Personnel Policies

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Anti-Nepotism Policy

Except as otherwise required by law, no Library Trustee, Director, Officer, or employee of Lindenhurst Memorial Library, either individually or as a member of the Board of Trustees, may participate in any decision specifically to appoint, hire, promote, discipline or discharge a relative for any position, at, for or within the Library or Board of Trustees.

No Library Trustee, Director, Officer, or Employee may supervise a relative in the performance of the relative’s official powers or duties. Further, relatives will not be hired if any of the following job relationships or situations would result:

(1) Supervisor is related to a direct subordinate  
(2) The work of one relative is audited by another

Definition of relative: A relative includes a father, mother, brother, sister, husband, wife, domestic partner as defined by NYS law, son, daughter, grandfather, grandmother, grandson, granddaughter, and "step" and "in-law" equivalents.

Adopted: March 18, 1999  
Revised: March 20, 2019
I. Managerial / Confidential employees shall receive the same benefits and working conditions as enjoyed by employees covered by the Union Contract. 
Adopted: September 20, 1984
Amended & Reaffirmed: Oct 17, 1985

II. The positions of Director and Assistant Director shall enjoy the following benefits to the same extent as those employees covered by the collective bargaining agreement:

A. Insurance Benefits
   1) Health Insurance
   2) Dental Insurance
   3) Life Insurance
   4) Disability
   5) Optical

B. Sick Leave
C. Personal Days
D. Illness in Family
E. Death in Immediate Family
   1) Death in family not immediate
F. Floating Holiday

III. The positions of Director, Assistant Director, Library Coordinators shall enjoy the following benefits:

A. Vacation leave as per agreement with Board of Trustees.
B. The effective date of the Director's salary increase shall be January 1.
C. The effective date of Managerial / Confidential Employee salary increases shall be July 1.
D. The effective date of annual vacation for Assistant Director and Library Coordinators shall be January 1 or as per agreement with Board of Trustees.
E. The effective date of annual vacation shall be July 1 for other Managerial / Confidential employees.
F. Personal days which shall be noncumulative.

Adopted: October 17, 1985
Amended: January 23, 1986
   Feb 20, 1986
   October 23, 1986
   Sept 23, 1993
   Nov. 16, 2000
Code of Ethics Policy

Pursuant to the provisions of Section 806 of the General Municipal Law, the Lindenhurst Memorial Library Board of Trustees promulgates these rules of ethical conduct for the officers and employees of the Library. These rules shall be in addition to any prohibition of Article 18, Sections 800 to 807, of the General Municipal Law or any other general or special law relating to ethical conduct and interest in contracts of municipal officers and employees.

1. Definitions
   a. “Officer” or “employee” means an officer or employee of the Library, whether paid or unpaid, including members of the Board of Trustees and their appointees.
   b. “Interest” means a pecuniary or material benefit accruing to a municipal officer or employee unless the context otherwise requires.

2. Standards of Conduct.
   Every officer and employee of the Library shall be subject to and abide by the following standards of conduct:
   a. Gifts: An officer or employee shall not directly or indirectly solicit or accept or receive any gifts, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him/her in the performance of his/her official duties or was intended as a reward for any official action on his/her part.

   However, nothing herein should be construed as prohibiting the traditional exchange of holiday gifts provided discretion is used to ensure that gifts of value are not accepted by staff employees or officers. Gifts from children that are principally sentimental in nature and of insignificant financial value may be accepted in the spirit in which they are given.

   b. Confidential Information: An officer or employee shall not disclose confidential information acquired by him/her in the course of his/her official duties or use such information to further his/her personal interest; specifically, any information obtained during the course of Executive Sessions of the Board of Trustees shall not be disclosed. A failure of a Trustee to observe this condition (as
contemplated under the Open Meetings Law and the General Municipal Law) of Board membership may subject the Trustee to removal from office.

c. **Representation before the Board.** An officer or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered, or the buying and selling of products, in relation to any matter before the Library which creates a conflict of interest.

d. **Representation before the Board for a Contingent Fee.** An officer or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the Library, whereby the compensation is to be dependent or contingent upon any action by the Library with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.

e. **Disclosure of Interest in Matters before the Board.** To the extent that he/she knows thereof, a member of the Board of Trustees and any officer or employee of the Library, whether paid or unpaid, who participates in the discussion or gives official opinion to the Board on any matter before the Board shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he/she has in such matters.

f. **Investments in Conflict with Official Duties.** An officer or employee shall not invest or hold any investment directly in any financial, commercial, or other private transaction that creates a conflict with his/her official duties.

g. **Private Employment.** An officer or employee shall not engage in, solicit, negotiate for or promise to accept private employment when that employment or service creates a conflict with or impairs the proper discharge of his/her official duties.

h. **Future Employment.** An officer or employee shall not, after their termination of service or employment with the Board appear before the Board or any panel of committee of the Board, in relation to any case, proceeding, or application in which he/she personally participated during their period of his/her service or
employment or that was under his/her active consideration. This shall not bar or prevent the timely filing by a present or former officer or employee of any claim, account, demand or suit against the Library on his/her own behalf or on behalf of any member of his/her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

i. **Family Members as Employees.** A member of the Board of Trustees who is an immediate family relative to an employee of the Lindenhurst Memorial Library must abstain from sitting in on any action directly relating to said employee, such as contract negotiation, or any act specifically involving said employee.

3. **Distribution of Code of Ethics**

   The Library Director shall cause a copy of the Board’s Code of Ethics to be distributed to every officer and employee of the Library. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his/her office or employment. In addition, the Library Director shall ensure that a copy of Article 18 of the General Municipal Law shall be kept posted in each public building under the Library’s jurisdiction in a place conspicuous to the Library’s officers and employees.

4. **Penalties**

   In addition to any penalties contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of the Board’s Code of Ethics may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

ADOPTED: March 20, 2019
CONFIDENTIALITY OF LIBRARY RECORDS

Requests for Information or:

No member of the staff other than the director or his/her designee is authorized to respond to any form of judicial process, or to provide any patron-specific or library-business information, in writing or in oral form, to a law enforcement officer or other soliciting person or agent.

The Lindenhurst Memorial Library maintains certain administrative information regarding library computer use, e.g., user logs. The Suffolk Cooperative Library System maintains certain administrative information regarding the use of Suffolk Cooperative Library System computer services. This information may include: firewall transaction records, web page usage records, and mail records. This information is maintained for administrative purposes only. No individual data or transactions may be divulged to third parties except by court order. (See below).

New York Civil Practice Law & Rules Section 4509, Library records.

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 photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, 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.

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In the event a Lindenhurst Memorial Library staff member is requested to provide information to any outside agency or individual the following procedures must be followed:

1. The staff member receiving the request to examine or obtain information relating to circulation, computer activity or other records identifying the names of Library users, will immediately refer the person making the request to the Director, or his/her designee in the Director’s absence, who shall explain the institution’s confidentiality policy.

2. The Director, or director’s designee in the absence of the Director, upon receipt of a process, order, or subpoena, shall consult with legal counsel to determine if
such process, order, or subpoena is in good form and if there is a showing of good cause for its issuance.

3. If the process, order, or subpoena is not in proper form or if good cause has not been shown, insistence shall be made that such defects be corrected before any records are released. (The legal process requiring the production of circulation or other library records shall ordinarily be in the form of a judicially issued subpoena *duces tecum* requiring the responsible officer to attend or supply a court with records...).

4. Any threats or unauthorized demands (i.e., those not supported by a process, order, or subpoena) concerning circulation, computer or other records identifying the names of Library users shall be reported to the Director immediately.

5. If the document is a search warrant that authorizes an immediate search and seizure, the Library Director and legal counsel will be contacted immediately for counsel. If a police officer or detective declines to wait, carefully inspect the warrant and monitor the search. Be certain to retain a copy of the warrant and request an inventory of the materials in question. At the conclusion of the search immediately make a written record of all events that transpired, to be given to the Director.

6. In all circumstance be polite and friendly. It is important that the matter not be treated as adversarial since it is the policy of Lindenhurst Memorial Library to cooperate with duly authorized law enforcement officials.

7. Any issues relating to the privacy of circulation, computer or other records identifying the names of Library users which are not provided for above shall be referred to the Director.

8. Staff will be made aware of this policy through a staff handbook, policy manual, and annual staff development days as well as orientation for all new staff.

APPROVED & ADOPTED: November 20, 2003
REVISED: October 17, 2020
Family and Medical Leave Act (FMLA) Request Form

All request forms are to be submitted at least 30 days prior to a qualifying event when the event is foreseeable or as soon as possible when the event is not foreseeable. Request forms must be approved by the Director and Board of Trustees. All leave requests will need follow-up certification forms completed prior to approval. Employees will be notified once leave requests are approved.

### Part I: Employee Information

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<th>Employee Name:</th>
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### Part II: Reason for Leave Request (Check One)

- [ ] Birth of Child
  - Due Date:
- [ ] Placement of Child for Adoption or Foster Care
  - Expected Arrival Date:
- [ ] Serious Health Condition of Employee
- [ ] Serious Health Condition of a Family Member
  - Relationship:
- [ ] For any qualifying exigency arising out of your spouse, son, daughter or parent being a military member on active duty
  - Relationship:
- [ ] To care for a covered servicemember with a serious injury or illness who is your spouse, son, daughter or parent
  - Relationship:

Date requested leave is to begin: Date you expect to return to work:

Would you like the Board of Trustees and Library Director to consider intermittent leave or a reduced work schedule? □ Yes □ No

If yes, please explain:

- [ ] I understand that I will be responsible to continue payment of any and all deductibles for any and all health benefits or other payroll deductions during my FMLA leave and that all payments are to be made directly to the library in a timely manner designated by the library.
- [ ] I understand that I am responsible for notifying Human Resources immediately of any changes during my leave.

### Part III: Approval

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COVID-19 Testing and Contact Tracing Policy

**Employees who do not feel well should stay home and not come to work.** They must observe the call-out method to alert the business office of their absence. All employees of the Lindenhurst Memorial Library will be required to submit a daily health self-assessment screening form prior to the start of their shifts, and prior to entering the Library building. Employees will take and report their own temperature as part of this screening. Staff must be vigilant in monitoring their own health, and notify their supervisor if they feel unwell while at work. Before coming to work, staff should determine if they have any of the following symptoms:

- Cough or shortness of breath/difficulty breathing
- Chest area congestion
- Nausea
- Fever over 100 degrees (without the use of fever reducing mediation)
- Chills and/or body aches
- Muscle pain
- Sore throat
- New loss of taste or smell
- Blueish/purplish coloring of toes or fingers

Contact your health provider and be assessed for COVID-19 prior to coming to work if you have any of these symptoms. **DO NOT** come to work if you possess any of these symptoms!

Employees who start their shift, and then present COVID-19 symptoms, must return home, and are to contact their health care provider for medical assessment and COVID-19 testing. They are to remain home until receiving test results.

a) If an employee has **tested positive** for Coronavirus, (with or without displaying any symptoms of COVID-19,) he or she may return to work after completing a 14-day quarantine and when:

   (i) the employee has remained fever-free without the use of fever-reducing medications for 72 hours;
(ii) major respiratory symptoms (frequent coughing and/or shortness of breath) have resolved;

(iii) he/she produces a physician’s authorization/attestation that the employee may return to work; or has a negative PCR COVID-19 test.

b) An employee who has not been tested for Coronavirus (COVID-19) but has had symptoms of Coronavirus (including, but not limited to a dry cough; fever; chills; loss of taste or smell; red eyes; runny nose; chest area constriction; shortness of breath) may return to work if:

(i) at least 72 consecutive hours have passed since resolution of a fever, if any, without the use of fever-reducing medications;

(ii) the respiratory symptoms, if any, (such as coughing and/or shortness of breath and/or chest area constriction) have resolved;

(iii) at least seven days have passed since a symptom of the affliction first appeared; and

(iv) the employee produces a physician’s authorization/attestation that the employee may return to work based upon the physician’s application of the above criteria as well as any pertinent CDC physicians’ guidance;

The Library reserves the authority to have a physician appointed by it corroborate or independently establish the capacity of an employee to return to employment without placing in jeopardy the health, safety and welfare of staff or patrons.

Employees notified by the Department of Health as having had close contact with someone who tested positive for COVID-19 will be required to follow current CDC quarantine procedures. They must immediately notify their supervisor after receiving notice from the Department of Health, who will alert the business office and Library Director. The Library may require a negative PCR test (taken within the current
guidelines of acceptable length of exposure, typically day 7 or 8) in order for the employee to return to work in person.

The Library will maintain a log of all persons, including employees and visitors, who may have had close contact with other individuals at the Library; excluding patrons and excluding delivery personnel who performed his/her duties wearing appropriate PPE or through contactless means.

If an employee, visitor or patron was in close contact (using the current CDC definition) with others at the Library and tests positive for COVID-19, the Library will cooperate with contact tracing efforts, including notification of potential contacts, such as employees, visitors, and/or patrons (if known) who had close contact with the individual, while maintaining the confidentiality required by state and federal law and regulations.

If an employee, tests positive for COVID-19, the Library may close for a period of 24 hours or more to clean and disinfect the entire facility, using EPA approved disinfectants before re-opening to staff and the public, as deemed necessary based on current CDC and local department of health guidelines.

I have read and understand the requirements of this policy, and agree to follow its procedures, including filling out a daily health assessment prior to coming to work on my scheduled days.

Name: _______________________________________
Signature: _______________________________________
Date: _______________________________________

Adopted: May 30, 2020
Revised: February 20, 2021
Equal Employment Opportunity

The Lindenhurst Memorial Library fully adheres to all Federal and State laws which guarantee equal employment opportunity to all persons based on individual qualifications and abilities without regard to race, color, national origin, gender, age, sexual orientation, disability, marital status, genetic predisposition or carrier status, creed, military status or any other recognized state or federal discrimination.

The Library recognizes its responsibility and obligation to insure that recruitment; selection for hiring or promotions; compensation; benefits; demotions; layoffs and educational and training programs will be administered in a fair and non-discriminatory manner.

The Director possesses the responsibility to ensure that all applicable employment laws are observed and that all personnel decisions are made on a non-discriminatory basis.

Adopted: October 17, 2020
Family and Medical Leave Act (FMLA)

Consistent with the Family and Medical Leave Act of 1993 (Public Law 103-3), the Board of Trustees of the Lindenhurst Memorial Library effective February 5, 1994, shall provide for twelve (12) weeks of unpaid leave in a twelve (12) month period for eligible employees. An eligible employee is an employee who has been employed by the Lindenhurst Memorial Library for at least twelve months and has worked at least 1,250 hours during the twelve months preceding the leave request.

An eligible employee is entitled to take unpaid leave for a period of time not to exceed 12 weeks for the following reasons; a) for incapacity due to pregnancy, prenatal medical care or child birth; b) to care for the employee’s child after birth or placement for adoption or foster care; c) to care for the employee’s spouse, son, daughter or parent who has a serious health condition; or d) for a serious health condition that makes the employee unable to perform the employees job. Leave under this policy must be taken within one year of the birth or placement of the employee's child. Leave may also be used by eligible employees whose spouse, son, daughter or parent is on covered active duty or is called to covered active duty to address certain qualifying exigencies. FMLA also includes a special entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member with a serious injury or illness during a single 12 month period. If both spouses are employed by the Lindenhurst Memorial Library, the total amount of time for family leave shall not exceed a combined total of 12 weeks.

Under this policy and pursuant to the act, a son, daughter, or child shall be defined as any individual, whether biological, adopted, a foster child, a stepchild, legal ward, or a child standing in Loco Parentis who is under eighteen (18) years of age or, if over eighteen (18), is incapable of self-care due to a mental or physical handicap. A parent shall be defined as a biological parent of the employee or an individual who stood in Loco Parentis to the employee when she/he was a daughter/son. Furthermore, a serious health condition means an illness, injury, impairment, or physical or mental condition that involves in-patient care or continuing treatment by a health care provider.

The Lindenhurst Memorial Library will use the ‘measure forward’ method to establish the 12 month period. The 12 month period will begin on the first day FMLA leave is taken.
APPLICATION FOR LEAVE:
All library employees are obligated to notify the Director of his/her request for family or medical leave using a form designated by the Director at least thirty (30) days prior to the date when the leave is to begin, when such leave is foreseeable. If such leave is not foreseeable, then notice shall be given as early as practicable. If the employee requests medical leave, reasonable attempts shall be made to schedule treatment so as not to disrupt the operations of the library or its ability to provide services to library patrons.

INTERMITTENT LEAVE:
An employee who requests family leave, shall not be provided intermittent leave or a reduced leave schedule unless the employee and the library, through the Director or the Director’s designee, mutually agree. Intermittent leave may be provided for medical leave, however, the library may, at its sole discretion, transfer the employee to a comparable position if, in its sole discretion as determined by the Director or the Director’s designee, it will better accommodate such intermittent periods of leave and provide for a minimal disruption to library operations and the provisions of services to the public. Leave cannot be taken in less than 3.5 hour blocks, 4 hours for custodians.

CERTIFICATION OF NEED FOR LEAVE:
An employee requesting leave is required to present a certification from the health care provider of the person for whom the employee is taking such leave. The request for leave must be in writing on a form prescribed by the library director, and submitted in a timely manner to the Director’s Office. The certification from the health care provider shall include:
1) the date on which the serious health condition commenced;
2) the probable duration of the condition;
3) the appropriate medical facts within the knowledge of the health care provider regarding the condition;
4) a statement that the employee is needed to care for the family member and an estimate of the amount of time that such employee shall be needed, or a statement that the employee is unable to perform the functions of the employee’s position; and
5) the dates and duration of medical treatment if the request is for intermittent leave for a planned medical treatment.

If the Board and/or Director doubt the validity of the certification provided for a medical leave, then, at the library’s expense, a second opinion may be required from a health care
provider selected by the Library Board or the Director. If the two opinions conflict, a third health care provider shall be chosen by the two parties to render a final opinion at the library's expense.

DENIAL OF RESTORATION:
The library reserves the right to deny restoration to an employee who is among the highest paid ten percent (10%) of the library's employees if: a) such a restoration will result in a substantial and grievous economic injury to the library, b) the library notifies the employee of its intent not to restore him/her when the library determines such injury would occur, and c) such notice is written, and delivered to the employee either personally or via certified mail, return receipt requested, before the employee commences the leave.

BENEFITS DURING LEAVE:
Any employee who uses leave under this policy may be required to use accrued paid vacation, personal, or sick time leave for some or all of the FMLA leave period. Sick time will not accrue while employee is on leave and vacation time will be pro-rated the following fiscal year. The maintenance of benefits shall remain in effect during the course of this leave, provided that this leave does not exceed 12 weeks in a 12 month period, and provided that the employee returns from the leave, unless such failure to return is a result of the continuation, recurrence, or onset of a serious health condition, or is due to circumstances beyond the control of the employee. Employees who normally have insurance premiums deducted from their paychecks will need to continue payment of the premiums directly to the library during their leave in order to maintain insurance coverage. Any eligible employee who uses FMLA leave may, upon return from the leave, be returned to an equivalent position in accordance with Board Policies and the collective bargaining agreement.

EMPLOYEE'S FAILURE TO RETURN:
The library reserves the right to seek recovery of the health care premiums paid for the employee during the leave when the employee fails to return from either a family or medical leave. However, recovery of health insurance premiums cannot occur if the employee fails to return because of the continuation, recurrence, or onset of a serious health condition, retires at the end of the medical leave, or fails to return due to circumstances beyond the control of the employee.
EFFECT ON EXISTING LAWS OR AGREEMENTS:
Any collective bargaining agreement which contains greater leave benefits than this policy shall remain in force. Any collective bargaining agreement which does not meet the requirements of the Family and Medical Leave Act shall be considered modified to comply with the Act effective February 5, 1994.

NOTICE OF ACT:
The Director or his/her designee shall post a notice prepared or approved by the Secretary of Labor stating the pertinent provisions of the Family and Medical Leave Act, including information concerning enforcement of the law, in that place where notices are customarily posted within the library.

Adopted: December 1993
Revised: June 2019
Health Emergency/Infectious Disease Outbreak Policy

1. Purpose
The Board of Trustees as well as the Library Administration and staff are committed to providing responsive customer service, while recognizing the need to support the health and well-being of the Library’s staff and community at large. This policy is to establish protocols to be observed in the event of an infectious disease outbreak in the local community or county. The Library must anticipate for staff being unable to report to work. In addition, public health measures may be required, such as limiting or canceling Library programs, both in and out of the building, and mandating closures, quarantines and/or social distancing measures, which may impact Library hours and services. A public health emergency recovery may be lengthy, and it will be important to ensure that the core business activities of the Library are maintained with limited staff and/or reduced hours.

2. Definitions
While the Library possesses a general emergency preparedness plan and has procedures in place, a serious infectious disease occurrence differs in that there must be the assumption that recovery may be limited and that staffing, services and hours may be curtailed for several weeks or more. This differs from the Library’s general emergency procedures, wherein staff may immediately return to the building to begin restoration, after an event or crisis (such as a fire, storm, or utility disruption in the area.)

Employee and Staffing Levels: For the purposes of this policy, the terms employees and staffing are to refer to all part-time and permanent full-time Library staff.

3. Library Closure
The Lindenhurst Memorial Library will close due to an outbreak of infectious disease in the event that:
   (1) A mandated order or recommendation for closure is issued by public health or governmental officials at the local, county, state or national level; or
   (2) Fewer than eight (8) staff members are available to report to work.

At the discretion of the Library Director or the Library Board President, the Lindenhurst Memorial Library may close, reduce its operating hours, or temporarily limit services (such as programming and/or the availability of meeting rooms for use by outside organizations) in the event that there is not sufficient staff to maintain basic library services.

No overdue charges will accrue for the duration of the Library’s closure to the public. The exterior book drop will remain open, and cleared daily, as permitted by circumstances.
4. School Closure Due to Pandemic
In the event that the Lindenhurst Union Free School District is closed, the Lindenhurst Memorial Library will remain open unless one of the aforementioned requirements for closing is also met. However, all Library programs and special events may be canceled at the direction of the Library Director.

The unattended children policy will be temporarily modified during any period that this policy is effected, to require that children under the age of 14 be accompanied by a responsible adult. Students 14 and over may be required by Library staff to display a valid school ID during this time.

If the Lindenhurst School District, or any of its schools are closed due to an infectious disease outbreak, any toys and iPads in the children's area of the Library will be removed during the duration of the closure to minimize the spread of contagion via items frequently touched by children. Any circulating kits with multiple pieces will be placed in storage and made temporarily unavailable.

The Museum Pass lending program will be temporarily unavailable, until the Library is restored to full operation.

5. Minimum Staffing Level
In the event that limited staff are available to report to work, or any other constraint impairing operations exists, Library hours may be curtailed as warranted. The staffing level determined to maintain basic services, (material return and checkout, computer use, reference and readers advisory services), is a minimum of eight (8) employees available to be present throughout the Library’s open hours.

The availability of Library staff will gauge the capacity to provide services and maintain open hours. Contingencies may include:

- Cancellation of all programs, special events, and meeting room reservations.
- Minimum staffing level for a period of time; employees may be reallocated and have shifts reassigned and/or lengthened to provide coverage for the main floor and mezzanine during open hours.
- Reducing the number of open hours.
- Closing the Library for one or more days.

Business Office staff (Library Director, Network and Systems Specialist, Principal Account Clerk and Senior Account Clerk, Librarian III positions), will be expected to work normal seven (7) hour shifts to prevent the interruption of business office procedures, such as bill-paying, payroll services, and maintenance of the technology infrastructure. All custodial staff will work as needed to maintain and supplement building cleaning procedures.
Should the Board of Trustees determine it to be in the Library’s best interests to close the building, all staff shall be compensated for their regularly scheduled hours to a maximum of thirty work-days.

Any excused staff absences previously approved to take place during the time of the building’s closure, will remain in place. In the event that the building remains closed for longer than 30 work-days, the Library may require that staff work from home at reduced hours if their duties are able to be completed from home as determined by their supervisors in consultation with the Library Director. Staff members in positions that are not conducive to working from home may choose to avail themselves of their sick, vacation, personal, or floating holiday accruals.

In the event that the Library building is open for reduced hours, staff will be paid only for the actual hours worked in the building. If applicable, staff with an existing, signed telecommuting agreement, will be paid for hours worked both in the building and at home, subject to approval of time worked at home verified by completed work logs. Staff members who are unable to work from home may choose to supplement their hours worked in the building, by using sick, vacation, personal, or floating holiday accrued time.

6. **Communication**

   In the event of a closure because of a health emergency, effective communication regarding any reduction in services or open hours is of the utmost importance. Information will be posted on the Library’s website, social media sites (Facebook, Twitter, Instagram), local media when possible, and on the Library’s phone message. Every effort will be made to maintain current information. The Library Director or his/her designee will utilize the staff email portal as the primary means of staff communication. Alerts to staff may also be sent using the Rave Mobile app.

7. **Designation of Priority Services**

   Should reduced staffing, hours, or services occur, employees will perform priority responsibilities that most directly impact patrons prior to undertaking any ancillary work tasks. Staff may be temporarily assigned tasks outside their typical duties, or scheduled responsibilities based on reduced staffing levels and/or services to be necessarily provided.

   Services shall be prioritized as follows:

   1. Direct patron assistance (check-out, issuing library cards, computer and reference assistance, facility supervision/safety/cleaning.)
   2. Patron-related tasks (checking material in, incoming deliveries, shelving of materials.)
3. Workflow tasks (fulfilling holds, calling registration lists, ordering materials, etc.)
4. Essential administrative services (payroll, processing bills for payment, Library Board meetings.)

Individual responsibilities outside of those described above shall be completed, if time permits. Staff will perform those duties with a deadline or entailing a significant impact first. Employees should consult with the Director or his/her designee to determine staffing assignments and/or those tasks requiring urgent attention.

8. Employee Absences
The Lindenhurst Memorial Library’s collective bargaining agreement sets forth the sick leave terms to be observed. The Director or his/her designee may opt to not require a note from a physician to return to work in the event that it is determined that there is difficulty in obtaining a medical appointment.

9. Responsibilities for Library Operations
If, for any reason, the Library Director is unable or unavailable to perform the responsibilities and decisions outlined in this policy, administrative authority for all Library operations will be predicated upon the Library’s Chain of Command.

Adopted: March 14, 2020
Revised: June 20, 2020
Revised: February 20, 2021
System Backups and Data Recovery:
The Lindenhurst Memorial Library requires that their computer systems maintained by the Network and Systems Specialist fall under one of several backup profiles as described below. The purpose of a systems backup is to provide a level of business continuity of our computer system in the event of a hardware/software failure, physical disaster, or human error.

All core infrastructure and staff workstations are backed up on an automated schedule, to ensure the ability to provide a means of restoring the data of a computer system in the event of a hardware/software failure, malicious attack on the Library’s infrastructure, physical disaster, or human error.

Each backup profile consists of either a full back up or incremental backup. A full backup contains every file on the system, whereas an incremental backup includes only those files that have changed since the last full backup. Backups are performed on a periodic schedule as determined by the Library in conjunction with the Network and Systems Specialist.

Two copies of each backup are produced. One is maintained onsite, and one offsite for protection against building events, natural disasters, malicious attack or hardware failures. The primary copy is onsite on a dedicated storage device located within the main library building, in a locked server rack. A secondary copy is replicated to an offsite location. Data is retained for a period of one year. A full backup is generated monthly to ensure an up-to-date range of data. Daily incremental back-ups occur as needed to check for any changes to data.

Administration Server:
A scheduled full backup of the separate Administration File server, Time clock server, accounting software and Administration staff user data are taken on a monthly backup cycle. These backups are also replicated to the offsite backup location.
Incremental backups of the Administration File server, Time clock server, accounting software and Administration staff user data are taken on a nightly backup cycle. These backups are then replicated to the offsite backup location.

**Network Infrastructure:**
A scheduled full backup of all network appliances configurations and data is taken on a weekly backup cycle. These backups are then replicated to the offsite backup location.

**Staff File Server:**
A scheduled full backup of the Staff File server, Application server, Patron Library Card software, PcReservation Software, Anti-Virus Software, and non-administration staff user data is taken on a monthly backup cycle. These backups are then replicated to the offsite backup location.

A scheduled incremental backup of the Staff File server, Application server, Patron Library Card software, PcReservation Software, Anti-Virus Software, and non-administration staff user data is taken on a nightly backup cycle. These backups are then replicated to the offsite backup location.

**Security and Data Protection**

**Firewalls and Network appliances:**
All devices connected to the Lindenhurst Memorial Library network must be placed behind a Library owned security system to maintain Library approved network traffic and to protect against malicious software entering the Library Network.

**Network Access:**
All devices connected to the Lindenhurst Memorial Library network, not including the Library provided public WIFI, are to be approved by the Network and Systems Specialist or Library Director and provided a designated static IP address or wireless network associated password.
All unused physical ports on Library owned network devices are set to disabled within
the network device interface, and only re-enabled after given the approval by the
Network and Systems Specialist or Library Director.

**Anti-Virus:**
All Library owned devices connected to the Lindenhurst Memorial Library must have
Anti-Virus software installed by the Library to protect against the installation and/or
spread of malicious software within the library network.

**Updates:**
All Library owned devices connected to the Lindenhurst Memorial Library network will
have updates applied to all installed software and operating systems monthly or when
needed to patch a software vendor alerted issue.

**Patron Privacy:**
All Library owned public workstations connected to the Lindenhurst Memorial Library
network have software installed to ensure all patron data is erased prior to the use of
that workstation by any future patrons.

**Access Permissions:**
All Library owned devices connected to the Lindenhurst Memorial Library network are
put on the Library domain. All permission levels, and access to shared resources, will
be approved by the Network and Systems Specialist or Library Director. All software
installations on Library owned devices will be approved by the Network and Systems
Specialist or Library Director.

**Administrative Rights and Passwords:**
The Network and Systems Specialist and Library Director will both have copies of all
passwords for network hardware/software, servers, patron and print management
systems, back-up systems, filters, and any other related security or system controls.

Approved:  November 21, 2020
Laptop Security and Authorized Use

Each employee provided with a laptop by the Lindenhurst Memorial Library is responsible for the physical security and authorized use of the laptop. All laptops acquired for or on behalf of the Lindenhurst Memorial Library are Library property. Employees must take the following actions to ensure the physical security and authorized use of Lindenhurst Memorial Library laptops:

- Employees will be assigned laptops for the purpose of performing duties directly related to their employment with the Lindenhurst Memorial Library. Laptops are not to be utilized for non-Library business. Non-library employees shall not use or access laptops.

- Laptops are pre-loaded with a standard suite of approved software and security applications installed by the Library. Employees shall not in any way modify or disable software or security applications without written approval from the Library Network Administrator or Library Director.

- The laptop shall be locked with a password when not in use, and caution taken when entering passwords on the laptop.

- In the case of theft or loss of a Library issued Laptop, the employee shall immediately notify his/her supervisor as well as the Library Network Administrator.

- Employees are responsible for taking reasonable precautions to protect and maintain employee issued Library laptops. Evidence of misuse or abuse of a laptop may result in the revocation of the employee's use of such equipment or device. Additionally, employees may be responsible for any damages associated with any intentional misuse or abuse.

- In the event that an employee's employment ceases at the Library, the employee shall return the equipment no later than his/her last day of employment.

Violation of this policy may be grounds for disciplinary action up to and including termination of employment, per contractual procedure and Civil Service law.

Please sign below to indicate receipt of a library issued laptop and accessories, and acknowledgement of the Employee Laptop Security and Authorized Use Policy.

Employee Name: ___________________ Employee Signature: ___________________

Date: _______________ Inventory Number of Laptop: __________________________

Mouse: ________________ Wireless Keyboard: ____________________________

Approved: February 20, 2021
Opioid Overdose Prevention Program Policy

To combat the continuing rise in opioid related deaths in New York State and potentially save lives, the Lindenhurst Memorial Library has instituted an Opioid Overdose Prevention Program. This document sets forth the required policies and procedures necessary to provide and maintain naloxone (Narcan) on-site to ensure ready and appropriate access for use during emergencies to any patron or staff member suspected of having sustained an opioid overdose.

New York State Legal Framework

To combat the continuing rise in opioid related deaths in New York State, laws were recently amended to allow New York State’s Public Libraries to participate in opioid overdose prevention programs by partnering with a New York State Department of Health (NYSDOH) Registered Opioid Overdose Prevention Program operated by another organization. Public Libraries who choose to participate and acting reasonably and in good faith, shall not be subject to criminal, civil or administrative liability solely by administering naloxone and may maintain naloxone on-site in adequate supplies. Choosing to participate permits employees who volunteer, and volunteer workers, to be trained in accordance with public health laws to administer naloxone without liability.

Applicable New York State Laws

- **Education Law §922 & Commissioner’s Regulations §136.8**: permits schools districts, boards of education, charter schools, non-public schools, and public libraries to participate in opioid overdose prevention programs.

- **Public Health Law §3309 and its implementing regulation (10NYCR §80.138)**: establishes opioid overdose prevention programs which allow trained individuals to administer naloxone. Under this law and regulations, administration of naloxone shall be considered first aid or emergency treatment for purposes of any statute relating to liability.

Approved: February 20, 2021
Opioid Overdose Prevention Program Procedures

I. Library Director Responsibilities

- Identifies a library staff member to serve as the Library Liaison.
- Develops policies and procedures for Board approval and implementation.

II. Library Liaison Responsibilities

- Contacts a NYSDOH Registered Opioid Overdose Prevention Program that is operated by another organization and ascertains its willingness to partner with the Lindenhurst Memorial Library.
- Works with the partner NYSDOH Registered Opioid Overdose Prevention Program to receive naloxone overdose kits.
- Identifies volunteer staff members or library volunteers to serve as trained overdose responders (TORs).
- Coordinates TOR training and ensures that all TORs complete the required NYSDOH approved training.
- Oversees on-site storage, inventory, and reporting of intranasal naloxone overdose kit supplies.
- Reports back to the Clinical and Program Directors at the partner NYSDOH Registered Opioid Overdose Prevention Program whenever naloxone is administered or needs to be replaced because of use or expiration.

III. Mandatory Training for Library Personnel* Who Volunteer to Serve as TORs

The Lindenhurst Memorial Library will work with its NYSDOH Registered Opioid Overdose Prevention Program in order that library personnel who volunteer can become trained overdose responders (TORs) and be able to administer naloxone in the library.

For volunteer Library personnel to become trained overdose responders and be able to administer naloxone in the library the following are required:

- Completion of the NYSDOH approved training webinar: Opioid Overdose Training for School Personnel & Public Library Personnel and Volunteer Workers: Recognizing a Life-Threatening Opioid Overdose and Using an Opioid Antagonist available at [URL TO BE DETERMINED].
- Attainment of 100% accuracy on post-test.
- Successful completion of the Skills Compliance Checklist for Administering IN Naloxone by a trained individual representing the partner NYSDOH Registered Opioid Overdose Prevention Program.
After successful completion of the mandatory training, the individual will receive a certificate of training in opioid overdose prevention valid for 2 years. After 2 years, the mandatory training must be retaken.

The Library Liaison will conduct an annual review of all TORs to ensure that understanding and skills in opioid overdose response are current and timely.

The Library Liaison must maintain a current list of all trained personnel and volunteers. The list will be maintained in a location designated by the library’s administration.

*Includes library staff members and library volunteers.

V. Storage, Inventory and Reporting

Storage

Naloxone overdose kits will be stored consistent with the manufacturers’ guidelines in a secure and locked location ensuring they are ready and accessible to all TORs for use in emergencies. [Note: for those libraries with an Automated External Defibrillator (AED), a naloxone overdose kit may be stored inside the flap of the AED case.]

Inventory

The Library Liaison must monitor and maintain a log of naloxone expiration dates and other information required by the NYSDOH Registered Program partner.

The on-site inventory and placement of naloxone will be accounted for weekly and accounted for by the Library Liaison.

Reporting

The Library Liaison will report back to the Clinical and Program Directors at the partner NYSDOH Opioid Overdose Prevention Program whenever naloxone is administered or needs to be replaced because of expiration.

Incident reports will also be completed as per library policy whenever naloxone is administered.

Copies of all reports will be kept to allow evaluation of the opioid overdose program.

V. Notifications

One experiencing an opioid overdose requires immediate medical attention and emergency response intervention.

- Call 911 immediately. Be sure to state that an overdose is suspected.
- Implement the Library’s emergency response procedures and these opioid overdose procedures
- Follow the Library’s policy of emergency notification, reporting and documentation.
Public Employer Health Emergency Plan for the Lindenhurst Memorial Library

December 19, 2020

This plan has been developed in accordance with NYS legislation S8617B/A10832.
Preamble
This Plan has been developed in accordance with the as amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This Plan has been developed with the input of CSEA, Local 1000 AFSCME, AFL-CIO, as required by the amended New York State Labor Law.

This Plan is not intended to impede, infringe, diminish, or impair the preogatives of the Library or the Library’s valued employees under any law, rule, regulation, or collectively negotiated agreement.

This Plan has been approved in accordance with the requirements applicable to the school district public library, as indicated by the signature of the authorized individual below.

As the chief executive officer of the Lindenhurst Memorial Library, I hereby attest that this Plan has been developed, approved, and placed in full effect in accordance with the above-cited authorities.

Signed on this day: December 21, 2020
By: Lisa G. Kropp  Signature: _______________________
Title: Director
## Record of Changes

<table>
<thead>
<tr>
<th>Date of Change</th>
<th>Description of Change</th>
<th>Implemented by</th>
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Purpose, Scope, Situation Overview, and Assumptions

Purpose
This Plan has been developed in accordance with the as amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were adopted by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, which requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The Plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

Scope
This Plan was developed exclusively for and is applicable to the operations of the Lindenhurst Memorial Library. This Plan is applicable to a declared public health emergency in the State of New York which may impact the Library’s operations; and it is in the interests of the safety of our employees and contractors, and the continuity of Library operations that this Plan has been promulgated.

Situation Overview
On March 11, 2020, the World Health Organization declared a pandemic for the novel coronavirus, which causes COVID-19. This Plan has been developed in accordance with amended laws to support resilience against the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency. The health and safety of Library employees and contractors is crucial to maintaining the Library’s mission of maintaining essential operations. All employees and contractors are encouraged to read the CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe. The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
  - After using the restroom
  - After returning from a public outing
  - After touching/disposing of garbage
  - After using public computers, touching public tables, and countertops, etc.
- Practicing social distancing when possible
- When feeling ill or having a fever, notifying your supervisor and immediately going home
• When experiencing coughing or sneezing, stepping away from people and food, coughing or sneezing into the crook of your arm or a tissue, the latter of which should be disposed of immediately
• Cleaning and disinfecting workstations at the beginning, middle, and end of each shift
• Observing guidance which may be published by the CDC, the State Department of Health, or County health officials.

Planning Assumptions
This Plan was developed based on information, best practices, and guidance available as of the date of the publication. The Plan was developed to reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following presumptions have been made in the development of this Plan:

• The health and safety of Library employees and contractors, and their families, is of utmost importance
• The circumstances of a public health emergency may directly impact Library operations.
• Impacts of a public health emergency may take time to respond to, by way of adding appropriate safety measures and making adjustments to operations to maximize safety
• The public and the Library’s constituency expects the Library to maintain a level of essential operations to foster service
• Resource support from other jurisdictions and agencies may be limited based upon the level of impact the public health emergency has upon them
• Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
• The operations of other entities, including those within the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to a public health emergency, causing delays or other disruptions in their services
• Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
• Per S8617B/A10832, ‘essential employee’ is defined as a public employee or contractor who/that is required to be physically present at a work site to perform job responsibilities
Per S8617B/A10832, ‘non-essential employee’ is defined as a public employee or contractor who/that is not required to be physically present at a work site to perform job responsibilities.

**Concept of Operations**

The Director of the Lindenhurst Memorial Library holds the authority to execute and direct the implementation of this Plan. Implementation, monitoring of operations, and adjustments to Plan implementation may be supported by additional personnel, at the discretion of the Director.

Upon the determination of the necessity to implement this Plan, all employees and contractors of the Library shall be notified by email, with details provided as possible and warranted, with additional information and updates provided on a regular basis. Library users and residents will be notified of pertinent operational changes by way of updates to the Library’s website, Facebook page, and the Library’s main phone message. Other interested parties, such as vendors, will be notified by phone and/or email as warranted. The Library Director will maintain communications with the public and constituents as required throughout the period of time this Plan is implemented.

The Director of the Lindenhurst Memorial Library, or his/her designee, will maintain awareness of information, direction, and guidance from public health officials and the Governor’s office, and direct the implementation of Plan changes as warranted.

Upon resolution of the public health emergency, the Director of the Lindenhurst Memorial Library, or his/her designee, will direct the resumption of normal operations or operations with modifications as warranted.

**Mission Essential Functions**

When confronting events that disrupt normal operations, the Lindenhurst Memorial Library is committed to ensuring that essential functions be continued despite the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and the Library’s users
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values and mission of the Lindenhurst Memorial Library

The Lindenhurst Memorial Library has identified as critical only those priority functions that are required or are necessary to provide vital services. During the activation of this Plan, all other activities may be suspended to enable the organization to focus on meeting the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- the time criticality of each essential function
- interdependency of one function to others
- the recovery sequence of essential functions and their vital processes

Priority 1 categorization identifies the most essential of functions, with priority 4 identifying functions that are essential, but not relatively paramount.

The mission essential functions for the Lindenhurst Memorial Library have been identified as:

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Description</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Technology</td>
<td>Monitor and maintains Library’s network via firewall, including WIFI</td>
<td>1</td>
</tr>
<tr>
<td>Customer Service</td>
<td>Provide access to materials via reserves, checkouts, and returns of materials</td>
<td>1</td>
</tr>
<tr>
<td>Database Access</td>
<td>Provide access to databases, eResources, and eBooks</td>
<td>1</td>
</tr>
<tr>
<td>Information Services</td>
<td>Provide up-to-date information, resources and programs to community members</td>
<td>1</td>
</tr>
<tr>
<td>Youth Services</td>
<td>Provide up-to-date information, resources and programs to community members</td>
<td>1</td>
</tr>
<tr>
<td>Technical Services</td>
<td>Maintain accurate data records in computer catalog</td>
<td>2</td>
</tr>
<tr>
<td>Business Office</td>
<td>Maintain payroll, human resources, and business office functions such as warrants, procurements, and other functions</td>
<td>1</td>
</tr>
<tr>
<td>Custodial Department</td>
<td>Maintain a clean, disinfected and safe public environment for staff and public</td>
<td>1</td>
</tr>
<tr>
<td>Marketing and Publicity</td>
<td>Provide up-to-date information regarding library hours, programs, and services to the public in a variety of formats, including print and non-print</td>
<td>1</td>
</tr>
</tbody>
</table>
### Essential Positions

Each essential function identified above requires certain positions on-site to effectively implement the identified functions. The table below identifies the positions or titles which are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of them may be conducted remotely and do not require identification in this section.

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Essential Positions/Titles</th>
<th>Justification for Each</th>
</tr>
</thead>
</table>
| Information Technology  | • Network and Systems Specialist  
                          • Computer technician | The Network and Systems Specialist establishes all priorities for IT tasks and organizes staff. IT staff members provide support in setting up hardware and software, network management, and help desk support.          |
| Customer Service        | • Principal Library Clerk  
                          • Library Clerks        | Maintains circulation system, material reserves, sorts and prepares materials for circulation to patrons.                                                                                                                  |
| Database Access         | • Network and Systems Specialist  
                          • Web Librarian          | Provides access to database resources and downloadable materials. Provides statistical information to Library Director.                                                                                               |
| Information Services    | • Information Services Librarian III  
                          • Librarians             | Procures and provides materials, programs, and other services for public users. Provides information and answers questions and queries from public.                                                                   |
| Youth Services          | • Youth Services Librarian III  
                          • Librarians             | Procures and provides materials, programs, and other services for public users. Provides information and answers questions and queries from public.                                                                   |
| Technical Services      | • Principal Library Clerk  
                          • Senior Library Clerk   
                          • Library Clerks         | Maintain accurate public library catalog records. Prepare materials for borrowing. Contact the public as needed regarding loans, materials, and programs.                                                              |
| Business Office         | • Principal Account Clerk  
                          • Senior Account Clerk   
                          • Library Director       | Provides access to needed goods and services. Prepares and sends out payroll, warrants, and other official communication. Maintains access to human resources and personnel records. Provides administrative guidance for public policy, procedures, and other library related work. |
| Custodial Department | • Head Custodian  
• Custodial Worker IIs | Maintains a clean and safe environment for staff and public |
|----------------------|------------------------------------------|----------------------------------------------------------|
| Marketing and Publicity | • Web Librarian  
• Librarians  
• Library Clerk | Provides up-to-date information in both print and non-print formats for staff and public regarding library programs, procedures and policy updates |
| Support Services | • Library Clerks and Pages | Ensures materials are in order and shelved correctly |

**Reducing Risk Through Remote Work and Staggered Shifts**
Through assigning certain staff to work remotely and by staggering work shifts, the Library can decrease crowding and density at work sites and on public transportation.

**Remote Work Protocols**
Non-essential employees and contractors able to accomplish their functions remotely will be directed to do so to the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
   a. Internet capable laptop
   b. Necessary peripherals
   c. Access to VPN and/or secure network drives
   d. Access to software and databases necessary to perform their duties
   e. A means for telephone communications
      i. Note that phone lines may need to be forwarded to off-site staff

The Library Director, Network and System Specialist, Library Coordinators and Department Heads will collaborate to identify staff/positions that can effectively work remotely. The Director will approve staff/positions eligible to work remotely. Library Coordinators and Department Heads will be responsible for assignment and review of remote work. The Library Director, Network and System Specialist, and Library Coordinators will evaluate the equipment and software needed and available for those staff/positions approved for remote work by the Director. The Network and System Specialist will provide software access and maintain a list of all equipment being used by staff for remote work. (see attached Employee Equipment Log Sheet.)
**Staggered Shifts**
Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but less necessary to being accomplished within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy for limiting exposure. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours

The Director, Network and System Specialist, Library Coordinators, and Department Heads will collaborate to identify positions for which work hours will be staggered. The Director will approve all temporarily changed work hours. Staggered work shifts will be between 7:00 am – 9:00 pm and may include weekends. Facility safety and security measures will remain in place during staggered shifts. The Library Coordinators will assure a “librarian-in-charge” is identified for all staggered shifts.

**Personal Protective Equipment**
The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of Library employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves
- Disposable gowns and aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies to be employed to sanitize surfaces; as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to maintain the increased demand for these products early in the pandemic. As such, this Plan is including these supplies in this section as they are pertinent to protecting the health and safety of employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months
b. Public employers must be able to mitigate supply chain disruptions to meet this requirement

3. Storage of, access to, and monitoring of PPE stock
   a. PPE must be stored in a manner which will prevent degradation
   b. Employees and contractors must have immediate access to PPE in the event of an emergency
   c. The supply of PPE must be monitored to ensure integrity and to track usage rates

The Lindenhurst Memorial Library has identified the following PPE and cleaning supplies as applicable to the needs of daily operations during a public health emergency: Disposable and/or cloth masks, face shields, disposable gloves, washable gloves, hand sanitizer, disinfecting wipes, and disinfecting spray. Disposable mask and hand sanitizer are relevant to all staff, while the other items are predominately relevant to the customer service and custodial staff. The Principal Account Clerk in the Business Office will maintain an inventory log for PPE and cleaning supplies, which will be kept in a locked cabinet.

The following are current vendors from which the Lindenhurst Memorial Library has purchased the identified PPE in the past and will continue to purchase PPE from in the future:

- Ocean Janitorial – oceanjanitorial.com – 631.581.4276
- Uline – uline.com – 800.295.5510
- H&J Medical Supplies – 631-669-5006
- Granger – 800-472-4643

**Staff Exposures, Cleaning, and Disinfection**

**Staff Exposures**

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, the Library has established the following protocols:

A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a ‘close contact’ with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
   a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
   b. The Principal Account Clerk (Business Office) is notified of all necessary quarantining and is responsible for ensuring these protocols are followed.
   c. See the section entitled “Documentation of Work Hours and Locations” for additional information on contact tracing.

2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and the Library’s constituency/public.
   a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
   b. In-person interactions with the subject employee or contractor will be limited as much as possible.
   c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. [See the section on Cleaning and Disinfection for additional information on that subject].
   d. If at any time an employee or contractor exhibit symptoms, refer to item B below.
   e. In these circumstances, the Library Director will determine eligibility and the Principal Account Clerk will be responsible for ensuring these protocols are followed.

B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, patrons, and visitors, and sent home with a recommendation to contact their physician.

2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.

3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.

4. The Lindenhurst Memorial Library will not require sick employees to provide a negative test result for the disease in question or healthcare provider’s note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do so. The Library recognizes that it is best practice for a negative COVID-19 test to be a PCR test.

5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.

6. The Senior Account Clerk/Human Resources Officer must be informed in these circumstances and is responsible for ensuring that these protocols are followed.

C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:

1. Apply the steps identified in item B, above, as applicable.

2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
   a. CDC guidance for COVID-19 indicates that a period of 24 hours of closure is ideally given, provided until such time as cleaning, disinfecting, and reoccupation of those spaces occurs. If this time period is not possible, a period of as long as possible will be observed. CDC/public health guidance for the disease in question will be followed.
   b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
c. See the section on Cleaning and Disinfection for additional information on that subject.

3. Identification of potential employee and contractor exposures will be conducted
   a. If an employee or contractor is confirmed to have the disease in question, the Library Director or his/her designee will inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the HIPAA.
   b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.

4. The Principal Account Clerk must be notified in the above stated circumstances and is responsible for ensuring these protocols are followed.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. The Library will follow CDC/public health recommendations and requirements and coordinate with the local public health office for additional guidance and support as needed.

Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
   a. High traffic/high touch areas and areas which are accessible to the public/patrons will be disinfected at least hourly.
   b. The Head Custodian is responsible for assigning and supervising the cleaning of common areas twice daily and/or more often as needed (see attached daily cleaning log). The custodians will continue to provide daily cleaning and disinfecting of the building after hours.

2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.

3. Soiled surfaces will be cleaned with soap and water before being disinfected.

4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions prescribed by the manufacturers of cleaning products to ensure safe and effective use of the products.

**Employee and Contractor Leave**

Public health emergencies are extenuating and unanticipated circumstances in which the Lindenhurst Memorial Library is committed to reducing the burden on our employees and contractors. The *Families First Coronavirus Response Act* provides requirements related to the COVID-19 pandemic, which inform the policies outlined below. These policies may be altered based upon changes in law or regulation, as applicable.

It is the Library’s policy that employees of the Lindenhurst Memorial Library will not be charged with leave time for necessary testing. The Library will follow the directives of the NYS COVID-19 sick leave, as long as that directive remains in effect. Employees who travel out of the state voluntarily will be required to use their own paid leave if they are required to test or quarantine prior to a return to work, based on current State requirements related to the COVID-19 pandemic.

Additional provisions may be enacted based upon need and the guidance and requirements put in place by federal and state employment laws, FMLA, executive orders, and other authoritative sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the Lindenhurst Memorial Library, and as such are not provided with paid leave time by the Lindenhurst Memorial Library.

**Documentation of Work Hours and Locations**

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, and off-site visits. This information may be used by the Lindenhurst Memorial Library to support contact tracing within the organization and may be shared with local public health officials.

On-site work is tracked via an electronic time management system. Employees will check-in at the start of each shift with the business office, which will enter their start time. Employees will clock out independently for meal breaks, and at the end of the work day, to document their on-
site hours worked. Employees working from home, or at an off-site location, will document their
daily hours worked, and the work conducted during those hours, using the form attached to the
telecommuting agreement. Employees working off-site (programming or outreach purposes,
for example) will list the location of the work in the “date of Remote Work” box, along with the
date.

The employee’s direct supervisor, and the Senior Account Clerk/Human Resources Officer
must be notified in these circumstances and is responsible for ensuring these protocols are
followed. In addition, all employees working from home, must have a prior authorization to do
so, via a signed telecommuting agreement completed and signed by the employee, their
supervisor, and the Library Director.

**Housing for Essential Employees**
This is not applicable to the Lindenhurst Memorial Library and its employees.

Revised January 16, 2021
Request to Attend a Conference

Name: _______________________________________________

Date: _________________________________________________

Name of Conference: __________________________________

Location of Conference: _______________________________________________________________________

Dates of Conference: _________________________________________________________________________

Are you a member of the conference organization? (SCLA, NYLA, PLA, ALA, ALSC, YALSA, etc.)

_______________ YES                         _________________ NO  OTHER ORG. __________________

Estimated Expenses for length of Conference:

Early Bird Conference Registration Fee _________________ (library will pay upfront once approved)

Travel Costs _________________ (mileage, airfare, train, etc.)

Meals _______________________

Lodging _______________________

Other _______________________

TOTAL ESTIMATED EXPENSES: _________________

*I understand that I will be reimbursed up to $800.00 of my costs. I incur the expense of costs over $800.00

Approved _______ Disapproved _______ Reason: _______________________________________________________

Library Director Signature: __________________________________________________________

Board Approval date: _________________________________________________________________
Whistleblower Policy

The purpose of this policy is to encourage Library Trustees, employees and volunteers of the Lindenhurst Memorial Library to report instances of suspected illegal or improper conduct such as theft, fraud, and mismanagement of Library resources, violations of Library policies and regulations, as well as to inform Library Trustees, employees and volunteers of the protections afforded them under the “Whistleblower Law” which prohibits a public employer from retaliating against a Trustee, employee or volunteer who discloses to the Library information concerning a violation of law, rule, regulation or policy, which creates a substantial and specific danger to the public health or safety, or which the employee reasonably believes to be true and reasonably believes constitutes an improper action by a Library Trustee, employee, or volunteer.

No Trustee, employee or volunteer of the Lindenhurst Memorial Library who in good faith reports any action taken by the Library Board of Trustees or staff that is (or is suspected to be) illegal, fraudulent or in violation of any substantial policy of the Library shall suffer intimidation, harassment discrimination or other retaliation, or in the case of employees, adverse employment consequences.

The Board of Trustees of the Library expects the Library Trustee’s, employees and volunteers to fulfill the public’s trust and to conduct themselves responsibly in accordance with Library policies and procedures, as well as applicable state and federal laws and regulations.

For purposes of this policy, the term “wrongful conduct” shall be defined to include:

- Illegal conduct, including theft of Library money, property, or resources;
- Misuse of authority for personal gain or other non-Library purpose;
- Fraud;
- Violations of applicable federal and state law and regulations; and/or violations of Library policies and/or procedures;
- Any other act which may be construed to be illicit or violative of expected conduct.
Disclosure and Investigation:

Trustees, employees and volunteers of the Library who have knowledge of wrongful conduct or have reasonable cause to believe that wrongful conduct has occurred shall report such circumstances to the Library Director, or to the President of the Board of Trustees if the alleged wrongful conduct was committed by the Director. The Library Director, upon receiving a report of alleged wrongful conduct, shall take immediate steps to conduct an investigation independently or by a designee. If the Library Director is the subject matter of the reported conduct, the President of the Board of Trustees shall immediately conduct an investigation independently or by a designee.

The Library Director (or Board President) shall maintain a written record of the allegations, conduct an investigation to ensure that the appropriate authorities investigate the disclosure, and provide the Board of Trustees with a report at the next scheduled Board meeting.

Except as otherwise provided in either state and/or federal law, the Director or Board President conducting the investigation, or his/her designee, shall reasonably attempt to protect the identity of the person making the disclosure and will make reasonable efforts to maintain the confidentiality of the person reporting the conduct, provided that doing so will not interfere with the investigation of the specific allegations and circumstances.

Complaints of Reprisal:

The provisions of Section 75-b of the Civil Service Law (“whistleblower law”) and Section 715-B Not-For-Profit Corporation Law prohibit public employers from engaging in retaliatory personnel action against an employee, Trustee or volunteer who discloses to a governmental body information concerning either a violation of law, rule or regulation, which creates a substantial and specific danger to the public health or safety, or which the employee reasonably believes to be true and reasonably believes constitutes an improper governmental action. However, if an employee discloses information which he/she knows to be false or which is prohibited or protected from disclosure by law, the employee is not protected by these provisions of law.
An employee who has been subject to an adverse employment action based on his/her disclosure of alleged or actual wrongful conduct may contest the action by filing a written complaint of reprisal with the Library Director (or Board President). The Library Director (or Board President, if the allegations involve actions of the Library Director), or his/her designee, will review the complaint expeditiously to determine:

- Whether the complainant made a claim of alleged wrongful conduct before an adverse employment action was taken;
- Whether the Library personnel initiating the adverse employment action could reasonably have been construed to have had knowledge of the disclosure and the identity of the disclosing employee;
- Whether the complainant has in fact suffered an adverse employment action after having made the disclosure; and
- Whether the complainant alleges that adverse employment action occurred as a result of the disclosure.

If the Library Director (or Board President) or his/her designee determines that all of the above elements are present, he/she shall appoint a review officer or panel to investigate the claim and make recommendations to the Board. At the time of appointment, the designee shall inform the complainant and the respondent, in writing, of:

- The intent to proceed with an investigation;
- The specific allegations to be investigated;
- The appointment of the review officer or panel; and
- The opportunity of each party to support or respond, in writing, to the allegation.

Once the review officer or panel has conducted a review and considers the investigation to be complete, the officer or panel will notify the Library Director (or Board President) of its completion. From the date of that notice, the review officer or panel has thirty days to report his/her (their) finding and make any recommendations he/she (they) deem appropriate to the designee. The reviewing authority, in consultation with the Library Director and/or Board President shall issue a letter of findings to both the complainant and the respondent.

Nothing in this policy is intended to interfere with legitimate employment decisions. Moreover, the protections afforded under the “whistleblower law” are not applicable under circumstances where the Library had or has independent grounds for disciplinary actions and proceedings against an employee.
The Library Director shall establish procedures necessary to implement this policy. This policy and accompanying procedures shall be published and posted in employee lounges and distributed to all Trustees and employees of the Library.

The Library Director and others responsible for the implementation of this policy shall meet with the Board annually to evaluate the effectiveness of this policy and to recommend (if necessary) appropriate modifications to this policy and procedures thereunder.

Ref: Civil Service Law §75-b and Labor Law §740
Approved March 21, 2018
Sexual Harassment Policy

The Lindenhurst Memorial Library is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. The Lindenhurst Memorial Library has a zero-tolerance policy for any form of sexual harassment, and all employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of Lindenhurst Memorial Library’s commitment to a discrimination-free work environment.

Sexual harassment is against the law. All employees have a legal right to a workplace free from sexual harassment, and employees can enforce this right by filing a complaint internally with the Lindenhurst Memorial Library, or with a government agency or in court under federal, state or local antidiscrimination laws.

Policy:

1. Lindenhurst Memorial Library’s Sexual Harassment Policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business with the Lindenhurst Memorial Library.

2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action, up to and including termination.

3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse employment action including being discharged, disciplined, discriminated against, or otherwise subject to adverse employment action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Lindenhurst Memorial Library has a zero-tolerance policy for such retaliation against anyone who, in good faith complains or provides information about suspected sexual harassment. Any employee of Lindenhurst Memorial Library who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. Any employee, paid or unpaid intern, or non-employee working in the workplace who believes they have been subject to such retaliation should inform a supervisor, manager, or the Director. Any employee, paid or unpaid intern or non-employee who believes they have been a victim of such retaliation may also seek compensation in other available forums, as explained below in the section on Legal Protections.

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

5. The Lindenhurst Memorial Library will conduct a prompt, thorough and confidential investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.

6. All employees are encouraged to report any harassment or behaviors that violate this policy. Lindenhurst Memorial Library will provide all employees a complaint form for employees to report harassment and file complaints.

7. Managers and supervisors are required to report any complaint that they receive, or any harassment that they observe to the Director or Board of Trustees.
8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be posted prominently in all work locations and be provided to employees upon hiring.

WHAT IS SEXUAL HARASSMENT?

Sexual harassment in the form of a "hostile environment" consists of words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements, or sexually discriminatory remarks made by someone in the workplace which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, or which interfere with the recipient's job performance.

A type of sexual harassment known as "quid pro quo" harassment 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. Only supervisors and managers are deemed to engage in this kind of harassment, because co-workers do not have the authority to grant or withhold benefits.

Sexual harassment can occur between males and females, or between persons of the same sex. Sexual harassment that occurs because the victim is transgender is also unlawful.

A single incident of inappropriate sexual behavior may be enough to rise to the level of sexual harassment, depending on the severity of such incident. The law requires that the behavior be severe or pervasive, so that one joke or comment may not be enough to be sexual harassment. However, the courts have held that a single incident could be considered sexual harassment, depending on the circumstances.

DESCRIPTIONS AND EXAMPLES OF SEXUAL HARASSMENT

For the legal definition of sexual harassment, see the above section What is Sexual Harassment? Further descriptions and examples include the following:

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

- Such conduct is made either explicitly or implicitly a term or condition of employment,
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the complaining individual is not the intended target of the sexual harassment.

The following describes some of the types of acts that may be unlawful sexual harassment:

- Physical assaults of a sexual nature, such as:
  - Rape, sexual battery, molestation, or attempts to commit these assaults.
  - Intentional or unintentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body, or poking another employees' body.

- Unwanted sexual advances, propositions or other sexual comments, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning the victim's job performance evaluation, a promotion, or other job benefits or detriments;
  - Subtle or obvious pressure for unwelcome sexual activities;
  - Sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience which are sufficiently severe or pervasive to create a hostile work environment.
• 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, pornographic.

**RETLIATION IS UNLAWFUL**

It is unlawful for any employer, or any agent or employee of the employer, to retaliate against an employee who has complained of sexual harassment.

The Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- filed a formal written complaint of sexual harassment, either internally with management or human resources, or with any anti-discrimination agency,
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law,
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment,
- complained that another employee has been sexually harassed, or
- encouraged a fellow employee to report harassment.

(For employers with four or more employees, retaliation also applies to opposition to any other actions forbidden by the Human Rights Law.)

If the employee has participated in a proceeding before the Division of Human Rights, or in a 'court of law, that complainant or witness is absolutely protected against retaliation for any oral or written statements made to the Division or a court in the course of proceedings, regardless of the merits or disposition of the underlying complaint.

Even if the alleged harassment does not turn out to rise to the level of a violation of the Human Rights Law, the individual is protected if he or she 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.

**WHAT IS RETALIATION?**

Retaliation consists of an adverse action or actions taken against the employee by the employer. The action need not be job-related or occur in the workplace. Unlawful retaliation can be any action, more than trivial, that would have the effect of dissuading a reasonable worker from making or supporting a charge of harassment or any other practices forbidden by the Law.

Actionable retaliation by an employer can occur after the individual is no longer employed by that employer. This can include giving an unwarranted negative reference for a former employee.

**WHO CAN BE A TARGET OF SEXUAL HARASSMENT?**

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. A perpetrator of sexual harassment can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.
WHERE CAN 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 sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises or not during work hours.

REPORTING SEXUAL HARASSMENT

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

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

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

SUPERVISORY RESPONSIBILITIES

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

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

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

COMPLAINT AND INVESTIGATION OF SEXUAL HARASSMENT

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

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, and should be completed within 30 days. The investigation will be confidential to the extent possible. All persons involved, including complainants, witnesses and alleged perpetrators will be accorded due process to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Employees who participate in any investigation will not be retaliated against.

Investigations will be done in accordance with the following steps:

• Upon receipt of complaint, the Director will conduct an immediate review of the allegations, and take any interim actions, as appropriate. If complaint is oral, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the oral reporting.
• If documents, emails or phone records are relevant to the allegations, take steps to obtain and preserve them.
• Request and review all relevant documents, including all electronic communications.
• Interview all parties involved, including any relevant witnesses;
• Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
  • A list of all documents reviewed, along with a detailed summary of relevant documents;
  • A list of names of those interviewed, along with a detailed summary of their statements;
  • A timeline of events;
  • A summary of prior relevant incidents, reported or unreported; and
  • The final resolution of the complaint, together with any corrective actions action(s).

• Keep the written documentation and associated documents in the employer's records.

• Promptly notify the individual who complained and the individual(s) who responded of the final determination and implement any corrective actions identified in the written document.

• Inform the individual who complained of their right to file a complaint or charge externally as outlined below.

LEGAL PROTECTIONS AND REMEDIES

Sexual harassment is not only prohibited by the Lindenhurst Memorial Library but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at Lindenhurst Memorial Library, employees may also choose to pursue legal remedies with the following governmental entities at any time.

NEW YORK STATE DIVISION OF HUMAN RIGHTS (OHR)

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

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

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

You do not need an attorney to file a complaint with OHR, and there is no cost to file with OHR.

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

DHR’s main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400 www.dhr.ny.gov

Contact OHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to OHR. The website also contains contact information for DHR’s regional offices across New York State.
The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred.

If an employee believes that he/she has been discriminated against at work, he/she can file a “Charge of Discrimination.” The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)), visiting their website at www.eeoc.gov or via email at info@eeoc.gov

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

LOCAL PROTECTIONS

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th 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 physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Adopted September 22, 2018
Lindenhurst Memorial Library

Sexual Harassment Complaint Form

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

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the Director (or other supervisor). Once you submit this form, the Library must follow its sexual harassment prevention policy and investigate any claims.

If you are more comfortable reporting verbally or in another manner, the Library is still required to follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

For additional resources, visit: http://www.ny.gov/combating-sexual-harassment

COMPLAINANT INFORMATION

Name: ________________________________
Home Address: _________________________ Work Address: ____________________________
Home Phone: __________________________ Work Phone: _____________________________
Job Title: ____________________________ Email: _________________________________
Preferred Communication Method:

SUPERVISORY INFORMATION

Immediate Supervisor’s Name: __________________________
Title: __________________________________
Work Phone: __________________________ Work Address: __________________________

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made against:

   Name: _____________________________ Title: ___________________________________
   Work Address: ______________________ Work Phone: ____________________________
   Relationship to you: __Supervisor __Subordinate __Co-Worker __Other
2. Please describe the conduct or incident(s) that is the basis of this complaint and your reasons for concluding that the conduct is sexual harassment. 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 that may have information related to your complaint:

   The last two questions are optional, but may help facilitate the investigation.

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

   Employees that file complaints with their employer might have the ability to get help or file claims with other entities including federal, state or local government agencies or in certain courts.

6. Have you filed a claim regarding this complaint with a federal, state or local government agency?
   ___Yes   ___No

   Have you instituted a legal suit or court action regarding this complaint?
   ___Yes   ___No

   Have you hired an attorney with respect to this complaint?
   ___Yes   ___No

I request that the Lindenhurst Memorial Library investigate this complaint of sexual harassment in a timely and confidential manner as outlined below, and advise me of the results of the investigation.

Signature: ___________________________    Date: ___________________________
Social Media Policy

Purpose:
The purpose of the social media employed by the Lindenhurst Memorial Library is to promote and disseminate information regarding Library programs, news, projects, and ongoing activities to all members of the Library district consistent with the Library’s mission statement. The secondary purpose is to provide a forum for Library staff and patrons to share information about Library related subjects and issues.

The Library aims to provide a welcoming and inviting online space where patrons will find useful information and be able to interact with Library staff and other patrons.

While the Library encourages an open forum, posts and comments are moderated by Library staff. The Library reserves the right, at its sole discretion, not to publish/post and/or to remove submissions or comments that violate this policy and/or are otherwise inappropriate or unlawful.

The following will be removed immediately from any Lindenhurst Memorial Library social media accounts and/or forums:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Personal information, including phone numbers, addresses, etc. or requests for personal information
- Potentially libelous statements
- Plagiarized material
- Comments, links, or information unrelated to the content of the forum
- Commercial promotions, spam, political activity, or advocacy messages.

Library Employees:

Only employees designated and authorized by the Library Director can prepare content for, publish, delete, edit or otherwise modify content on the Library’s social media platforms on behalf of the Library. Designated and authorized employees are responsible for ensuring that the Library’s social media posts conform to all applicable Library rules and guidelines.
All other Library employees may post and/or comment as members of the general public, and are subject to the general guidelines set forth above, as well as the additional rules set forth below:

1. Employees are prohibited from posting or otherwise sharing confidential, proprietary, or nonpublic Library information.
2. Employees are prohibited from posting or otherwise sharing personal information regarding fellow employees, including, but not limited to, home addresses, phone numbers, social security numbers and/or medical information.
3. Employees are prohibited from posting or otherwise sharing confidential patron information, including, but not limited to, names, addresses, phone numbers, email addresses, borrowing history and/or account numbers.
4. The Library’s harassment policy shall apply to employee posts and comments.
5. Employees may not post personal views or statements as representing the views or statements of the Library. Employees who choose to identify themselves as employees of the Library on social media should state explicitly, clearly, and in a prominent place that their views are their own and not those of the Library.

In order to conduct virtual programs on Facebook, staff members may choose to use their personal accounts, or a program specific Library account (LML Programs), to log in and facilitate the program. If a staff member chooses to use his/her personal Facebook account to facilitate an official Library program, the same rules and procedures listed above shall apply to the staff member.

The Library permits the taking of photographs in accordance with its Filming and Photography Policy. The posting of such photographs on the Library’s social media shall be permitted for the purpose of advertising and/or promoting the Library’s programs and services without the prior consent of the subject(s) of the photograph(s).
Any content that staff create to post on the Library’s official social media accounts, such as videos, discussion content, artwork, etc. is to be deemed the property of the Library for all purposes.

Violations:

Patrons who repeatedly violate these rules may be barred from further commenting and/or posting.

Employee violations of this policy may result in discipline up to and including termination of employment in accordance with the requirements of any applicable statutes, rules, regulations and/or collective bargaining agreements.

Adopted: September 22, 2018
Revised: May 30, 2020
Staff Training and Development

Purpose:
Lindenhurst Memorial Library affirms the importance of an up-to-date, knowledgeable staff, and encourages their growth and development through participation in educational and training programs. Attendance and participation in library training sessions, meetings, workshops, and/or conferences is recognized as beneficial to both the Library and the public it serves. The Library encourages both Trustees and employees to participant in relevant conferences, workshops, seminars and meetings, time and budget funds permitting.

Yearly In-Service Staff Training:
The Library will close once a year to the public on a Friday for in-service staff development training. Advance notice to the public of the specific date will be posted at least two weeks in advance.

Conference/Meeting Attendance Guidelines:
A staff member must be a member of the host professional organization, or be an invited speaker to the host conference/meeting/workshop in order to request financial support for travel and related costs. The Library reserves the right to limit the number of Trustees and staff attending a single conference if attendance would negatively impact the workflow of the organization.

Conference attendance requests must be submitted prior to the conference/workshop in order for the Library to take advantage of any early bird registration fees. If approved to attend a conference, the Library will register and pay for the staff member to attend. The Director or his/her designee will consider the following in determining library support for conference attendance:

- Availability of staff to support ongoing library services to the public
- Current membership in the sponsoring organization
- Relevancy of the conference program to the duties of the employee
- Role of the employee at the conference
Cost to the Library and availability of funding

Staff members involved in the preparations for a conference/meeting/workshop may be allowed to attend on Library time with approval from the Library Director or his/her designee. Employees and Trustees are expected to share knowledge gained from continuing education opportunities with their fellow workers and/or Trustees so that the benefit to the Library is multiplied. A written report is expected within two weeks upon return from the conference, to be submitted to the employee’s immediate supervisor and the Library Director.

Expenses Eligible for Reimbursement:

- Transportation (including taxis, airport shuttles, and public transportation)
- Meals up to $50 per day, when attending an overnight conference. Expenses for alcoholic beverages will not be reimbursed.
- Lodging
- Other necessary business expenses such as mail or freight charges, tips, reasonable parking fees

Necessary and appropriate expenses, excluding registration fees, will be reimbursed with the total not to exceed $800.00. Expenses must be reported with original receipts using the designated reimbursement form provided by the Library within one week of the employee or Trustee’s return from the conference to the Business Office. Receipts that are not submitted in a timely manner will lose their eligibility for reimbursement. Expenses incurred without a receipt will not be reimbursed.

When possible, conference registration, lodging, and travel reservations may be made on the Library’s credit card. Travelers should use recommended conference hotels when appropriate. Staff is encouraged to coordinate expenses through the use of carpools or shared taxis used at the conferences. When two or more staff members attend the same event by personal automobile, staff is expected to carpool unless a justifiable reason prevents it. When two or more staff travel together, only one will be reimbursed for the mileage allowance.
The Library is a sales tax exempt organization. Prior to traveling within New York State, the employee should contact the business office to obtain a Tax Exemption certificate if planning to stay in a hotel in New York State only. Tax Exemption Certificates are not valid outside of New York State.

Air and rail travel will be reimbursed for coach/economy travel only. All travel arrangements should be made as far in advance as possible, as airfare booked early can cost less. Staff will only be reimbursed for the fee charged for one (1) piece of checked luggage. Lost baggage, clothing, or other personal items are the responsibility of the traveler. The Library will not assume responsibility for damage to personal equipment that occurs during conference travel.

Reimbursement for use of personal vehicles for library business will be at the IRS mileage rate, effective January 1 of each year. Please note that no reimbursement will be made for the cost of repairs to personal vehicles, regardless of whether the costs result from business travel or whether they result from the acts of the traveler or another individual. It is the obligation of the owner of a personal vehicle being used for Library business to carry adequate insurance for his or her protection and for the protection of any passengers. In the event of an accident, the employee is responsible for his/her own auto insurance deductible.

A rental automobile may be used when renting in a specific situation is considered to be more advantageous than other means of transportation. Rental car expenses will be reimbursable only if authorized in advanced by the Director.

All traveling staff will be credited for a 7 hour work day for each day spent at conferences, and for travel days to and from the conference. Overtime will not be granted for extended conference and travel days.

Revised and adopted April 8, 2017
Staff Email Policy

Purpose

The purpose of this policy is to ensure proper use of the Lindenhurst Memorial Library email system and to make staff aware of Library policies regarding acceptable and unacceptable use. Electronic communication, just like written communication, is a reflection of the Library, and, as such, must meet acceptable standards.

Microsoft Office 365 Outlook email system is the official email provider for Lindenhurst Memorial Library. Employees are assigned their own user account and are responsible for the safekeeping of associated password(s). Staff may not share their email passwords with anyone, including coworkers or family members other than as authorized by policy.

Staff should apply basic precautions and common sense actions to ensure the safety of their email and network security. Any indication of a virus, worm or malware being downloaded to an employee’s workstation must be reported to the business office and technology coordinator immediately.

Employees are responsible for reading their email account(s) throughout their daily work day. No staff member is required to view his/her work email on his/her own time, except management and confidential employees. Staff are expected to read email more regularly during times of emergency closures, infectious disease outbreaks, or other public emergencies where information may be transmitted often, and/or be modified frequently.

Use of the Email System

Email messages, including attachments, sent and received on Library equipment are the property of the Lindenhurst Memorial Library. Employees should not expect privacy for any email sent using Library equipment, including messages that the staff member consider to be personal, or label with a designation such as “personal” or “private.”

The email system is intended for official Library business. Staff should not use personal email accounts for Library communication. It is strongly recommended that Library employees maintain a personal
email account for communication not related to the Library. If the Library’s email system is used to send a personal message, the staff member must exercise discretion as to the number of, and content of, messages sent. All communication sent from official Library accounts may be subject to public access under the New York State Freedom of Information Law, and federal/state e-discovery rules.

**Email Conduct**

All Lindenhurst Memorial Library policies and rules of conduct apply to employee use of the Library email system. Staff may not use the email system to send harassing or discriminatory messages, including messages with explicit sexual content or pornographic images; send threatening messages; or reveal confidential Library information. The Library email system may not be used to solicit others to patronize an outside business; ask for support for outside organizations; a political candidate/cause, a religious cause, or to ask for donations to a charitable cause.

Adopted: January 26, 2000  
Revised: July 11, 2018  
            May 30, 2020
Standard Work Day

The Board of Trustees of the Lindenhurst Memorial Library, Location code 51189, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

All Department of Civil Service titles established at this location: 7 hours.

Adopted September 22, 2018
Telecommuting Policy

The Lindenhurst Memorial Library considers telecommuting (working from home) to be a viable alternative work arrangement in certain cases when job duties and assignments may be accomplished thereby. Telecommuting allows employees to work at home or in a satellite location for all or part of their regular workweek. Telecommuting is a work alternative that may only be appropriate for certain employees performing certain jobs. Telecommuting assignments are to be undertaken within the sole discretion of the Library Director.

Procedure:

1. A supervisor may suggest to the Director telecommuting as a possible work arrangement for a specified employee.
2. Definitions
   a. Telecommuting may include working from a home worksite/office\(^1\) or satellite location for a few hours; a day; or completing a short-term project. Such telecommuting arrangements are made on a case-by-case basis, focusing primarily on the business needs of the organization.
   b. Telecommuting may also include working from a home worksite/office or satellite location occurs on an on-going, regular work schedule. Individuals telecommuting assignments must hold LML positions possessing duties that may be accomplished by way of assignment. Any such telecommuting assignment will be made on a trial basis for three months, and may be discontinued, at any time by direction of the Library Director.
3. The Director will determine, with information supplied by the employee and his or her supervisor, the appropriate equipment and software needs for each telecommuting assignment on a case-by-case basis. Business Office staff will serve as resources in this matter. Employee supplied equipment and/or software may be used if deemed appropriate by the LML, subject to suspension at any

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\(^1\)Home worksite/office is a set aside defined space to conduct LML work. Appropriate equipment, software, and phone and Internet access is required. Some telecommuting arrangements, such as IT Support Services, may also require high-speed Internet access.
time. Equipment and/or software supplied by the LML will be maintained by the Library. Equipment and/or software supplied by the employee will be maintained by the employee. The LML assumes no responsibility for damage or repairs to employee-owned equipment and/or software. Equipment and/or software supplied or subsidized by the LML is to be utilized for business purposes only except in the case of a shared use agreement. The telecommuter must sign an inventory of all LML property and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment all LML property will be returned to the Library, unless other arrangements have been made.

4. Consistent with the LML’s expectations of information security for employees working in the office, telecommuting employees will be expected to ensure the protection of confidential or proprietary information accessible from their home offices or when the employees are on the road for business. Measures include use of locked file cabinets and desks; regular password maintenance; and any others appropriate for the job and the home environment established.

5. The employee will establish an appropriate work environment within his or her home for work purposes. The LML will not be responsible for costs associated with the initial setup of the employee’s home worksite/office such as remodeling, supplying furniture or lighting, nor for repairs or modifications to the home office space. Employees will receive guidance in staging a workstation designed for safe, comfortable work, and will be provided information to assess workspaces for ergonomic risks.

6. Library employees may not meet in their home with other person(s) related to the conducting of LML business.

7. Injuries sustained by the employee while at his or her home worksite during documented work times and in conjunction with his or her regular work duties may be covered by the LML’s workers’ compensation policy. Telecommuting employees are responsible for notifying the Business Office and their supervisors of such injuries as soon as possible. Failure to notify LML within 30 days after the

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2 A shared use agreement may allow the use of equipment supplied or subsidized by LML for both business and private use.
accident may result in denial of benefits in accordance with NYS Insurance Fund procedures. The employee is liable for any injuries sustained by visitors to his or her home worksite. The LML is not responsible for any incident that may occur in the employee’s home. The Library recommends that employees working at home review their homeowner’s insurance's liability coverage and discuss with their insurance agent or carrier their coverage for all matters associated with working at home.

8. The LML will supply the employee with appropriate office supplies for the successful completion of job responsibilities.

9. Under a telecommuting arrangement, the employee and supervisor will agree on the number of days of telecommuting allowed each week, the work schedule the employee will maintain, and the manner and frequency of communication. The employee agrees to be accessible by phone or email within a reasonable time-period during the agreed upon work schedule, and to have his/her work hours and location posted to the Library’s employee schedule calendar.

10. Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to record all hours worked in a manner designated by the LML. Telecommuting employees will be held to a high expectation of compliance due to the nature of the work arrangement. Hours worked in excess of those specified per day and per workweek, will require the advance approval of the employee’s supervisor. Failure to comply with this requirement may result in the immediate cessation of the telecommuting assignment.

**Telecommuting Agreement:**

Before entering into a telecommuting agreement, the employee and supervisor, with the assistance of the Library Director, will evaluate the suitability of such an arrangement, paying particular attention to the following areas:

a. Employee suitability. The employee and supervisor will assess the needs and strengths of the employee, compared to those customarily recognized as appropriate for successful telecommuters.
b. Job responsibilities. The employee and supervisor will discuss the job responsibilities; scheduling issues; and determine if his/her job duties as assigned may be accomplished under such an arrangement.

c. Home worksite/office. The employee and supervisor will consider the home worksite/office space and equipment needs for the employee to work at home.

d. Tax and other legal implications for the business use of the employee’s home based on Internal Revenue Service (IRS) and state and local governmental restrictions. Responsibility for fulfilling all regulatory obligations rests solely with the employee.

1. If the employee and supervisor agree, and the Library Director concurs, a draft formal telecommuting agreement will be prepared and signed by all parties; a three-month trial period will commence.

2. Evaluation of telecommuter performance during the trial period may include daily interaction by phone and e-mail between the employee and the supervisor, and weekly face-to-face meetings to discuss work progress and any issues arising. At the conclusion of the trial period, the employee and supervisor will each complete an evaluation of the arrangement and make recommendations for continuance, modifications or cessation. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the Library in both content and frequency and will focus on work output and completion of objectives.

3. An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process and will be more structured during the trial period. After conclusion of the trial period, the supervisor and telecommuter will communicate on a level consistent with employees working at the Library or in a manner and frequency that is deemed appropriate for the job assignment.

4. Telecommuting is not designed to be a bridge for assuming appropriate family care. Although an individual employee’s schedule may be modified to
accommodate child-care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are expected to discuss the requirements of telecommuting with family members prior to entering into a trial period.

5. Employees entering into a telecommuting agreement may forfeit use of a personal office or workstation to maximize LML office space needs.

6. The availability of telecommuting as a flexible work arrangement for employees of the Library may be discontinued at any time at the discretion of the Library Director. Every effort will be made to provide 30 days’ notice of such a change to accommodate commuting, child-care and other matters that may arise from such a change. There may be instances, however, when no notice is possible.

Telecommuting Procedures:

1. All telecommuting arrangements are made on a case-by-case basis, focusing first on the needs of the Library.

2. If the employee and supervisor agree on a telecommuting arrangement, the employee may be required to complete and submit the Informal Telecommuting Request Form, at the discretion of the supervisor.

3. A supervisor must approve an informal telecommuting request PRIOR to the date/time of the request.

4. A telecommuting arrangement may not be in conflict with any LML personnel policy provisions.

5. A supervisor must meet with the Library Director to discuss the telecommuting proposal PRIOR to any agreement being made between the employee and supervisor.

Approved: June 20, 2020
TELECOMMUTING AGREEMENT

This is an agreement between the Lindenhurst Memorial Library (the “Employer”), ______________________________ (the “Employee”), and __________________________ (the Employee’s Department Head) and shall cover the period from __________________ through ____________________.

This agreement establishes the terms and conditions of telecommuting. The Employee volunteers to participate in the telecommuting program and to follow the applicable guidelines and policies. The Employer agrees with the Employee’s participation.

Duration: This agreement is subject to review and for renewal every three months by the Employer, Employee, or Department Head.

Work Hours: Work hours and telecommuting location are specified as part of this agreement.

Pay and Attendance: All pay, leave and travel entitlement will be based on the Employee’s official work location. The Employee’s time and attendance will be recorded as if performing official duties at the Library.

Leave: Employee must obtain Department Head’s and Director’s approval before taking leave in accordance with established Library procedures. The Employee agrees to follow established procedures for requesting and obtaining approval of leave.

Equipment: Director, Department Head and Employee must agree upon the equipment to be used in telecommuting. The Employer is not required to provide equipment for the telecommuting location; however, with the approval of the Director, the Employee may be provided with Employer-owned equipment necessary to perform work assignments.

Employer-owned Equipment: (List all Employer-owned equipment to be used in telecommunication services.)
Maintenance of Equipment: Equipment provided by the Employer must be protected against damage and unauthorized use. Employer-owned equipment will be serviced and maintained by the Employer. Equipment provided by the Employee will be at no cost to the Employer, and will be maintained by the Employee.

Cost: The Employer will not be responsible for operating costs, home maintenance, or any other incidental costs (e.g. utilities), associated with the use of the Employee’s residence. The Employee is eligible for any reimbursement for authorized expenses incurred while conducting official business for the Employer.

Liability: The Employer will not be liable for damage(s) to the Employee’s property resulting from participation in the telecommuting program. In signing this document, the Employee agrees to hold the Employer harmless against any and all claims, excluding workers’ compensation claims.

Worker’s Compensation: The Employee is covered by workers’ compensation if injured in the course of performing official duties at the telecommuting location.

Verification of Home Safety: In signing this agreement, the Employee verifies that the telecommuting location provides a workspace that is free of safety and fire hazards.

Work Assignments: The Employee will correspond regularly with the Department Head and/or Director to receive assignments and to review completed work. The Employee will complete all assigned work according to procedures mutually agreed upon with Department Head and/or Director.

Evaluation: The evaluation of the Employee’s job performance will be based on established standards. Performance must remain satisfactory to remain a participant in the program. Employees will not be allowed to telecommute while on probation and/or in progressive discipline.
Records: The Employee will apply safeguards, which are approved by the Employer to protect records from unauthorized disclosure or damage. All records, papers and correspondence must be safeguarded for their return to the Library.

Curtailment of the Agreement: The Employee may stop participating in this program at any time. Management has the right to remove the Employee from the program if participation fails to benefit organizational needs.

The Employee agrees to work at the official work location or telecommuting location, and not from another unapproved site. Failure to comply with this provision may result in termination of the agreement, and/or other appropriate disciplinary action.

Work Hours and Location: The following are the official work location, telecommuting location and general work hours agreed to as part of this Telecommuting Agreement:

Telecommuting Location:

________________________________________________________________

General Work Hours: DAYS and HOURS (start time and end time)

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

________________________________________________________________

Telecommuting Work Plan: (Include a description of duties to be performed; how work output will be reviewed, monitored and measured; and how supervision will be provided.) (Attach additional sheets if necessary.)

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

In addition, the Employee agrees to fill in the daily work log to submit and share with the Department Head and/or Director.
We agree on this date to abide by the terms and conditions of this agreement.

_________________________  _______________________
Employee                      Date

______________________________  _______________________
Department Head               Date

______________________________  _______________________
Director                      Date

Approved 6/20/2020
To support remote work, submit anticipated task outline to supervisor beforehand.

To document remote work, resubmit at the end of the day to verify completion or note changes. Can be handwritten or typed & additional boxes added.

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<th>Hourly Duration</th>
<th>Tasks to be Completed</th>
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<td>Include details where appropriate if needed</td>
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Completed by: ______________________  Date: ____________

Approved by: ______________________  Date: ____________

Board Approved: 6/20/2020
Workplace Violence Prevention

The Lindenhurst Memorial Library maintains a zero tolerance for violence at work. The Library is committed to providing a safe and secure environment for staff and patrons. Section “27-b” of the New York Labor Law, enacted on June 7, 2006 requires public employers to perform workplace and risk evaluations at each worksite, and thereafter develop and implement programs seeking to prevent or minimize the prospect of workplace violence caused by assaults and homicides. The statute is designed to ensure that the exposure of workplace assaults and homicides is regularly evaluated by employers and that workplace violence protection programs are implemented to prevent or minimize hazards to public employees. The Library’s implementation of the provisions of the Workplace Violence Prevention Law will be in accordance with Rules and Regulations enacted by the New York State Labor Department.

The Library adopts as the definition of “workplace violence” the National Institute for Occupational Safety and Health (NIOSH) version:

“Violent acts (including physical assaults and threats of assaults) directed toward persons at work or on duty. Workplace violence is any physical assault, threatening behavior or verbal abuse occurring in the work setting.”

Workplace Violence Risk Evaluation

The Library shall conduct a risk evaluation to determine the potential dangers that employees may face from workplace violence risks and assure the development of a workplace violence prevention program. While workplace violence may occur in any workplace setting, certain employment activities may pose higher risks, including:

- Duties that involve the exchange of money and the imposition of fines, penalties and suspensions
- Working alone or in small numbers
- Working late evening hours, walking to cars after closing
- Security and maintenance of public order duties/potentially disruptive patrons
- Unauthorized loitering outside building or in lobby areas
• Unauthorized persons attempting to gain access into non-public areas of Library
• Sexual harassment of staff
• Working in community-based settings

Library Compliance with Statutory Requirements

The Library shall:

1. Perform a risk evaluation of the workplace to determine the presence of factors or circumstances that might unduly place employees at risk from occupational assaults and homicides
2. Prepare a workplace violence prevention program and
3. Train and inform employees on the requirements of the law and identify and monitor workplace risk factors.

The Library will develop and implement a written workplace violence prevention program and provide employee training on workplace violence prevention measures and other safeguards as contained within the Library’s written program.

Library administration shall also provide all employees a copy of the written program. Employee workplace violence training will be provided at the time of job assignment and annually thereafter. The written workplace violence prevention program will be pro-active, capable of assessing potential threats before they occur, and capable of immediately responding to actual incidents of workplace violence.

Workplace Violence Prevention “Risk Evaluation”

The Library Administration will perform a risk evaluation inspection of the workplace focusing on the identification and assessment of potential hazards and conditions that might place employees at risk of occupational assaults or homicides. Risk evaluation techniques will include the following:

• An examination of the history of past incidents to identify patterns or trends which occurred in the workplace
• A review of Library records of occupational injury and illness logs and incident reports to identify if injuries have resulted from workplace violence incidents
- Inquiries of employees to obtain details associated with the occurrence of workplace violence incidents
- Conducting physical workplace security building surveys
- Adopting a policy of all employees walking to their cars after hours
- Surveillance camera systems monitoring interior and exterior of Library facilities
- Building security system including silent alarms (panic buttons) at a minimum of three (3) service desks and the Rave Panic Button app available to staff to be installed on their personal devices
- Adequate exterior lighting covering parking lots, walkways and building exits
- Non-public areas of the Library requiring key pad entry and codes changed periodically
- Enforcement of existing Library workplace rules
- Board adopted disruptive patrons, code of conduct, unattended children, and sexual harassment policies being enforced
- Employee training (initial and annual thereafter) to increase employee awareness and reporting requirements of workplace violence
- Conducting annual security analyses including the inspection of Library buildings and sites, with evaluators being the Library Administration, consultants or law enforcement authorities
- Periodic staff training (including safety issues) throughout the year
- Posting of workplace violence policy statements in staff areas

**Employee Awareness**

The Library employees’ best protection from workplace violence is knowledge and understanding of the warning signs of potentially violent individuals or situations. The Library will emphasize training and education programs, as well as reinforcing the Library’s “zero tolerance” workplace violence policy in an effort to reduce the possibility of workplace violence. Moreover, the Library will emphasize the necessary immediate reporting of any workplace violence incident to Library Administration and the local law enforcement authorities to ensure prompt action.

**Workplace Violence Prevention Training Program**

Workplace violence prevention training for employees will be specific to the Library facility and staff duties performed, and shall address essential topics, including:

- Description of workplace violence
- Dissemination of information regarding early detection of potential violent conduct
• Expeditious communication of threats or suspicious behavior to Library Administration, security staff, supervisors and the Librarian-in-Charge
• Expeditious communication of acts of violence to the Library Administration, security staff, supervisors and the Librarian-in-Charge
• Protocols for reporting threatened or actual workplace violence:
  o A person becoming aware of threats of workplace violence or suspicious behavior will immediately report this information to a Library supervisor, security staff, and the Library’s Administration
  o The Library’s security staff, supervisors, Librarian-in-Charge, or Library Administration will approach the person exhibiting threatening or potentially threatening behavior and engage in appropriate inquiry of such person
  o If determined reasonably necessary, the Library’s security staff, supervisors, Librarian-in-Charge or Library Administration will confirm the identity of such person and his/her intentions; and if warranted by reason of the severity of the risk, determine whether such person should be escorted from the Library premises or to summon law enforcement authorities

• Strategies for avoiding incidents of Workplace Violence
  o Workplace Violence reporting procedures
  o Mandatory reporting of all incidents
  o Circumstances warranting Library investigation of individuals
  o Employees’ communications with Library Administrators relating to Workplace Violence

Record Keeping and Reporting Requirements
The Library Administration shall comply with all statutory requirements for recording and reporting incidents of workplace violence.

The Library shall record an employees’ workplace violence injury if it results in death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid and loss of consciousness. Additionally, the Library will utilize accident and illness recordkeeping information to ensure the effectiveness of the Library’s written workplace violence prevention plan.

The workplace violence written program shall be reviewed at least annually; the program may be modified to incorporate any needs identified by actual issues of workplace violence which occur during the year. All reports of workplace violence
incidents which occurred during the previous year shall be discussed at the annual program review.

The workplace violence training program and record keeping and recording requirements shall be observed on a continuing basis.

**Administrative Regulations**
The Library Director shall be authorized to enact and implement administrative regulations and procedures to fulfill the requirements of this policy and the law.

Adopted: September 27, 2007
Revised: September 21, 2019