



Personnel Policies

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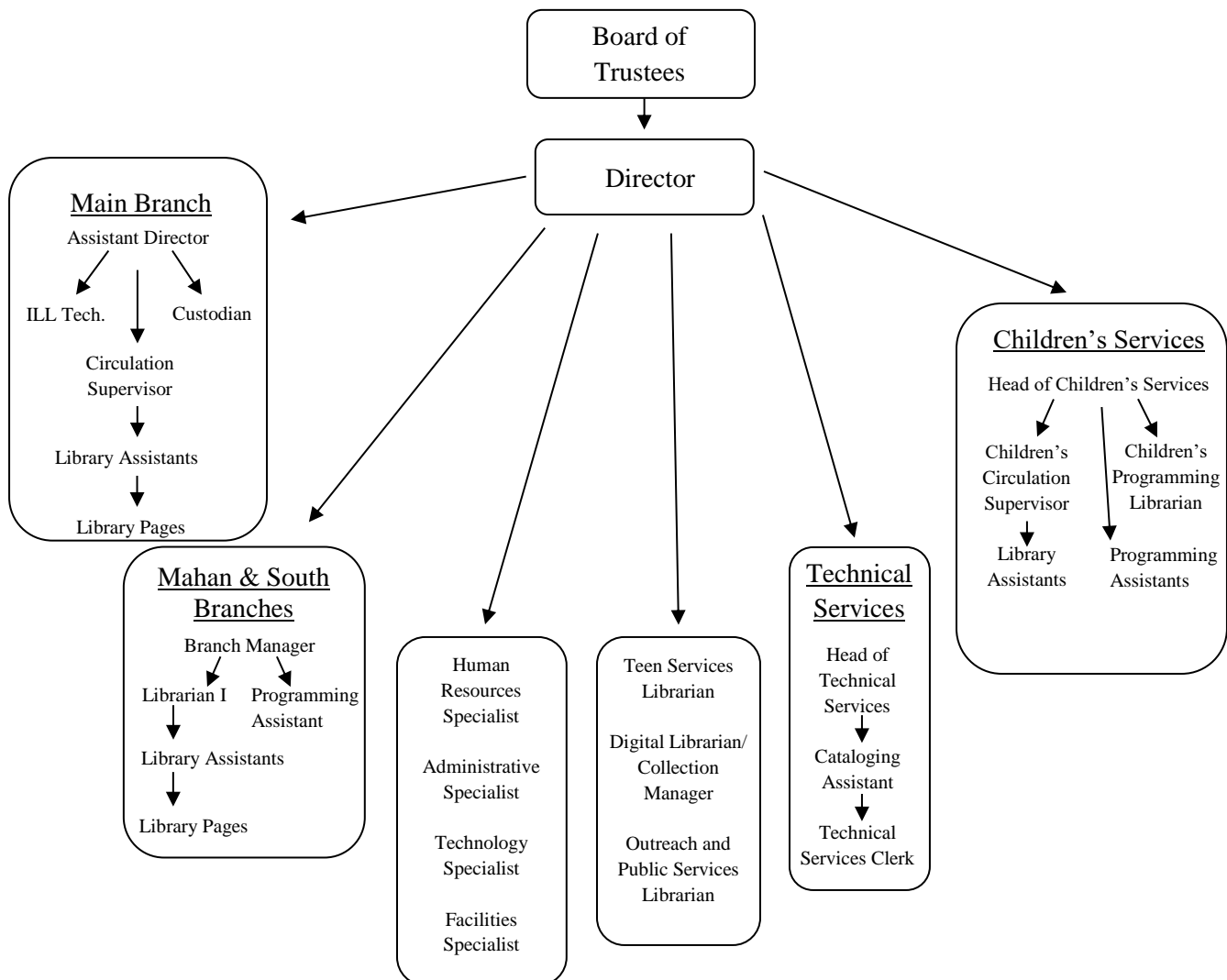
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Welcome to the Oldham County Public Library

Oldham County Public Library (“the Library”) was formed as a special taxing district by petition of the citizens of Oldham County in 1969. We are governed by a Board of Trustees (“the Board”) whose members are nominated by the sitting board and approved by the Oldham County Judge-Executive.

The Board has ultimate fiscal responsibility and governs the policies which dictate the Library’s operation.

Organizational Chart



The current versions of these policies are available for viewing at any time on the Library’s website. You can also receive a physical copy of the manual by requesting one through the Human Resources Department.

Disclaimer

This manual has been prepared to inform employees of the policies and procedures of the Library and to establish the Library's expectations. It is not a contract. The employees of the Library are "at will" employees and are subject to layoff or termination.

The Library reserves the right to unilaterally revise, suspend, revoke, terminate or change any of its policies, in whole or in part, whether described in this manual or elsewhere.

Recruitment and Hiring

Equal Opportunity

The Library is an equal opportunity employer and will comply with all applicable federal, state, and local laws prohibiting employment discrimination. No person will be denied employment on the basis of race, color, religion, national origin, sex, pregnancy, childbirth, age over 40, disability, HIV status, black lung disease, or smoking.

It is the policy of the Library to hire the most qualified individual for any open position. In order to maintain non-discriminatory practices, the Library will make reasonable accommodation in work sites, work-related equipment, and job duties to meet any special needs of the most qualified candidate for any specific position for which a candidate is hired and when a candidate accepts that position. Reasonable accommodation will be governed by the terms and conditions of the Americans with Disabilities Act and applicable state and local laws.

Applications and Resumes

The following process applies to all vacancies except that of The Director ("the Director"). All applications for employment must be made on forms provided by the Library. Resumes are accepted as a supplement to the completed application form. Applications and resumes are accepted at all times even though positions might not be open. Applications will be retained for six years, but candidates are strongly encouraged to re-apply for new openings as they become available.

Advertising

The Library strives to employ the most qualified person for each position; therefore, employment decisions are based on merit, qualifications, and abilities. To obtain a diverse pool of qualified applicants, the Library may recruit internally and/or externally by posting all positions in the Library, as well as advertising in external media.

Interviewing

All applications submitted for a job opening will be reviewed and selections will be made for interviews. Candidates will be selected and interviewed based on qualifications that are deemed appropriate for the position. The Director, supervisor and/or a search committee screens the applications based on the requirements outlined in the vacancy announcement, which is based on the position description. Ideally, at least three applicants will be chosen in the initial screening and invited to interview. Only applicants selected in the initial screening are notified. The search committee conducts interviews and assessments, and

checks references for applicants who successfully complete both the interview and the assessment. Candidates who are interviewed but not selected will be notified of the Library's decision either verbally or in writing. Interview questions and responses from applicants for open positions will be sent to Human Resources and retained for six years.

Hiring

The Director will be interviewed and hired by the Board. The Director, or his/her designee, will hire all other employees. After a recommendation for hire is received each new employee will be informed in writing of the exact time and nature of his/her appointment, including:

1. Starting salary.
2. Starting date.
3. Date that the 3 month probationary period will end.
4. Any other special arrangements made with the employee regarding employment.
5. A copy of the latest revised Personnel Policy Manual.
6. The 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 background check should be signed by the employee and returned to the Administrative Offices along with the letter of offer. Employment will be contingent on a satisfactory background check. Candidates found to have not answered truthfully on their applications or during interviews will not be offered positions, will be terminated, or their offers retracted. Background checks will be placed in the employee's personnel file. The Library may conduct background checks of any current employee at any time.

Orientation

New employees will receive New Employee Orientation and training from the Human Resources Department and then in their department. Employees are classified as probationary hires for the first 90 days of employment. Benefit accruals begin immediately for full time and semi-full time staff, with vacations in the first six months needing approval from the Director. Benefit accruals for part time staff begin after six months of employment.

Initiating Payroll

After an employee has been hired, he/she should visit the Human Resources Department at the Main Library to receive an initial packet which will contain:

1. W-4 (Federal Withholding authorization).
2. I-9 (Proof of Citizenship).
3. Applicable benefits forms (insurance, etc.).
4. Direct deposit information.
5. Orientation checklist.
6. Personal information form.

These forms shall be completed at the Administrative Offices along with a copy of supporting documentation required for the form I-9. These forms must be completed on the first day of employment and will be reviewed by the HR Department.

At Will Employment

All employees are considered “at will.” The employee may terminate his/her employment at any time and the Library may do the same.

Drug Testing

The Library maintains a drug-free workplace. As such, we prohibit the abuse of prescription or non-prescribed drugs, or the use of alcohol, during work hours. If an employee appears to be impaired by drugs or alcohol or uses drugs or alcohol during work time, the employee shall be referred for testing and upon confirmation of drug or alcohol use and may be disciplined in accordance with Library policy, up to and including termination.

The Library’s policy is intended to comply with all state and federal laws governing drug testing and is designed to safeguard employee privacy rights to the fullest extent of the law.

As a condition of employment all current and prospective employees must agree to abide by the Library’s drug testing policy. Current employees shall only be required to submit to drug testing in case of an on the job accident or when other reasonable cause exists to believe that the employee may be under the influence of drugs or alcohol. When required to submit to a drug test, the employee shall receive written notice of the request, and the reason for the action. The employee must also sign a testing authorization and acknowledgement form confirming that he or she is aware of the policy and employee’s rights. Requiring an employee to submit to drug testing is not considered a disciplinary action and is not negatively indicated in the employee’s personnel record.

Any drug testing required or requested by the Library shall be conducted by a laboratory chosen by the Library and which is licensed by the state. All expenses related to the test shall be incurred by the Library. The Library administration shall furnish the employee with the name and location of the laboratory which shall analyze the employee's test sample. The Library administration shall set the time and date for the drug testing to take place. This testing appointment shall be coordinated with the employee insofar as possible, and shall be during normal work hours. Failure of the employee to appear for the testing as directed may constitute insubordination and may be reason for disciplinary action.

If the Library receives notice that the employee's test results were confirmed positive, the employee may be given the opportunity to explain the positive result. In addition, the employee may have the same sample retested at a licensed laboratory of the employee's choosing at the employee’s expense.

If there is reason to suspect that the employee is impaired by the abuse of drugs or alcohol during work hours the employee may be suspended, without pay, until the results of a drug and alcohol test are made available to the Library by the testing laboratory. If the test is negative the employee will be paid for the time off work during the suspension. This action is at the discretion of the Director or their representative and is not considered a disciplinary action and is not negatively indicated in the employee’s personnel record.

All testing results shall remain confidential. However, test results may be used in arbitration, administrative hearings and court cases arising as a result of the employee's drug testing. Results shall be sent to law enforcement agencies if required by law.

The Director shall have authority to take appropriate disciplinary action based upon the results of the drug test and the level of cooperation of the employee. Such action may range from administrative suspension to allow the employee to complete a rehabilitation program (at the expense of the employee), to employee termination, depending upon the employee's job position, drug being abused, and other considerations. If the employee is suspended it will be without pay and the length of the suspension shall be at the discretion of the Director, who shall also make final determination as to the employee's eventual return to work. Any suspension without pay exceeding 10 days is subject to automatic review by the Board.

Any employee has the right to file a written appeal to the Board for any action, including a request for testing, initiated under this policy. The Board may consider the appeal at their next regular meeting or may convene a special meeting, at the discretion of the Board president. A pending appeal to the Board shall not constitute justification for failure to appear for drug testing, and such failure may result in disciplinary action.

Any employee may also request a public hearing before the Board, but only for disciplinary action taken against them based upon this policy. The Board may hear the oral appeal at their next regular meeting or may convene a special meeting, at the discretion of the Board president. The hearing may be conducted as a public meeting if requested by the employee, or may be conducted as a closed session if satisfactory to the employee and allowed by KRS61.810(c) or 61.810(f).

In all instances of appeal, the decision of the Board shall be final.

Job Classification & Salary

Job Descriptions

A job description provides a summary of the position's duties, the supervisor's position, principal responsibilities, physical requirements, 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 employees' work performance and will be reviewed at every annual evaluation.

Confidentiality Agreement

Employees may be asked to sign a Confidentiality Agreement if their positions include knowledge of personnel information.

Starting Salary

The schedule of starting wage rates is based on the classification of the positions and the qualifications of the applicant. The Board sets salaries and wages by approving a classification system and pay plan.

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 also be increased. If an employee reaches the maximum salary for their particular position's classification, there will be no further annual increase unless the starting salary for that position is increased.

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. The pay plan is reviewed and may be revised annually during the budget planning process.

Pay Classifications and Starting Salaries

These definitions and education levels provide a general overview for the proposed classifications. Specific skills, knowledge and ability requirements are found in the job descriptions. Staff members in advanced classifications possess most/all of the education, skills, knowledge, ability, and work experience required of lower classifications. 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.

Level 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: \$8.50 per hour.

Level 2:

- Positions in this category are non-exempt.
- Positions in this classification: **Custodian.**
- Requirements: High school diploma or GED.
- Starting salary: \$10.00 per hour.

Level 3:

- Positions in this classification are non-exempt.
- Positions in this classification: **Library Assistant.**
- Requirements: High school diploma or GED, and customer service experience.
- Starting salary: \$10.05 per hour.

Level 4:

- Positions in this classification are non-exempt.
- Positions in this classification: **Technical Services Clerk.**
- Requirements: High school diploma or GED, and customer service experience.
- Starting salary: \$10.25 per hour.

Level 5:

- Positions in this classification are non-exempt.
- Positions in this classification: **Technical Services Cataloging Assistant.**
- Requirements: Some post-secondary education and relevant work experience, bachelor's degree preferred.
- Starting salary: \$11.00 per hour.

Level 6:

- Positions in this classification are non-exempt.
- Positions in this classification: **Branch Programming Assistant.**
- Requirements: Some post-secondary education and relevant work experience, bachelor's degree preferred.
- Starting salary: \$13.00 per hour.

Level 7:

- Positions in this classification are non-exempt.
- Positions in this classification: **Facilities Specialist.**
- Requirements: High school diploma or GED and relevant specialized work experience, some post-secondary education preferred.
- Starting salary: \$16.00 per hour.

Level 8 (Librarian I):

- Positions in this classification are non-exempt.
- Positions in this classification: **Branch Librarian I, Department Librarian I.**
- Requirements: Some post-secondary education and relevant work experience, bachelor's degree preferred. KDLA certification required.
- Starting salary: \$13.00 per hour.

Level 9 (Librarian II) :

- Positions in this classification are non-exempt.
- Positions in this classification: **Administrative Specialist; Facilities Specialist, Technology Specialist, Children's Programming Librarian.**
- Requirements: Some post-secondary education and relevant work experience, bachelor's degree preferred. KDLA certification required for library specific positions.
- Starting salary: \$16.00 per hour.

Level 10 (Librarian III):

- Positions in this classification are non-exempt.
- Positions in this classification include: **Circulation Supervisor-Main.**
- Requirements: Some post-secondary education and relevant work experience, bachelor's degree preferred. KDLA certification required.
- Starting salary: \$18.25 per hour.

Level 11 (Administrative Librarian):

- Positions in this classification are non-exempt.
- Positions in this classification include: **Outreach Services Librarian, Teen Services Librarian, Children's Department Supervisor- Main, Digital Librarian, Human Resources Specialist.**
- Requirements: Library specific positions prefer a Master's degree in Library Science. All positions require a Bachelor's degree in the required field of study or a combination of some post-secondary education and relevant work experience. Library specific positions require KDLA certification while others may require subject specific certificates.
- Starting salary: \$19.50 per hour.

Level 12 (Professional Associate):

- Positions in this classification are exempt.
- Positions in this classification: **Branch Manager, Head of Children's Services, Head of Technical Services.**
- Requirements: Bachelor's degree in the required field of study or a combination of some post-secondary education and relevant work experience, plus (5) years of professional experience. Master's degree in Library Science plus three (3) years of supervisory experience is preferred. KDLA certification required.
- Starting salary: \$23.50 per hour.

Level 13:

- 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. KDLA certification required.
- Starting salary: \$28.25 per hour.

Library Director:

- Positions in this classification are exempt.
- Positions in this classification include: **Library Director.**
- Requirements: Master’s degree in Library Science, plus seven (7) years of professional experience and five (5) years of supervisory experience. KDLA certification required.
- Starting salary: \$39.74 per hour.
- Any salary increase for the Director is at the discretion of the Board of Trustees and will be determined after an evaluation on the anniversary of hire.

Salary Limitations

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

Levels 1 and 2: Maximum salary is 130% of entry level salary.

Levels 3 through 7: Maximum salary is 140% of entry level salary.

Levels 8 through 13: Maximum salary is 150% of entry level salary.

Level			2020/2021 Hourly			2020/2021 Annual		
			Starting	Midpoint Hourly	Max. Hourly	Starting Annually	Midpoint Annually	Max. Annually
1	PT	Library Page/Library Aide	\$ 8.50	\$ 9.78	\$ 11.05			
2	PT	Custodian	\$ 10.00	\$ 11.50	\$ 13.00			
3	PT	Library Assistant/ILL	\$ 10.05	\$ 12.06	\$ 14.07			
4	PT	Tech Services Clerk	\$ 10.25	\$ 12.30	\$ 14.35			
5	PT	Tech Services Cataloging Assistant	\$ 11.00	\$ 13.20	\$ 15.40			
6	PT	Branch Programming Assistant	\$ 13.00	\$ 15.60	\$ 18.20			
7	PT	Facilities Specialist	\$ 16.00	\$ 19.20	\$ 22.40			
8	Semi-FT	Branch Librarian I, Departmental Librarian I	\$ 13.00	\$ 16.25	\$ 19.50			
9	FT	Librarian II (Administrative Specialist, Technology Specialist, Children's Prog. Librarian)	\$ 16.00	\$ 20.00	\$ 24.00	\$ 31,200.00	\$ 39,000.00	\$ 46,800.00
10	FT	Librarian III (Circ. Supervisor)	\$ 18.25	\$ 22.81	\$ 27.38	\$ 35,587.50	\$ 44,484.38	\$ 53,381.25
11	FT	Administrative Librarian (Outreach/Adult, Teen, Digital Librarian, HR Specialist, Children's Dept. Supervisor)	\$ 19.50	\$ 24.38	\$ 29.25	\$ 38,025.00	\$ 47,531.25	\$ 57,037.50
12	FT	Professional Associate (Branch Managers or Department Heads)	\$ 23.50	\$ 29.38	\$ 35.25	\$ 45,825.00	\$ 57,281.25	\$ 68,737.50
13	FT	Assistant Director	\$ 28.25	\$ 35.31	\$ 42.38	\$ 55,087.50	\$ 68,859.38	\$ 82,631.25

Level	Max. Salary =% of Starting Salary
1, 2	130%
3 - 7	140%
8-13	150%

Annual totals are an estimate based on a proposed number of hours worked. Actual totals depend on actual hours worked.

Additional Employee Benefits

Employees should check with the Human Resources Manager to determine eligibility for or to receive more information about any of the following insurance plans or benefits.

All Employees

The Library may allow third party vendors to make special types of insurance or extensions of insurance available to employees at the employees' own expense. Additional insurance from such vendors may include: accident, cancer, and hospitalization policies. These premiums are deducted from the employee's salary. The Library does not endorse any vendor of benefits.

Full time employees are eligible to receive a health insurance benefit which is partially paid by the Library and partially paid by the employee based on an annual review of insurance benefits by the Board. All eligible employees will receive health insurance benefits in accordance with the terms and conditions of the contract with the insurance provider selected by the Board each year.

When available under the insurance contract selected by the Board, any eligible employee of the Library may elect to receive health insurance benefits for their spouse and/or children and pay the full premium for such family coverage through payroll withholding. Any employee may decline health insurance. No payment will be made in lieu of insurance premiums to any full time employee declining health insurance. Any cancellation of insurance benefits must be requested 30 days or more in advance and will be governed by the terms and conditions of the contract with the insurance provider.

Semi-full time employees who work a regular schedule of 30 hours or more per week may elect to purchase health insurance benefits as part of group coverage and pay the full premium through payroll withholding if their regularly scheduled hours provide a gross income sufficient to cover the monthly premium.

Temporary or grant-funded employees working 37.5 hours or less will not receive paid health insurance benefits unless such health insurance is included in the grant agreement or other contract, but may purchase health insurance benefits as part of group coverage and pay the full premium through payroll withholding if their regularly scheduled hours provide a gross income sufficient to cover the monthly premium.

Dental

All employees have the opportunity to purchase dental insurance. The employee will pay the full premium for his/ her coverage. Dependents may be added at the employee's expense.

Health Savings Plan

All full-time employees who elect a High Deductible Health Care plan are eligible to participate in a Health Savings Account. Employees will be able to make tax-deferred payments into their Health Savings Account through payroll withholding for amounts of their choosing. Restrictions on the yearly sum of total contributions may apply, pursuant to IRS contribution limits.

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 supervisor will immediately alert the Director and Human Resources manager. Alcohol or drug testing may be required.

Deferred Compensation Policy

All Library employees are eligible to participate in the Kentucky Deferred Compensation System. In this plan employees make contributions via payroll deductions. Regular plans and Roth IRA plans are available. Employees using the Deferred Compensation Plan may decide how much to have withheld from each paycheck. Please talk to Human Resources for additional information.

Retirement Plan

Employees working 100 hours or more per month (on average) in a rolling 6 month period are required by law to participate in the County Employees Retirement System (CERS) through Kentucky Retirement Systems (KRS). Employees should contact Human Resources or <https://kyret.ky.gov/> for more information.

Library Privileges

All current employees and their family members dwelling in the same household are given a special status in the Library's automation system that prevents late fees from accruing on their accounts. Abuse of Library privileges may be cause for disciplinary action up to and including termination. Some examples of abuse: taking materials home without first checking them out and/or habitually keeping materials for longer than the loan period.

Timecards, Payroll, and Schedules

Timecards

Timecards are legal documents required for all personnel and are actual, contemporary record of time worked, to be recorded at the time of the occurrence.

All work time will be counted in fifteen (15) minute increments. Accordingly, employees should not clock in more than seven (7) minutes before their scheduled starting time and not clock out more than seven (7) minutes past their actual stopping time. No employee is permitted to work off the clock.

Each employee is responsible for clocking in and out for each shift and promptly notifying a supervisor of any errors. Time worked is defined as all the time actually spent on the job performing assigned duties.

All corrections to timecards must be emailed to a supervisor immediately, but no later than Monday the week following due to payroll processing deadlines. Altering, falsifying, tampering with time records, or recording time for another employee's time record may result in disciplinary action, up to and including termination of employment.

Payroll

All members of the staff are paid by direct deposit every other Friday, which covers a two week pay period ending on Saturday. 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 and semi-full time staff are required to contribute to the CERS retirement plan. All deductions will be shown on the employee's pay statement.

Schedules

All employee schedules are established and/or approved by each Department or Branch Manager. Schedules may be altered as necessary to provide the best Library service. All employees hired by the Library agree to work as they may be assigned during any and all hours and locations. The needs of the Library dictate all decisions regarding assignment of personnel, retention of personnel, and staffing of branches/departments.

Conditions of scheduled hours

1. The work week for the Oldham County Public Library is defined as a seven (7) day period starting Sunday and ending on Saturday.
2. All part-time employees are limited to an average of twenty-two and one half (22.5) regularly-scheduled hours per week. Part time staff may not work more than forty-five (45) hours during any one pay period.
3. Semi-Full Time non-exempt employees are individuals who are scheduled to work thirty (30) regularly-scheduled hours per week.
4. Full-time employees work a scheduled flexible 7.5 hours per day exclusive of the meal break, or a total of 37.5 hours per week.

5. Temporary schedule changes may be approved by the Director or an employee's manager, but may be revised based on the needs of the Library.

Hours of Work Permitted for Minors According to Kentucky Child Labor Law

The Library will not hire employees who are under 16 years of age. When school is in session, the following restrictions apply: Volunteers and employees who are age 16 and 17 years may work only between the hours of 6:00 am and 10:30 pm. 16 and 17 year old minors may work no more than 6 hours on a school day, no more than 8 hours on a non-school day, and no more than 30 hours per week. Parents or legal guardians of the minor must sign the *Minor's Employment Release of Liability* form.

Accommodations 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 in writing of any religious observations that may conflict with the Library's normal conduct of business, including schedule and attendance issues. The Library will offer reasonable accommodation where possible so long as it doesn't cause undue hardship.

Tardiness and Absenteeism

Employees are expected to punctually follow the hours posted for them on the official schedule. They should arrive at the Library in time to be at their stations ready for work by the time indicated on their schedules.

1. Employees should notify their supervisor immediately when unable to report to work each day they are absent and advise when they will report back to work. Habitual tardiness and unexcused absences are a cause for disciplinary action up to and including termination.
2. Failure to communicate with their supervisor for three consecutive days during an absence may be considered job abandonment. The position may then be considered vacant, and action can be initiated to recruit a replacement.
3. In the event of absenteeism, vacancy, or special assignments, staff hours will be assigned by the Department or Branch Head.
4. If a substitute staff person cannot be found after all avenues are exhausted and the situation does not involve an emergency or illness, the staff person seeking flexible time off will be expected to work his/her regularly scheduled hours.
5. In the event of an emergency or illness, if a substitute staff person cannot be found after all avenues are exhausted the supervisor/department head will be expected to work. Emergencies occur and will be evaluated on a case by case basis.

Meal Periods and Breaks

Meal periods and breaks are scheduled so that they do not conflict with the Library's public service needs. Employees who are scheduled to work *more* than five (5) consecutive hours must take at least a 30-minute unpaid meal period, which will be scheduled by a supervisor and for which the staff member must clock out. This also applies to staff who may be working from home.

Example: If an employee is scheduled from 12 p.m. to 5 p.m., they are not required to take a 30-minute unpaid meal break, but they do get a 15-minute paid break. If an employee is scheduled

from 12 p.m. to 5:15 p.m., they are required to take a 30-minute unpaid meal break. They do not get an additional 15-minute paid break.

While encouraged to take lunch breaks, Branch and Department Heads, by mutual agreement with the Library, may elect not to do so.

All employees are allowed one paid fifteen (15) minute break during each consecutive four hours of work. Staff members do not need to clock out for these breaks. Breaks may not be saved or used to extend meal periods, to come in late or leave early, or to make up time missed.

Overtime

Employees may not work over their scheduled hours per week, with the exception of compensatory time when needed in compliance with the portion of this handbook entitled "Compensatory Time Policy." Non-exempt employees may not work more than 40 hours per week. No non-exempt employee may work more than six (6) consecutive days in a standard work week. Employees may not volunteer their time to the Library.

Vacation Leave

The Library provides paid vacation leave to its permanent employees with set work hours. Non-permanent positions, including but not limited to grant funded positions, interns, and seasonal employees, are not provided paid vacation leave. Full time and semi-full time employees will begin to accrue vacation time upon their start date. Full-time employees with 15+ years of service as of 11/21/2019 will continue to accrue 157.5 hours per year, with a maximum accrual of 225 hours. All other full time employees will accrue vacation hours according to the chart below.

As of 11/21/2019, newly hired part time employees working more than 10 regularly scheduled hours per week will begin to accrue vacation time after six months of employment, according to the chart below. Employees working fewer than 10 regularly hours per week will not accrue vacation time. All part time employees hired before 11/21/2019 will accrue vacation time according to the chart below.

Leave Accrual and Hours Bank

Care must be taken not to exceed the limit on banked leave set out below. It is the employee’s responsibility to schedule their vacation time with their manager in advance to prevent the loss of accrued vacation leave time. Once the limit is reached, no additional leave may be accrued. Employees will not be compensated for more than the maximum accrual amount for any reason if they resign from the library.

Full Time Vacation Accrual (37.5 hours per week)

Length of Employment	Hours accrued per pay period	Total hours accrued yearly	Maximum accrual
0 - 2 years	3.462	90 (10 days)	225 hours
2 - 3 years	4.327	112.5 (15 days)	225 hours
3 - 4 years	4.615	120 (16 days)	225 hours
4 - 5 years	4.903	127.5 (17 days)	225 hours
5 - 6 years	5.192	135 (18 days)	225 hours
6 - 7 years	5.480	142.5 (19 days)	225 hours
7 + years	5.769	150 (20 days)	225 hours

Semi-Full Time Vacation Accrual (30 hours per week)

Length of Employment	Hours accrued per pay period	Total hours accrued yearly	Maximum accrual
0-10 years	3	78	180 hours
10+ years	3.462	90	180 hours

Part Time Vacation Accrual

Number of hours averaged per week	Hours accrued per pay period	Annual hours accrued	Maximum accrual
20+	2.08	54.08	100 hours
16-19.99	1.8	46.8	75 hours
10-15.99	1.43	37.18	60 hours
0-9.99	.88	22.88	30 hours

Length of employment is calculated by using an employee’s most recent change in position. Employees who leave the employment of the Library and are later rehired shall not utilize previous years of employment when calculating their vacation leave time.

Vacation leave may be taken for periods up to ten (10) consecutive work days. Vacation leave for a period of more than ten (10) consecutive work days may be considered, but must be approved by the Director or his/her designee. After an employee’s full vacation leave bank is exhausted, unpaid leave may be requested through the Director or an employee’s manager and may be granted at their discretion. Non-permanent staff members may request unpaid leave, which will be considered by that employee’s supervisor.

Scheduling Vacation Leave

Employees must plan the use of their vacation leave in advance. Scheduling periods of vacation leave must be approved by an employee’s supervisor. While the Library will attempt to accommodate leave requests when possible, supervisors may deny leave requests if such leave requests will interfere with daily operations of the Library.

Priority for Requests

For certain periods that are in high demand for time off, including, but not limited to, days near holidays or school breaks, supervisors shall keep track of employees who took leave on those days in previous years and employees who have not. Those employees who have not taken leave on those days most recently will get priority. This rotating system allows all employees the opportunity to take leave during high demand periods. For all other requests outside of high demand periods, vacation leave shall be granted on a first-come, first-serve basis, with the Library’s staffing needs as the main consideration.

Separation from Employment

Upon voluntary separation, compensation for unused vacation and compensatory time will be added to the final payroll check or paid separately. Payment for unused vacation time is not subject to Kentucky Retirement System withholding. In order to receive compensation for unused vacation, the Library requires that a minimum of two (2) weeks' notice is given. Employees will not be compensated for hours that exceed the maximum accrual allowed for their position under current policy. No compensation will be paid for unused sick time or holiday time.

Employees who are involuntarily separated will be paid for unused compensatory time but will not be paid for unused vacation hours.

Sick Leave

The Library provides paid sick leave to its permanent employees with set work hours. Non-permanent positions, including grant funded positions, interns, and seasonal employees are not eligible. Sick leave shall not be used as personal leave for non-medical purposes. Employees shall not be paid for unused sick leave when leaving employment. As of 11/21/2019, newly hired part time employees working more than 10 regularly scheduled hours per week will begin to accrue sick leave after six months of employment, according to the chart below. Employees working fewer than 10 regularly hours per week will not accrue sick time. All part time employees hired before 11/21/2019 will accrue sick leave according to the chart below.

Leave Accrual and Hours Bank

Care must be taken not to exceed the limit on banked leave set out below. If an employee has accrued more leave time than the maximum allowed under the current policy, only the allowed amount will be carried over at the close of the calendar year. Additional hours will be lost.

Sick Leave Accrual

Class	Hours accrued per pay period (Pay clock)	Total Hour Accrued Yearly	Maximum accrual
Full Time	3.5	91	450 hours
Semi-Full Time	2.75	71.5	360 hours

Part Time Sick Accrual

Number of hours averaged per week	Hours accrued per pay period	Annual hours accrued	Maximum accrual
20+	2.08	54.08	135 hours
16-19.99	1.8	46.8	120 hours
10-15.99	1.43	37.18	96 hours
0-9.99	.88	22.88	60 hours

Use of Sick Leave

Sick leave allowance is intended for when an employee is unable to work due to illness, injury, or pregnancy. Sick leave is also intended for when an employee must be absent for medical, dental, optical, or mental health examinations and/or treatment that cannot be arranged outside of an employee's scheduled working hours.

Sick leave may also be used if an employee's immediate family member is incapacitated by illness, injury, pregnancy, or for medical, dental, optical or mental health examinations and/or treatment if the employee is needed for transportation.

Employees may use sick leave for additional days off in the event of a death of an immediate family member after using time granted as part of the Library's *Bereavement Leave Policy*. Sick leave may also be used in the event of a funeral not covered by the *Bereavement Leave Policy*. If an employee's sick leave also qualifies for leave under the Family Medical Leave Act (FMLA), then the employee's sick leave shall run concurrently with FMLA leave.

Reporting Illness

- For appointments, staff shall put in a sick leave request in advance through the time clock system.
- When using unscheduled sick leave, an employee or a family member of the employee, shall notify their supervisor or the Human Resources Department as early as possible on the day(s) of the occurrence. If a staff member fails to notify their supervisor or the Human Resources department, supervisors shall follow the Tardiness and Absenteeism section of the *Timecards, Payroll and Schedule* policy.
- The Director or his/her designee may ask for a doctor's certification for any absence.
- For periods of extended sick leave, employees may be asked to provide the Director or Human Resources with a physician's statement attesting to the employee's fitness to return to work, prior to returning to work.

Unpaid Leave

A request for a leave of absence without pay must be made to the Director after all leave is exhausted and prior to the beginning of the leave of absence. Approval will be at the discretion of the Director, in compliance with local, state, and federal laws.

In emergency situations or situations of extreme hardship, the Director may allow an employee to use sick leave for family situations not covered above. Each situation shall be considered on an individual basis and approval of one exception to the policy shall not be seen as precedent for subsequent exceptions.

Sick Leave and Retirement

The Library participates in the County Employees Retirement System Standard Unused Sick Leave Program. Under this program, eligible employees who retire with the Library will have up to six (6) months of unused sick time purchased by the Library to add to their length of service only, in accordance with the limits set out by the retirement system.

Sick Leave Sharing

A full time or semi-full time employee who has accrued a sick leave balance of more than 75 hours (10 working days) may request that the Library Director make available for transfer a specified amount of his/her sick leave balance to another named employee authorized to receive leave under the guidelines specified below.

The employee may not transfer an amount of sick leave that would result in reducing his/her own sick leave balance to less than 75 hours. The employee must use a Sick Leave Sharing Form.

An employee may receive transferred sick leave if:

1. The employee has exhausted all his/her accumulated sick and vacation leave;

2. The employee or a member of his/her immediate family (immediate family defined in Sick Leave Policy) suffers from illness, injury, impairment or physical or mental condition which has caused, or is likely to cause, the employee to go on leave for at least 5 working days;
3. The employee documents and the Director approves the need for absence and use of leave; and
4. The employee has complied with policies regarding use of sick time.

The Director shall determine the amount of leave, if any, an employee may receive. Transfers of leave shall not exceed the amount requested by the recipient. The maximum amount of transferred sick leave any eligible employee shall receive is 20 working days per year.

While an employee is on transferred leave, he/she shall be deemed a Library employee and shall receive the same treatment with respect to salary, wages and benefits.

Any transferred leave which is unused shall be returned to the employee(s) who transferred the leave.

No employee shall interfere with any other employee's right to voluntarily contribute leave to a fellow employee.

No employee shall directly or indirectly intimidate, threaten, or coerce, or attempt to intimidate, threaten, or coerce any other employee for the purpose of interfering with the employee's right to voluntarily contribute leave when authorized under this Policy.

The sick leave sharing program is intended to prevent the economic and social harm that may affect employees and their families when the employee is faced with a medical emergency and lacks sufficient accumulated leave to maintain income and medical insurance during the period of absence from work.

Bereavement Leave

All permanent employees with set work hours are eligible for up to three (3) days of bereavement leave for a death in the immediate family and one (1) day for a death in the extended family. Part time staff members will be compensated for regularly scheduled hours in the three (3) day period following the start of bereavement leave regarding the death of an immediate family member and one (1) day for a death in the extended family.

In the case where prolonged out of state travel time is necessitated, full time and semi-full time employees may take five (5) days of bereavement leave in the case of a death in the immediate family.

If additional time is necessary, the employee may elect to use sick leave or vacation leave with approval of their supervisor. Other relationships of close association may also be approved on a case-by-case basis by the Director without setting precedent. Employees under discipline for attendance issues may be required to provide documentation with regard to their bereavement leave.

Holiday Policy

Set Holidays

The Library recognizes the following holidays as days that all locations will be closed. Full time and semi full time employees receive a paid holiday for each of these closed days. Part time employees will be granted paid holiday leave in the amount of their regularly scheduled hours for that day in the event that their normal schedule falls on one of the ten listed closed holidays.

1. New Year's Day (January 1)
2. Martin Luther King Day (3rd Monday in January)
3. Presidents Day (3rd Monday in February)
4. Memorial Day (Last Monday in May)
5. Independence Day (July 4)
6. Labor Day (1st Monday in September)
7. Thanksgiving Day (4th Thursday in November)
8. Christmas Eve (December 24)
9. Christmas Day (December 25)
10. New Year's Eve (December 31)

Full time and semi-full time employees are also granted three floating holidays. Scheduling floating holidays is at the discretion of an employee's supervisor. It is the employee's responsibility to arrange these with their supervisor. The Library remains open on floating days. These floating holidays are:

1. The day either preceding or following the Thanksgiving holiday
2. Kentucky Oaks Day (the Friday before the first Saturday in May)
3. Summer Reading Appreciation Day (follows the conclusion of the summer reading program) Note: Part time employees will accumulate 4 hours of floating holiday time for SRP Appreciation day.

Libraries will be closed on the designated holidays only. If a holiday falls on a weekend day that the Library system or any single location is normally closed, the Library and its employees will usually observe that holiday on the following Monday or at the designation approved by the Board.

Holiday Leave Use & Expiration

Accumulated holiday leave that is not taken by January 31st of the following calendar year will be lost. In the rare event that a staff member is required to take a set holiday as a floating holiday, it must be approved by the Director or an employee's supervisor. No overtime or special pay rate will apply to weeks including holidays. In the case that a staff member works over their hours, the difference will be returned to their holiday bank to be used by the end of January 31st of the following calendar year.

Additional days off near holidays are in demand; therefore priority will be given to those who did not take off days around a holiday in the previous year.

Compensatory Time Policy

Full Time Non-exempt Employees

If a non-exempt staff member works over their scheduled hours during the week, they are expected to compensate for that throughout the rest of the week to avoid compensatory time. The number of hours worked between 37.5 and 40 per week will be counted as compensatory time if the non-exempt staff member elects to participate in compensatory time. If a staff member does not wish to participate, then that staff member will be paid at their normal rate for any time worked up to 40 hours. All non-exempt staff members eligible for compensatory time must sign the Compensatory Time Form indicating whether or not the staff member would like to participate in compensatory time.

In an emergency situation where a non-exempt employee must work over 40 hours, all hours after 40 will be paid at time and one half of the employee's regular rate. Working over 40 hours must be approved by the Director. Holidays and other types of leave are not counted towards hours worked when calculating overtime.

Upon voluntary or involuntary separation, a non-exempt employee will be paid out for any remaining hours of compensatory time.

No non-exempt employee may accumulate more than 37.5 hours of compensatory time.

Full Time Exempt Employees

Any hours worked above 37.5 will be counted as compensatory time. Exempt employees may accumulate no more than 37.5 hours of compensatory time. The only exception to carrying over 37.5 hours is for the Director, who may accrue more time during large projects. The Director should make every effort to reduce his or her banked time to 37.5 hours or less in a timely manner following the conclusion of such projects.

Full time exempt 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 to exempt employees by either the state or federal government. Compensatory time is provided as a benefit and a privilege. Abuse of compensatory time can lead to loss of the ability to continue accruing compensatory time, loss of employment, or other disciplinary measures.

Applicable to all employees

An employee's chosen day(s) for using compensatory time may be denied if it would unduly disrupt the Library's operations. Upon termination of employment, the employee's accumulated compensatory time shall be paid at the average regular rate received by the employee during the last three years of employment, or the final regular rate received by the employee, whichever is higher.

Family and Medical Leave Policy

Under the Family and Medical Leave Act of 1993 (“FMLA”), “eligible” employees are entitled to take leave up to twelve workweeks in a twelve-month rolling period for certain family and medical reasons. The Act does not require the leave to be paid, but the Library requires employees to use earned and accrued paid leave as part of the twelve-workweek FMLA leave entitlement.

This Policy is intended to be a short summary of FMLA regulations; the precise rights and obligations of employees and the Library will be governed by the law itself.

Eligible Employees

Employees are eligible if they have worked for the Library for at least one year and for 1,250 hours over the previous twelve months.

Reasons for Taking Leave

Leave will be granted for any of the following reasons:

To care for the employee’s child after birth or placement for adoption or foster care;

To care for the employee’s spouse, son, daughter, or parent who has a serious health condition;
or

For a serious health condition that makes the employee unable to perform the essential functions of his or her job. “Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves either: any period of treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, and any period of incapacity or subsequent treatment in connection with such inpatient care; or continuing treatment by a health care provider which includes any period of incapacity (i.e., inability to work, attend school, or perform other regular daily activities) due to:

Health conditions (including treatment therefore, or recovery there from) lasting more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition that also includes: [i] treatment two or more times by or under the supervision of a health care provider; or [ii] one treatment by a health care provider with a continuing regimen of treatment;

Pregnancy or prenatal care;

A chronic serious health condition which continues over an extended period of time, requires periodic visits to a health care provider, and may involve occasional episodes of incapacity;

A permanent or long-term condition for which treatment may not be effective – Only supervision by a health care provider is required, rather than active treatment; or

Any absences to receive multiple treatments for retroactive surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated.

In addition, employees may be eligible for FMLA leave due to emergencies arising out of a family member’s military service or *to care for a family member who is injured or ill as a result of military service.*

Notice Requirements

An employee needing leave is required to provide the Library with written notice of need for leave. (*FMLA Request for Leave Form*)

The employee must explain the reason for needed leave so as to allow the Library to determine that the reason for leave is for a FMLA-qualifying reason. If the employee fails to explain the reason, leave may be denied. Notice should include enough information to make the Library aware that the employee needs FMLA-qualifying leave, and the anticipated timing and duration of the leave. Failure to provide timely notice may result in delay or in the denial of the leave and/or cause the absence to be considered as unexcused, which will subject the employee to disciplinary action up to and including discharge.

A written notice must be given to the employee's supervisor and to the Director thirty (30) or more days prior to the beginning of the FMLA - qualifying leave, except in the event of an emergency or other unforeseen and reasonable circumstances.

Special rules apply when the employee fails to give advance notice of the need for leave and the Library does not learn of the reason for the absence until the employee's return (e.g., where the employee was absent for only a brief period). In such circumstances, if the Library does not designate the leave as FMLA leave and the employee desires it to be counted as FMLA leave, the employee must, within two business days after resuming work, notify the Library that the leave was for an FMLA reason. In the absence of such timely notification by the employee, the employee may not subsequently assert FMLA protection for the absence.

An employee taking FMLA leave is required to report periodically on his or her intent to return to work. If an employee needs leave beyond the anticipated date originally provided, the employee must provide reasonable notice to the Library as soon as possible and no later than within two business days after learning of the need for an extension of leave. The employee is also responsible for complying with any local rules regarding the reporting of absences. If the employee is able to return to work earlier than expected, the employee must provide the Library with reasonable notice as soon as possible and no less than two days' notice from when the employee learns that he or she will be able to return to work earlier than expected.

How Leave May Be Taken

FMLA leave is generally taken in one continuous block of time. However, an employee may take intermittent leave in smaller blocks of time if it is medically necessary. Employees should make every attempt to coordinate intermittent leave with their supervisor. If intermittent leave is foreseeable because of planned medical treatment, the Library may place the employee in a position that better accommodates leaves of intermittent periods.

Medical Certifications

The Library will require an employee to provide a medical certificate regarding the illness or injury for which leave is being requested at the time the request is made. If there is a dispute about the medical opinion, the Library may require a second opinion by a physician of the Library's choosing, at the Library's expense. If a third opinion is necessary, the Library and the employee must agree on a physician, and the Library must pay for it. The third medical opinion shall be binding. If the employee fails to provide medical certification, the leave may not be FMLA leave.

1. For leave for an employee, use Form WH380-E (*Certification of Health Care Provider for Employee's Serious Health Condition*).

2. For leave for the employee's family, use Form WH380-F (*Certification of Health Care Provider for Family Member's Serious Health Condition*) FORM # WH381 – (*Notice of Eligibility and Rights & Responsibilities*)

Return-to-Work Certification

Before the employee returns to work, the employee must provide the Director documentation from a physician which certifies that the employee has been released to return to normal duties. The Library also may require a fitness for duty certificate before an employee is permitted to return from an FMLA leave. (*Physician's Return To Work Form*)

Job Restoration Rights

Unless a job elimination has occurred that would have terminated the employee's job or placed him or her in a different job, upon return from an FMLA leave an employee will generally either be restored to his or her prior position or to an equivalent position in terms of pay, benefits, responsibilities, and authority. Job restoration may be denied to certain highly compensated employees, if necessary, to avoid substantial and grievous economic injury to the Library.

Pay During Leave

The FMLA does not require that leave be paid. However, employees must exhaust their paid accrued and vacation leave as part of their FMLA leave. In addition, when the employee takes leave for his or her own "serious health condition," and that condition also causes the employee to have a disability which is covered under a disability plan, leave taken in conjunction with the plan will be counted as part of the twelve-week FMLA entitlement. Likewise, when the employee takes leave for his or her own "serious health condition," and that condition also causes the employee to meet the requirements for workers' compensation, leave taken in conjunction with the workers' compensation injury will be counted as part of the twelve-week FMLA entitlement.

Benefits Protection

The use of leave under the FMLA cannot result in the loss of any employment benefit that occurred prior to the start of an employee's leave. For the duration of the leave under the FMLA, the Library must maintain the employee's medical insurance coverage in any "group health plan" under the conditions coverage would have been provided if the employee had continued working. If the employee fails to make his or her portion of the premium payments, coverage may be canceled. In some cases, the employer may recover premiums paid for maintaining an employee's health coverage if the employee fails to return to work.

Employees with questions about their rights and obligations under the FMLA are encouraged to contact the Director or the Human Resources Department.

Emergency Closing Policy

Emergency Closings

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 Director or a staff member that has expressly been given that duty in the absence of the Director. 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.

In the event that one location closes, the staff at the closed location may be reassigned to complete their regularly scheduled shift at a different location.

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.

Civil Leave

The Library encourages service as a juror and compliance with other subpoenas to be a witness in legal proceedings.

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 Director before approving time off for this purpose. The 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 a civil court action or the defendant in a criminal 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 or as a witness when subpoenaed. 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 Department.

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

Voting Leave

Voting leave must be requested in advance and the employee must be eligible to vote in the county holding the election and must exercise that right in order to qualify. The Director and staff develop work schedules in advance that permit employees to share the workload on Election Day while still taking leave time to go to the polls.

Employees are allowed up to four hours to vote or to apply for an absentee ballot. In order to be eligible for voting leave, an employee must (1) be registered to vote in the county holding the election, (2) be scheduled to work on Election Day during the hours of 6:00 a.m. to 6:00 p.m. local time, and (3) notify his/her immediate supervisor prior to receiving voting leave.

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). Employees may use Vacation Leave 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.

Any qualified voter who opts for voting leave under this section but fails to cast his vote, under circumstances which did not prohibit him from voting, may be subject to disciplinary action.

Election Officers

Employees may use Vacation Leave when serving as an election officer in any election. The Library does not provide paid time off without the use of Vacation Leave to serve as an election officer. Employees who choose to serve as an election officer and use Vacation Leave 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 may be used to cover any hours that are not worked at the Library.

Annual Military Leave

1. Any non-temporary Library employee who is a member of any of the United States Armed Forces, including the National Guard, who is directed to participate in periodic field training or annual active duty is entitled to unpaid military leave for up to fifteen (15) work days each calendar year.
2. The employee's work schedule will be permanently arranged to accommodate any regularly-scheduled evening and/or weekend meetings of reserve units or other military activity.
3. Military leave will not adversely affect the employee's status, seniority or employee benefits.
4. Military leave is granted in addition to, not in lieu of, other leaves of absence governed by the policies of the Library.

Extended Military Duty

1. Any non-temporary Library employee who is deployed in active service due to the draft or legal activation of National Guard and reserve components of the United States Armed Forces is entitled to military leave. Military leave is a leave of absence without pay for a period (after a deployment) of up to ninety (90) days after the employee's honorable discharge from service or one year after the employee is released from hospitalization continuing after such discharge.
2. The employee will be reinstated to the same or similar position at the same rate of pay and with no loss of seniority if the Library is informed of the employee's honorable discharge, in writing, sixty (60) or more days prior to the date of reinstatement.
3. Documentation is required to confirm the term of extended military duty and the honorable discharge.
4. No vacation or sick leave is earned during extended military leave or any other leave without pay.

Travel and Meal Expenses

The Library will reimburse the travel expenses of staff and Board members while they are on approved, official Library business.

Per Diem for Travel

Employees who attend out of town conferences or other professional meetings are allowed a per diem for meals at a rate established by Commonwealth of Kentucky. Any charges exceeding the established per diem rate are the responsibility of the employee.

In some cases, individual meal expenses may be reimbursed to the employee for events that do not last for an entire day. Currently the following rates for travel to areas that are not designated 'high rate areas' will apply:

- Breakfast - \$8
- Lunch - \$10
- Dinner - \$18

'High rate areas' are determined by the Commonwealth and travel in these areas will be compensated according to the state rate. Receipts are not required for these expenses. A written request for reimbursement accompanied by the reason for the travel should be sent to the Director 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 does, on occasion, meet during meals or invite special guests (such as vendors, visiting performers/authors, and potential employees) for meals. The 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, updated on a quarterly basis. Reimbursement requests should be made to the Director using the Mileage Reimbursement Form. Please ask your supervisor or contact the Director for the current rate.

Mileage will be reimbursed for in-county travel when required for meetings or emergency staffing shortages. Mileage will be reimbursed for one supply procurement trip per month per eligible employee provided it is approved by the Director prior to the trip. Employees who purchase supplies are expected to plan ahead and encouraged to utilize the many affordable

online options that are now available in lieu of in-person shopping. Please see the mileage reimbursement procedures for more information on eligible travel.

Special Transportation

Airline fares will be paid for by the Library in advance. 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 on Library business 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. Employees are not permitted to use cell phones while driving a Library owned vehicle or when using a personal vehicle for Library business.

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

Staff Development

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 intranet, 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 full time and semi-full time staff members who work mainly with 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 Director or a designee.

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.

Post-Secondary Courses Required for Initial Certification

Employees who enroll in post-secondary education classes in order to complete requirements for initial certification (as required by job description) will have the full cost of online attendance reimbursed by the Library, in accordance with standard in-state tuition rates within the Kentucky Community and Technical College System. Employees may choose to take certification classes at other institutions inside or outside of the state, but the reimbursement will be based on what the class would have cost if taken with a local community or technical college. Flexible scheduling arrangements for class attendance may be made with the employee's supervisor when such classes are for initial certification. The employee should get approval from the Director *prior to* registering for classes.

Employee Evaluations

Probationary Period

All employees have a probationary period for the first 90 days of employment, which is used to determine the suitability of an employee for a position. At the end of this period, each employee will be evaluated by his/her supervisor using the same format as used for annual evaluations. An employee may be dismissed at the end of the probationary period if deemed unsatisfactory. There is no merit increase in salary following a probationary period. Upon promotion or transfer involving a substantial change in job responsibilities, an employee will enter a new probationary period and will be given a new anniversary date for evaluation purposes.

Evaluation Process

The Library's annual performance appraisal system is divided into two meetings conducted at six month intervals, based on the evaluation cycle. 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 semi-annual meetings.

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

The Director may review all completed annual appraisal forms. Annual 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 Library website or by contacting the Human Resources Manager. All challenges will go directly to the Director, except challenges against the Director, which will go to the Board. The Director will act as mediator for any challenge except one to an evaluation administered by his or herself, in which case the Board President (or designee) will act as mediator. All paperwork, including the Board President's written response, will become part of the employee's personnel file.

Annual Increases

An increase in pay 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. The Library does not guarantee annual compensation increases. Supervisors may choose to decrease the percentage of an employee's compensation increase if performance has not met standards.

Supervisors may also delay an employee's compensation increase until unsatisfactory performance has been corrected.

Compensation increases are based on a percentage of the midpoint of the employee's job classification. The midpoint of the salary for a classification level is calculated based on the entry level salary for that classification level.

The overall possible percentage increase is determined for all employees during the Library's budgeting process prior to the start of the new fiscal year. Any increase in pay generally will be applied at the close of the first pay period in July. Various circumstances may delay the application of compensation increases and there is no guarantee pay increases will be applied by a certain date.

Performance Improvement

Fair and equitable treatment of all employees 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.

Coaching

Coaching is normally an interactive, informal establishment of communication between the employee and his/her 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.
- 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.
- 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 his/her performance during the probationary period. A probationary period may be shortened or extended at the discretion of the supervisor.

Delay, Decrease, or Suspension of Merit Increase

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

Administrative Leave

The Director may at his or her discretion place an employee on Administrative Leave for any reason including the investigation of alleged misconduct or other disciplinary matters. 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 accumulate or accrue any type of regular leave unless other provisions are made in writing with the employee. The Library will continue to provide health benefits to the employee while on Administrative Leave. 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 Director and one should be placed in the employee's personnel record.

Grievance Procedures Policy

The Library strives to ensure that all employees are treated fairly. A staff member who believes that they have been treated unfairly may choose to write a letter of grievance to the Board. 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.

Employees can raise concerns without fear of reprisal. Informal resolution of disputes is encouraged. However if a matter is deemed important, the following steps may be taken.

- Step One: To encourage informal resolution, within one week after the occurrence of the event, an employee shall orally discuss the dispute with the supervisor. They will discuss it and agree upon a plan to resolve it.
- Step Two: If informal resolution is not successful or if the dispute is with the employee's supervisor, a written statement of the dispute shall be submitted to the Director. He/she will meet with the employees involved in the dispute and they will agree upon a plan to resolve it. This step should be initiated no more than two weeks after the occurrence of the event.
- Step Three: If the employee is still not satisfied or if the supervisor is the Director, the employee may appeal the decision in writing via a letter of grievance to the Board for consideration at their next regularly scheduled meeting. The written request must be submitted via the Director and must be received at least one week prior to the meeting. The Board will review the letter and respond in writing to the employee within 30 days.

Letters of Grievance

Employees may communicate a grievance in writing to the Board at any time. All such letters must be signed and must include:

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

Grievance letters should be addressed to the president of the Board. A copy of any letter of grievance must be sent to the 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 considered by the Board, the staff member must produce evidence that the staff member has attempted to resolve the matter within the Library's established organizational structure. All such attempts should be documented in writing and included in the grievance hearing request letter. The letter must be signed and include:

- Any written communication between the employee and their supervisor concerning the matter.
- The employee's written communication with the Director giving notice of the concern.
- The Director's written response to the concern.
- Clearly state the issue that will be discussed with the Board.
- Establish that no reasonable and satisfactory solution has been reached.
- Suggest a reasonable solution for the Board to consider.

Grievance hearing request letters will be addressed to the president of the Board. A copy of any grievance hearing request letter must be sent to the Director.

If a hearing is granted by the Board, the employee will appear before the Board 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 business days prior to the meeting.

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

Grievance hearings concerning personnel matters may be held in open or closed session at the preference of the employee. It is the responsibility of the employee to state at the beginning of the hearing his/her preference for open or closed session.

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

Failure to follow the grievance policy may result in disciplinary action, including termination of employment. The grievance policy in no way implies any contract of employment.

Safety

The health and safety of employees is a primary concern for the Library. As a condition of employment, employees are required to comply with all safety procedures that are established for the position held by the employee, including the use of seatbelts when driving any Library vehicle. Additionally, any employee who becomes aware of any unsafe or hazardous condition shall report the situation to their supervisor or department head immediately.

All work related injuries must be reported to the employee's immediate supervisor or the department head as soon as possible after the injury occurs, and no later than the end of the work day shift.

Failure to comply with established workplace safety rules, report workplace injuries, or failure to report unsafe/hazardous conditions of which the employee is aware will result in personnel action, up to and including termination from employment.

Personal use of a Library-owned vehicle is forbidden. Only Library employees are covered by the Library's liability and/or automobile insurance policies. Failure to comply may result in personnel action up to and including termination of employment.

Employees are not permitted to use cell phones when driving a Library owned vehicle or when using a personal vehicle for Library reasons.

Employee Driving Records

All employees required to operate Library vehicles while performing their job shall have a review of their driving record at least annually and/or on the anniversary date. Prior to employment for a position requiring a valid driver's license applicants shall have their Motor Vehicle Report reviewed. Driving records shall be reviewed to insure driver's licenses are current and valid.

Employee Ethics

The Library depends on the trust of the community to successfully achieve its mission. Therefore, it is crucial that all employees conduct business on behalf of the Library with the highest level of integrity and avoid the appearance of any impropriety.

Guiding Principles:

1. Employees should uphold the integrity of the Library and should perform their duties impartially and diligently.
2. Employees should protect and uphold Library patrons' right to privacy in their use of the Library's resources.
3. Employees should immediately disclose to the Director any conflict of interest they may have with regard to any official action or business and abstain from any involvement in or decision-making on said issue if they do have such a conflict of interest.
4. Employees should avoid situations in which there is a reasonable probability that their personal interests may appear to be in conflict with the best interests of the Library.
5. Employees should not use Library business resources, such as office supplies or email accounts for their own personal use or benefit.
6. Employees should not act in any way that may reasonably create an impression that they are engaged in conduct that violates their responsibilities.
7. Employees should not use or attempt to use their position with the Library to obtain personal privileges or advantages for themselves, their friends, or their families.
8. Employees should not be swayed by partisan interests, public pressure, or fear of criticism when carrying out their official duties.
9. Employees should strive to uphold the integrity of the Library and be respectful to their fellow employees in public settings.

Compliance:

If any employee appears to be in conflict of the "Guiding Principles" above, he or she will be asked to meet with the Director to discuss the issue. The Director will make a recommendation as to how the employee may rectify the conflict. Failure to rectify the conflict to the satisfaction of the Director may result in discipline or termination. If the Director appears to be in conflict with the "Guiding Principles" then he or she will meet with the Board to discuss the issue and rectify the conflict.

Library Patron Confidentiality Policy

The Library creates and retains records identifying the name of library users only when necessary for the efficient operation of the Library. The Library specifically recognizes its circulation records and other records identifying the name of library users to be confidential in nature.

Customer-specific information is revealed only to that customer, and/or in the case of children under 18 to the responsible party. Information from the customer database may be used from time to time by the Library for the purpose of conducting surveys or to notify individuals of upcoming events, and/or changes in policy.

All Library employees are advised that such records, shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal state or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

All law enforcement requests for customer records are immediately referred to the Director or his/her designate, who explains the Library's confidentiality policy.

Upon receipt of such process, order or subpoena, the Director requests and verifies identification and records the information. Then he/she consults with legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, the Director will insist that such defects be cured.

FISA – USA Patriot Act Amendment

The Library must comply without disclosure to any other party except the Library retains the right to seek legal advice concerning the warrant and to request that the Library's legal counsel be present during the actual search and execution of the warrant.

Any problems, threats, or unauthorized demands (*i.e.*, those not supported by a process, order, or subpoena) concerning circulation and other records identifying the names of Library users shall be reported to the Director, who will report the matter to the Library's legal counsel.

Standards of Conduct

The Library seeks to employ high quality, motivated, positive individuals whose own personal standards meet or exceed the expectations of the Library. These standards apply to all employees and are required for continued employment. Violations of any aspect of any policy can result in disciplinary action, up to and including termination. Any illegal activity will be subject to criminal and/or civil prosecution.

The Library will not attempt to list here all of the types of conduct for which discipline or termination could result, but the following are examples of some of the types of conduct which may result in discipline.

1. Gossiping about coworkers or spreading false information.
2. Failure to follow written or oral instructions.
3. Poor performance; lack of initiative.
4. Careless, negligent or unsafe behavior.
5. Theft or deception.
6. Conflicts of interest.
7. Failure to maintain satisfactory relationships with the public or fellow workers.
8. Immoral, indecent, or illegal conduct on Library property or while on duty.
9. Giving or taking a bribe of any nature.
10. Failure to properly report an accident.
11. Gambling on property.
12. Improper use of leave.
13. Falsification of documents, including time records.
14. Unauthorized use or disclosure of Library records or documents physically or online.
15. Misuse of Library funds.
16. Threats, harassment, violent acts, or use of abusive or profane language.
17. Possession of, use of, or being under the influence of illegal substances or alcohol while on duty.
18. Excessive pursuit of personal tasks while on duty.
19. Insubordination, discrimination, or other disrespectful conduct.

Cell Phone Usage

Cell phones are a common part of everyday life and can be useful on the job. Staff should take care that cell phones remain out of view at the public service desks and are only used sparingly when required for work related needs. Staff are expected to step away from public view to use their cell phones for personal reasons, including texting. Cell phones should always be on silent or vibrate.

Name Tags

Name tags should be worn always, without exception, while on duty. For desk staff, the name tag must be worn at the top of the shirt near the collar for clear visibility for patrons.

Dress Code

The Library enjoys an excellent reputation in the community. The presentation of a positive, professional image is important to maintaining it.

Each employee is expected to dress appropriately for the position held. Employees are encouraged to dress in a manner consistent with a retail business setting. Personal cleanliness and good grooming habits must be observed. Dress should establish public confidence and respect for the Library. It should be clean, neat, pressed, properly fitted and in a state of good repair. Jeans are allowable but should not have holes. T-shirts are allowable but any writing or imagery should be library-related or literary in nature.

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.

Full time staff members are generally expected to maintain a higher level of business dress than other staff, especially when representing the Library out in the community. Jeans are acceptable in these positions but should fit with business casual dress.

Due to safety concerns, staff members are required to wear closed toe shoes to prevent injury from dropped books or other accidents.

Shorts may only be worn at summer outdoor events.

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.

Personal Workspaces and Staff Areas should be kept clean and orderly always. Eating in public areas or in view of patrons is not permitted. Cups or bottles with lids are allowed behind service desks, but should be stored out of patron view.

Smoking and use of tobacco products or e-cigarettes are not permitted on Library grounds.

Politics & Appointments: No employee may legally coerce, command, or advise another employee or a customer to lend or contribute time, money, or anything else of value for political purposes. No employee may hold an elective office within state, county or city government that has any supervisory or budgetary relationship to the Library system.

No employee may accept an appointment to any local board, commission, advisory group or other group with any actual or implied relationship to the Library system without prior approval from the Director and/or the Board.

Use of Facility, Equipment, & Property

- Unauthorized use of phones, computers, the mail system, or other Library-owned equipment is prohibited.
- Non-employees, including children and friends of Library employees, may not access staff computers for any reason.
- Library equipment may be used outside the facility only for Library purposes and only with permission of the Director.
- Employees may use Library equipment in the Library to produce personal documents during non-work hours, so long as they do not violate policy.
- Employees are to pay for all personal photocopies and printouts, as well as faxes.
- Employees may be in the facility outside of regular Library hours only with the permission of their supervisor or the Director.
- Giving any unauthorized person a key or physical access to the Library building or to any Library databases is prohibited.
- Employees should be model Library customers. Therefore, they are subject to the same Library policies (with the exception of overdue fines) as all customers, including lending limits, due dates, renewals, and fines for lost or damaged materials.
- Library phones are for business purposes only and should only be used briefly for personal calls when needed.

Confidentiality & Non-Disclosure

- Employees may not inappropriately alter patron records or inappropriately administer/waive fines or other charges within a patron account.
- Employees who improperly use or disclose any confidential information will be subject to disciplinary action – up to and including termination of employment. Confidential information includes, but is not limited to, information about termination of an employee; Library customer information, including borrowing records, names, addresses, phone numbers; or other information about Library users.
- All interactions and transactions between a customer and the Library will be considered confidential and will be discussed only in a professional context. (Such matters include, but are not limited to, registration information, materials selection, loan transaction records, reference questions, customer library card status, etc.). Staff should remember that if discussion of confidential customer issues needs to occur, it should be limited to non-public areas.
- Only the Director or his/her designate is authorized to answer requests for professional references or to respond to court orders.

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 costing less than \$25 that do not include alcoholic beverages may be accepted. Gifts of less than \$25 in value may be kept.

Solicitation and Distribution

1. 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.
2. 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.
3. Employees may not use their Library positions or the Library's name to generate personal revenue.
4. Employees may not use their Library positions or the Library's name or location in order to raise funds for other non-partisan, non-profit organizations without clearance from the Board, and, in some cases, without clearance from the Friends of the Library.

Customer Service

The Library staff provides friendly, efficient and accurate service to all customers at all times. It is important to keep in mind that it is the customer to whom the staff is ultimately responsible. A negative demeanor or bad customer service may result in discipline, up to and including termination. Regarding customer service:

1. The Library does not discriminate and offers the same quality of service to all customers.
2. Customers are to be treated politely, promptly, and with helpful attention.
3. Judgment calls are to be made in the customer's favor whenever possible. If a mistake is made, it should always be to the customer's advantage.
4. If a staff member is unable to comply with a request, the customer will be offered an alternative, such as an interlibrary loan request, a referral to another agency, etc.
5. Staff members are to be familiar with Library policies and services and should be able to articulate them and to explain the rationale behind them.
6. Telephones must be answered as quickly as possible, although in-person customers take precedence over telephone calls.
7. Staff shall not leave the desk unattended. If they need to leave the desk for a non-emergency reason, they must ask another staff member to cover their station.
8. Conversations of a personal nature are to be avoided in public areas.
9. Staff members should avoid conversations about sensitive personal information including but not limited to politics, religious beliefs, and sexual topics.
10. A customer should never be kept waiting while a personal conversation is finished, nor should a conversation be carried on with someone else while serving a customer.

Media Inquiries, Marketing and Promotional Items

The Director or his or her designee is the only staff member allowed to engage in marketing, talking with the press, and advertising for the Library. All requests for information from news outlets should be routed to the Director or his or her designee.

Representing the Library Outside of Work

When a staff member identifies him/herself as employee of the Library and/or discusses his/her work, the Library expects him/her to behave professionally when representing the Library online or in person, and in ways that are consistent with on-the-job policies governing behaviour toward staff and public.

Employee Technology Policy

Social Media

The Library recognizes that social media is regularly used as a form of communicating. The Library trusts and expects employees to exercise personal responsibility whenever they participate in social media. The Library has the right and duty to protect itself from the unauthorized disclosure of information and to protect its reputation as a business and employer. The Library also has the right to maintain an orderly, safe, and efficient work environment, consistent with its organizational values, practices, procedures and Library work rules and policies. This policy includes basic guidelines for each employee.

“Social media” and related technology include, but are not limited to, video, or Wiki posts, social networking sites such as Instagram, Facebook, Twitter, and YouTube, chat rooms, podcasts, discussion forums, personal blogs or other similar form of online journals, diaries or personal newsletters not affiliated with the Library. This policy also includes future social media technologies and applications that may not yet be contemplated.

Library employees may not use social media in a manner that interferes with their job duties or violates a Library work rule or policy. Specifically, employees may not use social media to harass, threaten, intimidate, retaliate, discriminate or disparage against the Library, employees, or anyone doing business with the Library, including patrons.

Employees are responsible for protecting confidential and proprietary Library information. Employees may not disclose any confidential or proprietary information on or about the Library, its patrons, its affiliates, vendors, or suppliers, including, but not limited to business and financial information.

Employees must comply with the Library’s policies regarding the confidentiality of Library operations at all times, including when using social media during non-work hours. Employees may not, at any time, use social media to discuss confidential work-related matters.

Unless specifically instructed, employees are not authorized to speak on behalf of the organization. Employees may not represent that they are communicating on behalf of the Library or do anything that might reasonably create the impression that they are communicating on behalf of, or as a representative of, the Library.

Library employees are prohibited from taking photos of work-related information and posting this information on a social media site, unless expressly authorized by the Director or the Board.

Employees are personally responsible for their commentary, even on personal pages. Employees should be aware that they may be held personally liable for commentary that is considered defamatory, obscene, proprietary, or libelous by any offended party, not just the Library.

The Library requests employees to report all suspected violations of this policy to the Director. The Library investigates and responds to all reports of violations of the social media policy and guidelines and other related policies. Violation of the policy may result in disciplinary action up

to and including immediate termination. Discipline or termination will be determined based on the nature of the issue and other factors.

Responsibility

All employees have the responsibility to use Library 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 Library 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 Library 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.

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 Director or IT Consultant.

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.

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 Library passwords may have been compromised.

Violations

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

Harassment and Complaint Policy

Each individual employed by the Library has the right to be free from harassment.

Nature of Harassment

- Sexual harassment may include: requests for sexual favors; unwelcome physical contact; sexually explicit language or gestures; uninvited or unwanted sexual advances or stories, including suggestive comments.
- Unwelcome sexual innuendos or sexually oriented “kidding” or “teasing;” and an offensive overall environment, including the use of explicit or vulgar language, the presence of sexually explicit photographs or other materials.
- No harassment complaint can be based on any materials or information that the Library makes available for patrons’ use and review.
- Harassment can come from superiors, fellow employees, or customers and other third parties (such as vendors). Men, as well as women, can be victims of sexual harassment.
- The Library will not tolerate any form of harassment, regardless of whether the harassment violates or does not violate the law.
- The Library will not tolerate harassing conduct that affects tangible job benefits, that interferes materially with an individual’s work performance, or that creates an intimidating hostile or offensive working environment.
- No employee or manager has the authority to suggest that an employee will receive a job benefit or detriment in exchange for agreement or refusal to submit to sexual overtures.

Workplace Violence

The Library is committed to a safe, healthy, secure, and respectful work environment. Therefore, the Library workplace must be free from violence, threats of violence, harassment, intimidation, and other disruptive behavior, whether carried out by co-workers, customers, former employees or other individuals.

Violence or threatening behavior can include physical acts of violence, gestures, intimidating presence, oral or written statements, sexual assaults, and weapons possessions. Also prohibited are behaviors that create a hostile work environment, including but not limited to rudeness or discourtesy, malicious gossip, false allegations or providing false information about an employee, or refusal to communicate.

Employees must not only comply with this Policy, but also contribute to a respectful atmosphere, work to prevent workplace violence, and treat all threats seriously. Employees are required to be familiar with and follow the procedures for promptly responding to and reporting incidents of violence. No action shall be taken against an individual for making a complaint, unless the complaint is made maliciously.

Whistleblower Policy

The Library is committed to operating in compliance with all applicable laws, rules and regulations, and it prohibits unlawful retaliatory practices against its employees by any of its Board members, officers, employees, or agents. Employees may report any actual or suspected violations of law or policy, or any facts or information relative to actual or suspected mismanagement, waste, fraud, abuse of authority, or substantial and specific danger to public health or safety to any public body with apparent authority to remedy or report such actions. This policy applies to any matter which is related to the Library's business and does not relate to private acts of an individual not connected to the business of the Library.

The Library will not subject any employee to reprisal, either directly or indirectly, for having made a good faith report of suspected wrongdoing of the type set-forth above, either internally to the Board or Director, or externally to any public body with apparent authority to remedy or report such wrongdoing, nor will the Library take any such retaliatory action against any person who supports, aids, or substantiates such an employee in having done so.

In addition, the Library will not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement personnel, or to a court, truthful information relating to the possible commission by any of its employees, officers, Board members or other agents, of any wrongdoing of the type set forth above.

Employees are encouraged to immediately internally report such information to the Director or to the Board.

Suspected wrongdoing of the type set forth above may be internally reported by the employee confidentially or anonymously. Reports of suspected wrongdoing will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Concerns may be submitted anonymously. Such anonymous concerns should be in writing and sent directly to the Director or the President of the Board at the Library's business address:

(Library Director or President, Board of Trustees)
Oldham County Public Library
308 Yager Avenue
LaGrange, KY 40031

All internal reports of suspected wrongdoing of the type set-forth above will be promptly investigated as appropriate. In conducting its investigations, the Library will strive to keep the identity of the reporting employee(s) as confidential as possible.

The Library may take disciplinary action (up to and including termination) against any employee who has engaged in unlawful retaliatory conduct in violation of this policy. The Library will ensure that all employees are advised of the content of the Whistleblower Policy and will train all levels of library supervision on the prohibition of retaliation in accordance with this policy.

Children & Visitors in the Workplace

Every staff member should have both regular and backup plans for childcare away from the Library. If both your plans fall through, and you need to bring a child to work for a few hours, please notify your supervisor immediately. Upon approval by your supervisor, you may be allowed to come in with your child if you use the following as guidelines.

Ask your child to remain in an area for the public and where you can maintain some visual supervision. Children and visitors should remain in public areas.

Make sure your child or visitor doesn't take up any more of your time (or any other staff member's time) than a patron would. If your supervisor determines that they are disrupting your Library work or that of other staff or patrons, then you will be asked to take appropriate leave (if eligible).

Staff members are welcome to take breaks with children and visitors during allotted break times. Children and visitors can only go into staff areas during these break times if accompanied by a staff member.

Employment of Relatives Policy

Multiple members of a family should not be employed in the same Library location. A family member will not be considered for a position where another family member will be supervising this person or be in the direct line of supervisory succession. No relative of the Director or any Board member will be hired for any position.

For purposes of this policy, "family member" or "relative" is defined as spouse, mother, father, son, daughter, sister, brother, grandmother, grandfather, granddaughter, grandson, uncle, aunt, niece, nephew, half-relationships of the preceding, step-relationships of the preceding, and in-law relationships of the preceding.

This policy shall apply to conditions that may arise out of all personnel actions including but not limited to: new appointments, promotions and transfers, etc.

Separation Policy

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 Director.

Resignation notices become a part of the employee's personnel file.

Four (4) weeks' notice from employees who are semi-full time or full-time is requested. Two (2) weeks' notice from all other employees is requested. Longer notice is preferred whenever possible. However, this request does not alter an employee's at-will employment relationship with the Library.

Retirement

Retirement benefits are determined by the Kentucky Retirement System. Those employees wishing to retire must meet with a KRS representative to begin the process a minimum of six months prior to their anticipated retirement date. At that time they will be given the necessary paperwork which includes the Employer section to be filled out by the Human Resources Manager. Employees with questions concerning their eligibility for retirement or benefits that may be paid to them during retirement should contact the Kentucky Retirement System.

Layoff

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 attempt to provide as much notice as possible. Severance packages may be offered depending upon the restrictions of the budget. The Library may offer assistance to the employee in finding employment elsewhere.

Human Resources Department Personnel File Contents

Employee Records in Personnel File

These records must be maintained in separate, locked files, observing all confidentiality requirements.

Long Term

1. Original application form (signed)
2. Original resume
3. Employment dates records (including W-4's)
4. Resignation letter
5. Retirement information
6. Termination documentation

Indefinite Term

1. Job description, Education transcripts, Certification, commendation, and award records
2. Reference and background check records
3. Performance reviews signed by supervisor and employee
4. Employee response to performance reviews
5. Salary/wage information
6. Payroll deduction authorizations, unless medical related
7. Education and training records
8. Letters of recommendation and recognition
9. Disciplinary action memos, such as written warnings and suspensions, signed by supervisor & employee
10. Signed non-compete and non-disclosure agreements, Signed employment contracts and offer letters
11. Signed code of conduct or ethics guidelines
12. Acknowledgment for receiving employee handbook and any changes
13. Testing results for purpose of initial employment, promotion, or transfer
14. Safety records, though nothing on workers compensation
15. Authorization for release of private information
16. Transfer, promotion, and demotion records
17. Record of documents given with final paycheck
18. Report of coaching/counseling session
19. Employee Assistance Program consent form
20. Termination exit interview

Intermediate Term

1. Tax withholding statements (7 years)
2. Leave requests (3 years)
3. Time & attendance records (3 years)

Short Term

Disciplinary action memos, such as verbal warnings, signed by supervisor & employee

1. Training expense reimbursement records

Employee Records NOT in a Personnel File

Due to privacy concerns, various Federal and state laws mandate some records NOT be placed in an employee's personnel file. These records will be maintained in separate, locked files, observing all confidentiality requirements.

Medical Records

The Americans with Disabilities Act (ADA), Health Insurance Portability and Accountability Act (HIPAA), Family and Medical Leave Act (FMLA) limit access to personal medical information due to privacy concerns.

1. Health benefit enrollment forms.
2. Physician records of examination.
3. Medical leave time.
4. Diagnostic and laboratory test records including drug screening records.
5. Doctor's notes.
6. Family and Medical Leave Act (FMLA) usage.
7. Accommodation relating to the Americans With Disabilities Act (ADA).
8. Physical or mental disability records.
9. Any other medical records with personally identifiable information about individual employees.
10. Injury records.
11. Workers' compensation claims.
12. Return to work releases.

Insurance Records

1. Insurance claims, benefit applications and related information.

Financial Records

1. Credit reports.
2. Information regarding personal finances.
3. Child support/garnishment documents.

Investigation Records

1. Internal/external investigation records.
2. Security records.
3. Discrimination complaint investigation information.
4. Legal case data.
5. Accusations of policy/legal violations.
6. Personal criminal conviction history.
7. Arrest records.

Other Records

1. Employment forms that refer to age.
2. Unsubstantiated comments or reports of any kind.
3. Personal notes and references.
4. Immigration and Reform Act form I-9

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.

The 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 website and in the offices of the Director and Human Resources Manager. 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.

Employee Signature

Date

Supervisor Signature

Date