MOHAWK VALLEY LIBRARY SYSTEM

PERSONNEL MANUAL

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HISTORY OF THE MOHAWK VALLEY LIBRARY SYSTEM

The Mohawk Valley Library System held its organizational meeting in November 1959 and received approval of its application for a charter from the New York State Board of Regents in May 1960. Included in the first plan was full library service to Schenectady County, to all of Schoharie County, and to those portions of Montgomery County not served by a chartered library. After the election of officers at the first meeting in January 1960, plans immediately began for the establishment of bookmobile service to the unserved areas of Schoharie and Montgomery counties. The first bookmobile was delivered on December 31, 1960. The System began operating January 2, 1960 in temporary quarters in an old electrical plant on Campbell Avenue. In 1966, the System moved to its own building at 858 Duanesburg Road.

The original member libraries were: the Cobleskill Public Library, Middleburgh Library, Mary Beatrice Cushing Memorial Library (Schoharie), and the Sharon Springs Free Library in Schoharie County; the Fort Hunter Free Library in Montgomery County; and the Schenectady County Public Library. Subsequently, these were joined by the Gloversville Free Library and the Johnstown Public Library in Fulton County; the Amsterdam Free Library, the Canajoharie Library and Art Gallery, the Frothingham Free Library in Fonda, the Fort Plain Free Library, and the Margaret Reaney Memorial Library in St. Johnsville -- all in Montgomery County. The system charter was revised to include full library service to all areas of the four counties: Fulton, Montgomery, Schenectady and Schoharie. In 1986, the Northville Public Library became the fourteenth member of the system.

Since 1984, MVLS has worked with the Southern Adirondack Library System to provide technology services and an integrated library system through the MVLS/SALS Joint Automation Project. More information is on the Joint Automation website at: https://jacouncil.sals.edu/.

MVLS provides services to member libraries through a state approved Plan of Service. Information on the Plan of Service is available on the MVLS website at: https://www.mvls.info/mission-and-plan-of-service/.

MVLS operates according to board approved mission and vision statements. Information on the mission and services are available at: https://www.mvls.info/plan-of-service/.

MVLS services are administered by the MVLS staff. Staff information is on the system website at: https://www.mvls.info/mvls-staff/.

The MVLS Board of Trustees, working according to New York State Education Law and Regulations, is the governing authority of the system. Information on the board is on the website at: https://www.mvls.info/trustees/.

The Director of the System is appointed by the Board of Trustees, is responsible and accountable to the board, and is charged with system administration. The Director is also responsible for the appointment and evaluation of personnel.

The Assistant Director is appointed by the Director with approval of the Board of Trustees, is responsible to the Director, and acts for the Director when the Director is unavailable.

The MVLS Plan of Service, Bylaws, Board of Trustee minutes, and other information are available on the MVLS website: www.mvls.info.

I. PROVISIONS RELATING TO ALL EMPLOYEES

A. APPLICATION AND APPOINTMENT

1. Selection

a. Positions are established and abolished by the Board.

b. Appointments to the staff are made by the Director and confirmed by the Board of Trustees.

2. Requirements for Employment

a. The Mohawk Valley Library System is an equal opportunity employer. MVLS will not discriminate against any employee or applicant for employment on the basis of race, religion, color, national origin, age, sex, disability, marital status, sexual orientation, military status, predisposing genetic conditions, familial status or domestic violence victim status.

b. Appointments and staff promotions will be made on the basis of qualifications, including educational background, appropriate experience, aptitude for the position, and satisfactory employment references.

c. Written examinations to test the qualifications of an applicant, and/or personal interviews, may be required before a final appointment is made.

d. Professional librarians are required to have or be eligible for a New York State public librarian's professional certificate upon appointment and must obtain the certificate within a reasonable time thereafter and meet all requirements to maintain that certificate.

e. MVLS expects that all information furnished with an application for employment will be accurate. Misrepresentations or falsification of employment data may result in disqualification of the individual for consideration for employment, or, if hired, termination of employment.

3. Promotion

Employees are eligible for promotion at the discretion of the Director upon the recommendation of the immediate supervisor.

4. Working Papers

Employees and volunteers under the age of 18 must obtain working papers before commencing employment.

B. TEMPORARY POSITIONS

1. A temporary employee is one appointed, for a period not to exceed one year, to fill the position of a permanent employee on a leave of absence, or to perform a special project not requiring permanent employees. A temporary employee cannot become a permanent employee as the result of the temporary appointment. A temporary employee may also be known as a term or an itinerant employee. Substitutes will be treated as temporary employees in accordance with the applicable language below.

2. A temporary employee who works more than 50% of the normal workweek for a period of more than 6 months accrues benefits, other than seniority or permanent status, in the same manner as a full-time employee.

3. A temporary employee who works less than 50% of the normal workweek or for a period of less than 6 months, accrues no benefits, except the following, if otherwise eligible:

a. Retirement

b. Social Security

c. Disability and unemployment coverage

C. STAFF DEVELOPMENT AND TRAINING

1. Introduction of new employees

a. Orientation

All MVLS employees are expected to be familiar with the system information on our website at www.mvls.info. Staff is strongly encouraged to subscribe to website posts and to check the MVLS website regularly.

All employees are provided with a copy of the MOHAWK VALLEY LIBRARY SYSTEM PERSONNEL MANUAL containing System personnel policies. It is the responsibility of each employee to become thoroughly familiar with these policies.

b. Job Descriptions

A job description is included with postings for positions at MVLS and is available to each new employee. Employees are expected to familiarize themselves with their individual job descriptions and to be responsible for knowledge of the duties and requirements of the job.

c. Training

Responsibility for the training of each new employee lies with the immediate supervisor.

d. Building Entry and Security

Each employee may be issued a key to the Service Center and a personal security code permitting entry into the building while the security system is on. New employees will be trained in activating and de-activating the system. See also: Section F 8 Daily Closing of the System Building, page 16.

2. Position Review & Goal Development

a. Each employee will meet annually with their supervisor to review their specific job description and short and long term goals. Job Descriptions and goals will be updated or affirmed each year.

b. Employees and supervisors should expect regular communication concerning priorities and resource needs.

3. Staff Meetings

All employees are expected to attend staff meetings when requested. Work time is allowed for attendance at such meetings. Employees enter such time on their time sheet as time worked.

4. Civic, Educational, and Professional Organizations

Employees are encouraged to become members of civic, educational, and professional organizations and may participate in the work of such organizations during work hours at the discretion of the Director. Before accepting any responsibility requiring use of work time, employees must consult the Director and obtain written approval. The Director may appoint employees to attend meetings that may be of value to the individual and the Employer.

D. SCHEDULES

1. Hours

a. Full-time Employees

The normal workday for full-time employees begins at 8:30 and ends at 4:30. The Director may authorize an employee to work a different workday, as appropriate. Employees may request occasional deviations from the schedule by contacting the Director. Requests for a regular alternate schedule should be made to the Director in writing. The director's response will also be in writing, and is revocable by either party by writing. The workweek is 35 hours; one hour is allowed for meal periods daily. A 15 minute break is allowed for every consecutive 3 1/2 hours worked. (Two breaks in the normal work day)

b. Part-time employees

Part-time employees work scheduled hours unless otherwise requested by the Director. Part-time employees receive one 15 minute break for every consecutive 3 hours worked.

c. Time Sheets

(i) All employees are required to complete a Time and Attendance Record, signing it and returning it to their supervisor at the end of each payroll period. This should reflect hours worked and benefit time used by the employee during the payroll period. These forms are reviewed and signed by the ~~Administrative Assistant~~ Office Administrator and the Director or designee.

(ii) Leave must be requested from the Director either electronically or by written forms.

(iii) Timesheets will reflect time spent at the service center or providing system services at other locations unless the employee has prior written approval for conference or meeting attendance, or to work from home.

2. Lateness

a. Policy

Employees are expected to report to work on time, including return from breaks and lunch. If late, employees may make up lost time, preferably on the same day.

b. Method of Reporting

When employees know they will be unavoidably late, notification to the MVLS Service Center should be made at the start of the work period.

3. Lunch

Lunch hours are usually scheduled between 12:00 noon and 2:00 p.m. Employees should cooperate in the scheduling of breaks and lunch periods, to ensure adequate coverage of the Service Center. Employees may occasionally alter lunch schedules by notifying the Director. Requests for more regular changes to the lunch schedule should follow the procedures outlined under Hours above.

4. Work From Home

Employees shall, with advance approval from the Director, be permitted to work from home, taking into account the need to have the building staffed, the ability of employees to accomplish necessary tasks, perform job duties, and provide service to the member libraries. Requests to work from home on a regular basis should be made to, and confirmed by, the Director in writing. Emergency work from home is further addressed below under Emergency Closings.

E. SALARY AND BENEFITS

1. Salary Range

Salaries are set by the Board of Trustees. Each year, as a part of budget development and planning, the board will discuss and approve a salary package for the following year. While the board is not bound to any precedent, common practice has been to grant a percentage-based increase to employees based on CPI and other factors.

In addition, the board's common practice has been to grant longevity salary increases after the completion of 10, 15, 20, 25 and 30 years of service.

Employees will be required to sign off on their salary and benefits package each year.

2. Payment

a. The pay period is calculated on a 5 day work week of 35 hours for 52 weeks.

b. Employees are paid on the 15th and on the last day of each month.

(i) Checks are released only to the person to whom they are made out, unless prior arrangements have been made with the Director or the ~~Administrative Assistant~~ Office Administrator.

(ii) During vacation periods, checks may be mailed to the employee's home. These arrangements are made with the Director or the ~~Administrative Assistant~~ Office Administrator.

(iii) Direct deposit of payroll checks into a designated account is available to all Employees.

c. All full-time employees are paid for the current pay period and are ordinarily paid 1/24th of their annual salary each pay period. Part-time employees are paid for hours worked during the previous pay period.

d. Automatic deductions will be made for the following:

Federal and New York State withholding taxes

FICA (Social Security) taxes

New York State Employees' Retirement System contributions for employees enrolling after July 1, 1976

The employee's share of health insurance premiums

e. At the employee's request, deduction will be made for the following:

TIAA Cref contributions

NYS Deferred Contribution Plan

Payment for other workplace-sponsored insurance or other benefit program.

f. At the onset of employment, an employee has the option of enrolling in the MVLS **"Premium Conversion Plan"**. The employee contribution towards health insurance may be used by the employee to reduce his/her liability to the Federal and State Government by reducing taxable earnings.

Employees may elect to change their participation at the beginning of the plan year based on the conditions cited in the election form. Further information may be obtained from the ~~Administrative Assistant~~ Office Administrator.

3. Holidays

a. All full-time employees are granted 14 paid holidays per year. Part-time employees who work at least 17.5 hours in a typical week are granted paid holidays on a pro-rated basis.

b. Paid holidays include:

New Year's Day	Columbus Day
Martin Luther King Jr. Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Juneteenth	Christmas Eve
Independence Day	Christmas Day
Labor Day	

There shall be an additional, floating holiday, which shall be taken by each employee on a day selected by the employee subject to the approval of the Director.

When a holiday falls on a Sunday, the Monday following shall be observed as the holiday. When the holiday falls on a Saturday, the previous day (Friday) shall be observed as the holiday.

c. Time required for observance of a religious holiday which is not an Employer paid holiday must be requested as personal or vacation leave.

d. When a holiday occurs during the period of an employee's vacation, it is not considered a paid vacation day.

4. Vacation Leave

a. Vacation leave is earned at a rate of 11.67 hours per month for full-time employees (currently 20 days per year). After 10 years of service, one day per year of additional vacation will be accrued to a maximum of 25 days. Part-time employees who work at least 17.5 hours in a typical week are granted paid vacation time on a pro-rated basis.

b. No more than the equivalent of one year's accruals may be accumulated except by permission of the Director.

c. No vacation time may be taken during the first six months of employment. Vacation time is earned during this time, but it may not be taken unless approved in writing by the supervisor.

d. Vacation leave may not be taken in advance, but only as earned and accumulated.

e. Vacation leave may not be taken in blocks of less than 1/2 hour.

f. Requests for vacation leave shall be processed as follows:

(i) Vacation leave requests should be sent to the Director as soon as it is feasible in order to establish a long range vacation schedule for the year. Anticipated extended vacation leave should be noted at this time. Written approval is returned to the employee.

(ii) Other vacation leave requests or changes may be submitted for approval during the year, at least twenty-four hours in advance, whenever possible.

(iii) All vacation leave requests must have approval of the immediate supervisor before submission to the Director.

5. Sick Leave

a. When employees are unable to work because of individual or family illness, the employee or designee should notify MVLS by calling or electronically.

b. Full-time employees accrue sick leave at a rate of 7.58 hours per month (currently 13 days per year). Part-time employees who work at least 17.5 hours in a typical week are granted sick leave on a pro-rated basis.

c. Sick leave may be used for illness, disability, or medical appointments for the employee or for family members under the employee's care. Sick leave which is unused but earned may be accumulated up to a total of 185 days.

d. Questions on the amount of sick leave accrued should be addressed to the ~~Administrative Assistant~~ Office Administrator. Up to 185 days of accrued unused sick leave may be applied as service credit upon retirement, in accordance with the provisions of Section 41 subdivision j of the Retirement and Social Security Law.

e. Sick leave may be used for lateness due to inclement weather in lieu of personal leave.

f. Unused sick leave is cancelled upon resignation or termination of services, except in the case of retirement.

g. A doctor's certificate, stating that the employee is able to return to work, may be required before an employee returns from an extended sick leave period. The statement must indicate when the employee will be able to return; what restrictions, if any, there are on the employee's work schedule or activities; and how long such restrictions are expected to endure.

h. A sick employee may use leave with pay according to the following order of priorities: unused sick leave, and the staff member's choice between unused vacation or personal leave. Following the exhaustion of all sick, personal and vacation leave allowances, an employee may be eligible for up to 6 months of extended leave at partial pay. The decision whether to petition the Board for such extended leave is in the sole discretion of the Director; the Director may include the length of the employee's service among the factors considered in determining whether or not to submit the petition.

i. A sick employee may also request donation of leave time through the MVLS Voluntary Leave Donation Program (Appendix A).

6. Personal Leave

a. Personal leave is allowed for the transaction of personal business that must be attended to during the normal working day. The minimum block of time to be allocated to Personal Leave is ½ hour.

b. Paid Personal Leave is granted on the basis of 35 hours per year for full-time employees. Part-time employees who work at least 17.5 hours in a typical week are granted paid personal leave on a pro-rated basis. Unused accumulations of personal leave shall be added to the employee's choice of either vacation leave or sick leave accumulations on January 1 of each year.

c. Personal leave requests must be submitted for approval to the immediate supervisor at least twenty-four hours in advance, whenever possible.

d. A request for personal leave shall be submitted electronically to the Director or supervisor.

7. Other Types of Leave

a. Bereavement Leave

Up to (5) days paid leave for absence due to death of the employee's spouse, child (including stillbirth or pregnancy loss), parent, stepparent, or sibling, or the death of any person who is an actual member of the employee's household, and up to (3) days paid leave for absence due to death of a child-in-law, parent-in-law, sibling-in-law, grandparent or grandchild. Part-time employees who work at least 17.5 hours in a typical week are granted leave on a pro-rated basis.

b. Paid Leaves

(i) Jury Duty

To meet an obligation of a citizen by serving in juries, all employees will be granted time off with pay to serve as a juror. Compensation received by the employee for such services as a juror, except parking and mileage fees, will be paid by the employee granted time off to the Employer soon after the compensation is received by the employee.

If released from jury service two hours or more before the end of the work day, the employee must promptly return to work. In order to be credited with Jury Duty Leave, the employee must present

documentation from the Court that the employee served each day for which leave is requested. Where jury duty creates a hardship, the Employer may ask to have the employee excused from jury duty.

(ii) Conference and Workshop Attendance

Leave may be granted for attendance at meetings designed to develop abilities and train employees. An employee may request leave for this purpose from the Director.

The Employer may pay the expenses of an employee incurred by attending conferences and workshops at the Employer's request, within the limitations imposed by its current annual budget allotment.

The Director will select the employees who will be authorized to attend conferences and workshops and determine the expenses to be paid by the Employer.

Within the confines of the budget, reimbursements for meals associated with conference attendance will be capped at the standard GSA rate for New York State.

c. Unpaid Leaves

No unpaid leave of absence, except Military Leave, shall be granted to an employee who has been in the Employer's service less than six (6) months.

The employer may, at its discretion, grant an unpaid leave of absence for a period not to exceed one year. All requests must be made in writing to the Director. Unpaid leave may include childrearing leave or leave requested pursuant to the Family Medical Leave Act. Employees will not accrue seniority or any additional leave while on an unpaid leave.

d. Summer Hours

During the period between July 1 and Labor Day, the workplace will close at 1:00 p.m. on Fridays representing a 2.5 hour reduction in the workweek. Employees will not take lunch breaks when the workplace closes early. Employees will continue to be paid their regular compensation during these summer periods.

8. Health Insurance

a. The Employer shall provide health insurance to its employees through a mutually agreed on plan which may be changed from time to time by mutual agreement. The participating employee’s share of the premiums shall be taken by the employer out of the employee’s pre-tax salary, so long as the practice is permitted by the Internal Revenue Service.

The employer shall pay the following percentage of premiums for health insurance on behalf of eligible employees who were in service on October 31, 2010:

Individual, 90%; Two-person, 85%; Family, 70%

The employer shall pay the following percentage of premiums for health insurance on behalf of eligible employees who commence service on or after November 1, 2010:

Individual, ~~85%~~ 90%~~;~~ Two-person, ~~80%~~ 85%~~;~~ Family, ~~65%~~ 70%

b. All staff members who regularly work at least 25 hours per week, and whose anticipated period of employment is at least 6 months will be eligible to apply for coverage. Employees may change coverage options each year during the carrier's open enrolment period.

c. Employees hired on or before December 31, 2012, with 20 or more years of service shall continue to be eligible to receive health insurance benefits on retirement and shall share any increases in premiums with the Employer in the same manner as do employees receiving the same benefit.

d. Coverage while on leave without pay may continue if the employee files the appropriate application and assumes payment of each monthly premium to the employer in advance. Coverage for terminated employees is dictated by COBRA, the Affordable Care Act or other applicable law.

e. Detailed information on specific benefits is available from the ~~Administrative Assistant~~ Office Administrator and the health insurance booklets, website or other information provided by the plan.

f. Medicare

(i) An employee, retiree, or employee's/retiree's spouse, reaching age sixty-five (65) must elect Medicare as the primary insurer, and the Employer's insurance plan will then become secondary payer.

(ii) There will be annual reimbursement of Medicare payments in December for eligible active and retired employees and their eligible dependents. Eligible retirees are those who have completed at least ten years of service and who retired from the System. Medicare payments will not be reimbursable if the employee is already being reimbursed by another entity.

9. Retirement and Social Security

a. Retirement

(i) All employees are automatically enrolled in the New York State Employees' Retirement System. All employees with previous enrollment in the retirement system must apply for membership.

(ii) For information concerning retirement benefits contact:

New York State Employees' Retirement System
110 State Street
Albany, New York 12225
Telephone: (518) 474-7736

(iii) An application to the New York State Employees' Retirement System office in Albany must be made before retirement. A visit is advisable. Forms are available from the retirement office. Follow the Retirement Office guidelines on when to apply.

b. Social Security

All employees are automatically enrolled in Social Security (FICA).

c. Other Retirement Savings Options

MVLS may provide access to additional retirement savings options, including a 403(b) plan, at the discretion of the Board of Trustees. All contributions to these additional retirement savings options will come from voluntary employee payroll deductions in conformance with the Internal Revenue Code.

10. Disability Worker's Compensation and Unemployment Coverage

All employees are covered by New York State Disability and Standard Workers' Compensation. Information about coverage and appropriate application forms may be obtained from the ~~Administrative Assistant~~ Office Administrator. MVLS is self-insured for unemployment coverage.

An employee who has applied for Worker's Compensation benefits may use sick leave while waiting for approval of the application for benefits. Once Worker's Compensation benefits are approved, the System will supplement the employee's benefit from the employee's available leave allowances until all such leave allowances are exhausted. The leave donation program may not be used to extend the period during which the employee's Worker's Compensation benefit is supplemented. The supplemental amount paid will be calculated so that the employee's biweekly disposable income from Worker's Compensation and the MVLS payroll combined will be equal to the biweekly disposable income the employee would have if s/he were being paid as an active employee.

While on leave, the employee will not accrue seniority. If the leave is for six months or more, the employee will not advance on the salary schedule at the next opportunity for such advancement which follows the commencement of the leave; if the leave is for less than six months, the employee will advance on the salary schedule as if the employee's service had not been interrupted by the leave.

While on leave, the employee will not accrue additional sick or vacation leave or other benefit credits.

If any part of the initial full payment is reimbursed by the Worker's Compensation system to MVLS, leave allowance will be restored to the employee to the extent of the reimbursement.

11. Tuition Reimbursements

Employees who pursue work related higher education from a credentialed provider may request partial tuition reimbursements from MVLS for completed coursework. Reimbursements will be for no more than 50% of paid tuition,

capped at $2,000 per year for each employee. All tuition reimbursement requests must be approved by the Board of Trustees. Employees who leave employment at MVLS within one year of receiving a tuition reimbursement must return that reimbursement to MVLS.

F. EMPLOYEE RESPONSIBILITIES

1. Personnel Matters

a. Forms

Upon entering and terminating employment with the Employer, an employee must personally complete personnel forms by visiting the ~~Administrative Assistant~~ Office Administrator. This process is designed to inform employees of their rights, responsibilities, and benefits and to provide the Employer with the necessary information for personnel records.

b. Change of Status

Employees are responsible for informing the ~~Administrative Assistant~~ Office Administrator of any change in name, address, telephone number or marital and dependent status.

c. Bulletin Boards

Employees are urged to check bulletin boards, email and employee mailboxes regularly for official notices. Employees should be familiar with the information contained in posted notices.

2. Attitudes

a. Employees are expected to be courteous and businesslike in their interactions with member library staff and representatives, other employees, and the public.

b. Employees should not discuss personal or Employer matters within hearing of the public. The internal affairs of the Employer are to be held in confidence.

3. Conduct

a. Employees should work in a professional manner with consideration of their fellow employees.

b. Eating and drinking are to be confined to specified areas only.

c. Employees are requested to limit personal telephone calls to those absolutely necessary.

d. Employees should not be solicited for any purpose by any employee or the public.

e. The use of illegal drugs, alcohol or tobacco in the Service center or on MVLS property is prohibited except that employees may smoke outside the building (50 feet or more away from the building) during their breaks.

4. Work Performance

A full day's work in both time and quality is expected.

5. Dress

Neatness in personal appearance is important. Employees are expected to dress suitably and in good business taste.

6. Loss of Personal Property

The Employer is not responsible for loss of personal property.

7. Speaking to Groups

a. All requests for talks about MVLS should be made to the Director by the group requesting the talk. If the group makes the request to the employee they wish as a speaker, s/he should request permission before the talk.

b. Employees are allowed time for the talk as well as necessary travel time. The time should be taken from the day's schedule, if possible.

c. When possible, some library time may be allowed for the preparation of talks.

8. Daily Closing of the System Building

Employees are responsible to ensure that the Service Center is appropriately secured at the end of the business day. Upon closure of the building, employees should ascertain that copier and other equipment is off and lights, except for those in the two side corridors, are extinguished. All doors to the building should be locked. The last employee to leave the building must activate the security system.

G. EMPLOYEE PRIVILEGES

1. Staff Areas

a. Staff room and rest rooms are available for employee use.

b. Cleaning and janitorial services are routine. However, employees must keep staff areas neat and are responsible for washing dishes and cooking equipment that they have used.

c. Food stored in the refrigerator should be removed at the end of the week to prevent spoilage and accumulation.

2. Internet and Email

The Employer may assign the employee an e-mail account and provide Internet access so that the employee can perform job duties. Use of these resources for personal purposes is not prohibited, but employees are expected to behave responsibly in their use. The Employer may at any time review and monitor any file or data stored on Employer computers, or on removable media used on any Employer computer, and any electronic communication sent from or received by an Employer computer or using an Employer-assigned e-mail account. Rules for using the employer provided email accounts are in the JA Security Policy.

3. Loan of Library Materials

Employees will be issued a borrower's card for the MVLS/SALS Joint Automation system, and are exempt from fines for transactions at MVLS. Employees already holding borrower's cards will also be marked fine-exempt while employed by the Employer.

4. Office Equipment

Employees may use MVLS photocopiers and faxes and other office equipment for personal use for a reasonable amount of personal work.

5. Memberships

MVLS will provide professional staff with memberships to the New York Library Association and American Library Association. Basic membership plus one section will be provided.

H. TERMINATION OF SERVICES

1. Retirement

a. Notification of retirement should be made to the Director no later than the date on which the employee files his or her application with the Retirement System.

b. Employees should consult the ~~Administrative Assistant~~ Office Administrator about proper procedures for applying for retirement.

2. Resignation

a. An employee should inform the immediate supervisor of the intent to resign and submit a signed resignation to the supervisor or Director indicating the date of resignation.

(i) The Director and the Assistant Director are expected to give at least 30 days notice.

(ii) All other employees are requested to give at least two weeks' notice.

b. Accrued vacation time may, at the discretion of the Director be used as part of the notice period.

c. Copies of all written resignations are kept in the personnel files.

3. Dismissal

a. Unsatisfactory Performance

An employee failing to fulfill the duties and responsibilities of his or her position is subject to dismissal.

(i) If the conduct or performance of probationary employees is not satisfactory, their employment may be terminated immediately.

(ii) Following the successful completion of the probationary period, an employee who disregards oral and/or written warnings regarding conduct and performance of duties is subject to dismissal. Certain forms of misconduct or insubordination may be grounds for immediate termination without prior or written notice. Such dismissals may be reviewed through the applicable grievance procedure.

b. Financial Exigency or Discontinuance of Activity

An employee may be laid off when retrenchment is necessitated by financial exigency or in the event that the best interests of the Employer warrant the discontinuance or curtailment of a service. Lay-off and furlough decisions will be made by the Director and confirmed by the board of trustees.

Notice of a layoff will be given as far in advance as possible.

4. Inquiries And Requests For References With Respect To Employees And Ex-Employees

a. All inquiries from external sources about the status and performance of employees and ex-employees, including requests for references, shall be referred to the Executive Director. No employee shall provide any information in response to such an inquiry, except as authorized by the Executive Director.

(i) Current Employees: The Executive Director will decide on a case-by-case basis whether to provide a verbal or written reference for a current employee.

(ii) Ex-Employees: Unless specific arrangements are made, the only information provided in response to an inquiry concerning an individual who is no longer an employee of the System will be that s/he was employed, the job title, starting and ending dates of the employment, and salary at the time s/he left employment.

I. MISCELLANEOUS

1. Emergency Closing

a. In the event of a snow day, delayed opening or other emergency closing, employees will be notified via email, telephone or other means. Electronic notification will be sent to member libraries and the delivery service canceling courier service.

b. In the event of an emergency event that results in damage to or closure of the Service Center, staff will be contacted with information on reporting to another work site.

c. Full-time employees will be paid their regular wage when MVLS is closed due to emergencies. Part-time employees are not paid for time not worked when MVLS is closed for an emergency. At the supervisor's discretion and upon mutual agreement, a non-full-time, employee may adjust their schedule to make up for regularly scheduled hours that are not worked due to emergency closure.

d. Emergency work from home. Decisions to move to a work from home mode of operating for pandemic or other emergency will be made by the Director and confirmed by the Board of Trustees. Decisions to return from work from home will occur in the same manner. When in an emergency work from home scenario, employees are expected to perform all responsibilities and be available for calls, GoToMeeting sessions etc.

2. Travel Allowance

~~**a.** An employee traveling on Employer business is expected to use an Employer owned vehicle, if available. The Director may authorize use of the employee's personal automobile, if no Employer-owned vehicle is available.~~

~~**b.** Priority uses of the vehicle are annual and board meetings and long distance trips. Consolidated use of the vehicle is recommended.~~

c. Employees are expected to have the capacity to travel to member libraries and other locations on a regular basis. With the approval of the Director, employees may be reimbursed for the use of personal vehicles for work-related travel at the current IRS rate for use of automobile for medical care ~~(16 cents/mile in 2021)~~. The current rate is posted by the IRS: https://www.irs.gov/tax-professionals/standard-mileage-rates Employees traveling for work may also be reimbursed for necessary tolls and parking fees.

3. Accidents at the MVLS Building

a. Occupational Disease or Injury to employees

(i) All accidents occurring while on duty should be reported immediately in writing to the ~~Administrative Assistant~~ Office Administrator. The written report should include the date, time, place and the circumstances of the incident. The nature of the injury or disability and the medical treatment received from a doctor or at a hospital should also be provided. The report should be signed by the employee or by someone acting on his/her behalf.

(ii) Employees who are injured or disabled on the job are protected by Workers' Compensation. If an injury occurs, a doctor should be

consulted. The accident must be reported to the insurance company and a written claim filed for Workers' Compensation within ten days.

b. Injury or Illness to the Public and Visitors

(i) If a visitor becomes ill at the MVLS building, a first aid kit (available in the staff room) may be offered. If the visitor requires an ambulance, the employee in charge should call an ambulance.

(ii) The employee in charge is responsible for a written statement to the Director reporting the accident or illness and completion of an accident form.

J. GRIEVANCES

1. Procedure

First Step
If a difficulty arises between an employee and his or her immediate supervisor, the employee and supervisor will discuss the difficulty in an attempt to resolve it.

Second Step
If no solution has been reached at the end of three days, the employee may discuss the difficulty with the Director in an attempt to resolve it. The Director's decision shall be final.

Third Step
The employee shall have the right to appeal the Director's decision to the MVLS Board of Trustees. The appeal must be made in writing, and received by the Board President at least five (5) days before the next regularly scheduled board meeting occurring ten (10) days or more after the employee has been informed of the Director's decision.

2. Personnel File

The employee shall have the right to review his or her personnel file in the presence of a representative of the employer, by submitting a written request to do so at least 48 hours in advance. Pre-employment data shall not be included in the materials the employee is allowed to review. The ~~exempt~~ employee shall have the right to respond to any material in the personnel file, and such response shall be kept with the material responded to.

Appendix A
Voluntary Leave Donation Program

a.) Voluntary Leave Donation Program allows Eligible Employees to assist each other in times of medical need by donating accrued leave time to an Eligible Employee with a Serious Health condition who has exhausted all his/her own accumulated leave time. Participation in this program, either as a recipient or a donor, shall be voluntary and uncoerced.

b.) DEFINITIONS

The following terms, when used in connection with the Voluntary Leave Donation Program of the Mohawk Valley Library System, shall have the meanings set forth below.

1. AUTHORIZED AGENT A spouse, adult child, or parent of an Eligible Employee, or a person appointed by either a power of attorney or a court to act on the Employee's behalf, who submits and processes a request to solicit leave donations on behalf of the Employee because the Employee's Serious Health Condition prevents the Employee from acting.

   With the consent of the Executive Director, in appropriate circumstances a person other than those listed may serve as Authorized Agent for an Eligible Employee in connection with the Program.

2. ELIGIBLE EMPLOYEE Any employee with at least one year of service in the System.

3. HEALTH CARE PROVIDER Shall have the same meaning as this phrase has for the purposes of the Family and Medical Leave Act.

4. LEAVE DONOR An Eligible Employee who donates leave to a Leave Recipient as part of the Program.

5. THE PROGRAM The Voluntary Leave Donation Program of the Mohawk Valley Library System.

6. REQUEST A request to solicit leave donations made, in accordance with terms of the Program, by or on behalf of an Eligible Employee.

7. SERIOUS HEALTH CONDITION Shall have the same meaning as this phrase has for purposes of the Family and Medical Leave Act, except that a condition for which the Eligible Employee receives payment pursuant to the New York State Workers' Compensation Law shall not be considered to be a Serious Health Condition for purposes of the Program.

8. SOLICITATION NOTICE The notice used to solicit donations from Eligible Employees on behalf of a Leave Recipient.

c.) REQUEST FOR SOLICITATION

If an Eligible Employee is expected to be absent from work at least thirty (30) working days because of a Serious Health Condition, and has exhausted all accumulated sick, personal and vacation leave credits, the Eligible Employee, or an Authorized Agency, may submit a Request to solicit leave donations to the Executive Director. The Request shall be on a form provided by the System, and shall state the number of days of donated leave being requested initially. The Request shall be accompanied by a statement from the Health Care Provider, identifying the

Eligible Employee's Serious Health Condition, and indicating the probably duration of the Employee's necessary absence from work resulting from that condition.

d.) SOLICITATION

Upon receipt of a Request which satisfies the Program criteria, the Executive Director shall approve the Request, and prepare a Solicitation Notice on behalf of the Leave Recipient. Prior to issuing the Solicitation Notice, the Executive Director shall submit the Notice to the Leave Recipient or to the Authorized Agent, for approval of the description of the circumstances and nature of the absence for which leave donations are being requested; the Notice cannot be posted, and no leave may be donated, until such approval is received.

Employees will be made aware of a solicitation for leave donations by posting of the Solicitation Notice on all bulletin boards within the System office; a copy of the Notice will also be provided directly to each employee. No additional solicitation activity shall be undertaken by the Leave Recipient or by any other employee. This prohibition does not preclude discussion among employees of their personal responses to the solicitation, so long as there is no attempt, in such discussions, to coerce any person into donating or refraining from donating leave. No employee in a supervisory position shall undertake any solicitation activity on behalf of the Leave Recipient, nor shall any employee in a supervisory position offer any opinion as to whether leave should or should not be donated.

e.) DONATION

1. Eligible Employees may donate sick or vacation leave in response to a Solicitation Notice. Only leave time already accrued and still available for use by the Leave Donor may be donated; leave time which has been forfeited because the Leave Donor has exceeded the maximum allowable accrued leave, or has failed to use leave within the required period, is not available for donation. Donations must be made in full-hour increments. Any Leave Donor may donate accumulated unused vacation time and may donate all of such leave s/he has. In order to donate sick leave, an Eligible Employee must have more than thirty (30) days accumulated unused sick leave, fifteen (15) days for an employee with less than two (2) years of continuous service; a Leave Donor may donate only sick leave days in excess of the number required to qualify to donate sick leave.

2. Donations of leave must be made within fifteen working days following the initial posting of the Solicitation Notice; donated leave may be applied retroactively to the absence of the Leave Recipient. Leave donations will be processed in the order in which they are received until either the maximum amount of leave requested has been donated, or the final day for donation established by this paragraph has passed.

f.) USE OF DONATED LEAVE

1. Donated leave must be used in full day increments, with the following two exceptions:

   If the total number of hours donated, divided by the number of hours in the Leave Recipient's regular workday, leave a remainder of less than a full workday, the Leave Recipient may use that partial workday.

   If the Leave Recipient is collecting replacement wages through disability insurance, partial day payments may be made to the extent necessary to allow the Leave Recipient to continue to qualify for and receive such insurance.

2. Generally, all leave donated in response to a single solicitation must be taken on consecutive workdays. The Director may approve the use of donated leave to cover intermittent absences, where the Health Care Provider supplies advance documentation of the medical necessity for such intermittent absences.

3. Donated leave not used by the Leave Recipient within one year of the initial posting of the Solicitation Notice before the Leave Recipient's Serious Health Condition ends, whichever is earlier, will be restored on a proportional basis to Leave Donors who donated leave in response to the most recent solicitation or resolicitation made on behalf of the Leave Recipient.

4. Donated leave time will be paid to the Leave Recipient at his/er rate of pay, not at the Leave Donor's rate of pay.

5. Donated leave shall run concurrently with unpaid leave under the Family and Medical Leave Act. Donated leave may not be used to extend the Leave Recipient's total absence from work, including both paid and unpaid leaves, beyond twelve continuous months. The Leave Recipient shall not accrue vacation, sick or personal leave credits during the period s/he is using donated leave time.

6. Payment of premiums for health insurance during a period of donated leave shall be made in the same manner as during a period of extended leave approved by the Board.

g.) <u>RESOLICITATION</u>

1. Once an initial Request has been approved, the Leave Recipient or Authorized Agent may submit Requests for additional solicitations to be made; each such Request for an additional solicitation shall be accompanied by a statement from the Health Care Provider supporting the medical need for continued absence from work, and indicating the probable duration of that absence.

2. No more than 260 leave days may be donated to a Leave Recipient employed on a 12-month basis in connection with a single Serious Health Condition. After that maximum is reached, the Leave Recipient may not submit any additional Requests until s/he has returned to work in the System and completed at least one additional year of continuous service.

3. Regardless of the number of days of leave donated, a Leave Recipient shall not be eligible to submit a Request for leave donations with respect to an unrelated medical condition until s/he has returned to work in the System and completed at least one additional year of continuous service.

h.) <u>ADMINISTRATION</u>

1. The Leave Recipient, or the Authorized Agent, may be made aware of the names of Leave Donors, but shall not be told how much leave any individual has donated; a Leave Donor may request that the leave Recipient or Authorized Agent not be given the Donor's name, and such request will be honored. No one other than the Leave Recipient, or Authorized Agent, and those employees whose job duties require their involvement in processing leave donations shall be informed of the names of Leave Donors, or of the amount of leave donated to any Leave Recipient.

2. Submission of the Request and approval of the Solicitation Notice constitute a waiver of confidentiality by the Leave Recipient or Authorized Agent with respect to the information

contained in the Request, the Notice, or any documentation at any time provided by the Health Care Provider in connection with the Program, to the extent such documents are used in accordance with the terms of the Program. If necessary, the Leave Recipient or Authorized Agent shall execute a HIPAA release. Such submission and approval further constitute an agreement that neither the Leave Recipient nor any person acting on his/er behalf will attempt to use the disclosure, in connection with participation in the Program, of information concerning the Recipient's Serious Health Condition as evidence in any legal action alleging that the System violated the Leave Recipient's right to privacy or discriminated against the Leave Recipient on the basis of disability or perceived disability.