# TABLE OF CONTENTS

RECEIPT OF EMPLOYEE HANDBOOK ................................................................. iv
INTRODUCTION ................................................................................................. 1

**DISCLAIMER**.............................................................................................. 1
GLOSSARY OF EMPLOYMENT TERMS ................................................................. 2
CONFIDENTIALITY ............................................................................................. 2
CONFLICTS OF INTEREST/GRATUITIES .......................................................... 3
EMPLOYEE RELATIONS/OPEN DOOR POLICY .................................................. 4
EMPLOYMENT APPLICATIONS .......................................................................... 4
EQUAL EMPLOYMENT OPPORTUNITY ............................................................... 4
IMMIGRATION LAW COMPLIANCE ................................................................. 5
NEW EMPLOYEES ............................................................................................. 5
ORIENTATION .................................................................................................... 5
PERFORMANCE REVIEW ................................................................................. 6
WORK ASSIGNMENTS ...................................................................................... 7
WORKPLACE HARASSMENT POLICY ............................................................... 7
WORKPLACE VIOLENCE PREVENTION ............................................................ 11

**BENEFITS** .................................................................................................. 15
INTRODUCTION TO BENEFITS ........................................................................ 15
PROFESSIONAL DUES ..................................................................................... 15
WORKERS' COMPENSATION INSURANCE ........................................................ 15

PAID LEAVE TIME .......................................................................................... 17
INTRODUCTION TO PAID LEAVE .................................................................... 17
BEREAVEMENT LEAVE ................................................................................... 17
HOLIDAYS ........................................................................................................ 17
JURY DUTY LEAVE ......................................................................................... 17
MILITARY LEAVE ............................................................................................ 18
PERSONAL LEAVE ......................................................................................... 18
SICK LEAVE ..................................................................................................... 18
VACATION ........................................................................................................ 19

UNPAID LEAVE TIME .................................................................................... 20
LEAVE OF ABSENCE DUE TO MEDICAL CONDITION ...................................... 20

**PAY POLICIES AND PROCEDURES** ......................................................... 21
HOURS OF WORK ............................................................................................ 21
OVERTIME ....................................................................................................... 21
PAY DEDUCTIONS ........................................................................................... 21
PAY PERIODS .................................................................................................. 22
TIMEKEEPING .................................................................................................. 22
W-2 FORM ........................................................................................................ 23
ATTENDANCE AND PUNCTUALITY ............................................................... 24
COMMUNICATIONS POLICY ........................................................................... 26
CUSTOMER SERVICE .................................................................................... 31
DRESS CODE/PERSONAL APPEARANCE ....................................................... 32
DRUG AND ALCOHOL USE ........................................................................... 32
EMERGENCY CLOSINGS .............................................................................. 33
RECEIPT OF EMPLOYEE HANDBOOK

Sample Form (An original is attached to the back of the Handbook). Please sign the original form and return it to the Library Director.

I have this day received a copy of the Stonington Free Library Employee Handbook and I understand that I am responsible for reading the personnel policies and practices described within it. I understand that this Employee Handbook replaces any and all prior handbooks, policies and practices of the Library. I acknowledge that this Employee Handbook is intended for my information and guidance.

The Library may amend or terminate at any time the practices, policies, plans and benefits described in this Employee Handbook as the need arises and experience dictates. Any changes will supersede the contents of this Employee Handbook. I understand that neither this Employee Handbook nor any other written or verbal communications by a Stonington Free Library representative is intended to, in any way, create a contract of employment. It is not an employment contract, either expressed or implied, and it does not guarantee any fixed terms or conditions of employment.

I UNDERSTAND THAT MY EMPLOYMENT IS “AT WILL,” AND CAN BE TERMINATED WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT EITHER MY OPTION, OR THE OPTION OF the Stonington Free Library. Only the Board of Directors has the authority to enter into agreement for employment for any specified period of time, or an agreement that is contrary to employment at will, and any such agreement must be in writing and signed by the Library Director and the employee involved.

If I have any questions regarding the content or interpretation of this Handbook, I will bring them to the attention of the Library Director.

THIS EMPLOYEE HANDBOOK TAKES EFFECT ON ________, 2014.

Please sign and return this form to the Library Director.

________________________  __________________________
EMPLOYEE’S NAME (PRINTED)   EMPLOYEE’S POSITION

________________________  __________________________
EMPLOYEE’S SIGNATURE   DATE

________________________  __________________________
LIBRARY DIRECTOR’S SIGNATURE   DATE
INTRODUCTION

This Employee Handbook represents a collection of the Stonington Free Library’s policies as they have been issued, revised, and amended over time. This Handbook is designed to acquaint you with the Library and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the Handbook. It describes many of your responsibilities as an employee of the Stonington Free Library and outlines the programs developed by the Library to benefit employees.

The practices and policies in this Handbook apply to all employees, including those whose conditions of employment are covered by an individual employment agreement. However, if the policies of this Handbook differ from the terms of an individual employment agreement, the provisions and terms of the individual employment agreement shall take precedence.

No Employee Handbook can anticipate every circumstance or question about policy. The need may arise, at any time, to amend or terminate the practices, policies, plans, and benefits described in this document. Any changes will supersede the contents of this document.

DISCLAIMER

This Employee Handbook is intended for information and guidance. Since this Handbook is only a summary compiled for the convenience of our employees and supervisors, it is not intended to cover all topics or circumstances. It is not an employment contract or agreement of any type, either express or implied, does not guarantee any fixed terms and conditions of employment, or guarantee benefits or working conditions between any employee and the Stonington Free Library. Unless your employment is covered by an individual employment agreement providing for the contrary, your employment with the Stonington Free Library is not for any specific time and may be terminated at-will by you or the Library for any reason and at any time.

Except for the Stonington Free Library’s policy of employment “at-will”, the Library may change, delete, suspend, or discontinue any part or parts of this Handbook at any time without prior notice and any such action shall apply to existing as well as future employees. Continuation of employment after any such action constitutes consent to such action. Additionally, the Stonington Free Library reserves the right to respond to specific situations in the manner that best suits the needs of the Library. Consequently, the Library’s actions may vary from the attached policies and procedures, or any subsequent policies and procedures implemented. Furthermore, the Library’s actions may be guided by policies and procedures which are not contained in this Handbook.

Employees should familiarize themselves with the contents of the Employee Handbook as soon as possible, for it will answer many questions about employment with the Stonington Free Library. The Library Director will be available to address any questions not answered by this Handbook.
GLOSSARY OF EMPLOYMENT TERMS

Employee: A person who receives wages or salary from the Stonington Free Library.

Employer: The Stonington Free Library.

Library Director/Supervisor: Administrative personnel responsible for delegating and/or
supervising daily work assignments.

Introductory/New Employee: A newly hired person who has not yet completed six (6) months of
uninterrupted employment. Introductory employees are not eligible for fringe benefits described
in this Handbook, except as granted on occasion, or to the extent required by state and/or federal
laws.

Exempt: Employees who are exempt as either executive, administrative or professional
employees and are not subject to overtime provisions under the Fair Labor Standards Act
(“FLSA”) and/or Connecticut Wage and Hour statutes and regulations.

Nonexempt: Employees who are compensated hourly and/or who are eligible for overtime as
provided in the FLSA and/or Connecticut Wage and Hour statutes and regulations.

Regular Full-Time: An employee who is not in an introductory status (See Introductory/New
Employee) and who is regularly scheduled to work thirty-five (35) hours per week or more and
maintains continuous regular employment. Regular full-time employees are eligible for all
Library fringe benefits, as described in this Employee Handbook.

Regular Part-Time: An employee who is not in an introductory status (See Introductory/New
Employees) and who is regularly scheduled to work more than fifteen (15) hours weekly but less
than thirty-five (35) hours and maintains continuous employment. Regular Part-Time employees
are eligible for some fringe benefits described in this handbook.

Anniversary Date: The first day you report to work is your “official” anniversary date. Your
anniversary date is used to compute various conditions and benefits described in this handbook.

Re-employment: The status of an employee who leaves the Stonington Free Library on good
terms only (i.e., leaves voluntarily, gives two weeks’ notice, works fully through the last two
weeks, is not terminated, etc.) and later seeks re-employment with the Library.

CONFIDENTIALITY

The unauthorized disclosure of confidential information by an employee can subject the Library
to legal liability. As an employee of the Stonington Free Library, you have access to business-
related confidential information of the Library. Confidential information includes financial and
operating data of the Library. Confidentiality is to be observed and respected at all times both
within and outside the office. Your obligation to maintain confidentiality continues even after
your employment ends. Documents containing confidential information are not to be copied,
removed from the office or used for your own purposes without permission of the Library Director or his/her designee.

Discussions of confidential information must take place in private settings away from members of the public. Even the disclosure of a patron’s name, the books he/she checks out or research conducted by him/her may jeopardize confidentiality. You must not discuss or reveal business-related confidential information except when such disclosure is made as part of your normal duties. If you are questioned by someone outside the Library and are concerned about the appropriateness of giving that person certain information, remember that you are not required to answer. Instead, as politely as possible, refer the question to the Library Director.

Copying, removing, allowing unauthorized access to library or documents, information, files or mailing lists or any form of distribution of information is not allowed. Disclosure of confidential information may lead to discipline, up to and including termination and/or legal action.

Employees are required to sign a Confidentiality Pledge that they will keep all information they acquire on the job private and secure. (See Confidentiality/Conflict of Interest Statement at the end of this Employee Handbook).

This policy is not intended to restrict an employee’s right under state and/or federal law.

Disposal of Confidential Material. In an effort to protect the Stonington Free Library, the privacy of our patrons, and to reduce the risk of fraud and identify theft, the Library requires that confidential documents, including, but not limited to, patron files or any document that references a patron, the Stonington Free Library payroll documentation and/or the Stonington Free Library financial statements, be disposed of by shredding.

CONFLICTS OF INTEREST/GRATUITIES

Employees will devote their entire professional time, attention and energies to the Library’s business and, during their employment, employees will not engage, directly or indirectly, in any other business activity, regardless of whether such activity is pursued for profit, gain or other pecuniary advantage that will interfere with their ability to discharge their responsibilities to the Library, without prior approval.

Outside Employment. An employee may engage in additional employment provided such employment does not interfere with the proper and effective performance of the duties of his/her position with the Stonington Free Library. Please consult with the Library Director if you are unsure of whether a situation might involve a conflict of interest. If your financial situation requires you to hold a second job, part-time or full-time, or if you intend to engage in a business enterprise of your own, we would like to know about it.

All employees will be judged by the same performance standards and will be subject to the Library’s scheduling demands, regardless of any existing outside work requirements or interests. If the Stonington Free Library determines that an employee’s outside work or activities interfere with performance or the ability to meet the requirements of the Library, as they are modified
from time to time, the employee may be asked to terminate his/her outside employment if he or she wishes to remain with the Stonington Free Library.

**Gifts and Gratuities.** At times, patrons, vendors and members of the general public may try to express their appreciation by offering money or gifts. You must not accept money, gifts, or any other kind of gratuity, with the exception of customary business amenities, such as advertising, promotional, or goodwill gifts (e.g., pens, mugs, calendars) of nominal retail value (less than $20.00 value). Good judgment must be exercised regarding the cost, frequency and the intent to influence and/or the appearance of impropriety. Violation of this rule may result in discipline up to and including immediate termination.

**EMPLOYEE RELATIONS/OPEN DOOR POLICY**

Our employees have the freedom to speak for themselves and discuss their concerns, suggestions, and problems with us. We firmly believe we have much to offer and that the interests of our employees and the Stonington Free Library are best served by direct communications between the employer and employee. Accordingly, the Library has an Open Door Policy which allows questions regarding your employment to be discussed through both informal and formal procedures.

Although most of your questions and concerns regarding employment issues may be satisfactorily settled by your supervisor, if the problem or complaint is of a personal nature or a delicate matter, you may meet with the Library Director. By using this open door procedure, you may raise questions, bring suggestions, and discuss problems at the highest levels of the organization, if necessary.

The Stonington Free Library hopes that you take constructive advantage of this procedure. Employees will be not be subjected to any form of retaliation for identifying issues or raising a problem.

**EMPLOYMENT APPLICATIONS**

The Stonington Free Library relies upon the accuracy of information contained in the employment applications and resumes, as well as the accuracy of other data presented throughout the hiring process and employment. The Library may investigate references provided by an applicant to determine the applicant’s ability. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the Library’s exclusion of the individual from further consideration for employment or if the person has been hired, termination of employment.

**EQUAL EMPLOYMENT OPPORTUNITY**

It is our policy to provide equal employment opportunity without regard to race, color, sex (including pregnancy, sexual harassment, sexual orientation, transgender status, gender identity or expression), genetic information, age, physical disability, learning disability, mental disability, intellectual disability, religion, national origin, citizenship status, ancestry, marital status, civil
union status, veteran status, or any other criteria protected under applicable federal, state, or local law.

This policy applies to all areas of employment, including recruitment, advertising, hiring, training and development, classifying, referring, promotion, transfer, termination, layoff, compensation, and all other terms, conditions and privileges of employment in accordance with applicable federal and state laws.

IMMIGRATION LAW COMPLIANCE

The Library is committed to employing only persons who are authorized to work in the United States. The Library does not discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

Former employees who are rehired must also complete the form if they have not completed an I-9 with the Library within the past three years, or if their previous I-9 has not been retained or is no longer valid.

NEW EMPLOYEES

Before you, as an introductory employee, can achieve regular status (see Employee Categories/ Glossary of Employment Terms) you must meet two requirements:

1. You must successfully complete six (6) months of continuous, active employment; and

2. You may be formally reviewed by your Library Director to determine if you have successfully performed your duties and responsibilities during the six (6) month introductory period. Since this introductory period is an extension of the application/examination process, a determination of unsatisfactory performance is considered a failure to meet the basic job qualifications.

YOUR EMPLOYMENT CAN BE TERMINATED WITH OR WITHOUT CAUSE, DURING THIS SIX (6) MONTH PERIOD OR AT ANY OTHER TIME, AT EITHER YOUR OPTION, OR THE OPTION OF the Stonington Free Library. Only the Board of Directors has the authority to enter into agreements for employment for any specified period of time.

ORIENTATION

Upon employment with the Stonington Free Library you will be given a copy of the Employee Handbook. The Library requires that you read this Employee Handbook. You need to complete employment and tax forms, learn about your date of eligibility for benefits, and discuss certain
routines in the operation of the Library. We encourage you to ask questions and take an active part in learning your new work environment.

**PERFORMANCE REVIEW**

Management and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Written performance evaluations may be conducted to provide both management and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

**PERSONNEL FILES**

The Stonington Free Library maintains all your employee and payroll records. It is important to keep your personnel file up to date. Coverage or benefits that you and/or your family receive could be negatively affected if the information in your personnel file is incorrect. Please inform the Library Director of any change(s) in the following items, as soon as possible:

- Legal name
- Home address
- Home telephone number
- Emergency contact person
- Number of dependents
- Marital status
- Change of beneficiary
- Military or draft status
- Exemptions for your W-4 tax form
- Driving record or status of driver’s license and proof of insurance, if the employee operates a vehicle to conduct Library business.

Since the Library refers to your personnel file to make decisions in connection with your employment, it is to your benefit to make sure your personnel file includes information concerning the completion of educational or training courses, work-related areas of interest, and skills that may not be part of your current position.

Personnel files are the property of the Library, and access to the information they contain is restricted. In addition to the employee, generally, only the Library Director and Business Office employees who have a legitimate reason to review information in a file are allowed to review information in a personnel file. Information provided to external agencies (e.g., credit agencies, potential employers) is limited to name, title, dates of employment, and wage or salary history. No other information will be released unless the employee or former employee has given written permission for release or unless the Stonington Free Library is required to disclose such information by law.
Employees who wish to obtain a copy or review their file must submit a written request to the Library Director. Within seven business days from the written request, employees will receive a copy and/or may review their personnel file in the presence of an individual appointed by the Library.

The employee may not alter or remove any document in his/her file. If, upon inspection of his/her personnel file, the employee disagrees with the information contained therein, the employee may submit a written statement explaining the employee’s position to the Library Director and such statement shall be maintained as part of the employee’s personnel file.

**Employee Medical Records.** Employee medical records, if any, are maintained in separate, confidential files in the Business Office. Copies of medical records may be inspected in compliance with applicable federal and/or state laws.


**WORK ASSIGNMENTS**

The Library attempts to assign employees to their regular job responsibility/work assignment. However, illness, absence, vacation, or other circumstances may make it necessary to assign an employee to a job other than his/her customary one.

**WORKPLACE HARASSMENT POLICY**

The Stonington Free Library depends upon a work environment of tolerance and respect.

Workplace harassment including, but not limited to, verbal slurs, negative stereotyping, overt hostility and the distribution of written or graphic material designed to attack someone based on their race, color, sex (including pregnancy, sexual harassment, sexual orientation, transgender status, gender identity or expression), genetic information, age, physical disability, learning disability, mental disability, intellectual disability, religion, national origin, citizenship status, ancestry, marital status, civil union status, veteran status, or any other criteria protected under applicable federal, state, or local law is prohibited.

The Library will respond promptly to complaints of workplace harassment and where it is determined that inappropriate conduct has occurred, we will act to eliminate the conduct and take any action necessary, including discipline where appropriate.

While this policy sets forth our goals to have a workplace that is free of any form of harassment, the policy is not designed or intended to limit the Library’s authority to take disciplinary or remedial action for workplace conduct that the Library considers unacceptable, regardless of whether that conduct satisfies the definition of workplace harassment.
I. SEXUAL HARASSMENT

Sexual harassment is a form of workplace harassment which adversely affects the employment relationship. Sexual harassment of employees occurring in the workplace or in other settings in which individuals of the Library may find themselves is prohibited by state and federal law. The law prohibits sexual or other harassment by any patron, vendor, or member of the general public.

Definition of Sexual Harassment. Sexual harassment refers to behavior that is not welcome by the individual, is personally offensive to him/her, and interferes with the ability of the individual to work effectively.

The following are some examples of conduct which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Verbal abuse of a sexual nature;
- Use of sexually degrading words;
- Jokes or language of a sexual nature;
- Conversation or gossip with sexual overtones;
- Obscene or suggestive gestures or sounds;
- Sexually-oriented teasing;
- Inquiries into one's sexual experiences;
- Verbal comments of a sexual nature about an individual's appearance or sexual terms used to describe an individual;
- Discussion of one's sexual activities;
- Comments, jokes or threats directed at a person because of his/her sexual preference;
- Unwelcome and repeated invitations (for lunch, dinner, drinks, dates, sexual relations);
- Physical contact such as touching, hugging, kissing, stroking, fondling, patting, pinching, or repeated brushing up against another's body;
- Demands or requests for sexual favors accompanied by implied or overt threats concerning an individual's employment status or promises of preferential treatment.
- Deliberate bumping, cornering, mauling, grabbing;
- Assaults, molestations, or coerced sexual acts;
- Posting or distributing sexually suggestive objects, pictures, cartoons, or other materials;
- Sexually-oriented letters or notes;
- Sending offensive or discriminatory messages or materials through the use of electronic communications (e.g., electronic mail, including the Internet, voice mail, and facsimile) which contain overt sexual language, sexual implications or innuendo, or comments that offensively address someone's sexual orientation;
- Staring at parts of a person's body;
- Sexually suggestive gestures, leering; and
Keep in mind that:

• A man and/or a woman may be either the victim of sexual harassment, and/or the harasser;

• The harasser does not have to be the victim's supervisor;

• The victim does not have to be of the opposite sex from the harasser; and

• The victim does not have to be the person at whom the unwelcome sexual conduct is directed. The victim may be someone who is affected by the conduct, even when it is directed toward a third person, if the conduct creates an intimidating, hostile, or offensive working environment for the person or interferes with the person’s work performance.

The Rule. It is against the policies of the Stonington Free Library for any individual of the Library, male or female, to harass another individual sexually, that is, by making unwelcome sexual advances, requests for sexual favors, or other uninvited verbal or physical conduct of a sexual nature.

II. INDIVIDUAL RESPONSIBILITIES FOR PREVENTING WORKPLACE HARASSMENT

Each individual of the Stonington Free Library is personally responsible for:

• Ensuring that his/her conduct does not harass any other person with whom he/she comes in contact on the job, such as a patron, vendor or member of the general public;

• Cooperating in any investigation of alleged harassment by providing any information he/she possesses concerning the matter being investigated;

• Actively participating in efforts to prevent and eliminate harassment and to maintain a working environment free from such discrimination;

• Ensuring that an individual who files a harassment claim and/or cooperates in an investigation may do so without fear of retaliation or reprisal;

Any individual who believes he/she has been the subject of any form of harassment may advise the individual of the offensive nature of the conduct or action being objected to or bring the alleged incident or situation to the attention of the EEO Grievance Officer.

It is also against the policy of the Stonington Free Library for an individual to harass any person with whom the individual comes in contact on the job and/or to engage in any harassment or inappropriate or unprofessional conduct in the workplace.
III. VIOLATION OF POLICY

Retaliation. Retaliation against an individual for filing a complaint of workplace harassment and/or cooperating in an investigation of a harassment complaint is against the law. The Stonington Free Library will take appropriate disciplinary action, up to and including termination, against employees who retaliate against those who object to and/or report harassment or participate in an investigation.

IV. PROCEDURES FOR COMPLAINTS

A. Complaint. The Library has designated the Library Director, as the EEO Grievance Officer. If any individual believes he/she has been subjected to workplace harassment, the individual should initiate a complaint by contacting the EEO Grievance Officer as soon as possible. The individual should file the complaint promptly following any incident of alleged harassment. The longer the period of time between the event giving rise to the complaint and the filing, the more difficult it will be for the Library to reconstruct what occurred. The individual may be requested to write out his/her complaint to document the charge.

Note: Individuals do not have to go through the regular chain of reporting procedures when reporting harassment. Moreover, if the individual is uncomfortable contacting the EEO Grievance Officer for any reason, the individual may contact the Alternative EEO Grievance Officer, the Library Board President.

B. Investigation. Upon receipt of the complaint, the EEO Grievance Officer or the Assistant EEO Grievance Officer will promptly conduct an investigation into the matter. The charged individual will be asked to respond to the complaint. Additional investigation will be made to the extent appropriate in each case. If, after the completion of this investigation, it is determined that there is reasonable cause for finding a violation of this policy, the Library will notify the complainant and the charged individual of the finding verbally. This process will be confidential to the extent consistent with an effective investigation, subject to the business needs of the Stonington Free Library.

C. Decision. After the investigation has been concluded, the Library will make a final decision. If the Library finds that the investigation substantiates the allegations in the complaint, the Library will discipline the charged individual. Disciplinary action will be appropriate to the offense and may include termination. The complainant will be notified of the disposition of the investigation.

ANY QUESTIONS ON THIS POLICY SHOULD BE REFERRED TO THE EEO GRIEVANCE OFFICE OR THE ASSISTANT EEO GRIEVANCE OFFICER.
WORKPLACE VIOLENCE PREVENTION

The Stonington Free Library seeks to have a workplace free of violence and the threat of violence. **THERE WILL BE ZERO TOLERANCE OF ACTS OR THREATS OF VIOLENCE IN OUR WORKPLACE BY EMPLOYEES, PATRONS, VENDORS, MEMBERS OF THE GENERAL PUBLIC, AND/OR ANYONE WHO CONDUCTS BUSINESS WITH** the Stonington Free Library.

It is the intent of the Library to provide a workplace which is free from physical attacks, harassment, property crimes, threats, or any other violent act(s). The Library has developed the following procedures and principles with regard to violence in the workplace. Each employee must be familiar with these policies and regulations.

I. **Definitions.**

   A. For this policy “Acts of violence” or “threats of violence” are defined as:

   1. Any act of physical violence including, but not limited to, pushing, shoving, punching, striking, pinching, biting, kicking, wrestling, slapping, or any other aggressive or unsolicited unwanted contact between two parties. By their nature, physical attacks often involve breaking criminal laws.

   2. A threat of immediate or future harm, made seriously or in jest, whether verbally, in writing or by an employee’s conduct or physical gesturing.

   3. Any implied threat, made seriously or in jest, made either verbally or by an employee’s conduct or physical gesturing.

   4. Harassment, often involving verbal abuse, including unwanted telephone calls, involves acts or language by a party designed to damage or harm another.

   5. Vulgar or obscene language, racial or ethnic slurs.

   6. Threatening with a weapon, dangerous instrument or item construed to be or utilized as a weapon which may include but are not limited to firearms, models, replicas, or an object whose outline represents a firearm, knives, mace, bats, ammunition, clubs, and other such items.

   **POSSSESSION OF ANY WEAPONS OR DANGEROUS INSTRUMENTS BY AN EMPLOYEE DURING WORK HOURS AND/OR ON STONINGTON FREE LIBRARY PROPERTY IS STRICTLY FORBIDDEN AND IS GROUNDS FOR DISCIPLINE UP TO AND INCLUDING TERMINATION.**
7. Property crimes, sabotage, theft, and destruction including, but not limited to, the abuse or destruction of the Stonington Free Library property, tools, or equipment.

B. “Workplace” is defined as:

1. An employee’s immediate and/or assigned work area.

2. All the Stonington Free Library property including buildings, grounds, and parking areas.

3. The area in which an employee is assigned to work whether or not this area is specifically located on the Stonington Free Library property.

II. Workplace Misconduct

A. The possession of firearms, including but not limited to models, replicas or an object whose outline represents a firearm, and/or ammunition, in the workplace is grounds for discipline up to and including termination. The use of a weapon or any other dangerous instrument in a fight or disagreement with another employee or member of the general public is grounds for an immediate termination. Similarly, threatening anyone with a weapon also may be treated as grounds for immediate termination.

B. An employee who starts a fight with anyone will be subject to discipline.

C. Employees who feel they are being provoked or harassed by co-workers or a member of the general public should discuss the problem with the Library Director.

D. All employees are required to meet the Stonington Free Library’s standards of courtesy to members of the general public, patrons and co-workers.

III. Reporting Procedures

A. It is the duty and obligation of all employees who either experience or observe any act or threat of violence in the workplace to immediately report such behavior to the Library Director. Failure to report such behavior may result in disciplinary action, up to and including termination, for the employee involved.

B. Call 911 if you believe there is an immediate emergency.

C. Employees may sometimes be involved in personal disputes with family members, neighbors, etc. that can escalate to the point where injunctions, restraining orders, and other court orders are sought. We request that employees
include their work location as well as their residence in the order. We suggest that the employee inform the Library Director of the issuance of such an order and provide a description of the individual cited in the order. Even in the case where an employee has not secured a court order but fears for his/her safety, we request that the employee notify the police department immediately, and inform the Library Director as soon as practicable.

D. The Stonington Free Library will assess and investigate the incident. In situations involving weapons, or in situations where the threat of bodily harm is immediate and readily apparent, the Library may suspend the individual(s) in question and provide a written summary of the incident to the Library Director for further action. Each incident of violent behavior, whether the incident is committed by another employee or a patron, member of the general public or vendor, must be reported. Final disciplinary action, if any, up to and including termination, will be determined pending completion of the investigation.

E. In situations involving physical altercations or weapons, the Library may request the aid and presence of police personnel.

IV. Discipline

A. Each incident will be evaluated independently and a proper remedy will be provided based upon the nature of the offense, duration, totality of the circumstances, and past offenses. Depending upon the severity of the offense, remedies may range from an oral reprimand to immediate termination. The employee may be subject to criminal charges and penalties.

B. Incidents involving weapons or other dangerous instruments are grounds for immediate disciplinary action up to and including termination from employment.

C. Any employee who acts in good faith by reporting real or implied violent behavior will not be subjected to any form of retaliation or harassment. Any action of this type, i.e., retaliation or harassment, resulting from a report of violence must be reported to the Library Director for investigation and decision regarding proper action and sanction(s). Conversely, false or malicious reporting will also result in investigation and appropriate sanction(s).

V. Exceptions

Employees who believe they require a weapon or instrumentality for self-protection must request an exception from the Library Director and receive written authorization. Authorization will not be granted unless the employee can show he/she is in danger and the weapon requested is the least intrusive form of protection. For example, an employee traveling to a remote area at night might be authorized to carry mace but not a firearm.
VI. Prevention

The Stonington Free Library subscribes to the concept of a safe work environment and supports the prevention of workplace violence. Prevention efforts include, but are not limited to, informing employees of this policy, instructing employees regarding the dangers of workplace violence, communicating the sanctions imposed for violating this policy, and providing a system to report incidents of violence without fear of reprisal.

VII. Physical Security

We wish to remain accessible to the public to the fullest extent possible. It is not the Stonington Free Library’s intent to implement a wide spread “fortification” of its facilities. The Library prefers to train its employees to be the primary means of reducing workplace violence. However, certain facilities, due to the nature of the services provided, may need barriers, cameras, metal detectors, better locks and the like. Where such structures are necessary, they should be constructed in the least obtrusive way possible.
BENEFITS

INTRODUCTION TO BENEFITS

Eligible employees at the Stonington Free Library are provided a wide range of benefits. A number of the programs (such as Social Security, workers’ compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law. Eligibility for other benefits is dependent upon a variety of factors, including the employee’s classification. The Business Office can inform you about the benefits for which you are or will be eligible.

Details of many of these programs can be found elsewhere in the Employee Handbook and should be carefully reviewed. Information describing each of the offered benefits will be provided to each new employee. It is then the employee’s responsibility to initiate enrollment in those plans he or she selects as available.

PROFESSIONAL DEVELOPMENT

From time to time, the Library may arrange for employees to attend both formal and informal training programs, conferences, meetings, seminars and workshops. The Library will pay for any fees charged for attendance, plus mileage for travel by personal automobile, other types of travel and lodging costs and any additional expenses as agreed with the Library Director. Employees who attend overnight training will be paid for their regularly scheduled hours for the day of training. On days when the employee travels to and/or from training, they will be paid for the hours they are at the training plus travel time.

If you become aware of a particular seminar that you believe is appropriate for enhancing your skills (and/or those of other employees), please bring it to the attention of the Library Director.

PROFESSIONAL DUES

The Stonington Free Library pays the cost of the Connecticut Library Association annual dues for full time employees.

WORKERS’ COMPENSATION INSURANCE

The purpose of the workers’ compensation law is to provide financial assistance to you if you are injured on the job. On-the-job injuries are covered by workers’ compensation insurance. How much you will be paid, for how long, and when benefits become payable may vary. While absent from work on Workers’ Compensation, the employee will not continue to accumulate vacation time or accrue seniority. The Stonington Free Library reserves the right to place employees on medical leave as set forth in the section on Unpaid Leave Time.

If Workers’ Compensation benefits are awarded, they are coordinated with and not paid in addition to other the Stonington Free Library benefits.
Neither the Stonington Free Library nor the insurance carrier will be liable for the payment of workers’ compensation benefits for injuries that occur during an employee’s voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the Library, or during an employee’s employment by another employer.

It is the responsibility of the employee to immediately notify your Supervisor or the Library Director when injured during working hours.
PAID LEAVE TIME

INTRODUCTION TO PAID LEAVE

Time off, except in the case of emergency, should be requested in writing. It should not be assumed that submitting the request automatically means that it will be granted. The needs of the Stonington Free Library, specifically, proper staffing, must come first. Paid leave time will not be counted as hours worked for the purposes of determining overtime.

BEREAVEMENT LEAVE

Regular full-time employees who wish to take time due to the death of an immediate family member should notify the Library Director immediately. Up to three (3) work days of paid bereavement leave will be provided to eligible employees in order for them to attend the funeral/memorial service of an immediate family member. For purposes of this policy, the Stonington Free Library defines "immediate family" as the employee's spouse, child, grandchild, parent, grandparent, parent-in-law, sibling, brother-in-law, and sister-in-law. Bereavement leave may be extended at the Library Director’s discretion.

Bereavement pay is calculated based on the per diem base rate at the time of the absence.

HOLIDAYS

Employees who have completed the introductory period (see Employee Categories/Glossary of Employment Terms), shall receive the following paid holidays:

- New Year's Day
- Martin Luther King Day
- President’s Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran’s Day
- Thanksgiving Day
- Christmas Day

In addition, the library is closed on the day of the Stonington Village Fair.

JURY DUTY LEAVE

All employees who are required to report for jury duty shall be entitled to leave with pay for scheduled work hours lost as the result of such service, up to a maximum of five (5) calendar days.
Procedure:

1. An employee who receives notice of jury duty must notify the Library Director within three (3) days in order that arrangements may be made to cover his/her position.

2. An employee serving on jury duty must present the official court documentation to the Library Director which will thereafter arrange for remuneration.

MILITARY LEAVE

The Stonington Free Library will comply with its obligations under federal and state law.

PERSONAL LEAVE

Full-time and Regular Part-Time employees are provided with two (2) paid personal days per annum. Personal days must be taken in full-day or half-day increments, and must be approved in advance by the Library Director. Personal days may not be taken during the first three (3) months of employment and may not be accrued from year to year. Unused personal days will not be paid upon termination of employment.

SICK LEAVE

Sick Leave days are provided to full-time and regular part-time employees, who have completed their introductory period. Full-time employees earn one-half (1/2) day of paid sick leave for each month of employment. Part-time employees earn sick leave on a pro-rated basis.

It is expected that employees will use these hours for personal illness or injury of the employee or the employee’s immediate family member, or when the employee or a member of the employee’s immediate family is required to undergo medical, optical, or dental treatment which cannot be accomplished on off-duty time.

The following basic guidelines for sick leave days are observed by the Library:

- Sick leave day benefits are calculated based on the employee’s straight-time pay rate times the number of hours the employee would have otherwise worked on that day.

- Employees may be required to provide medical verification of an illness at any time and, when necessary, an estimate as to the date you may return to work.

- Sick leave may be accrued from year to year, up to a maximum of thirty (30) days.

- Unused sick leave is not paid upon termination of employment.
VACATION

The following vacation with pay shall be granted to all employees who are on the payroll and who have completed the following period of aggregate full-time employment.

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>After six (6) months</td>
<td>10 working days</td>
</tr>
<tr>
<td>After five (5) years</td>
<td>15 working days</td>
</tr>
</tbody>
</table>

The following basic guidelines for vacations are observed by the Library:

- Vacation time off is paid at the employee's per diem base rate.

- A holiday occurring when an employee is on vacation shall be counted as a holiday and not charged as a vacation day.

- All requests for time off must be approved in advance, in writing, by the Library Director or his/her designee. Requests will be reviewed and either granted or denied based on a number of factors, including the operational and staffing requirements of the Library.

- Employees who do not utilize their accrued vacation time during the calendar year, will be allowed to carry over up to a maximum of two (2) weeks’ vacation and, at the end of each calendar year, will be paid for any remaining vacation time in excess of two (2) weeks. However, if illness or injury prevented the employee from taking vacation or if the employee’s approved vacation was canceled by the Library because the employee was needed for work, the Library may allow the employee to continue to carry over the vacation time for an additional six (6) months.

- Vacation time shall be taken in increments of not less than one-half (½) days.

- Upon termination of employment, employees in good standing will be paid for unused vacation time. In order to be considered an employee in good standing, the employee must provide two (2) weeks written notice of resignation and must fully work through their final weeks.
UNPAID LEAVE TIME

LEAVE OF ABSENCE DUE TO MEDICAL CONDITION

If you must cease work due to a medical condition, including pregnancy or pregnancy related conditions, you may be granted a reasonable leave of absence consistent with state and/or federal law. You may use accrued but unused Sick and Vacation Time if you choose; otherwise this leave is unpaid. You must provide written medical verification from a healthcare provider before any leave will be granted, which must specify the reason for the leave and the amount of leave time needed. Consistent with state and/or federal law, the Stonington Free Library may require updated verification from your healthcare provider.
PAY POLICIES AND PROCEDURES

HOURS OF WORK

The Stonington Free Library maintains normal hours of operation from 10:00 a.m. to 5:00 p.m., Monday, Tuesday, Thursday and Friday and from 10:00 a.m. to 8:00 p.m. on Wednesday. Employees must be ready to commence work at 9:45 a.m., unless other arrangements have been made in advance.

Staffing needs, workload, and the needs of our patrons may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Employees may be required to work outside of usual working hours as necessitated by circumstances. Employees are required to come in early and/or stay late when requested.

Lunch Periods. If you work seven (7) or more consecutive hours, you will be provided with a thirty (30) minute lunch unpaid period as assigned by the Library Director.

OVERTIME

If you are a nonexempt employee (see the “Glossary of Employment Terms” section of this Employee Handbook) and you perform overtime work, you will be paid one and one-half (1 1/2) times your regular hourly wage for all approved hours actually worked over forty (40) hours in a seven (7) day work cycle. Paid leave shall not be considered hours worked for the purpose of computing overtime pay.

To meet the needs of our patrons, there will be occasions when you will be required to work overtime. For this reason, overtime work, when assigned by the Library Director, is mandatory. We will try to notify you of overtime as far in advance as possible. However, there may be times when the need for overtime is unforeseen and little notice is given.

Failure to work scheduled overtime or overtime worked without prior authorization from the Library Director may result in disciplinary action, up to and including termination of employment.

PAY DEDUCTIONS

The law requires that the Stonington Free Library makes certain deductions from every employee’s compensation, including, applicable federal and state taxes. The Library also must deduct Social Security taxes on each employee’s earnings up to a specified limit that is called the Social Security “wage base.” The Library matches the amount of Social Security taxes paid by each employee.
The Library offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, please contact the Library Director.

**PAY PERIODS**

The Library’s pay period begins on Monday and ends on Sunday. All employees shall be paid on a bi-weekly basis. If a scheduled payday falls on an observed holiday, you will be paid on the day preceding the holiday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

Employees are encouraged to have pay directly deposited into their bank accounts. To do so, they must provide advance written authorization to the Library. Employees will receive an itemized statement of wages when the Library makes direct deposits.

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, inform the Library Director immediately. The Library Director or his designee will take the necessary steps to research the problem and to assure that any necessary correction is made properly and promptly.

**TIMEKEEPING**

We want to make sure that our non-exempt employees are paid correctly every week. We provide Time Sheets on which to record your hours worked. Federal and State labor laws require that you maintain an accurate record of your working hours. You will do this by signing in and signing out on the Library Time Sheet. The Time and Attendance Policy below must be adhered to.

1. Record the days and hours worked on the Library Time Sheet.

2. You must sign in at the beginning of a work period when you are prepared to work. You must sign out at the end of a work period. Lunch and break periods (when an employee is away from his/her job assignment for reasons other than the Stonington Free Library business) must be recorded in the same manner. The time away from the Library should be listed as "other hours" on the Time Sheet with a reference below or a written explanation signed by the Library Director.

3. If there is a problem with your time keeping, notify the Library Director immediately.

4. No one is to work overtime without authorization from the Library Director.

5. No one is allowed to fill in the Time Sheet for another employee.
Working Off The Clock. Non-exempt employees must record all time worked. No one is permitted to work unless the work time is recorded on the Time Sheet. There is no such thing as working "off the clock."

“Working Off The Clock” includes, but is not limited to, employees who run “errands” for the Library on weekends such as shopping, etc. Any errands required by the Library must be conducted during regularly scheduled work hours with the authorization of the Library Director.

If you falsify time records for yourself or another employee and/or work “off the clock,” you may be subject to disciplinary action up to, and including, termination.

W-2 FORM

The Library will provide your W-2 Form to you no later than January 31\textsuperscript{st} for the previous year. If you are no longer employed by us, we will mail it to your last known address. The form shows your total gross pay for the calendar year and the taxes deducted from it.
RULES AND REGULATIONS

ATTENDANCE AND PUNCTUALITY

The success of the Stonington Free Library depends on your good attendance. Absenteeism detracts from our high quality of service and causes an unfair burden for those employees who must fill in for absent employees. Most people will be late or sick at one time or another, but when short-term absences become frequent, they often signal personal or job-related problems. In regard to attendance, you are expected to:

1. If you are ill or unable to report to work for any reason, you must inform the Library Director as soon as possible and, with the exception of emergency situations, it is requested that you provide notice to the Library Director by 8:00 a.m. Your message should include your name, a brief statement of the reason for the absence, and the expected time of return. Failure to comply with this provision may result in the denial of paid time off and/or disciplinary action, up to and including termination.

2. If you are unable to call personally, have a friend or relative call for you. Texting and email is a discouraged form of notification.

3. Avoid letting minor difficulties keep you from performing your jobs. At the same time, good judgment should be used with respect to contagious ailments that might have an adverse effect on other employees and our patrons.

4. Attend to personal affairs during non-working hours.

5. Be at the appointed workplace, ready to work, at the regular starting time and remain at such workplace and at work until the regularly scheduled ending time.

Medical Certification. The Library reserves the right to request medical certification from a health care provider at any time. Moreover, an employee must obtain written approval to return to work from his or her physician for absences in excess or three (3) consecutive work days and/or if the absence was the result of one or more of the following conditions:

1. Surgery was performed.
2. You were confined to a hospital or other treatment facility.
3. You had a communicable disease.
4. You suffered a fracture or dislocation.
5. You suffered a muscle strain or a sprain.
Excused absences. The following are considered excused absences:

1. Absences because of illness. However, for absences of three (3) or more successive days, the absence will only be considered excused if the employee complies with the Medical Certification policy set forth above.

2. Absence approved by the Library Director in advance.

3. Absence because of death in the immediate family.

4. Absence or delayed arrival because of extreme weather conditions.

5. Absence or delayed arrival because of a bona fide personal emergency as determined by the Library Director.

6. Absence because of a work-related injury.

The determination of whether or not an absence is excused will be made by the Library Director after a review of all the circumstances related to the absence.

Excessive Absenteeism or Lateness. The absence of an employee from work, including an absence for a single day, or portion of a day, that is not authorized, shall be deemed as absent without leave, unless otherwise prohibited by law. While there may be times when an absence or lateness is unavoidable, there are also times when absences or tardiness is unacceptable. You will be counseled regarding absenteeism or tardiness if the Library determines that you have not met its expectations. If the problems persist, disciplinary action, up to and including termination, will occur.

If you are absent for three (3) consecutive days without notifying the Library, it is assumed that you have voluntarily abandoned your position with the Library, and you will be removed from the payroll.

While there may be times when an absence or lateness is unavoidable, there are also times when absences or tardiness become excessive. You will be counseled regarding absenteeism or tardiness if it is determined that you have not met the Stonington Free Library’s expectations and, if the problems persist, disciplinary action up to and including termination will occur.

It is understood that employees are responsible for reporting for work on time and at the beginning of their normal work shift. However, it is acknowledged that for various reasons, an employee may be tardy. Excusable absences or tardiness such as vehicle breakdowns are to be reported at the earliest opportunity to the Library Director. For absences which are not excusable or where no calls are made, employees may face discipline.
COMMUNICATIONS POLICY

It is the policy of the Stonington Free Library to ensure effective business communications among all individuals within the Library and with others outside of the Library, in particular the Stonington Free Library’s patrons. It is important that all forms of communication, whether verbal, written or transmitted via the Library’s Information Systems, promote an atmosphere of professionalism, courtesy and respect.

Violation of this Communication Policy may result in disciplinary action up to and including termination of employment.

The Stonington Free Library Information Systems. The Stonington Free Library Information Systems, as defined in this policy include, but are not limited to the Library’s telephone system (including voice mail), facsimiles, scanners, electronic mail (including the Internet), cellular phones, copy machines and computer software.

The Stonington Free Library Information Systems are Library-owned resources and are provided as business communication tools. Employees may use the Library’s Information Systems to engage in responsible, non-commercial, personal use as set forth more fully below:

• Use does not interfere with the performance of any employee’s business-related responsibilities.

• Use does not interfere with the performance of the Library’s Information Systems.

• Use is not otherwise prohibited by this policy, by other Library policies, or by law.

Users are responsible for using the Library’s Information Systems in an efficient, ethical, and lawful manner. Usage that conflicts with this policy is prohibited, and includes, but is not limited to, the following:

1. Supporting commercial interests not related to the work of the Library.

2. Intentionally introducing viruses, worms, Trojan horses or other malicious activity.

3. Tampering or interfering with the intended use of the Library’s Information Systems.

4. Engaging in any unauthorized activities that result in monetary charges to the Stonington Free Library.

5. Using the Library’s Information Systems to convey fraudulent, defamatory, harassing, obscene, or threatening messages or material and/or any communications prohibited by law.

6. Intentionally bypassing spam filters or other security features on the Library’s computers or the network.
7. Use of the Library’s Information Systems, including the Internet, to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization is prohibited.

**Library Communications.** All communications regarding the Stonington Free Library’s policies, procedures and administration or which may affect the Library or its personnel as a whole, will either originate from or be approved by the Library Director prior to distribution. No individual in the Library is to send or distribute any communication regarding the Stonington Free Library policies, procedures or administration to "All Personnel" or "All Users" without the authorization of the Library Director. Within these guidelines, only the Library Director and his designee are authorized to send or distribute communications regarding the Library’s business. Should an employee need to call any matter of interest related to the business of the Library to the attention of “All Users,” the employee must receive authorization from the Library Director.

Electronic messages should be drafted with the same thought and care devoted to written or verbal communications. Employees should not transmit any form of communication that they would not be comfortable writing in a letter or memorandum. Good judgment must be exercised when using electronic communications. All employees of the Stonington Free Library must adhere to the following, both while on the Library’s premises and off-site, when using the Library’s Information Systems:

- Acceptable use of the Library’s Information Systems includes brief communications with family members or co-workers as well as the use of the Library’s Information Systems for community activities, educational or professional development purposes.

- Inappropriate use of the Library’s Information Systems includes excessive "socializing" with co-workers, friends or family members.

- The following disclaimer should be incorporated into all outgoing e-mail.

  “Please note: The information contained in this e-mail and any attachments hereto is intended only for the personal and confidential use of the designated recipients. If the reader/recipient of this message is not the intended recipient, you are hereby notified that you have received this e-mail and all attachments hereto in error and that any review, dissemination, distribution or copying of this e-mail or any of its attachments is strictly prohibited. If you have received this communication in error, please notify the sender immediately by e-mail and destroy the original message received. Thank you.”

- Use of the Library’s Information Systems, in particular cellular phones, to discuss Library-related information must be done with extreme caution so as to eliminate the possibility of a breach of confidentiality or the inadvertent disclosure of confidential information.
Use of the Library’s Information Systems, in particular e-mail and the Internet, to evaluate or offer feedback regarding an individual's work performance is prohibited. The Library’s Information Systems may be used for administrative purposes (e.g., scheduling reviews).

Use of Computers, Electronic Mail, and the Internet. It is the Library’s policy to protect computer hardware, software, data, and business information from misuse, theft, unauthorized access, and environmental hazards. In addition to adhering to this policy, employees are expected to follow the Library’s Information Systems security procedures to safeguard equipment and information. Failure to do so will result in disciplinary action up to and including termination of employment. Depending on the nature of the violation, action may also include civil or criminal prosecution under federal and/or state law.

1. **Computers.** Computers, computer files, and software furnished to employees are the Stonington Free Library’s property intended for business use. Employees should have no expectation of privacy when utilizing computers including, but not limited to, the internet and e-mail, which may be subject to monitoring by the Library. This includes communications sent or received with the Library’s equipment even if the employee marks a file as “private” or attaches a password.

   Employees should not use a password, access a confidential file, or retrieve any stored confidential communication without authorization. Moreover, use of another employee's password, without his/her authorization, to access information is prohibited.

   The Stonington Free Library purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the Library does not have the right to reproduce such software for use on more than one computer.

   Employees may only use software on local area networks or on multiple machines according to the software license agreement. The Library prohibits the illegal duplication of software and its related documentation.

   Employees are responsible for the content of all text, audio or images that they place or send over the Internet and for ensuring that the Internet is used in an effective, ethical and lawful manner. The transmission or downloading of any sexually explicit materials including abusive, profane or offensive language or images is prohibited. All messages created, sent or retrieved over the Internet are the property of the Library and should be considered public information. The Stonington Free Library reserves the right to access and monitor all messages and files.

   Unless permission is granted by the Library Director, employees are not permitted to install or copy software on Library-owned equipment. Only software that is licensed to or owned by the Stonington Free Library is to be installed on Library-owned computers.
Employees should regularly (at a minimum of once a quarter) modify their passwords. Passwords should not be readily identifiable, but should be a combination of six (6) characters, i.e., letters and numerals.

2. **Use of Employee-Owned Computers and Equipment.** There are many possible combinations of interaction among the software needed by the remote user and the average mix of programs on most home computers. Troubleshooting software and hardware conflicts can take many hours, and a complete reinstall of operating systems and application software is often the only remedy for problems. For these reasons, the Stonington Free Library will provide support for Library-owned equipment and software only.

The Stonington Free Library will bear *no* responsibility if the installation or use of any software on employee-owned computers causes system lockups, crashes, or complete or partial data loss on employee-owned equipment.

3. **Electronic Mail (“E-mail”).** Employees should be aware that e-mail is not private and messages can be retrieved even after they are deleted. Most e-mail systems instantly make back-up copies of files, and copies may be easily retrieved by computer experts. The following are guidelines to follow when utilizing e-mail:

   A. The e-mail system is not to be used in ways that are disruptive or offensive to others, or in ways that could be harmful to workplace morale.

   B. There shall be no display or transmission of sexually explicit images, messages, or cartoons, or any transmission or use of cartoons and/or e-mail communications containing ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, or religious or political beliefs.

   C. The e-mail system should not be used to communicate with others regarding commercial, religious, or political causes, or for any other reasons that are not work-related.

   D. All e-mail messages are records of the Stonington Free Library. The Library reserves the right to access and disclose all messages sent over its e-mail system for any purpose.

   E. Employees should not attempt to gain access to another employee’s personal file of e-mail messages without the employee’s express permission. However, the Library reserves the right to enter an employee’s e-mail files whenever there is a need to do so.

   F. Employees must not initiate or propagate electronic chain mail, commercial mailings, or other mass mailings in violation of the CAN-SPAM Act of 2003.
G. All incoming and outgoing electronic mail messages must be deleted on an ongoing basis.

H. Employees should not accept, open or view email from unknown persons or organizations. If an employee receives such email, he or she should notify the Library Director immediately to determine what action should be taken.

I. Any violation of the Stonington Free Library’s policy on e-mail use will result in appropriate disciplinary action, up to and including termination.

4. Internet Access. Employees should not consider their use of the Internet to be private. The Stonington Free Library may implement software and/or systems that can monitor and record all Internet usage. Security systems are capable of recording (for each and every user) each World Wide Web site visit, each chat, news group or e-mail message, and each file transfer into and out of our internal networks, and we reserve the right to do so at any time.

Additionally, the Library may utilize independently supplied software and data to identify inappropriate or sexually explicit Internet sites. We may block access from within our networks to all such sites of which we are aware.

The Stonington Free Library reserves the right to inspect any and all files stored in private areas of our network and/or an employee’s Library-provided computer in order to assure compliance with policy.

The Stonington Free Library’s Internet facilities and computing resources must not be used knowingly to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province or other local jurisdiction in any material way.

Any software or files downloaded via the Internet into the Stonington Free Library’s network and/or employee’s Library-provided computer become the property of the Library. Unless specifically related to processing business transactions, file downloads from the Internet are not permitted unless specifically authorized in writing by the Library Director.

5. Electronic Monitoring Policy. The Stonington Free Library maintains the right to monitor the job performance and work behavior of its employees. The Library has available to it various forms of electronic monitoring. Electronic monitoring is defined as collecting information by any means other than direct observation, including the use of computer, telephone, wire, radio, camera, electromagnetic, photo electronic or photo-optical systems. Through the posting and distribution of this policy, the Library hereby puts all employees on notice that it intends to utilize all of the above listed forms of electronic monitoring, as appropriate to individual employees. The specific types of electronic monitoring that will occur include, but are not limited to:
A. Accessing messages on individual employee voice mail.

B. Accessing messages sent via e-mail or otherwise to or from a Library-owned computer.

C. Reviewing telephone records to determine numbers called or that calls are received from and the duration of calls.

D. Review of computer systems to observe:
   - Times employee logged in and/or out from Library-owned computers
   - Addresses of internet locations accessed on Library-owned computers
   - Files saved or deleted by an employee on any Library-owned computer
   - E-mails sent and/or received by an employee using any Library-owned computer
   - The presence of any unauthorized hardware or software installation

E. Video surveillance of areas where the Stonington Free Library property and/or supplies are stored, such as file rooms and other storage areas.

F. Accessing and/or monitoring telephone conversations to ensure compliance with training, policies and procedures.

This written notice of the Library’s intent to engage in specific forms of routine electronic monitoring, is provided and posted pursuant to Connecticut General Statutes § 31-48d. Pursuant to that statute, the Library retains the right to engage in other forms of electronic monitoring, without specific written notice, when there is reason to believe that an employee or employees are engaged in conduct which violates the law, violates the legal rights of the Stonington Free Library or other employees, and/or creates a hostile work environment.

CUSTOMER SERVICE

We are here to provide the HIGHEST QUALITY SERVICE FOR OUR PATRONS. Your contribution to this effort will result in our continued growth and compensation for all.

We must always be cordial, helpful and pleasant to our patrons. This is a basic part of the professionalism that we must project in order to inspire confidence and trust and to keep our patrons satisfied. A careless or discourteous word or attitude can only result in the loss of confidence. A smile and a "Hello" can do just the opposite. In fact, it may even brighten your own day.

Remember, to our patrons, you represent the Stonington Free Library.
DRESS CODE/PERSONAL APPEARANCE

Remember, while you are working, you are a representative of the Stonington Free Library. Because of our relations with our patrons and the nature of our business, neatness and cleanliness are necessary at all times. Appearance is a basic part of the professionalism that we must project in order to inspire the confidence and trust of our patrons. While individual preferences are appreciated, extremes in attire, grooming, hairstyles, personal hygiene, and accessories must be avoided. Employees should remember that they represent the Stonington Free Library to the public. Employees are expected to present a clean, neat and professional appearance.

Keeping that in mind, the following guidelines are established for the work week:

• Clean clothing is mandatory. Torn, ragged clothing is inappropriate.
• Garments should cover the torso and undergarments should not be visible through clothing.
• Garments should be loose enough to be comfortable. Excessively baggy and excessively tight clothing is not allowed.
• Shorts are NOT permitted.

If you have any questions about proper attire, ask the Library Director.

DRUG AND ALCOHOL USE

It is the policy of the Stonington Free Library that its patrons and employees have the absolute right to expect that persons employed by the Stonington Free Library will be free from the effects of drugs and alcohol. The Library has the right to expect its employees to report to work fit and able for duty, and not impaired by drugs or alcohol.

All employees are forbidden from consuming or using illegal drugs at any time during or just prior to the beginning of the work day (including lunch breaks) or anywhere on the Library’s premises or sites including site buildings, properties, vehicles and the employee’s personal vehicle while engaged in Library business. In addition:

1. Employees are prohibited from selling, purchasing or delivering any illegal drug at any time at any place.

2. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on the Stonington Free Library premises or while conducting business off the Stonington Free Library’s premises is absolutely prohibited.

3. Off-the-job illegal drug activity or alcohol abuse that could adversely affect an employee’s job performance or that could jeopardize the safety of other employees, the public, the Stonington Free Library equipment, or the Library’s relations with the public will not be tolerated.
**Prescription Drugs.** If job-related and consistent with business necessity, the Library may require employees who use a prescription drug that may affect their ability to perform the essential functions of their position to report to the Library Director that they are taking such medication on the advice of a physician, of the possible side effects of the drug on performance, and the expected duration of use.

**Drug Testing.** Where the Stonington Free Library has reasonable suspicion to believe that a current employee (1) is under the influence of drugs or alcohol, which at that time, adversely affected or could adversely affect the employee’s job performance; (2) has abused prescribed drugs; or has used illegal drugs, the Library may require the employee to submit to alcohol or drug testing. The Library also may conduct drug tests for individuals seeking employment (prior to the date of their hire) or upon promotion to another position within the Stonington Free Library.

The Stonington Free Library requires that an employee notify the Library Director within five (5) days after a conviction of any criminal drug statute for a violation occurring outside the workplace.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with the Library Director without fear of reprisal.

**EMERGENCY CLOSINGS**

The Stonington Free Library will make every effort to remain open to serve the public in spite of adverse weather conditions. As a result, employees are expected to make a good faith effort to get to work during inclement weather conditions if the Library is operating and an emergency closing has not been declared.

At times, however, emergencies such as heavy snow, fires, power failures, or hurricanes can disrupt the Stonington Free Library’s operations. In extreme cases, these circumstances may require the closing of the Library. In the event that such an emergency occurs during non-working hours, the Library Director or his/her designee will decide whether to open the Library or to delay opening.

If the Library is open and developing weather conditions necessitate an early closing, the Library Director or his/her designee will make the decision. No employee should leave for early closing unless directed to do so by the Library Director or his/her designee. Compensation for lost time will be based on an employee’s classification, i.e., exempt or non-exempt, in accordance with federal and state laws.

When operations are officially closed due to emergency conditions, leave from scheduled work will be paid for full-time employees. Part-time employees are eligible for pay when the Library is closed due to emergency conditions, for the hours they were scheduled to work.
If an employee is unable to work due to inclement weather when the Library is open, the employee may elect to use personal or vacation leave or he/she will not be paid. For this purpose, personal and/or vacation time may be taken in increments of one hour.

PERSONAL TELEPHONE CALLS

Please keep personal phone calls to a minimum. Personal telephone calls should be made during designated breaks and/or lunch periods and must not interfere with your work. Personal calls during business hours, both incoming and outgoing, should be confined to those that are absolutely necessary and should be brief. Please discourage family and friends from calling during work hours unless it is an emergency.

Emergency Calls. In the case of an emergency, employees will be contacted by a phone tree. The Library phones may be used for emergency notification and response.

Except for an emergency, the personal use of telephones for long-distance, toll calls, and toll-free calls is not permitted. The employee is responsible for all non-work related long-distance charges. The Library may implement systems that can monitor and record the duration of telephone usage time by employees.

Cellular “Cell” Phones: Employees are not allowed to use personal cell phones when clocked in.

SMOKING

Due to the harmful effects and discomforts which smoking produces in the workplace, and out of concern for the well-being of our patrons and employees, smoking is prohibited on the premises. This means that smoking is not permitted at any time during working hours.

STANDARDS OF CONDUCT

The Stonington Free Library is committed to exceeding expectations. We are committed to create an enjoyable experience for our patrons in a comfortable and safe environment. To that end, each employee is expected to behave in an orderly and courteous manner at all times and to follow the Library’s standards of conduct. General expectations of conduct include, but are not limited to, the following:

- Be courteous to patrons, visitors, and other employees.
- Report to work regularly, on time, and remain in the work area necessary to accomplish your duties.
- Follow supervisory instructions; perform duties efficiently, and maintain proper standards of productivity.
- Immediately report any personal injury, accident or property damage to the Library Director.
- Observe the various policies set forth in this manual.
- Refrain from using foul or abusive language.
- Refrain from rude or improper behavior with patrons.
Employees should keep that in mind that any of the above may result in disciplinary action up to and including termination.

If you have any questions concerning our Standards of Conduct, please do not hesitate to discuss your questions or concerns with the Library Director.
SAFETY

INTRODUCTION TO SAFETY

The Stonington Free Library endeavors to provide safe working conditions for all employees, instructions concerning safe working methods, and to make available the necessary equipment required to protect employees against particular hazards. It is the obligation of each employee to observe the safety regulations and to adhere to the Library’s safety guidelines at all times. Employees who fail to practice safety at all times, may be subject to disciplinary action, up to and including termination.

Safety can only be achieved through teamwork. Each employee must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions to the Library Director immediately.

GENERAL SAFETY GUIDELINES

1. Notify the Library Director of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform the Library Director immediately. You may not be able to receive full benefits unless your employer knows you are injured.

2. Employees should call 911 to receive police, fire or medical assistance.

3. Employees must know the location of fire alarms boxes, fire extinguishers and familiarize themselves with the use proper procedure for using them. Employees should understand their duties in the case of fire. Know the location, contents and proper use of first aid equipment.

4. Use, adjust, and repair machines and equipment only if you are trained and qualified.

5. Get help when lifting or pushing heavy objects.

6. Avoid overloading electrical outlets with too many appliances or machines.

7. Use flammable items, such as cleaning fluids, with caution.

8. Walk – don’t run.

9. Avoid “horseplay” or practical jokes.

10. Watch out for the safety of fellow employees.

Your suggestions concerning safety issues are encouraged at all times. See “Open Door Policy.”
**Equipment.** Equipment essential to accomplishing an employee’s job duties is expensive and may be difficult to replace. When using the Stonington Free Library equipment, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the Library Director if any equipment appears to be damaged, defective or in need of repair. Prompt reporting of damages, defects and need for repairs could prevent deterioration of equipment and possibly injury to employees or others. The Library Director can answer any questions you may have about your responsibility for maintenance and care of equipment used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of the Stonington Free Library’s equipment may result in disciplinary action up to and including termination.

**REPORTING AN INJURY/OSHA**

The federal Occupational Safety and Health Act (“OSHA”) and similar state laws require that the Library maintains records of all recordable occupational injuries and/or illnesses which occur during the workday. State Workers’ Compensation laws also require that you report any illness or injury on the job, no matter how slight. If you hurt yourself or become ill, please contact the Library Director for assistance. If you fail to report an injury, you may jeopardize your right to collect workers’ compensation payments as well as health benefits.

If you are injured on the job during working hours, notify the Library Director as soon as possible. All injuries, no matter how slight, must be reported promptly. This policy is for your protection.

If your injury requires that you miss time from work to go to the doctor for emergency treatment, the Library will pay you for that day. Any further time off may be under your Workers’ Compensation insurance. See “Workers’ Compensation” for further details.

Falsely stating or making claims of injury or the failure to report an injury, may subject an employee to disciplinary action, up to and including termination.

If you have been injured away from the job site and off Library time, we require a doctor’s release form be submitted to the Library prior to your resuming your regular duties.
TERMINATION OF EMPLOYMENT

EXIT INTERVIEWS

The Stonington Free Library will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, or return of Library-owned property. Suggestions, complaints, and questions may also be voiced.

RESIGNATION

Resignation is a voluntary act initiated by the employee to terminate employment with the Stonington Free Library. The Library requests at least two (2) weeks written resignation notice from all employees to remain an employee in good standing (i.e., leaves voluntarily, gives two weeks’ notice, works fully through the last two weeks, is not terminated, etc.). Employees in good standing will be paid for accrued, but unused, vacation time in accordance with the Library’s policies and/or pursuant to applicable state law. Former employees seeking re-employment must have been in good standing at the time of their previous termination of employment in order to be considered for employment.

RETURN OF LIBRARY PROPERTY

Any Library property, materials or written information issued to you or in your possession or control, such as this Employee Handbook, keys, and equipment must be returned to the Library at the time of your dismissal or resignation, or whenever it is requested by the Library Director. You are responsible for paying for any lost or damaged items if loss or damage is due to your misconduct.

UNEMPLOYMENT COMPENSATION

To qualify for unemployment compensation, you must be out of work through no fault of your own (e.g., you were laid off) and you must be actively seeking another job. If you were fired for cause or voluntarily quit, you may not be able to collect benefits. How much you will be paid and for how long may vary according to current law and your particular situation. The Library pays the full cost of your unemployment compensation, and the government pays for the administrative cost.

WAGES

Employees who are discharged by the Library will have their wages paid in full within the time frame as required by applicable state law. Employees who retire or resign will have their wages paid in full on the next regular payday following the last day of work. Final paychecks may be picked up by the employee at the office or mailed to an address provided by the employee.
CONFIDENTIALITY/CONFLICT OF INTEREST STATEMENT*

I hereby acknowledge, by my signature below, that I understand that the Stonington Free Library’s business-related, confidential records, patron records, financial information, and data to which I have knowledge and access, in the course of my employment with the Stonington Free Library are to be kept confidential, and this confidentiality is a term and condition of my employment. This information and any and all other business-related information of a confidential nature shall not be disclosed to anyone under any circumstances, except to the extent necessary to fulfill my job requirements. I must first obtain the approval of the Library Director before any disclosure is made.

I hereby agree to avoid any activity that results in a real or apparent conflict of interest. I will not accept any fee or payment from anyone seeking to do business with the Stonington Free Library. I will not take advantage of any business opportunity learned of at work, and I will not use confidential information for personal gain under any circumstances whatsoever.

I understand and agree that any violation of this Agreement is grounds for disciplinary action, up to and including discharge.

I acknowledge that this Confidentiality Statement is not intended to restrict any rights I may possess under state and/or federal law.

__________________________________________    ______________________
Signature of Employee    Date

__________________________________________    _____________________
Signature of Library Director    Date
RECEIPT OF EMPLOYEE HANDBOOK

I have this day received a copy of the Stonington Free Library Employee Handbook and I understand that I am responsible for reading the personnel policies and practices described within it. I understand that this Employee Handbook replaces any and all prior handbooks, policies and practices of the Library. I acknowledge that this Employee Handbook is intended for my information and guidance.

The Library may amend or terminate at any time the practices, policies, plans and benefits described in this Employee Handbook as the need arises and experience dictates. Any changes will supersede the contents of this Employee Handbook. I understand that neither this Employee Handbook nor any other written or verbal communications by a Stonington Free Library representative is intended to, in any way, create a contract of employment. It is not an employment contract, either expressed or implied, and it does not guarantee any fixed terms or conditions of employment.

I UNDERSTAND THAT MY EMPLOYMENT IS “AT WILL,” AND CAN BE TERMINATED WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT EITHER MY OPTION, OR THE OPTION OF the Stonington Free Library. Only the Board of Directors has the authority to enter into agreement for employment for any specified period of time, or an agreement that is contrary to employment at will, and any such agreement must be in writing and signed by the Library Director and the employee involved.

If I have any questions regarding the content or interpretation of this handbook, I will bring them to the attention of the Library Director.

THIS EMPLOYEE HANDBOOK TAKES EFFECT ON ______, 2014.

Please sign and return this form to the Library Director.

________________________________  ________________________________
EMPLOYEE’S NAME (PRINTED)   EMPLOYEE’S POSITION

________________________________  ________________________________
EMPLOYEE’S SIGNATURE   DATE

________________________________  ________________________________
LIBRARY DIRECTOR’S SIGNATURE   DATE