

WHISTLE BLOWER POLICY

The Library is committed to the highest possible standards of openness, honesty and accountability. In line with that commitment, the Library will expect employees who possess concerns regarding any aspect of the Library's operations to come forward and express those concerns. This policy is not a vehicle for reporting violations of the Library's applicable human resources policies, problems with co-workers or supervisors or for reporting issues relating to alleged employment discrimination or harassment, all of which should be dealt with in accordance with the Library's pertinent policies. These concerns may include questionable or improper accounting or auditing matters; violations or suspected violations of the Library's Code of Ethics; or other policies that pertain to ethical matters. This Whistle Blower Policy is intended to encourage and enable employees to raise concerns within the Library rather than ignoring a transgression or seeking a resolution of the problem outside the Library.

Employees are often in a position to realize that there may be a matter in dereliction of accepted practice and to raise such observations.

The Library adheres to the NYS Civil Service Law 75-b and the NYS Labor Law 740 which outline employee rights regarding retaliation in the workplace. No employee who in good faith reports a violation may suffer harassment, retaliation or adverse employment consequences. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. A volunteer may be removed from an appointed or elected position.

All Whistle Blower complaints should be reported in writing to the Library Director of the Middle Country Public Library. Concerns may be submitted anonymously. The Director shall address all reported concerns. The Director will notify the reporter within 20 business days, unless the reported concerns were done anonymously. All reports will be promptly investigated and action taken must include a follow-up with the complainant. The Director has the authority to retain outside legal counsel, accountants, private investigators, or any other resource necessary to conduct a complete investigation.

Anyone reporting a concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice, or a violation of ethical behavior. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious offense and may result in discipline, up to and including dismissal from a volunteer position or termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

GRIEVANCE PROCEDURE

The Library's "open door" policy allows for employees sharing their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. Any employee shall have the right to present a grievance to the Library. A grievance shall mean any claimed violation, misinterpretation, or inequitable application of existing laws, rules, regulations, procedures, practices, administrative orders or decisions, which relate to or involve personnel and the terms and conditions of their employment.

The proper chain of command must always be followed in the filing of any grievance. In grievances involving sexual harassment, or discrimination the grievant may file a grievance at any level in the chain of command.

Any staff member wishing to file a grievance shall submit said grievance, in writing, to their immediate supervisor, within 15 calendar days of the alleged violation. The supervisor will make a determination, in writing, to the grievant, as soon as possible.

If the grievance is with one's supervisor, the grievance can be taken to the Business & Personnel office.

If the grievance determination made by the supervisor is considered to be unsatisfactory to the staff member, the staff member may submit the grievance, in writing, to the Director, within 15 days of the receipt of the determination. This procedure may be followed through the chain of command, up to and including the Board of Trustees. Correspondence to the Board must be directed to the President of the Board and sent to the Library, PO Box 213, Centereach, NY 11720.

***Adopted November 15, 2006 by the Board of Trustees of the Middle Country Public Library.
Revised November 19, 2012, October 20, 2021, February 21, 2024.***