

SECTION 100

EMPLOYEE PERSONAL & RELATED

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SECTION 100

I. WAGES, HOURS AND TIMEKEEPING

WAGES

Wages for various job classifications are established through bargaining between the Huntington Public Library Unit of CSEA and the Board of Trustees of the Library. This information is recorded in the current Agreement between the Library and the Association.

Department Heads are required to have a copy of the current Agreement and to inform their staff accordingly. The Director also maintains a copy of the current Agreement and pertinent questions may be referred to the Director for clarification or reply.

PAY DAYS

The pay period is two weeks beginning on Friday and ending on Thursday. Payment of wages shall normally be issued on Thursday, one week following the end of the pay period. Emergency and holiday situations may affect this practice. Every attempt is made by the Business Office to maintain this regular schedule.

Each year, a "Pay Schedule" chart is prepared by the Business Office and issued to all departments. This chart lists complete information as to Work Weeks, Time Sheets Due and specific Pay Dates.

HOURS

Working hours are scheduled by the Department Head. Schedules are prepared to ensure that Library functions are carried out efficiently.

Timeliness in adhering to the scheduled hours is a necessity to ensure the proper function of the Library operation. Once posted, schedules may not be adjusted without the permission of the Department Head or Library Director.

Employees are expected to arrive on time, ready to work at the beginning of their shift every day. Excessive lateness may result in disciplinary action.

TIMEKEEPING

Every employee will have a paper and/or an electronic time sheet which will cover the two-week work schedule. Time sheets, both paper and electronic, shall reflect actual start and stop times, workshops/meetings attended outside the building, and benefit time being used as appropriate. Department Heads must verify and approve the accuracy of each time sheet.

Employees shall also use the hand scan and/or electronic log-in to capture start and stop times of each workday.

SUNDAY HOURS

Personnel working on Sundays shall be paid in accordance with the Sunday rates as stipulated in the current Agreement between the Library and the Association.

All Library personnel shall be paid time and one-half their regular rate for all hours worked in excess of 40 hours per week in a regular work week. Sunday work is NOT considered as part of the regular work week.

OVERTIME HOURS

Full time employees may not work overtime without prior approval of the Director or his/her designee.

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II. VACATION, HOLIDAY, SICK AND PERSONAL TIME

VACATIONS

In accordance with the Employer/Employee Contract Agreement, vacations are granted to all qualified personnel and must be submitted to the Department Head in writing. Details of the vacation benefits are listed in the current Agreement.

Department Heads are responsible for scheduling employee vacation dates on an equitable basis and in such manner that will ensure the continuing and proper functioning of the departments.

HOLIDAYS

In accordance with the Employer/Employee Contract Agreement, holidays are granted to all qualified personnel. Details of the holiday benefits are listed in the current Agreement.

Where the Library remains open on any holiday, the Department Head shall schedule "ON" and "OFF" employees on an equitable basis and in such manner that will ensure the continuing and proper functioning of the departments. Requests for holiday "OFF" shall be submitted to the Department Head in writing.

PERSONAL LEAVE

In accordance with the Employer/Employee Contract Agreement, personal leave is allowed to all qualified personnel. Details of the personal leave benefit are listed in the current Agreement.

ILLNESS

In accordance with the Employer/Employee Contract Agreement, sick leave is granted to all qualified personnel. Details of the sick leave benefit are listed in the current Agreement. All personnel are required to notify the Library via the Department Head of an intended absence due to illness. Notification shall be made prior to the shift time for which the absentee is scheduled.

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III. LEAVE OF ABSENCE, FAMILY MEDICAL LEAVE ACT

LEAVE OF ABSENCE

In accordance with the provisions of the Employer/Employee Contract Agreement, a leave of absence may be granted for any qualified personnel. Details of the Leave of Absence benefit are listed in the current Agreement.

All current forms for any Leave of Absence are located in the Business Office.

FAMILY MEDICAL LEAVE ACT

Family and Medical Leave Act (FMLA): The Huntington Public Library recognizes that it is a covered employer as defined by FMLA. Therefore, the library will post a notice of FMLA rights in a place where it may be read by employees. An employee must have worked 1250 hours at the Library in the twelve months prior to any FMLA leave to be considered “eligible.” Other criteria are required by the FMLA before the leave requested by the employee is governed by the provisions of the FMLA. Employees should familiarize themselves with all requirements. <http://www.dol.gov/esa/whd/fmla/>.

The Huntington Public Library Board has voted, as a matter of policy, to extend the same benefits provided under the FMLA to all employees, regardless of whether they are “eligible employees” pursuant to the FMLA. Employees will be afforded 12 weeks of unpaid FMLA leave during a 12-month period. The 12-month period is measured forward from the date any employee’s first qualifying leave under this policy begins. This policy does not have the force of law, and its adoption does not provide employees with the right to seek judicial enforcement unless those employees are “eligible employees” under the FMLA.

At the request of the employee, accrued sick, personal, and then vacation leave may be used to offset leave without pay during the 12 week leave. Employees must decide prior to the start of the approved leave, if they will be using accrued benefit time. The Library’s FMLA officer will determine if the requested leave qualifies as FMLA leave under this policy, regardless of whether or not such a determination is requested by the employee. The leave afforded by this policy must meet the same requirements as leave afforded pursuant to the FMLA.

30 Days advance written notice is required if your need for FMLA leave is foreseeable

(birth of a child, planned medical treatment). If you fail to provide 30 days' notice for a foreseeable leave, you may be denied leave until 30 days after the date you provided notice. If your need for leave is not foreseeable, you should provide written notice within a reasonable time (1-3 days) after learning of the need for leave.

The purpose of FMLA leave is to provide employees the opportunity to: Care for their child after birth or placement by adoption or foster care; Care for a spouse or domestic partner permanently residing in the household of the employee, child or parent who has a serious health condition; deal with their own serious health condition.

In the case of child care for the birth of a child or placement by adoption or foster care, the twelve week FMLA leave will run concurrently with the Library's Child-Care leave which provides for an unpaid leave of up to one year. At the request of the employee, accrued sick, personal, and then vacation leave may be used to offset leave without pay. In the case of your own serious health condition, you may also be eligible during the unpaid portion of your leave for payments under Disability or Workers Compensation coverage.

Coverage under any group health plan (medical, dental/vision) will be maintained during any leave covered by FMLA (up to 12 work weeks) to the extent coverage would be maintained if you had been actively at work during the leave period. Employees are responsible for arranging with the business office to pay the employee portion of any premiums. Employees are not eligible for COBRA while on approved FMLA leave. If you do not return to work at the conclusion of your approved FMLA, you will be liable for payment of the health plan premiums paid by the library during any unpaid portion of your leave. The Library may recover its share of health plan premiums by taking deductions, to the extent permitted by law, from your unpaid wages, if any, vacation pay, or other pay due you. You will be considered to have returned to work if you work for at least 30 calendar days commencing with your scheduled return date.

Under FMLA, you must be reinstated to the same position you had prior to taking the leave, or to an equivalent position provided that you return to work immediately following the conclusion of the approved leave. If your position is unavailable (due to, for example, temporary or indefinite layoff), you have no greater right to reinstatement than had you been continually employed during the FMLA leave period. The Library may require periodic notice of your intent to return to work following FMLA.

Medical certification will be required at the beginning and the end of approved FMLA leave. You may obtain all necessary forms from the Business Office.

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IV. RETIREMENT, HEALTH INSURANCE, SAVINGS PLANS

RETIREMENT BENEFITS

Huntington Public Library is a member of the New York State Employees Retirement System and a retirement plan is available to all employees.

It is mandatory for full-time employees to participate in the retirement plan. Non full-time employees' participation in the retirement plan is optional.

HEALTH INSURANCE

All qualified full-time employees may join the New York State Health Insurance Plan (NYSHIP) for Group Health Insurance. This is a contributory plan, and the details are listed in the current Employer/Employee Contract Agreement.

In accordance with the Employer/Employee Contract Agreement, all qualified personnel are offered Dental/Optical benefits.

SAVINGS PLANS

Huntington Public Library also offers participation in New York State Deferred Compensation Plan - 457 (b) as well as Teachers Insurance & Annuity Association of America (TIAA) - (formerly TIAA-CREF) – 403 (b) Financial Savings Plans.

All forms for participation in these plans are located in the Business Office.

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V. MEAL TIME BREAK, REST BREAKS, EMPLOYEE AREAS

MEAL TIME BREAK

Employees working a full seven (7) hour day shall have a meal time break of up to one (1) hour. Meal time breaks shall not be used to make up lost time or to shorten a work day.

REST BREAK

In accordance with the Employer/Employee Contract Agreement, rest breaks are granted to all qualified personnel. Details of this benefit are listed in the current Agreement. Rest breaks shall not be used to make up lost time or to shorten a work day.

PAY DAY BREAK

All qualified employees may leave the Library during a rest break in order to cash their pay checks. Total time for this privilege is restricted to the fifteen (15) minutes allotted to the rest break.

EMPLOYEE REST AREAS

Rest areas and kitchen privileges are provided for employee comfort and use. Maintenance and cleanliness of the kitchen equipment are the responsibility of those who use it.

SUPERVISORY RESPONSIBILITY

Supervisors shall ascertain that meal time breaks and rest breaks are effectively scheduled to ensure that departmental operations are efficiently managed.

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VI. STAFF USE OF LIBRARY EQUIPMENT AND FACILITIES
(Acceptable Use Policy), VISITORS

The Library provides all supplies, facilities and equipment necessary for job performance. Employees are expected to exercise care in the use of all Library equipment.

The employee's supervisor will determine whether use of Library equipment is necessary for Library business.

Staff using Library equipment and resources are subject to having activities monitored. Use of Library equipment and facilities constitutes consent to security monitoring. Staff should not have any expectation of privacy.

TELEPHONES

This policy applies to both Library and personal cell phones for outgoing and incoming calls. Although the Library realizes that there are times when an employee may need to use a telephone for personal reasons, it is expected that good judgment will be used in limiting the length and frequency of such calls. At no time may personal business interrupt the work of other employees.

STAFF USE OF LIBRARY COMPUTERS AND OTHER EQUIPMENT

The following uses of Library equipment are prohibited:

1. Engage in any unlawful activities or any other activities which would in any way bring discredit on the Library or Library staff;
2. Personal use of Library computers and equipment while working. Use may be permitted during personal time, i.e. lunch break, breaks, etc.;
3. Excessive storage of any non-library files and/or programs on computers;
4. Acquire, reproduce, transmit, distribute or use any controlled information or data protected by copyright, trademark and/or privacy laws;
5. Access information that exceeds the bounds of generally accepted standards of good taste and ethics.

6. Engage in any activity which would compromise the security and/or operation of any Library computers, telephones and other Library-owned equipment. With the exception of non-private passwords necessary for patron access, at no time may employees disclose any passwords that will compromise Library security and/or privacy.

VISITORS

To comply with security and insurance requirements, unauthorized visitors shall not be permitted entry into departmental operating areas.

SUPERVISORY RESPONSIBILITY

Supervisors have the responsibility of informing staff and enforcing this policy.

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VII. TRAVEL AND PROFESSIONAL MEETINGS

CONFERENCE/SEMINAR/WORKSHOP ATTENDANCE

It is in the best interests of the Huntington Public Library that its staff and trustees be familiar with the larger issues, changes, challenges and development affecting all libraries, and the Trustees performance, rights and responsibilities. Major sources of that information, as well as networking opportunities, are the meetings, conferences, seminars and workshops conducted at the local, state and national levels by organizations such as the American Library Association, the American Library Trustees Association and other professional organizations.

It is the policy of the Huntington Public Library to encourage its staff and Trustees to attend such events within the practical limits of personnel availability and budgetary funding. Attendance to be determined by the Director on a case by case basis, as to the relevance of the event and the travel costs involved.

Provision is made in the annual budget for staff attendance at selected conferences and seminars. Attendance on a practical, rotational basis, shall be at the discretion of the Director.

Conference/Seminar attendance requests shall be submitted to the Department Head on official forms. Personnel will be notified by the Department Head as to the disposition of their request.

All Huntington Public Library attendees of the aforementioned events are expected to report back to their colleagues as to their findings and observations and their applicability to the Huntington Public Library.

Conference/Seminar attendance expenses will be reimbursed by the Library upon receipt of supporting travel, lodging and meal receipts. Expenditures for the attendance at professional meetings or conferences in excess of \$100 require the permission of the Director and/or the Board of Trustees.

PROFESSIONAL MEMBERSHIPS

Interested personnel should consider acquiring individual memberships in those

associations which are oriented towards Library organization, operation, functions and trends. Fees for association memberships must be paid by the individual.

MISCELLANEOUS WORK RELATED TRAVEL

Approved work related travel involving inter-library visitation, orientation and informational meetings, and Library business activities will be reimbursed by the Library at the current rate established by the IRS.

Mileage may be claimed when an employee travels from home to a destination other than Huntington Public Library (minus their normal commuter mileage) or when traveling from the Library to an approved meeting, conference, workshop, etc. Except in the case of approved errand services, employees will not be eligible for mileage reimbursement for scheduled travel between HPL Branches. If travel between the Branches exceeds the normal schedule requirements, then if approved, mileage will be reimbursed.

Requests for reimbursement shall be submitted on official forms. Once approved by the Department Head, or Library Director or his/her designee, reimbursement shall be made on a mileage basis where personal transportation is involved or on a fare basis where public transportation is involved.

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VIII. SOCIAL MEDIA POLICY

The Library defines Social Media as, “a group of Internet-based applications that ...allow the creation and exchange of user-generated content.” Employee and Board Members use of Social Media must comply with all pre-existing Library policies including, but not limited to, Code of Ethics policies, Acceptable Use of Library Equipment and Facilities policies, Emergency policies, Security policies, Workplace Violence and Harassment policies, Publicity/Communications policies, and Confidential Records policies. Violation of the Library’s Social Media Policy may lead to discipline up to and including termination. Unlawful use of social media may result in civil or criminal charges.

EXPECTATIONS FOR SOCIAL MEDIA BEHAVIOR

1. All posts on the Library website, blogs, and associated social media sites must first be approved by Administration or the appropriate Department Head;
2. Employees are not permitted to act or speak as representatives of the Library while using any social media unless given prior permission to do so by Administration or the appropriate Department Head;
3. Employees should identify themselves and be honest in posts about who they are and what they do;
4. Employees should always be loyal to the Library when they post online;
5. Since information found on social media sites may be used to form opinions about the Library and staff, common sense, professionalism, respect and sound judgment should be used at all times;
6. When posting to a site outside of Library control, if association with the Library is indicated, employees must always disclaim that “the opinions being offered are my own and do not necessarily represent the opinion of the Huntington Public Library.”

EMPLOYEES USING SOCIAL MEDIA MAY NOT:

7. Post confidential information such as (but not limited to) patron names and contact information, employee, Administration and Board information, vendor relationships, Library financial information, proprietary system information, special project information, etc.;
8. Post protected materials and/or proprietary and intellectual property belonging to the Library or another company or person;

9. Post using profanity, inappropriate speech, obscenity, pornography or lewdness; “bad-mouth” patrons or other employees; engage in personal attacks, defamation, harassment, or any other inappropriate behavior;
10. Comment on or display information concerning the work performance of other employees without prior Library consent;
11. Use social media, whether in or away from the Library, in a manner that may conflict or interfere with their work responsibilities or professional obligations.

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IX. OCCUPATIONAL CLOTHING/SHOE ALLOWANCE

A full-time member of the Custodial Services staff of the Huntington Public Library is eligible to be reimbursed up to \$225 per fiscal year for approved purchases of work clothes and/or work shoes to be worn by the employee while working at Huntington Public Library. Requests for reimbursement must be submitted to the Business Office, along with appropriate documentation, on the completed form signed by the employee's supervisor and the Director. Steel-toe work shoes are recommended, but not required. Decisions regarding approval shall be at the sole discretion of the Director or his/her designee.