be determined on a case-by-case basis and at the discretion of the Board of Trustees. If WBOFL needs to dismiss an individual due to economic conditions or the phasing out of positions, WBOFL will strive to give the employee one-month notice.

What about if employees quit without notice?

Adopted July 23, 2019

WBOFL: Personnel Policy Manual
EQUAL EMPLOYMENT OPPORTUNITY

The William B. Ogden Free Library (WBOFL), WBOFL does not unlawfully discriminate on the basis of a person's race, religion, color, sex, age, national origin, marital status, pregnancy, veteran status, arrest/conviction record, disability, sexual orientation, or any other protected class or status. The WBOFL prohibits employees, vendors, suppliers, visitors, clients, and any other non-employee from discriminating against WBOFL employees based on these protected groups. The policy applies to all terms and conditions of employment including but not limited to, recruiting, hiring, placement, promotion, termination, and lay-off.

Any employee who believes that the actions or words of an employee or non-employee have violated this policy should report the behavior to the Director immediately. Refer to the manual section on Complaint Procedures and Investigations regarding how to file a complaint and for an explanation of the WBOFL's investigation procedures.

Adopted: July 23, 2019

WBOFL: Personnel Policy Manual
EVALUATION PROCEDURE

Performance Reviews

The objectives of performance reviews are:

- To document and evaluate performance levels and suitability of the assignment.
- To support any wage/salary adjustments that may be recommended
- To provide the vehicle for employees to set performance standards and goals
- To give employees an opportunity to discuss job aspirations, concerns, and interests

Performance reviews will be performed under the following guidelines with the above objectives in mind.

1. The Board of Trustees will evaluate the performance of the Director at the end of their 90-day introductory period and thereafter annually.
2. The Director will evaluate all other employees at the end of their 90-day introductory periods, and thereafter annually.
3. A performance evaluation may be conducted at any other time, if determined to be warranted by the Director or the Trustees.
4. The employee will have the opportunity to provide written comment on, or rebuttal to, the evaluation. In this case, the evaluation will then be forwarded to the Trustees for review and final acceptance. The Director will file the original evaluation, including employee comments, in the employee's personnel file. Any employee under the Director's supervision may request to discuss his/her evaluation with the Board of Trustees' Personnel Committee within two weeks of receiving their evaluation.

Adopted: July 23, 2019

WBOFL: Personnel Policy Manual

GRIEVANCE PROCEDURE

The purpose of the grievance/complaint procedure is to give William B. Ogden Free Library (WBOFL), adequate notice of issues and to provide an effective means for employees to bring problems or complaints concerning their well-being at work to the attention of the Director. The WBOFL takes all complaints of discrimination, harassment, and sexual harassment seriously. The Director and employees are encouraged to attempt to reach a satisfactory solution through informal communication whenever possible. However, in lieu of informal methods, employees may administer the following formal procedure:

Reporting Complaints: Any employee who has a complaint, or who believes that there has been a violation of the EEO, Sexual Harassment (see sexual harassment policy for specific procedures), Americans with Disabilities Act (ADA), Health Insurance Portability and Accountability Act (HIPAA), and/or Diversity and Fair Treatment policies by either employees or non-employees and/or management should report the behavior to the Director immediately. If the violation involves the Director, the report should be made directly to the President of the Board of Trustees. If the employee is working before or after normal business hours, they may report the behavior via phone if the Director is in another location. A written description of the situation should be submitted within two days of the phone call.

Investigation of Complaints: All complaints received are investigated promptly and thoroughly in an impartial manner. All parties as well as any witnesses will be interviewed and all employees are required to cooperate. The confidentiality of the employee will be protected to the greatest extent possible. The WBOFL, however, cannot guarantee complete confidentiality. The Director or the President of the Board of Trustees will respond to the written complaint within two days from receipt of the written complaint.

The WBOFL will not retaliate against any employee who files a complaint or who participates in an investigation. The WBOFL also prohibits retaliation by an employee against co-workers or non-employees for filing a complaint and/or participating in an investigation.

Adopted: July 23, 2019
Reviewed and Revised: March 25, 2025

WBOFL: Personnel Policy Manual
INTRODUCTORY PERIOD

New and rehired employees are subject to an introductory period that is conducted by the Director. The period is generally the first 90 days of employment and William B. Ogden Free Library (WBOFL) reserves the right to extend or shorten this period at the WBOFL's discretion. The Director is responsible for introducing the employee to coworkers, scheduling on-the-job training, and reviewing the job description and performance requirements of the position.

During this introductory period the Director should evaluate the employee's performance, work habits, attendance, cooperation, and potential for the position. Any problems should be addressed during this time. This period is not a contract of employment for any set period of time and does not change the employee's status as an at-will employee.

New or rehired Directors are subject to an introductory period that is conducted by the Board of Trustees. The period is generally the first 90 days of employment. The WBOFL reserves the right to extend or shorten this period at the WBOFL's discretion.

Adopted: July 23, 2019

WBOFL: Personnel Policy Manual
JURY DUTY POLICY

Purpose

Jury duty is a civic responsibility and is mandatory by New York State law.

Definition

Individuals are eligible to serve in New York State if they are:

A United States Citizen,

At least 18 years old, and

A resident of the county in which summoned to serve.

Procedure

- Absence for jury duty is authorized in accordance with Article 16, Section 519 and 521 of the New York State Judiciary Law.
- Staff members summoned for Jury Duty must notify the Director immediately and bring/email the summons to the library so that a copy can be placed in their personnel file.
- So as not to create a hardship for staff, 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 provided by the State.
- Employees dismissed for the day from jury duty are expected to return to work and complete the remaining hours of their scheduled day if, under the circumstances, it is reasonable to do so.

Reference

NY Juror.Gov

New York State Unified Court System

Rules of the Chief Administrative Judge

Part 128. Uniform Rules for the Jury System

https://www.nyjuror.gov/pdfs/hb_EE.pdf

Adopted May 2024

Reviewed without changes: March 2025

William B. Ogden Free Library
PERSONNEL RECORDS ACCESS POLICY

Personnel Records include essential documents such as hiring documents, performance reviews, disciplinary actions, changes in compensation, and records of training or promotions. Throughout an employee's employment at WBOFL, an employee may request to see their personnel file.

Adopted July 2025

William B. Ogden Free Library
JOB DESCRIPTION: ADULT SERVICES COORDINATOR

Title: Adult Services Coordinator

Job Summary: Reporting to the Library Director, the Adult Services Coordinator participates in the acquisition, organization, maintenance, and preservation of the library's collections.

Hours: 20-36/week

Salary Range: \$18.00 - \$24.00 / hour, limited benefits, no health benefits

Responsibilities:

- Carries out interlibrary loan procedures for incoming and outgoing library materials.
- Processes overdue and lost material notices.
- Creates displays within the library to coordinate with library programming.
- Assists with library program preparation and implementation, as directed.
- Instructs patrons in the use of the online catalog, websites, reference sources and databases.
- Assists with researching and finding answers to patron's inquiries, provides reader's advisory.
- Attends 4CLS adult service meetings, participates in professional development workshops, and stays informed on current library trends and services.
- Processes new materials, and repairs minor damage to materials.
- Covers the circulation desk as needed.
- Assists Director with library projects as needed.
- Other duties as assigned.

Advanced Responsibilities for the experienced Adult Services Coordinator:

- Participates in the development and maintenance of library collections; evaluates materials and recommends them for selection, replacements, and withdrawal.
- Maintains and updates accurate online records of library holdings.
- Develops, plans, and conducts programs and services for adults

Qualifications/Skills:

- Associate's degree, *preferred*.
- Possesses a wide knowledge of reading genres and forms of library media.
- Proficient skills using MS Office or Google Suite products and the ability to learn library automated systems.
- Ability to interact with others, including managing challenging and sensitive situations, in a professional manner.
- Flexibility to perform tasks while interacting with patrons.
- Demonstrated ability to develop and implement programs, services, and projects.
- Strong oral and written communications skills in English.
- Available to work evenings and weekends and to attend training as needed.
- Ability to bend, kneel, squat, and stand frequently.
- Ability to lift 25 lbs.

William B. Ogden Free Library
JOB DESCRIPTION: BUSINESS MANAGER

Title: Business Manager

Job Summary: Reporting to the Library Director, the Business Manager performs a range of general clerical, accounting, and bookkeeping support functions relating to the finances of the library.

Hours: 6 hours/week, flexible

Salary Range: \$25.00 -\$30.00/hour

Responsibilities:

Maintains confidential records of the Library's finances and accounting.

General accounts receivable functions:

- Prepares and coordinates deposit activities.
- Performs all necessary account, bank, and other reconciliations.

General accounts payable functions:

- Checks, verifies, and processes invoices.
- Prepares and sends payments.
- Sorts, codes, and enters accounts payable data.
- Analyzes discrepancies and unpaid invoices.
- Maintains vendor files.

General payroll functions:

- Receives and processes time sheets.
- Verifies taxes and other deductions.
- Prepares and distributes payroll checks.
- Tracks employee vacation and sick time.

General support functions:

- Attends all board and finance committee meetings.
- Updates, verifies, and maintains accounting journals and ledgers and other financial records.
- Assists in month end reporting procedures.
- Prepares and presents reports for bimonthly board and committee meetings.
- Coordinates with the finance officer to provide good stewardship of library finances.
- Inventories and verifies safe deposit box contents with the finance officer, annually.
- Finds and uses accounting data to resolve accounting problems and discrepancies.
- Audits and processes petty cash.
- Processes approved employee expense reports.
- Performs filing and general administrative tasks.
- Files required forms to the state and federal government.

Qualifications/Skills:

- Associate degree in business or accounting, *preferred*.
- 1 - 3 years experience using Generally Accepted Accounting Principles (GAAP).
- Proficiency with QuickBooks, required.
- Strong attention to detail and ability to complete duties in a timely and accurate manner.
- Ability to interact with others, including managing challenging and sensitive situations, in a professional manner.
- Ability to understand and follow written and oral instructions in English.

William B. Ogden Free Library
JOB DESCRIPTION: CLERK

Title: Clerk

Job Summary: Reporting to the Library Director, the Clerk handles the activities of the circulation desk, utilizing the Library's automated systems and assists patrons in the use of library services, facilities, and equipment.

Hours: 15-36/week

Salary Range: \$16.00 - \$20.00 /hour, limited benefits, no health benefits

Responsibilities:

- Greets and assists patrons with checkouts, reserves, renewals and research.
- Circulates, reserves, renews, distributes, and shelves library materials.
- Empties book drops.
- Compiles a variety of statistics concerning library usage and material circulation.
- Collects fines for lost or damaged materials.
- Responds to telephone inquiries about library programs and services.
- Registers new patrons and updates patron records as needed.
- Assists patrons in registration for Library programs and confirms participation.
- Monitors public use of library facilities and assists patrons in locating library materials.
- Assists patrons with basic technology questions, navigating electronic records, and using electronic databases.
- Provides assistance with printing, faxing and scanning services.
- Assists with library program preparation and implementation, as directed.
- Secures facilities after hours by locking doors and windows and setting the alarm.
- Other duties as assigned.

Qualifications/Skills:

- High school diploma/GED, *preferred*.
- Possesses a general interest in libraries and reading.
- Intermediate skills using MS Office or Google Suite products and the ability to learn library automated systems.
- Ability to interact with others, including managing challenging and sensitive situations, in a professional manner.
- Flexibility to perform tasks while interacting with patrons.
- Some knowledge of clerical procedures and practices.
- Ability to perform data entry, conduct research and provide technical assistance to patrons.
- Ability to understand and follow written and oral instructions in English.
- Strong attention to detail and ability to complete duties in a timely and accurate manner.
- Available to work evenings and weekends and to attend training as needed.
- Ability to bend, kneel, squat, and stand frequently.
- Ability to lift 25 lbs.

William B. Ogden Free Library
JOB DESCRIPTION: CUSTODIAN

Title: Custodian

Job Summary: Reporting to the Library Director, the Custodian provides cleaning duties in a responsible and trustworthy manner, to maintain the internal appearance of the Library's facilities. The custodian will be responsible to provide careful and thorough cleaning and tidying of a large space that includes three floors.

Hours: Flexible, Approximately 4.5 hrs. /week

Salary Range: \$16.00 - \$20.00 /hour, limited benefits

Responsibilities:

- Conduct oneself in a professional manner, demonstrating sound judgment and behavior.
- Maintain the cleanliness of the Library building including, but not limited to:
 - Tidying furniture.
 - Dusting surfaces including tables, staff and patron desks, shelves, circulation desk, electronic equipment (computers, keyboards, printers, etc).
 - Sweeping and mopping floors. Vacuuming carpets, spot cleaning as needed.
 - Washing and sanitizing toilets, sinks, and mirrors. Restocking disposables.
 - Emptying trash and relining receptacles.
 - Washing and sanitizing sink and surfaces in staff kitchenette.
 - Keeping windows of entrance doors free of fingerprints.
- Report any damages to the Director.
- Maintain awareness of cleaning supply inventory and submit timely purchase requests to the Director when stock is low.
- Secure facilities, after operating hours, by locking doors and windows and setting the alarm.
- Launder Library reusable towels and rags.
- Additional duties as assigned.

Qualifications/Skills:

- High school diploma/GED, *preferred*.
- 2 years janitorial experience, *preferred*.
- Must be a reliable worker who is able to perform routine tasks without supervision.
- Strong attention to detail and ability to complete duties in a timely and accurate manner.
- Ability to understand and follow written and oral directions in English.
- Ability to lift objects up to 25 pounds and perform repetitive motions.
- Must be able to bend, squat, stand and climb stairs frequently.

William B. Ogden Free Library
JOB DESCRIPTION: LIBRARY DIRECTOR

Title: Library Director

Job Summary: The Library Director works closely with the Board of Trustees to develop policies and programs, monitor services, administer the budget, supervise staff and volunteers, and oversee the maintenance of the building, ensuring a consistent flow of communication. The Library Director stays informed of developments in library management.

Hours: 36/week

Salary Range: \$55,000 - \$65,000/year, limited benefits, no health benefits

Reports to: President of the Board of Trustees

Responsibilities:

- Develops and maintains strong relationships with Staff, Board Members and Community
- Drafts and recommends policies to the Library Board.
- Attends Board of Trustees and sub-committee meetings.
- Develops the Library's short- and long-range goals for collections, services, and programs.
- Develops, plans, and coordinates programs and services for adults.
- Directs the development and maintenance of the library collection.
- Supervises the maintenance of the library building, equipment, and furnishings.
- Hires, trains, assigns, supervises, evaluates, and when necessary, terminates staff and volunteers.
- Conducts staff meetings and provides professional development opportunities for staff.
- Prepares, administers the budget, directs expenditures, checks bills and employee time records.
- Prepares regular narrative and statistical reports for the Board of Trustees, and completes the annual report to New York State.
- Pursues and writes grants to state and federal agencies and non-profit foundations.
- Attends 4CLS Director's meetings, participates in professional development workshops, and stays informed on current library trends and services.
- Serves as Library Advocate in the Community
- Consults and confers with other libraries, officials, citizens, and community groups.
- Assists with direct patron services, as needed.

Qualifications/Skills:

- Bachelor's Degree, *required*, Masters of Library Science Degree, *preferred*.
- Five years or more in progressively responsible administrative duties, *preferred*.
- Ability to administer the activities of a library and to supervise the work of others.
- Knowledge of standard library principles and practices, concepts of freedom of speech, copyrights, collection development, patron confidentiality, censorship, and other library ethical issues.
- Excellent oral and written communication skills in English and strong organizational skills.
- Proficient skills using MS Office or Google Suite products and the ability to learn library automated systems.
- Thorough ability to establish and maintain effective working relationships with supervisors, subordinates, associates, officials of other agencies, and the general public.
- Available to work evenings and weekends and to attend training as needed.
- Ability to bend, kneel, squat, and stand frequently.
- Ability to lift 25 lbs.

William B. Ogden Free Library
JOB DESCRIPTION: MARKETING COORDINATOR

Title: Marketing Coordinator

Job Summary: Reporting to the Library Director, the Marketing Coordinator will work with the Library Director, and other staff on all projects related to library marketing, social media, branding, writing, and content creation for the web and other digital and print mediums.

Hours: 8-15 hours/week

Salary Range: \$17.00-\$20.00 /hour, limited benefits, no health benefits

Responsibilities:

- Creates marketing materials.
 - Writes and distributes press releases.
 - Creates signs, flyers, brochures, advertising, and other marketing materials.
 - Maintains the library's social media presence.
- Takes, files, prints, and posts photos.
- Creates, edits, and maintains the content of the library's website.
- Maintains The Library contact list.
- Creates and distributes the monthly library newsletter.
- Assists patrons with basic technology questions, navigating electronic records, and using electronic databases.
- Assists with library program preparation and implementation, as directed.
- Keeps informed on current library, social media and marketing trends through workshops, continuing education courses, and by reading professional materials.
- Covers the circulation desk as needed.
- Assists the Director with library projects as needed.
- Other duties as assigned.

Qualifications/Skills:

- High school diploma/GED, *preferred*.
- Possesses a general interest in libraries and reading.
- Intermediate computer skills using MS Office or Google Suite products, WordPress, and graphic design software and the ability to learn library automated systems.
- Ability to interact with others, including managing challenging and sensitive situations, in a professional manner.
- Flexibility to perform tasks while interacting with patrons.
- Marketing, public relations and/or communications experience, a plus.
- Demonstrated high-level verbal and written communication skills; excellent editing and proofreading skills; and ability to present statistical data effectively in English.
- Strong attention to detail and ability to complete duties in a timely and accurate manner.
- Available to work evenings and weekends and to attend training as needed.
- Ability to bend, kneel, squat and stand frequently.
- Ability to lift 25 lbs.

William B. Ogden Free Library
JOB DESCRIPTION: YOUTH SERVICES COORDINATOR

Title: Youth Services Coordinator

Job Summary: Reporting to the Library Director, the Youth Services Coordinator plans, organizes and supervises programs for preschool, elementary, and young adult library users, participates in short- and long-range planning of library services with the Director, and assists patrons in the selection and use of library materials.

Hours: 20-36/week

Salary Range: \$18.00 - \$24.00 /hour, limited benefits, no health benefits

Responsibilities:

- Develops, plans, and conducts programs and services for children and teens, including story time and summer reading.
- Develops and coordinates children's outreach programs to the community.
- Creates attractive displays, bulletin boards, etc. to enhance the children's area.
- Suggests materials for acquisition and withdrawal under the guidance of the Director.
- Monitors the condition of the children's area.
- Provides reference and reader's advisory to children, parents, and childcare professionals.
- Attends 4CLS youth service meetings, participates in professional development workshops, and stays informed on current library trends and services.
- Covers the circulation desk as needed.
- Assists the Director with library projects as assigned.
- Other duties as assigned.

Qualifications/Skills:

- Associate's degree, *preferred*.
- Possesses a wide knowledge of children's literature and resources.
- Proficient skills using MS Office or Google Suite products and the ability to learn library automated systems
- Ability to interact with others, including managing challenging and sensitive situations, in a professional manner.
- Flexibility to perform tasks while interacting with patrons.
- Demonstrated ability to develop and implement programs, services, and projects.
- Strong oral and written communications skills in English.
- Available to work evenings and weekends and to attend training as needed.
- Ability to bend, kneel, squat, and stand frequently.
- Ability to lift 25 lbs.

WBOFL: Personnel Policy Manual
SALARY AND BENEFITS

Disability Insurance

New York State law requires employers to provide certain monetary benefits to their employees during periods of temporary absence due to illness or non-job-related accidents. The WBOFL pays the full cost for this insurance, which assures that entitled employees will receive such benefits. An employee's absence due to a disability, which is not eligible for disability benefits, will be charged against the employee's available sick leave and/or vacation time.

Employee Classification

1. Full-time employees are those who are regularly scheduled to work 36 hours per week. Full-time employees are eligible for the library's benefit package, subject to the terms, conditions, and limitations of each benefit program. Refer to the Benefits section for further information.
2. Half-time employees are those who are regularly scheduled to work at least 18 hours per week. Half-time employees are eligible for the Library's benefit package, subject to the terms, conditions, and limitations of each benefit program. Refer to the Benefits section for further information.
3. Part-time employees are those who are regularly scheduled to work less than 18 hours per week. Part-time employees are not eligible for most benefits sponsored by the Library. Refer to the Benefits section for further information.
4. The salary of full-time employees is computed on an annual basis; the salary of both half- and part-time employees is based on an hourly wage.

Holidays and Library Closures

1. Following their 90-day introductory period, half-time employees will receive six hours pay for the following holidays: New Year's Day, Juneteenth, July 4th, Veteran's Day, Thanksgiving Day, and Christmas Day.
2. Half-time and part-time employees will be paid for hours they are scheduled to work when the library closes due to an emergency.

Simple IRA

All employees are able to participate in the Library's Simple IRA Plan. The Library will match up to 3% of the employee's salary.

WBOFL: Personnel Policy Manual
SALARY AND BENEFITS

Timesheet Submissions for Payroll

1. All hourly employees of the WBOFL will record their work hours and submit a completed and signed timesheet to the Director twice a month, on the fifteenth and the last day of the month.
2. Time should be recorded in fifteen-minute increments. Time started or ended over eight minutes should be rounded up to the next quarter hour.
3. Each employee must submit their own timesheet to verify that the reported hours worked are complete and accurate.
4. The timesheet must reflect all hours worked, any absences, late arrivals and early departures, and use of vacation, sick, or emergency time.
5. Salaried employees receive a salary which is intended to compensate for all work hours. This salary is established at the time of hire or when the employee is classified as a salaried employee.
6. Salaries may be subject to periodic review and modification.

Vacation Time

1. Full-time employees will receive paid vacation at the following frequency:
 - 1 week (six months of service)
 - 2 weeks (1-3 years of service)
 - 3 weeks (4+ years of service)
 - a. 1 week = 36 hours.
 - b. Years of service are based on completed years of employment as of the employee's anniversary month
2. Half-time employees will receive paid vacation at the following frequency:
 - 1 week (1 year of service)
 - 2 weeks (2+ years of service)
 - a. 1 week = the number of hours hired to work in a normal one week pay period
 - b. Years of service are based on completed years of employment as of the employee's anniversary month
3. Part-time employees will not receive vacation benefits.
4. The Director must submit their intent to take vacation time in writing to both the Business Manager and the President of the Board of Trustees.
5. Full and half-time employees must submit requests for vacation time in writing to the Director at least one month in advance. Vacation time is approved and granted by the Director.
6. If vacation time is not used, all employees will receive compensation in their paycheck during the final pay period of their employment anniversary month. Compensation will be based on their regular rate of pay for any unused vacation hours. Vacation time is not carried over.

WBOFL: Personnel Policy Manual
SALARY AND BENEFITS

Workers' Compensation Insurance

Subject to applicable legal requirements, workers' compensation insurance provides benefits if you are unable to work because of an injury or illness directly caused by your job. It also provides medical care for workers who are injured or become ill as a direct result of their job. The WBOFL pays the full cost for this insurance. Employees who sustain work-related injuries or illnesses should inform the Director immediately and fill out an incident report. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable eligible employees to qualify for coverage as quickly as possible.

Adopted: July 23, 2019

Reviewed and Revised: May 26, 2020

Reviewed and Revised:

SEXUAL HARASSMENT AND DISCRIMINATION PREVENTION POLICY

1. Purpose and Goals

William B. Ogden Free Library (WBOFL) is committed to maintaining a workplace free from harassment and discrimination. Sexual harassment is a form of workplace discrimination that subjects an employee to inferior conditions of employment due to their gender, gender identity, gender expression (perceived or actual), and/or sexual orientation. Sexual harassment is often viewed simply as a form of gender-based discrimination, but WBOFL recognizes that discrimination can be related to or affected by other identities beyond gender. Under the New York State Human Rights Law, it is illegal to discriminate based on sex, sexual orientation, gender identity or expression, age, race, creed, color, national origin, military status, disability, predisposing genetic characteristics, familial status, marital status, criminal history, or status as a victim of domestic violence. Our different identities impact our understanding of the world and how others perceive us. For example, an individual's race, ability, or immigration status may impact their experience with gender discrimination in the workplace. While this policy is focused on sexual harassment and gender discrimination, the methods for reporting and investigating discrimination based on other protected identities are the same. The purpose of this policy is to teach employees to recognize discrimination, including discrimination due to an individual's intersecting identities, and provide the tools to take action when it occurs. All employees, directors, and trustees are required to work in a manner designed to prevent sexual harassment and discrimination in the workplace. This policy is one component of WBOFL's commitment to a discrimination-free work environment.

Goals of this Policy:

Sexual harassment and discrimination are against the law. After reading this policy, employees will understand their right to a workplace free from harassment. Employees will also learn what harassment and discrimination look like, what actions they can take to prevent and report harassment, and how they are protected from retaliation after taking action. The policy will also explain the investigation process into any claims of harassment. Employees are encouraged to report sexual harassment or discrimination by filing a complaint internally with WBOFL. Employees can also file a complaint with a government agency or in court under federal, state, or local anti discrimination laws. To file an employment complaint with the New York State Division of Human Rights, please visit <https://dhr.ny.gov/complaint>. To file a complaint with the United States Equal Employment Opportunity Commission, please visit <https://www.eeoc.gov/filing-charge-discrimination>.

Sexual Harassment and Discrimination Prevention Policy:

1. William B. Ogden Free Library's (WBOFL's) policy applies to all employees, applicants for employment, and interns, whether paid or unpaid. The policy also applies to additional covered individuals. It applies to anyone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in our workplace. These individuals include persons commonly referred to as independent contractors, gig workers, and temporary workers. Also included are persons providing equipment repair, cleaning services, or any other services through a contract with WBOFL. For the remainder of this policy, we will use the term "covered individual" to refer to these individuals who are not direct employees of the library.
2. Sexual harassment is unacceptable. Any employee or covered individual who engages in sexual harassment, discrimination, or retaliation will be subject to action, including appropriate discipline for employees. In New York, harassment does not need to be severe or pervasive to be illegal. Employees and covered individuals should not feel discouraged from reporting harassment because they do not believe it is bad enough, or conversely because they do not want to see a colleague fired over less severe behavior. Just as harassment can happen in different degrees, potential discipline for engaging in sexual harassment will depend on the degree of harassment and might include education and counseling. It may lead to suspension or termination when appropriate.
3. Retaliation is prohibited. Any employee or covered individual that reports an incident of sexual harassment or discrimination, provides information, or otherwise assists in any investigation of a sexual harassment or discrimination complaint is protected from retaliation. No one should fear reporting sexual harassment if they believe it has occurred. So long as a person reasonably believes that they have witnessed or experienced such behavior, they are protected from retaliation. Any employee of WBOFL who retaliates against anyone involved in a sexual harassment or discrimination investigation will face disciplinary action, up to and including termination. All employees and covered individuals working in the workplace who believe they have been subject to such retaliation should inform the Director, or in a case involving the director, the President of the Board of Trustees. All employees and covered individuals who believe they have been a target of such retaliation may also seek relief from government agencies, as explained below in the section on Legal Protections.
4. Discrimination of any kind, including sexual harassment, is a violation of our policies, is unlawful, and may subject WBOFL to liability for the harm experienced by targets of discrimination. Harassers may also be individually subject to liability and employers or supervisors who fail to report or act on harassment may be liable for aiding and abetting such behavior. Employees at every level who engage in harassment or discrimination, including a Director who engages in harassment or discrimination or who allows such behavior to continue, will be penalized for such misconduct.
5. WBOFL will conduct a prompt and thorough investigation that is fair to all parties. An investigation will happen whenever management receives a complaint about discrimination or sexual harassment, or when it otherwise knows of possible discrimination or sexual harassment occurring. WBOFL will keep the investigation confidential to the extent possible. If an investigation ends with the finding that discrimination or sexual harassment occurred, WBOFL will act as required. In addition to any required discipline, WBOFL will also take steps to ensure a safe work environment for the employee(s) who experienced the discrimination or harassment. All employees, including a director, are required to cooperate with any internal investigation of discrimination or sexual harassment.

6. All employees and covered individuals are encouraged to report any harassment or behaviors that violate this policy. All employees will have access to a complaint form to report harassment and file complaints. Use of this form is not required. For anyone who would rather make a complaint verbally, or by email, these complaints will be treated with equal priority. An employee or covered individual who prefers not to report harassment to their manager or employer may instead report harassment to the New York State Division of Human Rights and/or the United States Equal Employment Opportunity Commission. Complaints may be made to both the employer and a government agency.

A Director is **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the President of the Board of Trustees.

7. This policy applies to all employees and covered individuals, such as contractors, subcontractors, vendors, consultants, or anyone providing services in the workplace, and all must follow and uphold this policy. This policy must be provided to all employees in person or digitally through email upon hiring and will be posted prominently in all work locations.

What Is Sexual Harassment?

Sexual harassment is a form of gender-based discrimination that is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender. Sexual harassment is not limited to sexual contact, touching, or expressions of a sexually suggestive nature. Sexual harassment includes all forms of gender discrimination including gender role stereotyping and treating employees differently because of their gender.

Understanding gender diversity is essential to recognizing sexual harassment because discrimination based on sex stereotypes, gender expression and perceived identity are all forms of sexual harassment. The gender spectrum is nuanced, but the three most common ways people identify are cisgender, transgender, and non-binary. A cisgender person is someone whose gender aligns with the sex they were assigned at birth. Generally, this gender will align with the binary of male or female. A transgender person is someone whose gender is different than the sex they were assigned at birth. A non-binary person does not identify exclusively as a man or a woman. They might identify as both, somewhere in between, or completely outside the gender binary. Some may identify as transgender, but not all do. Respecting an individual's gender identity is a necessary first step in establishing a safe workplace.

Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment does not need to be severe or pervasive to be illegal. It can be any harassing behavior that rises above petty slights or trivial inconveniences. Every instance of harassment is unique to those experiencing it, and there is no single boundary between petty slights and harassing behavior. However, the Human Rights Law specifies that whether harassing conduct is considered petty or trivial is to be viewed from the standpoint of a reasonable victim of discrimination with the same protected characteristics. Generally, any behavior in which an employee or covered individual is treated worse because of their gender (perceived or actual), sexual orientation, or gender expression is considered a violation of *WBOFL's* policy. The intent of the behavior, for example, making a joke, does not neutralize a harassment claim. Not intending to harass is not a defense. The impact of the behavior on a person is what counts. Sexual harassment includes any unwelcome conduct which is either directed at an individual because of that individual's gender identity or expression (perceived or actual), or is of a sexual nature when:

- The purpose or effect of this behavior unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. The impacted person does not need to be the intended target of the sexual harassment;

- Employment depends implicitly or explicitly on accepting such unwelcome behavior; or
- Decisions regarding an individual's employment are based on an individual's acceptance to or rejection of such behavior. Such decisions can include what shifts and how many hours an employee might work, project assignments, as well as salary and promotion decisions.

There are two main types of sexual harassment:

- Behaviors that contribute to a **hostile work environment** include, but are 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, gender identity, or gender expression. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory, or discriminatory statements which an employee finds offensive or objectionable, causes an employee discomfort or humiliation, or interferes with the employee'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.

Any employee or covered individual who feels harassed is encouraged to report the behavior so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be discrimination and is covered by 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. **This list is just a sample of behaviors and should not be considered exhaustive.** Any employee who believes they have experienced sexual harassment, even if it does not appear on this list, should feel encouraged to report it:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body, or poking another employee's body; or
 - Rape, sexual battery, molestation, or attempts to commit these assaults, which may be considered criminal conduct outside the scope of this policy (please contact local law enforcement if you wish to pursue criminal charges).
- Unwanted sexual comments, advances, or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion, or other job benefits;
 - This can include sexual advances/pressure placed on a service industry employee by customers or clients, especially those industries where hospitality and tips are essential to the customer/employee relationship;
 - Subtle or obvious pressure for unwelcome sexual activities; or
 - Repeated requests for dates or romantic gestures, including gift-giving.
- Sexually oriented gestures, noises, remarks or jokes, or questions and comments about a person's sexuality, sexual experience, or romantic history which create a hostile work environment. This is not limited to

interactions in person. Remarks made over virtual platforms and in messaging apps when employees are working remotely can create a similarly hostile work environment.

- Sex stereotyping, which occurs when someone's conduct or personality traits are judged based on other people's ideas or perceptions about how individuals of a particular sex should act or look:
 - Remarks regarding an employee's gender expression, such as wearing a garment typically associated with a different gender identity; or
 - Asking employees to take on traditionally gendered roles, such as asking a woman to serve meeting refreshments when it is not part of, or appropriate to, her job duties.
- 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;
 - This also extends to the virtual or remote workspace and can include having such materials visible in the background of one's home during a virtual meeting.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, or gender expression, 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, or name-calling;
 - Intentional misuse of an individual's preferred pronouns; or
 - Creating different expectations for individuals based on their perceived identities:
 - Dress codes that place more emphasis on women's attire;
 - Leaving parents/caregivers out of meetings.

Who Can be a Target of Sexual Harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. Harassment does not have to be between members of the opposite sex or gender. New York Law protects employees and all covered individuals described earlier in the policy. **Harassers can be anyone in the workplace.** A supervisor, a supervisee, or a coworker can all be harassers. Anyone else in the workplace can also be harassers including an independent contractor, contract worker, vendor, client, customer, patient, constituent, or visitor.

Sexual harassment does not happen in a vacuum and discrimination experienced by an employee can be impacted by biases and identities beyond an individual's gender. For example:

- Placing different demands or expectations on black women employees than white women employees can be both racial and gender discrimination;
- An individual's immigration status may lead to perceptions of vulnerability and increased concerns around illegal retaliation for reporting sexual harassment; or
- Past experiences as a survivor of domestic or sexual violence may lead an individual to feel re-traumatized by someone's behaviors in the workplace.

Individuals bring personal history with them to the workplace that might impact how they interact with certain behavior. It is especially important for all employees to be aware of how words or actions might impact someone with a different experience than their own in the interest of creating a safe and equitable workplace.

Where Can Sexual Harassment Occur?

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

Sexual harassment can occur when employees are working remotely from home as well. Any behaviors outlined above that leave an employee feeling uncomfortable, humiliated, or unable to meet their job requirements constitute harassment even if the employee or covered individual is at home when the harassment occurs. Harassment can happen on virtual meeting platforms, in messaging apps, and after working hours between personal cell phones.

Retaliation

Retaliation is unlawful and is any action by an employer or supervisor that punishes an individual upon learning of a harassment claim, that seeks to discourage a worker or covered individual from making a formal complaint or supporting a sexual harassment or discrimination claim, or that punishes those who have come forward. These actions need not be job-related or occur in the workplace to constitute unlawful retaliation. For example, threats of physical violence outside of work hours or disparaging someone on social media would be covered as retaliation under this policy.

Examples of retaliation may include, but are not limited to:

- Demotion, termination, denying accommodations, reduced hours, or the assignment of less desirable shifts;
- Publicly releasing personnel files;
- Refusing to provide a reference or providing an unwarranted negative reference;
- Labeling an employee as “difficult” and excluding them from projects to avoid “drama”;
- Undermining an individual’s immigration status; or
- Reducing work responsibilities, passing over for a promotion, or moving an individual’s desk to a less desirable office location.

Such 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 “protected activity.” Protected activity occurs when a person has:

- Made a complaint of sexual harassment or discrimination, either internally or with any government agency;
- Testified or assisted in a proceeding involving sexual harassment or discrimination under the Human Rights Law or any other anti-discrimination law;
- Opposed sexual harassment or discrimination by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of suspected harassment;
- Reported that another employee has been sexually harassed or discriminated against; or
- Encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to 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.

Reporting Sexual Harassment

Everyone must work toward preventing sexual harassment, but leadership matters. The Director and Board of Trustees have a special responsibility to make sure employees feel safe at work and that workplaces are free from harassment and discrimination. Any employee or covered individual is encouraged to report harassing or discriminatory behavior to the Director, or if the behavior involves the Director, to the President of the Board of Trustees. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to the Director, or if the behavior involves the Director, to the President of the Board of Trustees.

Reports of sexual harassment may be made verbally or in writing. A written complaint form is attached to this policy if an employee would like to use it, but the complaint form is not required. Employees who are reporting sexual harassment on behalf of other employees may use the complaint form and should note that it is on another employee's behalf. A verbal or otherwise written complaint (such as an email) on behalf of oneself or another employee is also acceptable.

Employees and covered individuals who believe they have been a target of sexual harassment may at any time seek assistance in additional available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

The Director has a responsibility to prevent sexual harassment and discrimination. When the director receives a complaint or information about suspected sexual harassment, observe what may be sexually harassing or discriminatory behavior, or for any reason suspect that sexual harassment or discrimination is occurring, are required to report such suspected sexual harassment to The President of the Board of Trustees. The Director should not be passive and wait for an employee to make a claim of harassment. If they observe such behavior, they must act.

The Director can be disciplined if they engage in sexually harassing or discriminatory behavior themselves. The Director can also be disciplined for failing to report suspected sexual harassment or allowing sexual harassment to continue after they know about it.

The Director will also be subject to discipline for engaging in any retaliation.

While the Director has a responsibility to report harassment and discrimination, the Director must be mindful of the impact that harassment and a subsequent investigation has on victims. Being identified as a possible victim of harassment and questioned about harassment and discrimination can be intimidating, uncomfortable and re-traumatizing for individuals. The Director must accommodate the needs of individuals who have experienced harassment to ensure the workplace is safe, supportive, and free from retaliation for them during and after any investigation.

Bystander Intervention

Any employee witnessing harassment as a bystander is encouraged to report it. The Director that is a bystander to harassment is **required** to report it. There are five standard methods of bystander intervention that can be used when anyone witnesses harassment or discrimination and wants to help.

1. A bystander can interrupt the harassment by engaging with the individual being harassed and distracting them from the harassing behavior;
2. A bystander who feels unsafe interrupting on their own can ask a third party to help intervene in the harassment;

3. A bystander can record or take notes on the harassment incident to benefit a future investigation;
4. A bystander might check in with the person who has been harassed after the incident, see how they are feeling and let them know the behavior was not ok; and
5. If a bystander feels safe, they can confront the harassers and name the behavior as inappropriate. When confronting harassment, physically assaulting an individual is never an appropriate response.

Though not exhaustive, and dependent on the circumstances, the guidelines above can serve as a brief guide of how to react when witnessing harassment in the workplace. Any employee witnessing harassment as a bystander is encouraged to report it. A supervisor or manager that is a bystander to harassment is required to report it.

Complaints and Investigations of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. An investigation of any complaint, information, or knowledge of suspected sexual harassment will be prompt, thorough, and started and completed as soon as possible. The investigation will be kept confidential to the extent possible. All individuals involved, including those making a harassment claim, witnesses, and alleged harassers deserve a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. WBOFL will take disciplinary action against anyone engaging in retaliation against employees who file complaints, support another's complaint, or participate in harassment investigations.

WBOFL recognizes that participating in a harassment investigation can be uncomfortable and has the potential to retraumatize an employee. Those receiving claims and leading investigations will handle complaints and questions with sensitivity toward those participating.

While the process may vary from case to case, investigations will be done in accordance with the following steps. Upon receipt of a complaint, The Director or if the case involves the Director, the President of the Board of Trustees:

1. Will conduct a prompt review of the allegations, assess the appropriate scope of the investigation, and take any interim actions (for example, instructing the individual(s) about whom the complaint was made to refrain from communications with the individual(s) who reported the harassment), as appropriate. If a complaint is verbal, request that the individual completes the complaint form in writing. If the person reporting prefers not to fill out the form, the Director or the President of the Board of Trustees will prepare a complaint form or equivalent documentation based on the verbal reporting;
2. Will take steps to obtain, review, and preserve documents sufficient to assess the allegations, including documents, emails or phone records that may be relevant to the investigation. The Director or the President of the Board of Trustees will consider and implement appropriate document request, review, and preservation measures, including for electronic communications;
3. Will seek to interview all parties involved, including any relevant witnesses;
4. Will create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - a. A list of all documents reviewed, along with a detailed summary of relevant documents;
 - b. A list of names of those interviewed, along with a detailed summary of their statements;
 - c. A timeline of events;
 - d. A summary of any prior relevant incidents disclosed in the investigation, reported or unreported; and

- e. The basis for the decision and final resolution of the complaint, together with any corrective action(s).
5. Will keep the written documentation and associated documents in a secure and confidential location;
6. Will promptly notify the individual(s) who reported the harassment and the individual(s) about whom the complaint was made that the investigation has been completed and implement any corrective actions identified in the written document; and
7. Will inform the individual(s) who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by WBOFL, but it is also prohibited by state, federal, and, where applicable, local law.

The internal process outlined in the policy above is one way for employees to report sexual harassment. Employees and covered individuals 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, you may also seek the legal advice of an attorney.

New York State Division of Human Rights:

The New York State Human Rights Law (HRL), N.Y. Executive Law, art. 15, § 290 *et seq.*, applies to all employers in New York State and protects employees and covered individuals, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the New York State Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints of sexual harassment filed with DHR may be submitted any time **within three years** of the harassment. If an individual does not file a complaint with DHR, they can bring a lawsuit directly in state court under the Human Rights Law, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to WBOFL does not extend your time to file with DHR or in court. The three years are counted from the date of the most recent incident of harassment.

You do not need an attorney 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 sexual harassment has occurred. Probable cause cases receive a public hearing before an administrative law judge. If sexual harassment is found at the hearing, DHR has the power to award relief. Relief varies but it may include requiring your employer to take action to stop the harassment, or repair the damage caused by the harassment, including paying of monetary damages, punitive 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. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Go to dhr.ny.gov/complaint for more information about filing a complaint with DHR. The website has a digital complaint process that can be completed on your computer or mobile device from start to finish. The website has a complaint form that can be downloaded, filled out, and mailed to DHR as well as a form that can be submitted online. The website also contains contact information for DHR's regional offices across New York State.

Call the DHR sexual harassment hotline at **1(800) HARASS3** for more information about filing a sexual harassment complaint. This hotline can also provide you with a referral to a volunteer attorney experienced in sexual harassment matters who can provide you with limited free assistance and counsel over the phone.

The United States Equal Employment Opportunity Commission:

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act, 42 U.S.C. § 2000e *et seq.* An individual can file a complaint with the EEOC anytime within 300 days from the most recent incident of 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. If the EEOC determines that the law may have been violated, the EEOC will try to reach a voluntary settlement with the employer. If the EEOC cannot reach a settlement, the EEOC (or the Department of Justice in certain cases) will decide whether to file a lawsuit. The EEOC will issue a Notice of Right to Sue permitting workers to file a lawsuit in federal court if the EEOC closes the charge, is unable to determine if federal employment discrimination laws may have been violated, or believes that unlawful discrimination occurred but does not file a lawsuit.

Individuals may obtain relief in mediation, settlement or conciliation. In addition, 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.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with the New York State Division of Human Rights, DHR will automatically 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 or discrimination with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 22 Reade Street, 1st Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime. Those wishing to pursue criminal charges are encouraged to contact their local police department.

Conclusion

The policy outlined above is aimed at providing employees at WBOFL and covered individuals an understanding of their right to a discrimination and harassment free workplace. All employees should feel safe at work. Though the focus of this policy is on sexual harassment and gender discrimination, the New York State Human Rights law protects against discrimination in several protected classes including sex, sexual orientation, gender identity or expression, age, race, creed, color, national origin, military status, disability, pre-disposing genetic characteristics, familial status, marital status, criminal history, or domestic violence survivor status. The prevention policies outlined above should be considered applicable to all protected classes.

Adopted: July 23, 2019

Reviewed without change: May 2024

Reviewed with Changes: July 2025

SEXUAL HARASSMENT COMPLAINT FORM

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the library director. If the Library Director is involved in the circumstance, the submission should be made to the WBOFL Board of Trustees. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, the Library Director will complete this form, provide you with a copy and follow its sexual harassment policy by investigating the claims as outlined at the end of this form.

COMPLAINT INFORMATION:

Name:

Date Report Filed:

Title:

Email Address:

Phone:

Preferred Method of Communication:

☐ Email ☐ Phone ☐ In Person

1. Your complaint of Sexual Harassment is made about:

Name:

Title:

Work Address:

Work Phone:

Relationship to you: ☐ Supervisor ☐ Subordinate ☐ Co-Worker ☐ Other

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

3. Date(s) sexual harassment occurred:

Is the sexual harassment continuing? ☐Yes ☐No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

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

The last question is optional, but may help the investigation.

6. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

Signature: _____

Date: _____

INSTRUCTIONS FOR EMPLOYERS

If you receive a complaint about alleged sexual harassment, follow your sexual harassment policy.

An investigation involves:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

Document the findings of the investigation and basis for your decision along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made. This may be done via email.

Adopted: July 23, 2019

Reviewed without change: May 2024

Reviewed with Changes:

WBOFL: Personnel Policy Manual
VOLUNTEERS

The WBOFL uses volunteers to expand and enhance public service to the community. Volunteers provide a valuable service and aid in stretching limited resources by assisting staff and by completing tasks that would otherwise remain undone. They also become strong advocates for the library. They do not replace paid staff. Volunteers are selected based on their skills and interests in relation to the needs of the library. Volunteers must be at least 14 years of age. They will receive training on the tasks they are asked to do by the library staff who will supervise their work. Volunteers represent the library while they are volunteering and are responsible for presenting a positive image to the public. They will be asked to act in accordance with library policies. The volunteer relationship can be terminated at any time by either party. Prospective volunteers are required to fill out an application and will be interviewed by the Director to best match their skills to current needs. The process includes a reference check and may include a background/police check. If there are no suitable opportunities, applications will be kept on file for a period of one year. Applicants will be called if a project is identified which matches their interests.

Adopted: July 23, 2019

Reviewed and revised:

WBOFL: Personnel Policy Manual
EMPLOYEE ACKNOWLEDGMENT FORM

I have received my copy of the Personnel Policy Manual.

The personnel policy manual describes important information about William B. Ogden Free Library (WBOFL), and I understand that I should consult the Director regarding any questions not answered in the handbook. I have entered into my employment relationship with WBOFL voluntarily and acknowledge that there is no specified length of employment. **Accordingly, either I or WBOFL can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.**

This manual, and the policies and procedures contained herein, supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with WBOFL. By distributing this manual, the WBOFL expressly revokes any and all previous policies and procedures which are inconsistent with those contained herein.

I understand that, except for employment at-will status, any and all policies and practices may be changed at any time by WBOFL. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of Trustees of the WBOFL has the ability to adopt any revisions to the policies in this manual.

I have received the manual, and I understand that it is my responsibility to read and comply with the policies contained in this manual and any revisions made to it.

Employee's Signature

Employee's Name (Print)

Date