



Personnel Policies

Welcome	7
Receipt of Personnel Policies	8
Organization Chart	9
Recruitment and Hiring	10
Equal Opportunity	10
Americans with Disabilities Act	10
Applications and resumes	10
Advertising	10
Eligibility	10
Interviewing	11
Hiring.....	11
Background checks	11
Substance abuse screening	11
Initiating payroll.....	12
At-will Employment	12
Classifications and Salaries	13
Exempt and non-exempt Employees	13
Full-time employees	13
Part-time employees	13
Total compensation package	14
Pay classifications and starting salaries	14
Salary limitations.....	16
Reviews of salary schedule	16
Differentials.....	16
Job Descriptions	18
Review and revision	18
ADA compliance.....	18
Certification	19
Library certification	19
Temporary certification.....	19
Other professional certifications	19
Recertification.....	19
Orientation	20
Supervisor orientation	20
Human Resources orientation.....	20
Schedules, Breaks, and Attendance	21
Scheduling	21
Accommodation of religious beliefs.....	21
Breaks	21
Meal periods.....	21
Unauthorized or excessive absences and tardiness.....	22
Resignation due to non-attendance	22
Timecards and Payroll	23
Timecards	23
Payroll.....	23

Overtime	24
Compensatory Time	25
Holidays	26
Observed holidays.....	26
Floating holidays.....	26
Other regular closings	27
Summer reading club appreciation.....	27
Benefits	28
Deferred compensation	28
Dental insurance.....	28
Discounted purchases.....	28
Employee Assistance Program.....	28
Employee benefit banking.....	29
Health insurance	29
Jean Nagel Lillie Scholarship	29
Library privileges.....	29
Life insurance	29
Retirement	29
Salary	30
Supplemental insurance.....	30
Tuition reimbursement	30
Workers' Compensation	31
Employee Conduct	32
Values.....	32
Staff areas.....	32
Personal workspaces	32
Use of library property.....	32
Inappropriate conversation	33
Acceptance of gifts or gratuities	33
Conflicts of interest	33
Solicitation and distribution	33
Unacceptable Conduct	35
Alcohol, Illegal Drugs or Tobacco.....	35
Discrimination.....	35
Insubordination or other disrespectful conduct	35
Negligent or unsafe behavior	35
Theft or deception	36
Threats, harassment, or violent acts	36
Use of force.....	36
Substance Abuse and Testing	37
Alcohol or Drug Testing	37
Testing guidelines	37
Refusal to submit to testing	37
Prescription medications	37
Condition of employment.....	38
Investigations	38

Protection for employees	38
Harassment	39
Sexual harassment	39
Complaint procedure	39
Whistleblower Protection	40
Dress Code.....	41
Appropriate attire.....	41
Library logo and attire	41
Inappropriate attire.....	41
Relaxation of dress code.....	42
Special considerations	42
Performance Appraisals.....	44
Introductory period	44
Appraisal process	44
Challenges.....	45
Annual merit increases	45
Technology Competencies	47
Performance Improvement	48
Coaching	48
Written warning	48
Probation	49
Delay, decrease, or suspension of annual merit increase	49
Administrative Leave	49
Termination.....	50
Internet and Email Use.....	51
Responsibility.....	51
Prohibited activities	51
Communicating information	51
Privacy.....	52
Virus detection and downloading	52
Compliance with applicable laws and licenses	52
Filtering.....	52
Passwords	52
Violations	52
Personal Social Networking and Online Accounts	53
Definitions.....	53
Approval of online presences.....	53
Personal accounts	54
Exceptions.....	54
Employee Files.....	55
Personnel files	55
Medical information.....	55
Training and continuing education	55
Timesheets and timecards	55
Payroll.....	56
Bereavement Leave	57

Eligibility	57
Length of leave.....	57
Notification	57
Family and Medical Leave Act Leave.....	58
Immediate family	59
Eligibility	59
Amount of leave	59
Continuation of benefits.....	59
Employee status after leave	60
Requesting FMLA Leave.....	60
Designation of FMLA Leave	60
Certification	60
Return to work.....	61
Falsification of documentation	61
Personal Leave	62
Accrual.....	62
Requests	62
Continuation of benefits.....	62
Guarantee of service	62
Acceptable use	63
Limited educational leave.....	63
Personal Time Off for Part Time Staff	64
Eligibility	64
Accrual and limitations.....	64
Uses	64
Compensation for unused PTO	64
Abuse	65
Sick Leave.....	66
Uses	66
Accrual.....	66
Reporting process	67
Abuse	67
Continuation of benefits.....	67
Conversion	67
Compensation for unused Sick Leave	68
Suspension of Sick Leave.....	68
Sick Leave and Workers' Compensation	68
Vacation Leave	69
Accrual.....	69
Requests for use.....	69
Compensation for unused Vacation Leave	69
Civic Duties.....	71
Court	71
Jury duty.....	71
Voting	71
Election officers	72

Emergency Closings.....	73
Employee absences.....	73
Compensation.....	73
In-service training.....	74
Communications.....	74
Staff meetings.....	74
Continuing education.....	74
Professional activities.....	74
Travel and Meal Expenses.....	75
Per diem for travel.....	75
Business meeting meals.....	75
Mileage reimbursements.....	75
Special transportation.....	76
Lodging.....	76
Requests for reimbursement.....	76
Safety.....	76
Gifts.....	77
Death.....	77
Employment anniversaries.....	77
Retirement.....	77
Other events.....	77
Voluntary Separation.....	78
Resignation.....	78
Retirement.....	78
Layoff.....	79
Grievances.....	80
Letters of grievance.....	80
Grievance hearings.....	80

Welcome

Created 11 Mar 2003
Revised 19 Feb 2013
Reviewed 15 Feb 2017

Welcome to the Campbell County Public Library! We hope that you are excited about your job with us. We're glad to have you become a part of our staff.

You will find working in the Library to be a great experience. We offer an important service to our patrons. We help people of all ages to explore their minds, their hearts, their perceptions, their future, and their past.

We are a tax supported entity and have a responsibility to each taxpayer to provide the best possible service that we can. Our patrons appreciate and enjoy the many things that the Library offers. They have come to expect a high level of service. We believe that by creating a friendly, helpful, resourceful environment *for* our patrons that we will bring out those same traits *in* our patrons. We hope that you will become a successful, contributing member of that philosophy.

The compilation of Personnel Policies that you have received will help familiarize you with the operations of the Library. There are other policies and guidelines that you will want to read and review as well. All policies are reviewed regularly and approved by the Board of Trustees. After your supervisor reviews these policies with you, it will become your responsibility to keep your Personnel Policies up to date. You will be asked to review them once each year with your supervisor. It is important for you to use this time with your supervisor to ask any questions that you might have.

The Library's mission:

"Campbell County Public Library enhances lifelong learning by providing popular materials, programs, and services to our community."

The Library's vision:

"Connecting you to big ideas wherever you are!"

Superior customer service supports this mission and the Library's personnel are the means to that support. We hope that you enjoy your work and that you enjoy serving the citizens of our county as we do. Again, WELCOME!

Receipt of Personnel Policies

Created 20 Feb 2007
Revised 15 Feb 2011
Reviewed 15 Feb 2017

These Personnel Policies are designed to familiarize you with Library policies as they pertain to you as an employee; provide general guidance on work rules, disciplinary procedures, and other issues related to your employment; and to help answer many of the questions that may arise in connection with your employment.

These policies and any provisions contained herein do not constitute a guarantee of employment or an employment contract, express or implied. Your employment is "at-will" and may be terminated for any reason, with or without cause, and with or without notice by you or the Library.

Campbell County Public Library reserves the right to change, withdraw, apply, or amend any of our policies or benefits, including those covered in these policies, at any time with or without notice.

It is the responsibility of the employee to read and to review the Personnel Policies as necessary. By signing below, the employee indicates that they have received a copy of the policies and have been given the opportunity to discuss them. The employee also acknowledges that they are responsible for reading and understanding the content. The employee is responsible for keeping informed of any and all changes or amendments to the Personnel Policies. Changes, revisions, and amendments are available on the staff wiki and/or in the Human Resources Office. The most recently revised policies render void all previous versions. Furthermore, the employee acknowledges that they are employed "at-will" and that these Personnel Policies are neither a contract of employment nor a legal document.

A copy of this page will be kept in the employee's personnel file.

Printed name of employee: _____

Signature: _____ Date: _____

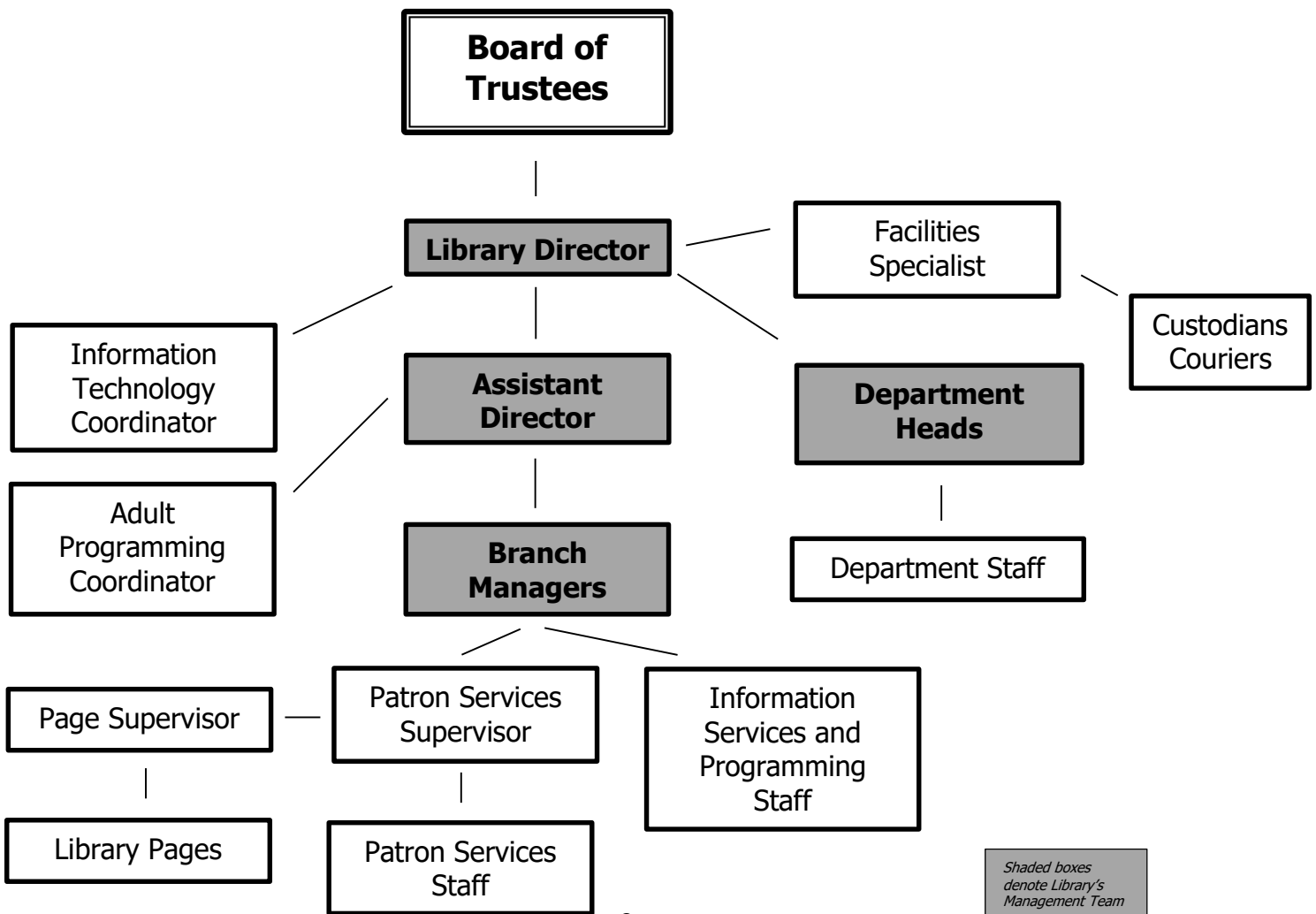
Organization Chart

Revised 18 Jan 2017
Reviewed 15 Feb 2017

The Library was formed as a special taxing district by a petition of the citizens of Campbell County in September 1978. The members of the Board of Trustees are appointed by the County Judge Executive. Other than appointing the Board members, the Judge Executive has no authority over the Library's operation nor any responsibility for it.

As the appointed governing authority, the Board of Trustees has ultimate fiscal responsibility for the Library and governs the policies which dictate its operation.

The Board of Trustees employs one person, the Library Director, who is responsible for all other staff employed by the Library. The Library Director is responsible for the day to day operation of the Library and for ensuring the policies approved by the Board are followed.



Recruitment and Hiring

Revised 18 Feb 2015
Reviewed 15 Feb 2017

Equal Opportunity

The Campbell County Public Library is an equal opportunity employer. No person will be denied employment on the basis of race, color, age, sex, religion, national origin, or disability.

Americans with Disabilities Act

The Library is firmly committed to the Americans with Disabilities Act (codified in KRS 207 and KRS 344) and ensures equal employment opportunities to persons with disabilities. The Library prohibits discrimination based on disability in regard to all employment practices and privileges of employment. Consistent with this policy and applicable law, the Library will provide reasonable accommodation to qualified individuals with disabilities who are employees or job applicants, unless doing so will cause undue hardship on the Library's operations.

Job descriptions include the necessary abilities to complete the tasks required of all positions.

Applications and resumes

Applications and resumes are accepted at all times. Applicants are encouraged to file for specific openings. Applications for posted positions will be retained for one (1) year. All other applications will be held for ninety (90) days.

Advertising

Openings will be advertised as necessary. Jobs will remain posted until the position is filled.

Eligibility

Immediate family members of present employees are not eligible for employment. Current members of the Board of Trustees and their immediate family members are not eligible for employment. Immediate family is defined as a spouse, child, parent, sibling, grandparent, grandchild, or immediate in-laws. Other relationships may also prohibit eligibility on a case-by-case basis by the Library Director without setting precedent.

Interviewing

All applications on file will be reviewed for job openings and selections made for interviewing. Candidates will be selected and interviewed based on qualifications that are deemed appropriate for the position. References will be solicited and checked. A *Recommendation for Hire* form will be completed and sent, along with all other documentation (application, resume, etc.), to the Human Resources Manager for approval. Candidates who are interviewed but not selected will be notified of the Library's decision. Interview questions and corresponding written responses from applicants for open positions will be sent to the Human Resources Manager and filed for one (1) year.

Hiring

The Library Director will be interviewed and hired by the Library Board of Trustees. The Library Director, or his/her designee, will hire all other employees. After the *Recommendation for Hire* form has been approved, each new employee will be informed in writing of the exact time and nature of their appointment, including:

- Starting salary;
- Starting date;
- Anniversary date for evaluations;
- Date that the introductory period will end; and
- Any other special arrangements made with the employee regarding employment.

This letter of offer will be placed in the employee's personnel file along with all other documentation.

Background checks

The Library will ask for a background check of all new employees. The form authorizing this check should be signed by the employee and returned to the Human Resources Manager along with the letter of offer. Employment will be contingent on a satisfactory background check. Background checks will be placed in the employee's personnel file.

The Library may conduct background checks of any current employee at any time.

Substance abuse screening

The Library conducts substance abuse screening before hiring potential personnel. Successful completion of the screening is required for hire. (See *Substance Abuse and Testing*.)

Initiating payroll

During the orientation, the Human Resources Manager will meet with the employee and provide them with the documentation required for payroll including:

- W-4 (Federal withholding authorization);
- K-4 (Kentucky withholding authorization);
- I-9 (Employment Eligibility Verification); and
- Direct Deposit Authorization.

These forms should be returned to the Human Resources Manager within three (3) days.

At-will Employment

All employees are considered "at-will". The employee may terminate their employment at any time and the Library may do the same.

Classifications and Salaries

Created 20 Feb 2007
Revised 15 Feb 2017
Reviewed 15 Feb 2017

The goal of the Library is to attract, motivate, and retain talent with a fair and equitable compensation policy based on necessary knowledge, skills, and abilities.

Exempt and non-exempt Employees

All employees are designated as either non-exempt or exempt under state and federal wage and hour laws.

Non-exempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are not exempt from the law's requirements concerning minimum wage and overtime. Overtime work is prohibited without specific supervisor authorization. (See *Overtime*.)

Exempt employees are generally managerial, professional, administrative, or technical staff who are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs which meet the standards and criteria established under the FLSA by the Department of Labor. Exempt staff members are eligible for compensatory time. (See *Compensatory Time*.)

Full-time employees

Full-time employees work forty (40) hours per work week (Sunday through Saturday). An eight (8) hour day is the normal working day with some flexibility in starting and ending times. For full-time employees, Sunday hours are considered to constitute an eight (8) hour work day. Full-time employees are not scheduled to work on closed holidays that fall on Saturday or Sunday, regardless of regular schedule rotation. Full-time employees are required to participate in the state retirement plan. Many types of leave and a full range of other benefits are extended to these employees.

Part-time employees

Part-time employees work regularly scheduled hours, not to exceed an average of twenty-three (23) hours during a work week; however, times may vary according to Library needs. Part-time employees are paid for regularly scheduled hours worked that fall on closed holidays. Part-time employees are not eligible to participate in the state retirement program. Other benefits may be available.

Total compensation package

An employee's total compensation package includes the employee's salary, employer paid Social Security/Medicare contributions, workers' compensation insurance, unemployment insurance, Bereavement Leave, holiday pay, and an Employee Assistance Program (EAP) for the employee and family members. Most employees are also eligible for partial tuition reimbursement payments. For full-time employees, the Library offers health care benefits (including vision and dental), retirement benefits, life insurance, Vacation Leave, and Sick Leave. Part-time employees are eligible for paid time off (PTO).

Pay classifications and starting salaries

The schedule of starting wage rates is based on the classification of the positions and the qualifications of the applicant. All positions have been analyzed and classified so that those with similar educational requirements, experience, duties, and responsibilities are grouped together.

Classification 1

- Positions in this category are non-exempt.
- Positions in this classification: Library Page.
- Requirements: No educational requirement, minimum of sixteen (16) years of age.
- Starting salary: \$9.15 per hour.

Classification 2

- Positions in this category are non-exempt.
- Positions in this classification: Custodian, Library Courier, Patron Services Assistant, Processing Assistant, Weekend Courier.
- Requirements: High school diploma or equivalent.
- Starting salary: \$10.65 per hour.

Classification 3

- Positions in this classification are non-exempt.
- Positions in this classification: Information Services Assistant.
- Requirements: Some post-secondary education and relevant work experience, bachelor's degree preferred.
- Starting salary: \$11.65 per hour.

Classification 4

- Positions in this classification are non-exempt.
- Positions in this classification: Adult/Teen Services Programmer, Children's Programmer, Collection Services Assistant, Early Literacy Outreach Programmer, Page Supervisor, Technical Services Assistant.
- Requirements: Some post-secondary education and relevant work experience, bachelor's degree preferred.

- Starting salary: \$12.90 per hour.

Classification 5

- Positions in this classification are non-exempt.
- Positions in this classification: Facilities Specialist, Interlibrary Loan Specialist, Patron Services Supervisor, Public Relations Specialist, Information Services Librarian.
- Requirements: Some post-secondary education and relevant work experience, bachelor's degree preferred.
- Starting salary: \$15.90 per hour.

Classification 6

- Positions in this classification are non-exempt.
- Positions in this classification include: Adult Outreach Services Librarian, Adult/Teen Services Librarian, Children's Services Librarian, Collection Services Librarian, Early Literacy Outreach Librarian.
- Requirements: Master's degree in Library Science.
- Starting salary: \$16.90 per hour.

Classification 7

- Positions in this classification are non-exempt.
- Positions in this classification include: Adult Programming Coordinator, Collection Services Coordinator, Digital Inclusion Coordinator, Digital Marketing Coordinator, Information Technology Coordinator.
- Requirements: Library specific positions require a Master's degree in Library Science, some professional experience preferred. Other professional positions require a Bachelor's degree in the required field of study or a combination of some post-secondary education and relevant work experience.
- Starting salary: \$18.90 per hour.

Classification 8

- Positions in this classification are exempt.
- Positions in this classification: Human Resources Manager, Library Accountant, Public Relations Manager.
- Requirements: Bachelor's degree in the required field of study or a combination of some post-secondary education and relevant work experience.
- Starting salary: \$23.90 per hour.

Classification 9

- Positions in this classification are exempt.
- Positions in this classification include: Branch Manager, Technical Services Manager.
- Requirements: Master's degree in Library Science, plus five (5) years of professional experience. Three (3) years of supervisory experience is preferred.

- Starting salary: \$24.90 per hour.

Classification 10

- Positions in this classification are exempt.
- Positions in this classification include: Assistant Library Director
- Requirements: Master's degree in Library Science, plus five (5) years of professional experience and three (3) years of supervisory experience.
- Starting salary: \$32.15 per hour.

Library Director

- This is an exempt position.
- This is a contractual position.
- Requirements: Master's degree in Library Science, plus seven (7) years of professional experience and five (5) years of supervisory experience.
- Salary is contractual and based on agreement with the Board.

Salary limitations

The salary schedule assists the Library in managing appropriate compensation of new employees and establishes appropriate pay increases for existing employees while maintaining equity among positions.

As the minimum entry level salary for a position is increased, the midpoint (which is used for annual merit increases), and maximum salary for the position will be adjusted as appropriate. If an employee reaches the maximum salary for their particular position's classification, there will not be an annual merit increase unless there is a change in the maximum salary for the classification.

Maximum salaries are based on a percentage of the entry level salary for each classification. Currently, the following percentages are used:

- Classifications 1 and 2: Maximum salary is 130% of entry level salary.
- Classifications 3 and 4: Maximum salary is 140% of entry level salary.
- Classifications 5 through 10: Maximum salary is 150% of entry level salary.

Reviews of salary schedule

Reviews of the salary schedule take into consideration current Library salary standards, cost of living, and pay for comparable work elsewhere.

Differentials

In some cases, the Library may provide specific compensation in addition to regular salary based on the ongoing performance of specific duties which are outside of the employee's regular work requirements.

The Library may also provide an allowance in addition to regular salary to offset the employee's use of personal funds for ongoing work-related purposes (such as maintaining a cell phone service).

Staff who are given courier duties as a part of their regularly job responsibilities are paid their hourly rate plus an additional \$0.25 per hour for all hours that are worked.

Differentials are not considered a part of the employee's regular salary and are not included when calculating the employee's merit increase.

Job Descriptions

Created 20 Feb 2007
Revised 18 Feb 2015
Reviewed 15 Feb 2017

Job descriptions provide a summary of the position's duties, the supervisor's position, principal responsibilities, education and experience requirements, and an overview of other generally expected responsibilities placed upon the employee. Job descriptions become the basis for the assessment of an employee's work performance.

Review and revision

Job descriptions are reviewed at every annual evaluation and are revised as needed to insure that they reflect the nature of the position. Job descriptions can be reviewed on the Human Resources page of the wiki. A request for review of any job description may be made to the Human Resources Manager at any time.

ADA compliance

Job descriptions indicate physical requirements (ability to lift/move heavy objects or to stand for long periods of time, for example) that are necessary provisions of typical work assignments.

Certification

Revised 21 Feb 2012
Reviewed 15 Feb 2017

Library certification

Some of the Library's personnel are certified by the Kentucky State Board for the Certification of Librarians. Levels of certification are determined according to job requirements and responsibilities. Certification needs will be determined and applications made within one (1) year of employment. The Library pays for application and renewal fees for certifications that are a requirement of employment.

The Library requires that all full-time staff members that provide information services be certified. Some part-time staff may be certified at the Library's discretion.

The Library will reimburse staff members who attend continuing education workshops and conferences in order to receive certification. (See *Conferences and Workshops*.)

Employees who enroll in secondary education classes in order to complete requirements for certification will be reimbursed under the guidelines for tuition reimbursement outlined in the *Benefits* section of the Personnel Policy. Flexible scheduling arrangements for class attendance may be made with the employee's supervisor. Full-time employees may be eligible for Personal Leave to attend classes (see *Personal Leave*). Part-time employees must schedule time off for classes with their supervisor.

Temporary certification

Employees in positions requiring certification may apply for temporary certification if they do not meet the qualifications set by the Kentucky State Board for the Certification of Librarians. Temporary certification is valid for five (5) years, allowing the employee time to work toward fulfillment of the qualifications needed to obtain the appropriate certification for their position.

Other professional certifications

The Library employs some personnel who hold certifications in fields that are not necessarily library-specific. Where such certifications are required, employees will be reimbursed and allowed paid time for continuing education as necessary.

Recertification

Employees are required to seek and receive recertification as necessary.

Orientation

Created 20 Feb 2007
Revised 19 Feb 2014
Reviewed 15 Feb 2017

The Library believes it is important for all new staff members to feel comfortable in their new working environment. The Library will attempt to help the employee to acclimate to the Library's operations and working conditions. As a part of this effort, all employees will receive an orientation conducted by both the employee's supervisor and by the Human Resources Manager.

Supervisor orientation

The employee's supervisor will complete an *Employee Orientation Checklist* that ensures important items are discussed with the employee. The supervisor and the employee are required to sign this document. The checklist becomes a part of the employee's personnel file. New employees are expected to discuss any concerns with their supervisors and to ask frequent questions to ensure their understanding of expectations being placed upon them. The employee's supervisor will provide a tour of the facility, workspaces, staff lounge, and staff bulletin board.

The supervisor will explain guidelines and other procedures that govern the operation of the department or branch.

Human Resources orientation

The Human Resources Manager will meet with all new employees. The Human Resources Manager will explain:

- Benefits and forms associated with receiving benefits;
- COBRA (Consolidated Omnibus Budget Reconciliation Act) benefits and provisions;
- HIPAA (Health Information Portability and Accountability Act) provisions;
- Core values of the organization;
- Diversity and sexual harassment standards in the workplace; and
- Customer service expectations.

All full-time staff will have a mandatory consultation with the Human Resources Manager at the end of the employee's introductory period to answer questions and review items in the initial orientation.

Other points of discussion are indicated in the *Employee Orientation Checklist*.

Schedules, Breaks, and Attendance

Created 20 Feb 2007
Revised 21 Feb 2012
Reviewed 15 Feb 2017

Scheduling

Because maintaining a level of staffing sufficient to provide high quality service to patrons is important, all employees hired by the Library agree to work during any and all hours of operation.

Schedules for Library employees will be determined by supervisors. Work schedules may be altered as deemed necessary in order to provide the best service in all of the Library facilities. Schedule changes require prior authorization by the supervisor.

Accommodation of religious beliefs

The Library respects the rights of its employees to practice and observe religious customs. It is the responsibility of the employee to inform the Library of any religious observations that may conflict with the Library's normal conduct of business. This stipulation includes conflicts with scheduling and other attendance issues. Such notification must be in writing and will become a part of the employee's personnel file. The Library will offer reasonable accommodation where possible. The needs of the Library remain paramount, however, and the employee's ability to meet those needs is a condition of employment.

Breaks

Employees are allowed one (1) fifteen (15) minute break for every four (4) consecutive hours worked. Breaks may not be used to extend meal periods, shorten work schedules, or to make up work time. Break periods do not accrue.

Meal periods

Non-exempt employees who work more than four and one-half (4 ½) consecutive hours must take at least a thirty (30) minute unpaid meal period. Meal periods will be scheduled by the supervisor. Meal periods may be thirty (30) minutes or one (1) hour.

Non-exempt employees scheduled to work a five (5) hour shift on Sunday must either take a lunch in accordance with policy or waive their right to a meal break by completing a *Waiver of Lunch Break* form. The waiver will be added to the employee's personnel file and may be rescinded by the employee at any time with advance written notice.

Exempt employees are not required to take a meal period although they are strongly encouraged to do so. The work periods of exempt employees will be scheduled so that appropriate meal periods may be taken.

Unauthorized or excessive absences and tardiness

Excessive absenteeism or any absence without notice is not permitted. Unauthorized absence from an assigned work station during the workday or failing to adhere to scheduled work hours will not be tolerated. Repeated or unreported tardiness will not be tolerated. Employees are to report any expected tardiness to their supervisor prior to arriving.

Resignation due to non-attendance

When an employee fails to come to work for two (2) consecutive days without notifying the Library, the Library will assume that the employee has resigned. If extenuating circumstances are later discovered and the position has not been filled, the employee may be allowed to return to work.

Timecards and Payroll

Created 20 Feb 2007
Revised 19 Feb 2014
Reviewed 15 Feb 2017

Timecards

Timecards are required for all personnel. Timecards are legal documents. All work time should be reported in fifteen (15) minute increments. Each employee is responsible for completing their own timecard using the online time recording system. (Procedures for timecards may be found in the *Payroll Manual*.)

Timecards for staff must be submitted online to Supervisors on Friday prior to the end of the pay period. Supervisors are responsible for checking for accuracy, completeness, and date.

Falsifying a timecard could be cause for immediate dismissal.

Payroll

All members of the staff are paid by direct deposit every other week on the Thursday following the end of the pay period. Pay statements are available online through the Library's payroll processing vendor. (Procedures for locating pay statement may be found in the *Payroll Manual*.)

For each pay period, regular deductions are made for federal, state, and local income taxes, and Social Security/Medicare. When applicable, other deductions elected by the employee will be indicated, including health insurance, dental insurance, and other types of supplemental insurance. Full-time staff members are required to contribute to the retirement plan. All deductions will be shown on the employee's pay statement.

Pay statements may indicate Vacation, Sick, and other types of Leave accrual. In all cases, the Library's own records will be considered the final authority in determining the amount of leave accrued by each employee. Strict attention to these balances is encouraged.

Questions about pay statements should be directed to the Human Resources Manager.

Overtime

Revised 15 Feb 2017
Reviewed 15 Feb 2017

The Library strives to ensure that employees are generally able to complete their work tasks within the work week (Sunday through Saturday). All non-exempt employees are eligible to earn overtime, but only supervisors may authorize an employee to work hours in excess of his/her forty (40) hours of scheduled work. In other words, any scheduled work hours over the forty (40) hour limit must be pre-authorized by the supervisor. (Exempt staff earn compensatory time. See *Compensatory Time*.)

Overtime is not earned due to an employee working over eight (8) hours in one (1) day. Overtime is accrued when an employee works over forty (40) hours in one (1) work week (Sunday through Saturday).

Employees may not use any form of paid leave to create overtime. (For example, an employee cannot use Vacation Leave to create a 48-hour work week.)

Hours earned for holidays do not count toward the 40-hour limit for overtime. (For example, an employee who worked 40 hours but also earned 8 hours for a closed holiday would be paid for 48 hours at the regular rate of pay and would not earn overtime.)

Overtime will be paid at the rate of one and one-half (1 ½) times the regular rate of pay for any hours worked over forty (40) within one (1) work week (Sunday through Saturday).

Each work week (Sunday through Saturday) is considered separately in computing overtime and all other pay.

It is the responsibility of the employee to inform his/her supervisor when it becomes apparent that overtime may be earned in any given work week. Appropriate adjustments to scheduling will be made at the discretion of the supervisor to reduce or eliminate the need for overtime hours.

Employees may not "volunteer" time to the Library. If an employee is required by the Library to perform a task, then the time spent on the task will be paid. Employees may not use personal, unpaid time to complete any assigned, or unassigned, work task. Employees who "volunteer" personal time to complete work assignments will be disciplined, up to and including termination.

Compensatory Time

Revised 15 Feb 2017
Reviewed 15 Feb 2017

Compensatory time is granted to employees who are classified as exempt from regular overtime. (Non-exempt staff earn overtime. See *Overtime*.)

Compensatory time is accrued by exempt employees who work more than their regularly scheduled forty (40) hours during a work week (Sunday through Saturday). Compensatory time may not be accrued during a work week in which an employee has used Vacation or Sick Leave.

Compensatory time may be accrued in quarter hour increments.

An employee may have no more than forty (40) hours of accrued compensatory time.

Use of compensatory time over four (4) hours must be approved in advance by the employee's supervisor. All requests for compensatory time must be submitted as a time off request through the online system, regardless of amount taken. All compensatory time accrued or used must be indicated on the employee's timecard.

Employees must give a minimum notification of two (2) weeks for resignations or retirements in order to be compensated for any unused compensatory time.

The Library is not required to provide compensatory time by the state or federal government. Compensatory time is provided as a benefit and a privilege. Abuse of compensatory time can lead to loss of some or all accrued compensatory time, loss of the ability to continue accruing compensatory time, loss of employment, or other disciplinary measures.

Holidays

Revised 18 Feb 2015
Reviewed 15 Feb 2017

The Library observes many holidays that are enjoyed by both staff and members of the community. The needs and expectations of the patrons in respect to accessing the Library are a strong consideration in the observance of open or closed holidays.

Employees may be asked to work on some scheduled closed holidays and will be fairly compensated for both holiday time and worked time in such instances. Holiday pay will not be considered as time worked for the purpose of calculating overtime.

While on any type of unpaid leave, employees will not be compensated for holidays. Employees on Sick Leave or FMLA Leave (whether using paid or unpaid time) also will not be compensated for holidays.

Observed holidays

The following days will be observed as holidays for the Library:

- New Year's Day (January 1) – closed
- Martin Luther King, Jr. Day (3rd Monday in January) – open
- Presidents' Day (3rd Monday in February) – open
- Easter (first Sunday after first full moon of Spring) – closed
- Memorial Day (last Monday in May) – closed
- Independence Day (July 4) – closed
- Summer Reading Club Appreciation Day (August 1) – open
- Labor Day (first Monday in September) – closed
- Veterans' Day (November 11) – open
- Thanksgiving Day (last Thursday in November) – closed
- Christmas Eve (December 24) – closed
- Christmas Day (December 25) – closed

All employees will be paid for the number of hours normally scheduled to work the day on which a closed holiday falls, not to exceed eight (8) hours.

Floating holidays

Full-time employees accrue a "floating holiday" on holidays when the Library is open or when a holiday falls on Saturday or Sunday. Full-time employees will not be scheduled to work on closed holidays that fall on Saturday or Sunday, regardless of regular rotation.

A "floating holiday" is the equivalent of eight (8) hours of regular pay for full-time employees. These hours become part of the employee's regular accrued Vacation Leave.

If a closed holiday falls during an employee's authorized use of Vacation or Sick Leave, the holiday will not be counted as leave. Open holidays that fall during an employee's scheduled use of Vacation or Sick Leave should be used as a "floating holiday".

Other regular closings

In addition to closed holidays, the Library regularly closes at the following times:

- New Year's Eve (December 31) – close at 5pm
- Thanksgiving Eve (Wednesday before Thanksgiving) – close at 6pm
- Sundays before any closed Monday holiday (exception: the Library will remain open when closing on Sunday would cause the Library to be closed for three (3) consecutive days)

Employees will not be scheduled to work during these hours and will not be compensated for any non-worked hours during these times. Full-time staff should be rescheduled or use paid leave to make up the hours of their regular work week. Part-time staff may be rescheduled at the discretion of the supervisor or may use PTO to make up the hours of their regular work week.

Summer reading club appreciation

The summer is the Library's busiest time of year. In appreciation of the extra efforts of staff during that time, the Library awards each full-time employee a "floating holiday" on August 1st (8 hours of Vacation Leave is credited to the employee's accrual). Part-time employees receive four (4) hours of Personal Time Off (PTO).

Benefits

Revised 17 Feb 2016
Reviewed 15 Feb 2017

The Library fairly compensates its employees for the time that is spent providing service. In addition to that compensation, the Library provides benefits as a means of attracting and retaining employees. Benefits should not be construed as a contractual right of employment.

Any questions concerning benefits should be directed to the Human Resources Manager.

Deferred compensation

All Library employees are eligible to participate in the Kentucky Public Employees' Deferred Compensation plan. Deferred compensation allows special tax benefits for funds invested under the program.

Dental insurance

All full-time staff have the opportunity to receive dental insurance. Premium rates are determined prior to open enrollment and are effective July 1 of each year. Dependents may be added at the employee's expense. Information is available from the Human Resources Manager and on the *Employee Benefits Summary*.

Discounted purchases

All employees of the Library are permitted to purchase books and other similar types of materials through the Library. The Library receives substantial discounts on many of these items. The Library may offer discounted purchases of computers through its regular vendors.

Employee Assistance Program

The Library offers an Employee Assistance Program (EAP) to all employees. This resource is available for situations that may impact an employee's personal or professional life. The Library pays for the use of this program. All use of the program is strictly confidential. No names or personal details are provided to the Library for any usage. The EAP offers up to eight (8) counseling sessions per issue/concern for an employee or anyone residing within the employee's household. The wide array of counseling services includes job stress, marital/family issues, individual counseling, legal issues, alcohol and drug issues, premarital counseling, personal growth, and financial counseling. Other guidance for personal or professional issues may be available.

Employee benefit banking

The Library has negotiated special banking relationships with several local banks for its staff. These relationships may offer discounts on different types of accounts, special rates on some deposits, or special interest rates for loans. All employees are eligible for this benefit.

All Library employees are eligible to become members of the Cinfed Credit Union and the Northern Kentucky Educators Federal Credit Union.

Health insurance

Full-time employees have the opportunity to participate in a medical/vision insurance plan. Premium rates are determined prior to open enrollment and are effective July 1 of each year. Employees may elect to extend coverage to dependents at their own expense. Information is available from the Human Resources Manager and on the *Employee Benefits Summary*.

Jean Nagel Lillie Scholarship

The Friends of the Library is an organization dedicated to supporting the Library and its staff. The Friends earn money to benefit the Library by selling books and other items at regularly held sales. The Friends award three (3) \$1500 scholarships to selected staff members each year in order for the staff members to continue their education. The scholarship is named for Jean Nagel Lillie who retired from the Library in 2003 after twenty-seven (27) years of exceptional service.

Library privileges

Employees are given a special status in the Library's automation system that prevents late fees from accruing on their accounts.

Life insurance

A \$25,000 life and accidental death and dismemberment insurance policy is provided for all full-time staff; coverage is reduced by 35% at age sixty-five (65) and by 50% at age seventy (70). Dependents may be added or the benefits of the plan may be increased at the employee's own expense.

Retirement

Employees working 100 hours or more per month (on average) are required by law to participate in the County Employees Retirement System through Kentucky Retirement Systems (KRS). Under this program, 5% percent of the employee's salary is put into an

individual member retirement account, along with a substantially larger contribution made by the Library (which is adjusted annually).

Employees who joined KRS on or after September 1, 2008 contribute an additional 1%, which is deposited in the KRS Health Insurance Fund. Upon leaving service, an employee may opt to withdraw the amount which they have paid into the individual member retirement account.

The Library does not provide retirement benefits for part-time staff (who must work under 100 hours on average per month). If a part-time employee has a job at another organization that participates in KRS, the hours worked for that organization are combined with the hours worked at the Library when KRS calculates total hours worked. The Library will not continue to employ a part-time staff member in this situation.

Salary

The starting salaries of various categories of employees are set by the Board. Salaries are reviewed regularly. In addition to salary, employees should also consider other monetary compensations that are provided, such as matching contributions to Medicare and Social Security, workers' compensation, unemployment insurance, and employer contributions to the state retirement system.

Supplemental insurance

The Library may establish relationships with third party vendors to make special types of insurance or extensions of insurance available. Employees should check with the Human Resources Manager to determine eligibility.

Tuition reimbursement

The Library encourages staff to further their education. Tuition reimbursement is available to employees taking classes that will assist them in their job responsibilities or for classes that would apply toward advancement within the Library. Employees who currently have a Master's in Library Science are not eligible for tuition reimbursement. Employees are not eligible for tuition reimbursement for any coursework beyond a bachelor's degree with the sole exception of a Master's in Library Science.

Reimbursement will be made to employees for one-half (1/2) of the tuition cost of each class successfully completed. Employees may apply for reimbursement for up to two (2) classes each calendar year. There is a \$500 per class maximum for reimbursement.

Employees who apply for reimbursement must present proof of tuition costs and evidence of a satisfactory grade. (Satisfactory grades are considered to be an A or a B. In the case of pass/fail grading, a passing grade is satisfactory.)

Employees requesting tuition assistance must have completed their introductory evaluation period with satisfactory ratings.

Tuition reimbursement requests should be made in advance of taking any classes for which reimbursement would be requested. All requests for tuition reimbursement must be approved by the Library Director.

Workers' Compensation

All employees are covered by workers' compensation insurance which is paid by the Library. This insurance covers claims for work-related injuries. Any accidents or injuries which occur on the job should be reported immediately to the supervisor. The Human Resources Manager will provide claim forms. Alcohol or drug testing may be required.

Employee Conduct

Created 20 Feb 2007
Revised 15 Feb 2011
Reviewed 15 Feb 2017

Values

The Library seeks to employ high quality, motivated, positive individuals whose own personal standards meet or exceed the expectations of the Library. The patrons using the Library enjoy its services and their experiences with staff members. Having a strong sense of values helps employees contribute to that enjoyment.

Values that the Library seeks in its employees include:

- Motivation;
- Positive attitude;
- Respect for others;
- A strong commitment to customer service;
- Sense of humor;
- Integrity;
- Honesty; and
- Tolerance.

Staff areas

Employees observe the same rules of behavior that are asked of patrons using the Library. Eating or drinking while on duty in public areas is not permitted. Staff areas are provided for use while on break. Staff areas are to be kept clean and are to be cleaned after each employee's use.

Personal workspaces

Personal workspaces are to be kept orderly. Open containers of food or drink are not permitted. Employees should limit the amount of personal belongings that are brought to the work site. Loss or damage to personal property left at the Library may not be covered by the Library's property insurance.

Use of library property

Library telephones are intended for the business of the Library. Lengthy and/or frequent personal calls are not permitted. Personal long distance calls are not permitted except in emergencies and then should be made at the employee's expense.

Library staff members are responsible for all keys and/or other equipment given in trust. No copies of keys are to be made. Lost or stolen keys should be reported

immediately. All keys and/or equipment must be returned upon termination of employment.

Employees will not use the Library's property or equipment for personal benefit. Meeting rooms may occasionally be used by employees for personal functions outside of regular hours of operation. Branch Managers must approve personal use of meeting room space.

Inappropriate conversation

Common sense should be used in conversation with the public and other staff members. Staff members are expected to be friendly and pleasant to patrons and to each other but not to the extent that work is neglected. Conversations of a personal nature should be avoided in public areas. Remarks about coworkers, patrons, or members of the community are never appropriate in public areas. Staff members should avoid conversations about sensitive personal information including but not limited to politics, religious beliefs, sexual topics, inappropriate language, performance issues and associated corrective measures.

Acceptance of gifts or gratuities

It is unethical for Library staff members to accept valuable gifts from patrons. Candy, food products, and other inexpensive items are acceptable. Employees should not accept money from a patron.

Vendors may sometimes provide meals or other gifts for staff. Meals less than \$25 that do not include alcoholic beverages may be accepted. Gifts less than \$25 in value may be kept.

Conflicts of interest

Employees should avoid any situation which involves or may involve a conflict between their personal interest and the interest of the Library. As in all other facets of their duties, employees dealing with patrons, suppliers, contractors, or any person doing or seeking to do business with the Library are to act in the best interest of the Library. Employees shall make prompt and full disclosure in writing to their supervisor of any potential situation which may involve a conflict of interest.

Solicitation and distribution

Employees are encouraged to exercise caution in soliciting donations or purchases from their coworkers. Pressure or coercion is not permitted. Political literature may not be distributed at any time.

When items are offered for sale for outside organizations, any bookkeeping or distribution duties must be done on the employee's personal time and without the use of the Library's resources.

Unacceptable Conduct

Created 20 Feb 2007
Revised 18 Feb 2015
Reviewed 15 Feb 2017

To ensure orderly operations and provide the best possible work environment, the Library expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. Employees are expected to conduct themselves in a manner conducive to goodwill and good public relations.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, including termination of employment:

Alcohol, Illegal Drugs or Tobacco

- Use of alcohol, illegal drugs or tobacco inside any of the Library's facilities or vehicles is prohibited.

Discrimination

- Opportunity for promotion and professional growth will not be denied on the basis of race, color, age, sex, religion, national origin, or disability.
- Any suspected act of discrimination should be reported immediately to the Human Resources Manager.

Insubordination or other disrespectful conduct

- Concerns about work assignments should be thoroughly discussed. A supervisor is required to make assignments to achieve the work of the department. These assignments may cross branch responsibilities. Refusal to accept an assignment is insubordinate behavior.
- Specific directions from a supervisor require strict adherence. Refusal to follow specific instructions is insubordinate behavior.
- Disagreements may occur between staff members. Resolutions should be sought calmly. If consensus is not reached, the supervisor is responsible for making the final decision. The employee must respect the authority and position of the supervisor at all times.

Negligent or unsafe behavior

- Employees may not violate safety or health rules, including agreed-upon work restrictions provided by a physician.

- Negligence or improper conduct leading to damage of Library-owned or patron-owned property will not be tolerated.
- Failure to react appropriately during emergencies or to observe established procedures during drills/exercises will not be tolerated.

Theft or deception

- Theft or inappropriate removal/possession of property including circulating materials is not permitted.
- Employees may not inappropriately alter patron records or inappropriately administer/waive fines or other charges within a patron account.
- Falsification of personnel records in order to obtain employment, maintain employment, or to procure/use benefits (including any type of leave) provided by the Library is not permitted.

Threats, harassment, or violent acts

- Fighting or threatening violence in the workplace is not permitted.
- Boisterous or disruptive activity in the workplace is not permitted.
- Employees may not exhibit unlawful/unwelcome harassment that might create a hostile work environment.
- Employees may not possess dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
- The Library will not tolerate behaviors of these types and will immediately terminate any employee who violates these guidelines.

Use of force

- The use of force by employees is forbidden, except as a last resort to protect the life of a patron, fellow employee, or one's self. In such a situation, only the minimum force necessary is permissible.
- Protection of property is not considered grounds for the use of force.
- Those violating this policy may also be subject to criminal and/or civil prosecution in addition to disciplinary measures.

Substance Abuse and Testing

Created 19 Feb 2013
Revised 18 Feb 2015
Reviewed 15 Feb 2017

The Library commits itself to use every lawful means to establish and maintain a drug-free workplace.

Alcohol or Drug Testing

- Alcohol or drug testing may be required at the discretion of the Library. Refusal to submit to such testing could lead to termination. Violation of this policy will subject the employee to disciplinary action up to and including immediate discharge, and may have legal consequences.

Testing guidelines

The Library shall have the right to require any employee to submit to drug and/or alcohol testing under the following circumstances:

- Pre-hire – As part of pre-hire screening procedures, including minors (with the caregiver's consent).
- Post-Accident – Where the employee was involved in an accident that resulted in damage to the Library's property or physical injury to any person while at work or while using the Library's property.
- Reasonable Suspicion – Upon the belief of management that any employee may have alcohol or illegal drugs in his system while at work or while performing his/her job duties away from the workplace.
- Post-Leave – As a matter of standard practice when the employee has been absent from the workplace on any form of leave for sixty (60) or more consecutive calendar days.

Refusal to submit to testing

Refusal to submit to a drug or alcohol test when requested by the Library, or any attempt to interfere with the test or alter the sample, will result in a candidate for an open position being removed from the applicant pool. Current employees who refuse to submit to a test will be subject to disciplinary action, up to and including discharge.

Prescription medications

If a staff member is using medication prescribed by a licensed physician, the employee is responsible for obtaining assurances from that physician that the medication will not impair the employee's judgment or ability to safely and efficiently perform his job

duties. The employee should provide documentation to the Human Resources Manager of prescription medications that could have an impact on work performance.

Condition of employment

All employees must, as a condition of employment, abide by the terms of this policy and must report any convictions under a criminal drug statute for violations occurring on or off the Library's property. This report must be made within five (5) days of a conviction as mandated by the Drug Free Workplace Act of 1988.

Investigations

Any employee who suspects or witnesses any use of illegal drugs by any staff member while on duty or by anyone on the Library's property is required to report this information immediately to his/her supervisor. The Library will utilize all lawful investigative techniques in response to this information. Evidence obtained by the Library of the unlawful use, manufacture, trafficking, distribution or possession of illegal drugs or controlled substances will be provided to the appropriate law enforcement authorities.

Protection for employees

The Library commits itself to protecting employees from the dangers of substance abuse. Some of the protections are:

- Employee records (for example, testing results and referrals to counseling) will be kept confidential. The Library provides information to other staff and entities on a strictly "need-to-know" basis. Any employee who violates another employee's confidentiality rights is subject to disciplinary action, up to and including termination of employment.
- The Library commits itself to help employees who have a substance problem find counseling. Each situation will be reviewed individually. Employee assistance is available for employees and their families. A list of resources is available through our Human Resources Manager.

The Library will secure the services of a responsible agency to administer testing. Any request for testing will be initiated as quickly as possible when an investigation begins. The Human Resources Manager, a manager, or the employee's supervisor will accompany the employee to the drug testing center.

Harassment

Created 17 Mar 2009
Revised 18 Feb 2015
Reviewed 15 Feb 2017

The Campbell County Public Library's policy is to provide a work environment free from harassment. The Library does not tolerate harassment based on race, color, religion, sex, age, national origin, ancestry, disability, or any other characteristic protected by law.

All employees are responsible for assuring that the workplace is free from harassment. Violation of this policy will subject an employee to disciplinary action up to and including immediate termination.

Sexual harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical nature when:

- Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment;
- Submission or rejection of such conduct by an individual is used as the basis for employment decisions; or
- Such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Complaint procedure

Any questions or complaints regarding workplace harassment must be reported to the employee's supervisor. The supervisor will advise the Human Resources Manager. All complaints will be thoroughly investigated and, where appropriate, disciplinary action will be taken. If the employee does not feel that they can discuss the matter with their supervisor, they may contact the Human Resources Manager directly. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and corrective action. The employee will not be penalized in any way for truthfully reporting improper conduct.

It should never be assumed that the Library is aware of a harassment problem. Every employee has the responsibility to bring complaints or concerns to the Library's attention so that a resolution can be reached.

Whistleblower Protection

Created 20 Apr 2010
Revised 20 Apr 2010
Reviewed 15 Feb 2017

The Library seeks to provide a safe, courteous working environment for all of its employees. Adherence to all federal and state laws, including financial transactions and the use of public funds, is not founded upon an assumption of compliance but on an expectation of vigilance from all staff members and the Library's Board of Trustees.

Every employee is expected to report, promptly, any reasonable suspicion of evidence of a violation of a law, rule, or regulation; gross mismanagement; gross waste of funds; an abuse of authority; or a substantial and specific danger to public health or safety. Employees have the right to expect that the Library's supervisors and administrators will act, promptly, to investigate, address, and correct any issues that are reported.

Employees have the further right to expect that reporting any action, with the sole intent of preventing loss or harm to the Library, its patrons, or its employees, will not result in retaliatory action. Retaliatory actions are defined by federal law and include:

- Termination or suspension from work;
- Blacklisting;
- Demotion;
- Denying overtime or promotion;
- Disciplinary actions;
- Denial of benefits;
- Failing to hire or to rehire;
- Intimidation;
- Reassignment that will impact promotion;
- Reduction in pay or working hours.

A copy of the Whistleblower Complaint Form can be found at the website for the United States Office of Special Counsel (<http://www.osc.gov/>).

Failure to adhere to federal Whistleblower Protection laws carries severe penalties and could result in loss of employment.

Dress Code

Created 20 Feb 2007
Revised 19 Feb 2014
Reviewed 15 Feb 2017

The Library enjoys an excellent reputation in the community. The presentation of a positive, professional image is important to maintaining it. The public has confidence in the staff. The staff should have confidence and pride in themselves as demonstrated in appropriate attire.

Appropriate attire

Employees must report for work in proper attire. Employees must practice high standards of personal hygiene and grooming.

Preferred attire:

- Closed toe, flat sole shoes;
- Neatly pressed shirts with a collar;
- Casual, pressed dress pants.

Skirts must be a maximum of two (2) inches above the knee, or longer.

Shirts should meet the waistline of the pants or skirts being worn so that no skin is visible at the waistline.

The employee is expected to dress according to the standards set by the Library. Supervisors are responsible for ensuring that standards of dress are maintained. Supervisors should be consulted when an employee is unsure of appropriate attire.

Library logo and attire

The Library offers staff the opportunity to have the logo placed onto apparel items. Please contact the Human Resources Manager for information. Some items that display the logo may be presented to the staff by the Library as gifts.

Staff are encouraged to wear items that display the Library's logo as a part of their regular work clothing. If a staff member wears a shirt displaying the Library's logo, they do not need to wear the Library badge identifying them as an employee.

Inappropriate attire

Employees who dress inappropriately may be asked to leave and return in appropriate attire. Employees will not be paid during that time. Repeated occurrence of inappropriate attire could result in termination.

A complete list of inappropriate attire is impossible to provide as styles and personal choices in clothing vary greatly; however, a short list of examples of inappropriate attire includes:

- Halter tops or other shirts that do not adequately cover shoulders and/or cleavage;
- Clothing that displays inappropriate messages;
- Flip flops;
- Torn or soiled clothing;
- Bare midriffs;
- Miniskirts;
- Exercise apparel (i.e. sweat pants, yoga pants).

Shorts are considered to be inappropriate for most staff members but may be allowed for certain activities or for certain positions at the discretion of the Library Director.

Body art

The Library respects the rights of individuals who engage in body art (tattoos, piercings, etc.). Any visible display of body art must be appropriate for the workplace. Inappropriate pictures or words should be covered while at work.

Relaxation of dress code

The Library observes casual dress days that include Friday, Saturday, and Sunday. On these days, the regular dress code is relaxed; for administrative staff and Branch Managers certain restrictions apply. Staff should still observe a high standard of personal grooming on these days. Staff members should consult with their supervisor about appropriate attire on casual days.

The dress code may also be relaxed during special work assignments where staff can expect to have reduced visibility and contact with the public. The Library Director will approve any such relaxation of the dress code.

Some positions are given the flexibility of a relaxed dress code with consideration to regular work assignments. The Library Director will approve any such relaxation of the dress code.

Special considerations

Librarians, supervisors, and managers are generally expected to maintain a higher level of business dress than other staff. For males, ties are generally expected to be worn at all times except when collared shirts with the Library logo are worn. On "casual days", staff in these positions should still seek to maintain a high standard of appearance. Staff members in these positions are not allowed to wear t-shirts.

Library Pages are required to wear closed-toe shoes for safety concerns. For circulation staff, closed toes shoes are strongly preferred to prevent injury from dropped books or other accidents.

Performance Appraisals

Revised 18 Feb 2015
Reviewed 15 Feb 2017

The purpose of performance appraisals is to ensure that the employee is satisfied in his/her work and suitable for the position. The performance appraisal is a time to discuss work demands and job responsibilities, to review policies and procedures, and to address any deficiencies that are noted.

Introductory period

All employees have an introductory period for the first 120 days of employment. Introductory periods are used to determine the suitability of an employee to a position. At the end of the introductory period, each employee will be evaluated by their supervisor. Introductory evaluations follow the same format as used for annual evaluations. There is no merit increase in salary following an introductory period. Upon promotion or transfer involving a substantial change in job responsibilities, an employee will enter a new introductory period and will be given a new anniversary date for evaluation purposes.

The introductory period allows the employee time to acclimate to the position. Full-time staff members must attend a mandatory conference with the Human Resources Manager at the end of the introductory period. This conference will be used to review policies, procedures, standards, benefits, and other questions that may have arisen during the period.

Appraisal process

The Library's annual performance appraisal system is divided into two (2) meetings conducted at six (6) month intervals, based on the employee's anniversary date. Supervisors will complete an appraisal form for each of their employees using a standard format. The format remains the same for every employee but the principal duties differ based upon position.

The supervisor is responsible for explaining the appraisal process to the employee during orientation.

Performance appraisals are an opportunity for coaching to occur and for discussion of concerns or issues. They are also an opportunity for supervisors to meet individually with their employees to provide praise and appreciation for the employee's accomplishments. The annual meetings are generally more extensive than the six (6) month meetings.

Both the employee and the supervisor will sign evaluation documents. The employee will be provided with their own signed copies. The employee's signature does not imply agreement with the evaluation.

All appraisal forms and related documents will be sent to the Human Resource Manager for review prior to discussion with the employee. The Library Director reviews all completed appraisal forms. Performance appraisal forms are maintained in the employee's personnel file.

Challenges

Following the evaluation discussion, the employee will have three (3) days in which to challenge the evaluation. All challenges must be in writing. The challenge forms may be obtained on the staff wiki or by contacting the Human Resources Manager. All challenges will go directly to the Library Director. After a challenge has been received, a conference will be held with the Library Director. The Library Director will provide the employee with a written response to the challenge. The challenge and any other supporting documents (including the response) will become a part of the employee's personnel file.

If there is a challenge to an evaluation administered by the Library Director, the challenge will be delivered in a sealed envelope to the Library Director. The unopened challenge will be delivered by the Library Director to the president of the Board of Trustees. The president of the Board of Trustees (or designee) will review the challenge and act as mediator for settlement. The challenge and any other supporting documents (including the president's response) will become a part of the employee's personnel file.

Annual merit increases

A merit increase may be granted to an employee when possible and appropriate. The Library expects an acceptable performance level in order to justify any increase in pay. If an employee reaches the maximum salary for their particular position's classification, there will not be an annual merit increase unless there is a change in the maximum salary for the classification. The Library does not guarantee annual merit increases.

Supervisors may choose to decrease the percentage of an employee's merit increase if performance has not met standards. Supervisors may also delay an employee's merit increase until unsatisfactory performance has been corrected.

Merit increases are based on a percentage of the midpoint of the employee's job classification. The overall possible percentage is determined for all employees during the Library's budgeting process. The midpoint of the salary for a classification level is calculated based on the entry level salary for that classification level.

Only the employee's base rate of pay is considered when calculating merit increases. Any additional funds (for waived benefits or differentials) are not included when calculating merit increases.

Technology Competencies

Created 16 Feb 2016
Revised 16 Feb 2016
Reviewed 15 Feb 2017

The Library strives to provide a high level of service for its patrons. Employing a staff capable of providing that high level of service is critical. To that end, the Library maintains a core set of technology competencies that each employee is required to attain.

All employees are assessed based on the core technology competencies for their position. Supervisors complete one-on-one training and assessments with each of their employees.

Employees who are unable to achieve proficiency in the core technology competencies for their position will be placed in a performance improvement plan which includes additional training and re-testing of required skills. If, after these measures, the employee remains unable to perform core competencies in a satisfactory manner, the employee will be terminated.

Performance Improvement

Created 20 Feb 2007
Revised 18 Feb 2015
Reviewed 15 Feb 2017

Fair and equitable treatment is a right of Library employment. The Library, likewise, has the right to expect superior performance from its employees and to act to improve the performance of any employee as necessary. The Library is under no obligation to follow any established process for improving performance and may choose to terminate the employment of any employee at any time without a statement of cause.

Performance improvement is intended to address any concerns, to prevent recurrences, and to prepare the employee for satisfactory service in the future.

Any documentation that is created as a result of the Library's attempt to improve the performance of an employee may become a part of the employee's personnel file.

Where necessary, the Library's policy on performance improvement may also be used in disciplinary actions for employees.

Coaching

Coaching is normally an interactive, informal establishment of communication between the employee and their supervisor concerning an issue. Coaching may or may not be documented. Documentation (signed by the supervisor) that results from coaching may be included in the employee's personnel file. Supervisors are not obligated to inform an employee when documentation is added to personnel files. Employees may or may not be asked to provide a signature of receipt for such documentation.

Written warning

A written warning is provided by a supervisor to the employee. The written warning will:

- Clearly state the observed action of the employee that deviates from the Library's policies or the employee's job responsibilities;
- Provide supporting facts;
- State the action or behavior that is desired;
- Outline an action plan for the employee; and
- Notify the employee of consequences of failure to address the issue satisfactorily.

Written warnings will be signed by the supervisor and the employee. The employee's signature does not imply agreement.

Employees may choose to write a statement to be included with a written warning. The Library is under no obligation to respond. Such statements will be included in the employee's personnel file.

Probation

Employees may be placed in a probationary status to monitor performance over a specific interval of time. In such cases, the supervisor will provide the employee with written documentation that:

- Clearly states the observed action of the employee that deviated from the Library's policies or the employee's job responsibilities;
- Provides supporting facts;
- States the action or behavior that is desired;
- Outlines an action plan for the employee;
- Notifies the employee of consequences of failure to address the issue satisfactorily; and
- Clearly denotes the end date for the probationary period.

The supervisor may ask the employee to provide documentation during the probationary period to establish that the action plan is being followed.

At the end of the probationary period, the employee will be provided by the supervisor with a written assessment of their performance during the probationary period. A probationary period may be curtailed or extended at the discretion of the supervisor.

Delay, decrease, or suspension of annual merit increase

Supervisors may delay an employee's annual merit increase until performance expectations are satisfactory. Supervisors may also decrease annual merit increases when performance has not met expectations during an evaluation period. Annual merit increases may be denied when performance expectations have not been met.

Administrative Leave

Administrative Leave will only be authorized by the Library Director. Such action will be taken when investigation into a matter is determined appropriate. The conditions of Administrative Leave will vary from case to case with no particular case setting any precedent. During Administrative Leave, the employee will not report to their regular work assignment. Placing an employee on Administrative Leave may result in loss of pay. Employees on Administrative Leave will not accrue any type of regular leave unless other provisions are made in writing with the employee. Employees on Administrative Leave will not be compensated for holidays.

For the duration of Administrative Leave, the Library will maintain the employee's health benefits at the same level and under the same conditions as if the employee had continued to work. The employee may continue coverage of family members at their own expense through the Library's insurance providers if desired. Employees will always be notified in writing when Administrative Leave is exercised.

Termination

Employees who are terminated will receive written notification of such action. If immediate termination is warranted, written notification may be delivered by postal mail. Any supervisor may immediately terminate an employee if the situation warrants. Employees who are terminated may be escorted from the building. A copy of the written notification should be given to the Library Director and a copy should be placed in the employee's personnel file.

Terminated employees may not receive compensation for any unused Vacation Leave or compensatory time.

As an "at-will" employer, the Library does not have to provide cause for termination.

Internet and Email Use

Revised 18 Feb 2015
Reviewed 15 Feb 2017

Responsibility

All employees have the responsibility to use the Library's resources in a professional, ethical, and lawful manner. Access to the internet and an email account are provided to employees to assist them with their job duties. Computer and telecommunications equipment belong to the Library. By using these resources, employees agree to these provisions. Use of the Library's resources for personal purposes should be kept to a minimum and should be done on the employee's personal time.

The internet is a global entity. The Library assumes no responsibility for its content. The Library cannot control the availability of information on the internet nor, in some cases, restrict access to it. Employees are responsible for the material that they view and download from the internet.

Prohibited activities

Sending, receiving, displaying, printing, or otherwise disseminating material that is fraudulent, harassing, illegal, demeaning, sexually explicit, obscene, intimidating, or defamatory is prohibited. Employees who encounter such material should report it to their supervisor immediately. Harassment of any kind is strictly prohibited. The use of email or the internet in ways that may be harmful or disruptive, offensive to others, or harmful to morale is prohibited.

Employees may not use the Library's internet or email resources for commercial purposes or personal advertisements. Solicitations, promotions, or the purposeful dissemination of destructive viruses is prohibited. Political, religious, and/or sexual material is likewise not to be dispersed using the Library's resources. Use of the Library's resources may not disrupt the Library's network or the networks of other users.

Communicating information

Employees should exercise the same care in drafting email or communicating in any electronic format that they would for any other written communication. All messages, sent or retrieved on the Library's resources, remain the property of the Library and should be considered public information. Access to an employee's email account may be disabled and denied at the discretion of the Library. The Library is under no obligation to provide access to the data to the employee nor to retain any data for the employee in the event that access is denied. Employees are discouraged from using the Library's email system for the communication of personal information of any kind.

Privacy

The Library has the right to monitor any and all aspects of its computer resources. Employees waive any right to privacy in anything they create, store, send, or receive while using the Library's resources. All information that is stored on Library equipment is subject to the Open Records Act and should never be considered private.

Employees may not attempt to read the communications of others, use the email accounts of other employees, or use the passwords of other employees for unauthorized purposes.

In relation to privacy for both patrons and staff, all employees are also bound by the Library's *Security of Personal Information* policy (a part of the General Policies) in accordance with KRS 61.931-934 and any guidance provided by the Department for Local Government.

Virus detection and downloading

Employees must scan any downloaded material for viruses. All downloads should be approved by the Systems Department.

Compliance with applicable laws and licenses

Employees must comply with all software licenses, copyrights, and other state and federal laws governing intellectual property and online activity. The Library will ensure compliance for all software provided to the employee by the Library.

Filtering

Access to the internet by staff is filtered. Filters may be disabled at the employee's request if the filter would interfere with the execution of the employee's work.

Passwords

Many of the Library's computers and servers are protected by password access. Employees are responsible for keeping passwords confidential. Passwords should not be given to other staff or members of the public without a supervisor's authorization. Passwords will be changed as necessary by the Library. Employees should immediately report any incident (or suspicion of such an incident) in which passwords to access the Library's resources may have been compromised.

Violations

Violation of any of these guidelines may result in disciplinary action, including termination.

Personal Social Networking and Online Accounts

Created 19 Feb 2013
Revised 21 May 2014
Reviewed 15 Feb 2017

This policy focuses on the use of social networking tools maintained by employees for personal reasons when engaged in work-related activities or through which the employee could be seen as representing the Library in an official capacity. The policy also includes other online accounts that may be used by an employee for work-related purposes. (For additional explanation of the Library's role in social networking and other online accounts, please refer the *General Policies*.)

The rapidly changing environment of the internet, the increasing engagement of the Library's staff in online environments, and the nature of the Library's own use of internet-based tools dictates a broad interpretation and enforcement of this policy. In some circumstances, employees may be given permission to use a particular tool and then find that new or additional capabilities might become useful that exceed the original purpose. The Library encourages its staff to bring questions about personal or work-related online activity that may fall within this policy to his/her supervisor.

Definitions

"Social networking" includes (but is not limited to) blogging, wikis, instant messaging, online gaming, email distribution lists, sites designed for personal comment (such as news editorial sites), and sites designed for sharing personal information (such as Facebook). For the Library's purposes, social networking includes any online activity which could be perceived as representing the Library as an institution regardless of whether the activity is part of a Library program, training event, or service.

"Online accounts" includes the use of online sites for the purpose of storage or exchange of work-related files (such as a sharing/storage site for digital photos) regardless of whether the use of the site was intended for public distribution. Online accounts include any personal accounts maintained by the employee that are used to store or access work-related information.

"Representation" of the Library includes an employee's use of the Library's name or his/her position/title with the Library as an indication that the Library's approval and authority rests with the statements that s/he makes.

Approval of online presences

The Public Relations Manager must approve any and all representation of the Library on the internet. No library employee may set up a social networking account or any other online account of any kind that represents the Library without this approval.

Representing the Library in any way, even while using a personal account, is subject to the approval of the Public Relations Manager. Representing the Library (such as by commenting on an online blog or an online news article) must also be approved by the Library Director. Failure to receive approval before securing an online account of any kind, by representing the Library within a personal account, or by representing the Library using a comment feature within any online service will be considered a very serious offense and could result in termination of employment.

Personal accounts

The Library assumes no responsibility for personal accounts that are maintained by its staff members. If a staff member uses a personal account to represent the Library with or without permission, the Library reserves the right to request and maintain access to the account at all times.

Exceptions

Participation on a professional (library or position related) blog or listserv does not require approval. The Library encourages its staff members to use and participate in these venues. The views and opinions of staff members using these tools, however, should not be considered the opinion or endorsement of the Library.

Staff members may use the Library's name as a designation of place of employment on personal social media accounts. The use of the Library's name as a designation of employment should not be considered as the opinion or endorsement of the Library. The Library encourages employees to use a generic statement of place of occupation, i.e. "Public Library", rather than using a specific designation of employment in order to avoid confusion on the issue of representation.

Employee Files

Revised 15 Feb 2017
Reviewed 15 Feb 2017

The Library maintains several files for each employee's records. Employees may request a copy of any information in any file at any time. Such requests must be made in writing. An employee may add information to these files upon request.

Personnel files

Supervisors are allowed access to personnel files for employees under their supervision. Personnel files contain many different types of information, including evaluations, correspondence, letters of praise/appreciation, records of performance improvement actions, and payroll information.

Personnel files are retained permanently.

Medical information

Information about insurance coverage or other medical claims is kept in a separate file for each employee. When an employee has dependents covered on his/her insurance, information about dependents may also be kept in the same file. Dependents may also request information from this file when the dependent is a part of the employee's coverage. Information concerning COBRA will be kept in medical files. Any HIPAA agreements maintained by the Library will also be kept in these files. Only staff authorized by the Library Director will be given access to an employee's medical information. Supervisors will not be granted access to these files.

Upon termination, medical files are combined with personnel files and are retained permanently.

Training and continuing education

The Library maintains a separate file for each employee that contains records of training received, certifications, secondary school credits, and other similar credentials.

Upon termination, education files are added to personnel files and are retained permanently.

Timesheets and timecards

Online timecards are not destroyed. Physical copies are not made of the online records by the Library. If the Library were to lose access to the timesheets due to a change in

payroll vendors, every effort would be made to preserve, or at a minimum, preserve access to these records digitally.

Payroll

The Library maintains payroll records for all employees. Payroll records are not individualized for employees. Salary information for individual employees who work at the Library is public record and may be requested through the Freedom of Information Act. The Library has no control over the use of this information and assumes no responsibility for the use of the information that is obtained. Employees will be informed when outside parties have requested salary information.

Payroll files are audited each year and are retained as space limitations permit.

Bereavement Leave

Revised 20 Apr 2010
Reviewed 15 Feb 2017

The Library is sympathetic to the needs of employees and the families of employees when there is loss of a loved one. The Library provides Bereavement Leave to allow employees to attend to the legal, financial, and emotional needs of their families in the event of such loss.

Eligibility

All staff members are eligible for paid leave upon the death of an immediate family member. Employees will be compensated for regularly scheduled work hours. Immediate family is defined as a spouse, child, parent, sibling, grandparent, grandchild, or immediate in-laws. Other relationships may also be approved on a case-by-case basis by the Library Director without setting precedent. An employees may be required to submit proof of his/her relationship to the deceased.

Length of leave

Bereavement Leave is granted for no more than three (3) days if the funeral is within seventy-five (75) miles of the employee's residence, or for up to five (5) days if further away. If additional time is necessary, the employee may elect to use Vacation Leave with the approval of their supervisor.

Notification

Employees taking Bereavement Leave will notify their supervisor as soon as possible of the funeral arrangements, anticipated length of leave, where the employee can be reached during the Leave, and other appropriate information. In no case will Bereavement Leave begin before the supervisor is notified.

Family and Medical Leave Act Leave

Revised 15 Feb 2011
Reviewed 15 Feb 2017

The Library provides leaves of absence in compliance with the Family and Medical Leave Act (FMLA). The Library posts the mandatory FMLA Notice in appropriate workspaces and, upon hire, provides all new employees with notices required by the United States Department of Labor on Employee Rights and Responsibilities under the Family and Medical Leave Act in Kentucky. This policy provides employees with a general description of their FMLA rights.

Under this policy, the Library will grant up to twelve (12) weeks, or up to twenty-six (26) weeks of military caregiver leave to care for a covered service member with a serious injury or illness, during a twelve (12) month period to eligible employees. FMLA Leave is unpaid leave. Employees must use accrued Vacation or Sick Leave concurrent to the use of FMLA Leave.

To qualify as FMLA Leave under this policy, the employee must be taking leave due to:

- A serious health condition of their own or of an immediate family member;
- The birth of a child or to care for a newborn child;
- The placement of an adopted/foster care child with the employee;
- Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty; or
- Military caregiver leave (also known as covered service member leave) to care for an ill or injured service member or veteran.

Serious health conditions are defined for this policy as those which meet one of the following criteria:

- A condition that requires inpatient care at a hospital, hospice, or residential care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.
- Illnesses of a serious and long-term nature resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three (3) consecutive days of incapacity with the first visit to the health care provider within seven (7) days of the onset of the incapacity and a second visit within thirty (30) days of the incapacity would be considered a serious health condition. For chronic conditions requiring period health care visits for treatment, such visits must take place at least twice a year.

Immediate family

Immediate family is defined as a spouse, child, parent, sibling, grandparent, grandchild, or immediate in-laws. (Note: in-laws are not required by federal law but are allowed by the Library). Other relationships may also be approved on a case-by-case basis by the Library Director without precedent being set.

Eligibility

All employees who have been employed by the Library for twelve (12) months and who have worked at least 1250 hours in the twelve (12) months prior to the Leave are eligible for FMLA Leave.

The employee must provide certification for all eligible types of leave. When FMLA Leave is requested for a condition involving a family member, certification from the health care provider must indicate the necessity of the employee's presence during treatment or care.

Amount of leave

An eligible employee may take up to twelve (12) weeks of leave under this policy during any twelve (12) month period. The Library will measure the twelve (12) month period as a rolling twelve (12) month period measured backward from the date an employee uses any leave under this policy.

An eligible employee may take up to twenty-six (26) weeks for military caregiver leave during a single twelve (12) month period. FLMA leave already taken for other FMLA circumstances will be deducted from the total of twenty-six (26) weeks available.

FMLA Leave may be taken continuously or intermittently as required by the condition. FMLA Leave taken for childbirth, foster care, or adoption may not be taken intermittently. FMLA Leave taken for these purposes must occur within the first twelve (12) months of the birth or placement.

Continuation of benefits

For the duration of FMLA Leave, the Library will maintain the employee's health/dental benefits at the same level and under the same conditions as if the employee had continued to work. The employee may continue coverage of family members at their own expense through the Library's insurance providers if desired. If an employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the Library will require the employee to reimburse any amount paid for the employee's health insurance premiums during the leave period.

Regular types of leave will continue to accumulate while the employee is on FMLA Leave. Employees on FMLA Leave will not be paid for holidays or other days that the Library is closed.

Employee status after leave

An employee who takes leave under this policy may be asked to provide a fitness for duty clearance from the health care provider. This requirement will be included in the employer's response to the FMLA request. Generally, an employee who takes FMLA Leave will be able to return to the same position or a position with equivalent status, pay, benefits, and other employment terms. The Library may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

Requesting FMLA Leave

Employees should make a written request for FMLA Leave to the Human Resources Manager as far in advance as possible. When the need is foreseeable, the employee must provide at least thirty (30) days' notice. When an employee becomes aware of a need from FMLA Leave less than thirty (30) days in advance, the employee must provide notice of the need for the leave either the same day or the next business day.

Designation of FMLA Leave

Within five (5) business days after the employee has submitted the appropriate certification form, the Human Resources Manager will complete and provide the employee with a written response to the employee's request for FMLA Leave using the DOL *Designation Notice* (<http://www.dol.gov/whd/forms/WH-382.pdf>).

Certification

The Library will require certification for leave in cases of a serious health condition of the employee or the employee's family member, qualifying exigency, or injury or illness of a covered service member for military family leave. The employee must respond to such a request within fifteen (15) days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Certification will be provided using the appropriate DOL certification form as provided by the Human Resources Manager.

The Library may request recertification no more frequently than every thirty (30) days that the employee is on FMLA Leave and only when circumstances have changed significantly, or if the Library receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of leave. Changes in certification must be reported to the Library immediately.

The Library may directly contact the health care provider for verification or clarification purposes using a health care professional, Human Resources professional, or management official. The Library will not use the employee's direct supervisor for this contact. Before the Library makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the Library will obtain the patient's permission for clarification of individually identifiable health information.

The Library has the right to ask for a second opinion if it has reason to doubt the certification. The Library will pay for the certification from a second doctor, which the Library will select. If necessary to resolve a conflict between the original certification and the second option, the Library and the employee will mutually select a third doctor at the Library's expense.

Return to work

Employees should notify their supervisors as soon as possible of the date they will be able to return to work. Employees returning from FMLA must submit a health care provider's verification of fitness to return to work if applicable.

Employees who elect not to return to work will be offered the continuation of health benefits under COBRA.

Falsification of documentation

Falsification of documentation associated with FMLA Leave will result in disciplinary action up to and including termination.

FMLA Leave is granted solely for the purposes set forth in this policy. Use of family or medical leave for other purposes is prohibited and could result in disciplinary action up to and including termination.

Personal Leave

Revised 15 Feb 2017
Reviewed 15 Feb 2017

Employees may request Personal Leave, which is unpaid, when other appropriate forms of leave have been exhausted or would not be sufficient to accommodate an expected and limited period of absence. Eligibility for Personal Leave will be determined by the Library Director.

Personal Leave allows the employee to retain his/her position with the Library during an expected and limited period of absence.

The use of Personal Leave is a privilege. Eligibility to use Personal Leave will be determined based on a given individual's circumstances. Where use of Personal Leave is permitted, no precedent will be set.

Accrual

Employees do not accrue Personal Leave.

Requests

Requests will be reviewed with consideration given to the purpose and length of Leave, length of employee's service, the frequency and purpose of other absences, and the operating needs of the Library. Personal Leave may be granted for up to three (3) months. Extensions may be given in extenuating circumstances.

Continuation of benefits

The cost of group insurance coverage during Personal Leave must be paid by the employee. The rate will be prorated and must be paid prior to the beginning of the Leave.

Sick and Vacation Leave do not accrue during Personal Leave, except as approved by the Director for limited educational leave (see below). Employees will not be paid for holidays which occur during Personal Leave.

Guarantee of service

When Personal Leave is permitted, employees will be requested to guarantee return to service. Employees may also be asked to guarantee continued service for a minimum amount of time equal to the amount of Personal Leave that was permitted.

Acceptable use

Personal Leave may be granted for various reasons based upon the need of the employee. The Library cannot list nor anticipate all of the reasons that might materialize. Personal Leave is not normally used for conditions covered by the Family and Medical Leave Act.

Limited educational leave

Employees enrolled in a course of study may take Personal Leave without loss of any benefits including the accrual of Sick and Vacation Leave. Any schedule changes as a result must meet the service needs of the Library and must have the approval of the Library Director.

Co-ops and internships are cooperative work arrangements that are conducted as an "on the job" training component in a course of study. Both have a supervising instructor provided by the educational institution. Financial reimbursement is often provided to students working in a co-op by the participating company. Library employees may participate in either internships or co-ops provided such an arrangement does not interfere with regular work assignments and with the approval of the Library Director. Any wages earned from a co-op are the benefit of the employee. The use of Personal Leave during a co-op or internship, approved by the Library Director, would provide continuation of some benefits.

Employees of the Library may not participate in internships or co-ops with the Library as a provider of the training.

Personal Time Off for Part Time Staff

Created 21 May 2014
Reviewed 20 May 2015
Reviewed 15 Feb 2017

The Library values the work of part-time staff and the talents that they bring to our services. To recognize that, the Library allows some paid time off for eligible part-time staff for personal reasons. Use of Personal Time Off (PTO) by part-time staff must be approved by the employee's supervisor.

Eligibility

Part time staff will accrue ten (10) hours of PTO semi-annually on January 1 and July 1 when they work at least 468 hours in the preceding 6 month period (January 1 - June 30, or July 1-December 31).

Accrual and limitations

Ten (10) hours of PTO is accrued for each six (6) month period that a part-time staff member is eligible to receive PTO. Once the maximum of twenty (24) hours is reached, PTO will not continue to accrue.

All part time staff members, regardless of the average number of hours worked, will accrue four (4) hours of PTO on August 1 as a part of Summer Reading Club Appreciation Day.

Part-time employees will not lose any previously accrued PTO should they become ineligible for further accrual.

Part-time employees do not accrue extra PTO for "open holidays".

Uses

PTO may be used in lieu of hours worked with the approval of the employee's supervisor. Requests to use PTO should be sent to the employee's supervisor in advance. Request for PTO that is used for sickness or unanticipated absence should be sent to the employee's supervisor as soon as possible.

Compensation for unused PTO

Part-time employees who separate from service with the Library after providing a minimum of two (2) weeks' notice will be compensated for any accrued PTO. Part-time staff will not be compensated for accrued PTO if the employee is involuntarily separated from service.

If an employee who has been accruing PTO as a part timer becomes full time, the unused PTO will be converted to Vacation Leave.

Abuse

Abuse of PTO may lead to disciplinary action. The Library also reserves the right to require documentation from the employee to support the use of PTO. Such supporting documentation, however, will not negate the Library's right to discipline any suspected abuses of PTO.

The Library is not required to provide PTO to part-time staff by the state or federal government. PTO is provided as a benefit and a privilege. Abuse can lead to loss of some or all accrued PTO, loss of the ability to continue accruing PTO, loss of employment, or other disciplinary measures.

Sick Leave

Revised 21 May 2014
Reviewed 15 Feb 2017

Sick Leave is intended to provide continuity of income to the employee in the event of health related issues that prevent the employee from working his/her regularly paid hours.

Uses

Sick Leave may be used for the following reasons:

- Temporary illness or disability;
- Pregnancy or childbirth;
- Medical or dental appointments;
- Attendance to temporary illnesses, temporary disabilities, medical appointments or dental appointments of the employee's immediate family members where the employee's assistance is required. Immediate family is defined as a spouse, child, parent, sibling, grandparent, grandchild, or immediate in-laws. Other relationships may be approved on a case-by-case basis by the Library Director without setting precedent.

Accrual

Sick Leave begins to accrue with the first full pay period that an employee works. Sick Leave may be used after it is accrued.

Full-time employees accrue six (6) hours of Sick Leave per month (2.77 hours per pay period).

Employees may accrue up to 480 hours of Sick Leave. All employees are encouraged to accrue enough Sick Leave to cover extended illness, temporary disabilities, or hospitalization. (Employees with a balance of Sick Leave in excess of 480 hours on July 1, 2014, will not accrue additional Sick Leave until the balance of Sick Leave is below 480 hours. Balances in excess of 480 hours will continue to be available to the employee as Sick Leave.)

Sick Leave may not be taken in excess of the hours accrued. Employees who have exhausted their Sick Leave accruals but who require additional leave time may be granted use of other types of leave with their supervisor's approval.

Reporting process

Anticipated absences should be reported to the employee's supervisor (or designated representative) by the start of the work period if not earlier. Employees with unreported absences may be denied pay for work hours missed and be subject to disciplinary action. Employees who take Sick Leave should also notify their supervisor of their ability to work their next scheduled workday.

Abuse

Suspected abuse of Sick Leave may lead to disciplinary action. The Library also reserves the right to require documentation from the employee to support the use of Sick Leave. Such supporting documentation, however, will not negate the Library's right to discipline any suspected abuses of Sick Leave.

The Human Resources Manager will conduct a mandatory review of the use of sick time with an employee in the event that 75% of accrued Sick Leave is used during the entire period of employment or 75% of the Sick Leave accrued in a "rolling" twelve (12) month period is used.

The Library is not required to provide Sick Leave by the state or federal government. Sick Leave is provided as a benefit and a privilege. Abuse of Sick Leave can lead to loss of some or all accrued Sick Leave, loss of the ability to continue accruing Sick Leave, loss of employment, or other disciplinary measures.

The Library expects that employees will maintain a reasonable balance of Sick Leave and can require that employees maintain a balance as deemed appropriate.

Continuation of benefits

For the duration of Sick Leave, all benefits paid or accrued by the employee will remain the same. The Library will maintain the employee's health/dental benefits at the same level and under the same conditions as if the employee had continued to work. The employee may continue coverage of family members at their own expense through the Library's insurance providers if desired.

Regular types of leave will continue to accumulate while the employee is on Sick Leave. Employees on Sick Leave will not be paid for holidays or other days that the Library is closed (i.e. inclement weather).

Conversion

Employees who have accrued more than 240 hours of Sick Leave may convert unused Sick Leave in excess of the 240 hours into Vacation Leave at any time under the following guidelines:

- Conversions will be calculated at a rate of four (4) Sick Leave hours to one (1) Vacation Leave hour;
- Conversions may not cause the employee to exceed the 240-hour limitation on accruals of Vacation Leave;
- Conversions of Sick Leave will not be automatic at the time of separation;
- Conversions must be made prior to the employee's last day of employment;
- Under no circumstances will an employee, at the time of separation from service, receive cash payment for unused Vacation Leave in excess of 240 hours;
- Conversions are final and may not be reconverted back into Sick Leave.

All conversions must be approved by the Library Director prior to the use of converted time.

Compensation for unused Sick Leave

Employees will not be compensated for unused Sick Leave under any conditions.

Suspension of Sick Leave

The use of Sick Leave will be suspended without proper authorization by a doctor when an employee has given the Library notice of intent to resign or retire. The use of Sick Leave will also be suspended without proper authorization by a doctor when an employee has been notified of separation or termination.

Sick Leave and Workers' Compensation

Workers' compensation insurance provides salary compensation to employees who are injured while performing their work duties after the employee has missed seven (7) consecutive calendar days of work. The employee will use Sick Leave until workers' compensation benefits begin.

Vacation Leave

Revised 21 May 2014
Reviewed 15 Feb 2017

The Library provides Vacation Leave to its employees and encourages employees to plan for its use in advance. Regular planning and use of Vacation Leave helps maintain good mental health and reinvigorates the employee's sense of well-being.

Accrual

Full-time employees accrue Vacation Leave each pay period according to the following schedule:

<i>Length of Full-time Employment</i>	<i>Accrual Rate</i>
0-5 years	4.62 hrs (10 hrs/month)
6-10 years	5.54 hrs (12 hrs/month)
11 or more years	6.46 hrs (14 hrs/month)

Vacation Leave begins to accrue with the first full pay period that an employee works. Vacation Leave may be used after it is accrued. Part-time staff members who become full-time will begin accruing Vacation Leave with the first full pay period of full-time employment and accrual rates will be based upon length of full-time employment.

Employees may accrue a maximum of 240 hours of Vacation Leave.

The Library is not required to provide Vacation Leave by the state or federal government. Vacation Leave is provided as a benefit and a privilege. Abuse of Vacation Leave can lead to loss of some or all accrued Vacation Leave, loss of the ability to continue accruing Vacation Leave, loss of employment, or other disciplinary measures.

Requests for use

Requests for Vacation Leave should be submitted through the online payroll system to the supervisor at least one (1) week in advance. Requests are approved at the discretion of the supervisor.

Compensation for unused Vacation Leave

Employees will not be paid for unused Vacation Leave except at the time of termination of employment. Employees will not be paid for more than 240 hours of unused Vacation Leave. Employees are required to provide a two (2) week written notification of resignation in order to receive compensation for unused Vacation Leave.

(Please see *Holidays* for guidance concerning the use or accrual of Vacation Leave during closed or open Holidays.)

Civic Duties

Created 20 Feb 2007
Revised 21 May 2014
Reviewed 15 Feb 2017

The Library supports civic engagement among its employees. Such support, however, does not extend to the pursuit of personal legal actions or any employee's political/philosophical interests.

Court

Employees will continue to receive their regular pay when called as a witness in a trial or subpoenaed for up to twenty-four (24) hours of paid time. A copy of the subpoena may be required by the Library Director before approving time off for this purpose. The Library Director may approve the use of additional time upon written request.

Employees may not be reimbursed for court time where such legal action represents a conflict of interest with the Library or could jeopardize the Library's neutral role in the community. Employees are not reimbursed when they are a principal litigant in the court action.

Jury duty

Jury duty is recognized as a civic responsibility and staff members are encouraged to fulfill this obligation. Staff members will be granted time off with pay to serve on a jury.

If jury duty or court appearance does not require a full workday, the employee is expected to return to work when free from service. Employees should send copies of court orders to the Human Resources Manager.

The employee will be permitted to retain any compensation for jury duty.

Voting

The Library encourages the active participation of its employees in elections. Employees are allowed a minimum of four (4) hours of time away from work in order to fulfill their voting needs in all general elections, primaries, special elections, and runoff elections. A minimum of four (4) hours of time away from work is also allowed for absentee voting.

The Library will compensate staff members who vote in general elections a maximum of two (2) hours of paid time (without use of any accrued leave). Voting in primaries or other partisan elections is not compensated by the Library. Voting in special elections,

runoffs, or other local elections is not compensated. Absentee voting is not compensated.

Employees may use Vacation Leave or PTO to fulfill voting duties in excess of the allotted two (2) hours of paid time in general elections when necessary upon advance approval by their supervisor. Employees may also use Vacation Leave or PTO for voting in special elections, primaries, runoff elections, absentee voting, or other local elections as needed with prior approval by their supervisor.

Election officers

Employees may use Vacation Leave or PTO when serving as an election officer in any election. The Library does not provide paid time off without the use of Vacation Leave or PTO to serve as an election officer. Employees who choose to serve as an election officer and use Vacation Leave or PTO during the absence may retain any compensation for their election officer duties.

Any required training for being an election officer that requires time away from work will also be allowed with prior approval. Vacation Leave or PTO may be used to cover any hours that are not worked at the Library.

Emergency Closings

Revised 15 Feb 2011
Reviewed 15 Feb 2017

The Library acts to ensure the safety of its patrons and its employees during emergency situations such as inclement weather, loss of utilities, or other events that interfere with normal operations. All decisions to open late, remain closed, or close early will be made by the Library Director in conjunction with the Assistant Director and Branch Managers. Decisions will generally rely on actual observed conditions rather than predictions.

Employee absences

Employees will be contacted by their supervisor in the event there is any change to regular operating hours. Unless contacted by a supervisor, all employees are expected to be on time for their regularly scheduled work period.

Staff who are unable to report to work due to weather related conditions should contact their immediate supervisor as soon as such a condition becomes apparent. Employees who are unable to report to work when the Library is open must use Vacation Leave, where applicable.

Compensation

If there is a deviation from the Library's regular operating hours due to emergency circumstances, employees will be compensated for their regular work hours at their regular rate of pay (without the use of leave) for the time they were scheduled to work. Employees who are scheduled off or who are on previously arranged Vacation Leave or Sick Leave will not receive any extra compensation.

Staff Development

Revised 20 Apr 2010
Reviewed 15 Feb 2017

In-service training

Orientation and training are provided for all new staff members. Additional in-service training is provided as needed.

Communications

Email, memos, the staff wiki, the Library's website, bulletin boards, staff meetings, and verbal communications are utilized to keep staff members informed of Library, branch, and department events.

Staff meetings

Staff meetings for all employees will be held on a regular basis.

Continuing education

Further education is encouraged at all levels. State certification is required for professional staff and those staff members who provide informational services to the public. Within the limitations of the budget, the Library will pay for workshops and conferences, especially when they apply toward certification. Record of attendance must be delivered to the Human Resources Manager.

Professional activities

Membership by staff in the Kentucky Library Association and other professional organizations is encouraged. Time with pay may be allowed for staff members to attend meetings and conferences sponsored by professional library or library-related organizations of which they are members.

The Library provides paid membership in the Kentucky Library Association for some staff based on position.

Travel and Meal Expenses

Revised 18 May 2016
Reviewed 15 Feb 2017

The Library will reimburse the travel expenses of staff and Board members while they are on approved, official Library business. By state law, members of the Library's Board of Trustees are reimbursed for their actual expenses.

Per diem for travel

Employees who attend out of town conferences or other professional meetings are allowed a per diem for meals at rate of \$50 per day. Any charges exceeding the established per diem rate are the responsibility of the employee. Per diem rates are not adjusted based on the location of the travel or the restaurant venues that are chosen/available.

In some cases, individual meal expenses may be reimbursed to the employee for events that do not last for an entire day. The following rates will apply:

- Breakfast – \$15
- Lunch – \$15
- Dinner – \$20

Receipts are not required for these expenses. A written request for reimbursement accompanied by the reason for the travel should be sent to the Business Office when seeking reimbursement. The Library-issued credit card may not be used for meal expenses while on travel.

Business meeting meals

The Library's staff do, on occasion, meet during meals or invite special guests (such as vendors, visiting performers/authors, and potential employees) for meals. The Library Director will approve all expenditures for business meeting meals in advance. Expenditures for business meeting meals will be made on the Library credit card. Charges for alcoholic beverages will not be paid by the Library. Business meeting meals should be conducted at a reasonably priced venue, appropriate for the event, with care taken for the overall expense to the Library. Excessive expenses will become the responsibility of the employee. Receipts for all business meeting meal expenses are required.

Mileage reimbursements

When travel is conducted using the employee's personal vehicle, mileage should be recorded and will be reimbursed by the Library. The Library credit card should not be

used for gasoline expenses except for vehicles owned or rented/leased by the Library. Mileage will be reimbursed at the rate approved for reimbursement by the Commonwealth of Kentucky as it is given on 1 July of each fiscal year. Employees should ask their supervisor or contact the Business Office for the current rate. Requests for reimbursement for mileage are made to the Business Office using the Mileage Reimbursement Form on a quarterly basis.

Special transportation

Airline fares will be paid for by the Library in advance. Cabs must be paid using the employee's own personal funds and will be reimbursed by the Library upon the employee's return. Rental vehicles should be charged on a Library-issued credit card. Employees should seek the most reasonable travel rates/methods that are available.

Lodging

Hotel expenses will be paid at the time that the expense is incurred. Arrangements should be made in advance for payment. A Library credit card may be used for this expense. Reasonably priced accommodations (for conferences, at the conference rate) should be sought. Expenses will only be paid for room. No other expenses (telephone service, internet service, meals, etc.) should be added to the hotel expense.

Requests for reimbursement

All requests for reimbursements must be submitted on appropriate forms with appropriate supporting documentation. For special trips (such as conference attendance), reimbursement requests will be made upon the employee's return. For routine mileage reimbursements, reimbursements will be requested quarterly.

Safety

Employees traveling in a Library-owned vehicle are required to wear seatbelts at all times. Employees traveling in a privately owned vehicle while conducting the business of the Library are required to wear a seatbelt at all times. Employees traveling in a vehicle that is leased or rented by the Library are required to wear a seatbelt at all times.

Traffic violations and citations are the responsibility of the driver at all times. Traffic violations while conducting the Library's business could be cause for disciplinary action.

Gifts

Revised 21 Feb 2012
Reviewed 15 Feb 2017

The Library will recognize certain events and occasions with gifts or remembrances. Cards may also be sent for some occasions. These gifts will be from the Campbell County Public Library Staff and Board of Trustees. The Library Director (or designee) will be responsible for deciding what gift is appropriate and ordering such gift.

Death

Flowers or equivalent (up to \$45) will be sent on occasion of the death of staff members, Board members, regularly scheduled volunteers, or their immediate family members. Immediate family is defined as a spouse, child, sibling, parent, grandparent, grandchild, or immediate in-laws.

Employment anniversaries

Employment anniversaries of staff will be recognized every five (5) years. Gift certificates (\$10 for each year of service) will be issued to these employees at the annual staff meeting. Employees may choose the establishment for the certificate.

Retirement

The retirement of a staff member will be honored by a gift equal to \$10 for each year s/he was employed by the Library. (A retirement and an anniversary gift will not be awarded in the same fiscal year.)

Other events

For other occasions and recipients whom members of the staff wish to recognize, staff members may collect money on a voluntary basis and sign a card individually.

Voluntary Separation

Revised 21 Feb 2012
Reviewed 15 Feb 2017

Resignation

Employees should provide notice of intent to resign in writing to their supervisor. The supervisor will forward this notice to the Human Resources Manager who will notify the Library Director. Resignation notices become a part of the employee's personnel file.

Four (4) weeks' notice from personnel in supervisory positions, managerial positions, or positions requiring an MLS is requested. Two (2) weeks' notice from all other employees is requested. Longer notice is preferred whenever possible.

Retirement

Retirement benefits are determined by the Kentucky Retirement System. Employees are requested to give the Library notice of their intention to retire as far in advance as practical. Employees with questions concerning their eligibility for retirement or benefits that may be paid to them during retirement should contact the Human Resources Manager.

Compensation for accrued leave

Upon voluntary separation, compensation for unused Vacation Leave and compensatory time will be added to the final payroll check or paid separately. Payment for unused Vacation Leave is not subject to Kentucky Retirement System withholding. In order to receive compensation for unused Vacation Leave and compensatory time, the Library requires that a minimum of two (2) weeks' notice is given. No compensation will be paid for unused Sick Leave.

Layoff

Revised 20 Feb 2007
Reviewed 15 Feb 2017

The needs of the Library dictate all decisions regarding assignment of personnel, retention of personnel, and staffing of branches/departments. Financial restrictions, changes in Library service, realignment of functions, or adoption of new methods may require the elimination of positions.

In such cases, the Library will provide as much notice as possible. Severance packages may be offered that are within the restrictions of the budget. The Library will offer assistance to the employee in finding employment elsewhere.

The Library is an "at-will" employer.

Grievances

Revised 20 Feb 2007
Reviewed 15 Feb 2017

The Library strives to ensure that all employees are treated fairly. A staff member who believes that s/he has been treated unfairly may choose to write a letter of grievance to the Board of Trustees. Employees may also choose to request a hearing before the Board. In either case, employees are expected to seek resolution through appropriate supervisory channels within the Library before bringing a concern to the Board.

Letters of grievance

All employees may communicate a grievance to the Board at any time. Such letters must be signed and must include:

- Any written communication between the employee and his/her supervisor concerning the matter;
- The employee's written communication with the Library Director giving notice of the concern; and
- The Library Director's written response to the concern.

Grievance letters should be addressed to the president of the Board of Trustees. A copy of any letter of grievance must be sent to the Library Director. The president of the Board will reply within thirty (30) days. The grievance letter and the Board's reply will become a part of the employee's personnel file.

Grievance hearings

Before a grievance hearing will be granted by the Board, the staff member must produce evidence that s/he has attempted to resolve the matter within the Library's established organizational structure. All such attempts will be documented in writing and will include:

- Any written communication between the employee and his/her supervisor concerning the matter;
- The employee's written communication with the Library Director giving notice of the concern; and
- The Library Director's written response to the concern.

The employee's written request for a hearing before the Board must:

- Clearly state the issue that will be discussed with the Board;
- Establish that no reasonable and satisfactory solution has been reached; and
- Suggest a reasonable solution for the Board to consider.

If a grievance hearing is granted, the employee will appear before the Board of Trustees at the next regularly scheduled meeting. If the employee intends to provide witnesses, the names of such witnesses will be communicated to the president no later than three (3) calendar days prior the meeting.

Grievance hearings will be limited to a maximum of thirty (30) minutes unless further allowance of time is requested in writing three (3) calendar days prior to the meeting. The hearing may be curtailed by the president at any time.

Grievance hearings concerning personnel matters may be held in open or closed session at the Board's discretion.

After the hearing, the president of the Board of Trustees will provide a written response to the employee within thirty (30) days. Any decision or response by the Board is final.