

Bloomfield-Eastern Greene County

Public Library

PERSONNEL MANUAL

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A. MISSION STATEMENT

The Bloomfield-Eastern Greene County Public Library's mission is to provide access to information, technology, and experiences that enrich the lives of the residents in our community.

B. VISION STATEMENT

The Bloomfield-Eastern Greene County Public Library's vision is that of a vibrant organization that nurtures both a sense of community and imagination about the surrounding world.

C. OBJECTIVES OF LIBRARY SERVICE

The Bloomfield-Eastern Greene County Public Library is a lively community and cultural center where people of all ages can meet and work together. It is a convenient, modern facility with highly trained staff. To provide lifelong learning opportunities, the Library cooperates with schools, organizations, and other libraries. By taking advantage of the latest technology in every area of its services, the Library opens access beyond our walls to the entire world of information. The Library continually strives to broaden access to reach more people.

D. INTRODUCTION

It is difficult to anticipate all situations that arise in work. Regulations should be observed by all staff members as carefully as possible with the understanding that exceptions must occasionally be made if a situation warrants. Final decisions in many matters will be left to the good judgment and discretion of each staff member. Everyone's contribution is important to the efficiency and growth of the library.

The library is supported by the public and is dedicated to public service. As in most areas of public work, we have the opportunity to meet all kinds of people with varied interests and backgrounds. Hopefully each employee will find working at the library a satisfying and worthwhile experience.

E. PERSONNEL MANUAL

All employees will be instructed how to access the personnel manual. Employees are responsible for knowing all information in the manual and must be willing to work under these guidelines.

F. GENERAL GUIDELINES

1. Bloomfield-Eastern Greene County Public Library employment practices and working conditions shall be in accordance with state and federal law.
2. Employees shall be hired based on qualifications and experience.
3. Employees shall be provided safe working conditions wherever possible.
4. The standard work week shall be 35 hours for Full-time employees.
5. Within budget limitations, salaries and benefits shall be comparable to those of others with comparable responsibilities.

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6. Employees shall be evaluated regularly, based on performance of assigned responsibilities.
7. The decision of the Library Board on any grievance shall be final.
8. Personnel information shall be available only to the employee, his/her supervisor, and the Director, and shall be released only with written consent of the employee, or under subpoena.
9. Continuing education and participation in civic and professional organizations shall be encouraged.
10. Employees may be requested by the Director to work an increased or decreased number of hours on a temporary basis. The individual will be compensated either financially or with compensatory time/reciprocal hours. An individual working decreased hours may work extra hours in the future.

G. AFFIRMATIVE ACTION STATEMENT

The Bloomfield-Eastern Greene County Public Library will continue the policy of appointing, transferring, promoting, and assigning work on the basis of the most qualified people available to perform the many tasks necessary in providing high quality services to the citizens in the Library district.

This includes providing equal opportunity to all applicants for employment and all employees; and administering all personnel practices such as recruitment, hiring, promotions, training, discipline, and privileges of employment in a manner which does not discriminate on the basis of race, color, religion, ancestry, national origin, gender, sexual orientation, age, marital status, the presence of a physical, mental, or sensory handicap, or liability for service in the Armed Forces of the United States, e.g., military service or reserve training.

The policy is in accord with the laws of the United States and the State of Indiana and reaffirms the Bloomfield-Eastern Greene County Public Library's continuing commitment to provide equal opportunity to all employees and applicants for employment with respect to selections, terms and conditions of employment, assignments, training, promotions, and compensation.

H. PATRON CONFIDENTIALITY

Indiana State Law protects the confidentiality of all informational requests and all patron records. Conversation concerning these matters should be held away from the circulation desk.

Patron requests are to be discussed with other staff members only when necessary to fill a patron's information need. The relationship between the Librarian and a patron is much the same as that between a doctor and patient -- strictly confidential.

I. LIBRARY HOURS

Bloomfield

Monday - Thursday - 10:00-8:00

Friday & Saturday - 10:00-5:00

Eastern

Monday, Wednesday & Friday - 11:00-5:00

Tuesday & Thursday - 2:00-8:00

Saturday - 9:00-12:00

J. RECRUITMENT AND SELECTION OF STAFF

Prospective employees should submit a resume and cover letter to be filed with the Director, Branch Manager, or Circulation Manager depending on the position. All applicants will be expected to provide a minimum of three references. In some cases, the applicant may be asked to furnish transcripts.

The Director will be hired by the Board after interviews with a search committee and with the full Board. Applicants for professional positions will be interviewed by the Director and hired by the Director with approval of the Board.

K. PERSONAL INFORMATION

New employees should register their addresses and phone numbers with the Director. The Director should also be notified whenever there is a change in:

- Address
- Telephone Number
- Emergency Contact
- Name - through marriage or otherwise
- Number of dependents
- Social Security Number

An employee who is leaving should give a forwarding address.

L. BACKGROUND CHECK

The Bloomfield-Eastern Greene County Public Library (BEGCPL) is an institution that serves the public, including children of various ages. As such, the BEGCPL expects library employees and volunteers to be held to the highest standards.

In that regard, prior to any employment, BEGCPL will require a background check that, depending on the position, *may* include: identity and address verification, prior employment history, education history, criminal background check, employment credit checks, drug test, driving record, and professional license verifications. Adults signing up for volunteer work may have a background check if they are working directly with patrons, or around children. Volunteers will be expected to pay for the library to perform a background check, if needed. The library will pay

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for employee background checks. Student pages, student volunteers (under 18), and those adults not working with patrons or around children, will provide references in lieu of a background check. The requirements for each position are attached.

The BEGCPL complies with the federal Fair Credit Reporting Act (FCRA) and similar Indiana FCRA laws, federal and state equal opportunity laws, and all other applicable legal authority that affects the performing of pre-employment background checks.

The results of a pre-employment background check are confidential and are only to be shared with the Director or the Board of Directors.

Position Requirements:

Volunteer	If working with patrons/around children, and 18+ in age: Identity and address verification Criminal background check
Substitute	Identity and address verification Employment history Education history Criminal background check Drug test
Professional Assistant	Identity and address verification Employment history Education history Criminal background check Drug test
Librarian or Coordinator	Identity and address verification Prior employment history Education history Criminal background check Drug test Professional license verification
Bookkeeper	Identity and address verification Prior employment history Education history Criminal background check Employment credit check Drug test Professional license verification (if applicable)
Director	Identity and address verification Prior employment history Education history Criminal background check Employment credit check Drug test Professional license verification

M. EMPLOYMENT CLASSIFICATION

Employees shall be classified as Director, full-time employee, and part-time employee. A full-time employee is one who works 35 or more hours a week. Those working less than 35 hours are considered part-time. All leave will be calculated according to these designations.

N. WORK ASSIGNMENTS

As far as practical, every employee will be assigned a regular job. Illness, absence, vacation, or other circumstances, however, may make it necessary at times to transfer an employee to a job other than his/her regular one.

O. PROBATIONARY PERIOD

The first three months of an employee's tenure will be considered a probationary period for training and supervisory purposes. An employee in training will be paid the full salary of his position. An employee not meeting expectations at the end of this probationary period may be terminated, or be required to make improvements before a six month review.

P. JOB EVALUATIONS

New employees will be evaluated at 3 months and 6 months. Other job evaluations will be conducted annually by the immediate supervisor of each employee. Employees will be evaluated regularly, based on performance of assigned responsibilities.

Q. SALARIES

Full-time employees have work-time computed on a 35 hour week for 52 weeks per year, totaling 1820 work hours. Hourly employees are expected to clock in and their time is computed monthly.

Deductions are automatically made for Federal, State and County income taxes and Social Security tax.

Salaries are reviewed annually by the Library Board. Salary changes, if any, will be effective January 1 of the next calendar year and paid out for the first time on the first working business day of January.

All members of the staff are paid by check by the close of business (5:00pm or 8:00pm) on the first working business day of the month.

The current salary schedule can be seen below, and will be reviewed annually by the Board:

Title	Minimum Qualifications	Pay Grade	Minimum	Maximum
Director	ALA MLS with Three Years of Professional Experience (or LC2 or higher)	8	\$40,000/year	\$52,000/year
Branch Manager	ALA MLS and Related Experience (or LC5 or higher)	7	\$25,500/year	\$40,500/year
Literacy Coordinator	Some College and Related Experience	6	\$5,500/year	\$7,500/year
Librarian	Some College and Related Experience (or LC5 or higher)	5	\$12.00/hour	\$20.00/hour
Bookkeeper	Some College and Related Experience	4	\$10.00/hour	\$18.00/hour
Library Assistant	High School Diploma or Equivalent, Library Experience, and Customer Service Experience (or LC6 or higher)	3	\$8.50/hour	\$15.50/hour
Substitute Library Assistant	High School Diploma or Equivalent and Customer Service Experience	2	\$8.00/hour	\$12.00/hour
Page	High School Student, 16 Years or Older, in Good Academic Standing	1	\$7.25/hour	\$8.50/hour
Substitute Page	High School Student, 16 Years or Older, in Good Academic Standing	1	\$7.25/hour	\$8.50/hour

R. BENEFITS

The Library offers a benefit package that includes insurance, retirement, holiday pay, and leave time. These benefits are offered based on employee classification. Pages and substitutes do not receive benefits.

I. Insurance

Employees working an average of 30 hours or more per week will be eligible for the group health plan. Enrollment is only available during the renewal period or after a qualified change in status. New employees have 30 days to enroll for insurance, with eligibility beginning on the first of the month after the date of hire. For example, if you are hired on May 8th, you're eligible for coverage June 1st, and the application must be received by June 30th.

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The premium is set by the group health plan. The library pays 80 percent of the monthly premium for an individual. Through payroll deduction, the employee pays for the remaining portion. The library pays the calculated amount of the individual premium only. The additional amounts for employee and spouse, employee and child, or employee and family would be paid through the employee's payroll deduction. The Board of Trustees will approve these rates annually.

II. Employee Privileges

Library employees, excluding pages, are eligible for special employee privileges. Employees are eligible to receive a personal Evergreen Indiana library card with a staff profile. All circulating materials are available to staff and must be checked out when removed from the shelves. Staff members are not required to pay overdue fines; however, they are expected to return materials on time. Staff members will receive overdue notices & replacement bills on the regular notice schedule. Fees for lost or damaged materials, and any associated collection or processing fees, will be the responsibility of the staff member.

Staff members may order books and materials through a special staff account with Baker & Taylor, generally with a discount. Orders should be placed through the staff account and will be held by the bookkeeper until payment is received. Prompt payment is expected.

III. Worker's Compensation

All employees are covered by Worker's Compensation, a protection in case of injury or illness as the result of a service connected accident or condition.

IV. Retirement

All full-time employees are required to enroll in the Indiana Public Retirement System, INPRS. The library pays a before-tax percentage of the employee's salary into the fund. That percentage is determined by INPRS. The employee is responsible for a three percent contribution of gross wages into the fund.

S. RESIGNATION OF EMPLOYMENT

In case of resignation, non-professional staff should give a minimum of two weeks' notice and professional staff a minimum of four weeks' notice. Intention to resign should be reported to the Director. Professionals should submit a letter of resignation to the Director.

T. SMOKE-FREE WORKPLACE

Smoking is not permitted on library property. Electronic cigarettes are also prohibited.

U. DRUG-FREE WORKPLACE

It is the intent of the library to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance and/or illegal drug is prohibited on all library property.

V. TELEPHONE USE

In order to keep telephone lines open for necessary business calls, employees are requested to limit personal phone calls. For safety and emergencies, all staff may carry their cell phone on them while working. Use of cell phones should be limited to staff areas only, unless using to assist a patron.

W. INTERNET USE

Use of the Internet and social media is a necessary part of the job. Employees are expected to conduct themselves professionally as representatives of the library while using the library's email system or social media accounts. Transmission of messages that could be considered derogatory, abusive, or obscene are prohibited. Content and usage rules imposed on the public's computer use shall apply to employees.

Employees are expected to assist customers first and foremost. The use of Internet for browsing or to check personal accounts is not prohibited, but should be limited. Employees are expected to use reasonable judgment on whether a website is appropriate for work. Examples of inappropriate sites would include sites for shopping (unless library related), dating, gaming, gambling, nudity or pornography. Any employee who misuses the library's email or Internet access will be subject to disciplinary action, up to and including termination.

X. STAFF MEETINGS

Staff meetings will be scheduled by the Director monthly. All employees are required to attend, unless given special consideration in advance. Because of the various schedules of employees, it is not always possible to schedule staff meetings on a day all employees are scheduled to work. Part-time employees not scheduled to work will be paid for staff meeting attendance at the regular hourly rate with no mileage reimbursement. Page meetings are typically held the Monday following the all staff meeting, when the schedule allows, and are set by the Circulation Manager.

Y. NAME TAGS

All employees are supplied nametags and are required to wear them while working with the public. An employee that misplaces their nametag is expected to contact the Circulation Manager for a replacement to be ordered.

Z. DRESS CODE

The library plays an important part in the Greene County area. One of the ways to help maintain this reputation is for all staff to present a professional image to the public with business casual dress. It is important that the public have confidence in the staff when transacting business. Attire plays a significant role in public perception and whether one is taken seriously in their job. Sloppy clothes have the potential to convey a sloppy attitude.

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While the dress code is business casual, the policy will remain flexible due to the varied work assignments and working conditions. Some activities, such as cleaning days, programs, or craft projects, may call for more variation. Nice jeans, without any holes or signs of wear, are considered acceptable year-round when paired with a nice shirt or a library-related tee-shirt. Library pages are allowed to wear jeans, non-athletic shorts that are at least knee length, and any tee-shirts that may not be considered suitable for regular staff, as long as they conform to their school's dress code policy.

Guidelines

Guidelines are based on common sense. Staff should wear clean and well-maintained attire. In compliance with this policy, the following are examples of unacceptable dress:

- Clothing that is torn, patched, or faded
- Halter tops, tank tops, or spaghetti straps (okay with a sweater)
- Low-cut blouses
- Shorts above knee level
- Mini-skirts or dresses
- Tee-shirts with slogans or advertisements
- Sweatsuits/sweatpants or athletic wear
- Flip-flops – sandals or dressier ones are okay

AA. WEATHER CLOSING

The Library may close occasionally for severe weather at the discretion of the Director who will notify other staff. Staff who would normally work this day will be paid with the number of hours scheduled.

The official public policy is stated as: The Bloomfield-Eastern Greene County Public Library may, at times, need to close or operate on reduced hours due to inclement weather for the safety of staff and patrons served. Inclement weather, for purposes of this policy, is defined as snow and/or ice. Where possible, the Library will strive to remain open to meet the many needs of the service community. The below guidelines will be relied upon in making a decision on whether to close or operate on a reduced schedule:

The Library may close, or operate on reduced hours, the first day in which Bloomfield schools close due to inclement weather. If Bloomfield schools are open, the Library will have normal hours. The Eastern Branch Library will follow the Eastern Greene school system. The Library Director will make a decision on whether to open regular hours, reduced hours, or close completely based on the following factors:

- County travel status located at: <http://www.in.gov/dhs/traveladvisory/>
- Timing of inclement weather (i.e. if conditions are expected to worsen throughout the day or clear up)
- Temperature (i.e. the temperature will warm up and melt off a lot of snow/ice or stay below freezing and likely not improve)
- Ability of scheduled staff to safely make it into work or get home

If school is not in session (breaks/weekends), or the school closes for multiple days, the Library Director will continue to rely on the above factors when making a decision on whether to open or close the Library.

Notification of Closures

The Library will notify patrons of closures or reduced hours via the following communication channels:

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- Area news outlets (*Greene County Daily World, Herald Times, WFIU/WTIU, WTWO-TV, WTHI-TV, and WWBL-FM*)
- The Library's Facebook page
- Signs posted on all Library entrances (when possible)

BB. ATTENDANCE

Employees are the Library's most valuable resources. The Library places great emphasis on good attendance and punctuality. Regular attendance is expected of every employee. It is your responsibility to be on the job, on time each day, ready and able to work. Excessive absenteeism and/or excessive tardiness will lead to corrective action up to and including termination.

A person is employed because the Library needs that employee to perform certain jobs. When an employee is absent or tardy, that absence or tardy disrupts the work in that employee's department. When employees are absent, their share of the work must be performed by others, and library operations are adversely affected.

We utilize electronic systems to record time worked for payroll purposes. Each employee is required to clock IN at the start of the shift and clock OUT at the end of the scheduled work day. Employees are to clock OUT and IN for an unpaid 30 minute lunch.

Schedules will be arranged to give the best library service possible, in the most equitable fashion possible, not to accommodate personal preferences. Time off requests should be submitted by the 5th of each month prior to the next schedule. For example, a time off request in March should be submitted no later than February 5th. For time off requests submitted after that date, the employee is expected to find coverage and reflect the trade or picked up hours on W2W. Employees will be required to use personal time, and will only be paid for assigned work hours.

The following points system will be used in a calendar year (January 1-December 31) for attendance, with points resetting at the start of each new calendar year:

- No call/no show – 2 Points
- 15 minutes up to 30 minutes late for your shift – ¼ point
- Over 30 minutes up to 2 hours late for your shift – ½ point
- Over 2 hours up to 4 hours late for your shift – ¾ point
- Unexcused absence with no replacement to staff your shift or over 4 hours late – 1 Point

Once an employee reaches the below point thresholds, corrective action will take place with your supervisor:

- 5 Points – meeting/counseling with supervisor
- 7 Points – 1st written warning
- 9 Points – 2nd written warning
- 10 Points – Termination

The Library realizes that sometimes situations do come up after a schedule is in place. For this reason, with 24 hour notice to your supervisor AND supervisor approval, you may be excused for absences without accruing any points. If scheduled on one of the service desks, it is your responsibility to find a replacement for

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your shift before notifying a supervisor. Call-in procedure for less than 24 hours: If the library is already open, you need to notify your supervisor, as well as a person on the desk, to explain how you have arranged coverage for your absence.

In the event of illness, your points may be erased and your absences excused with a doctor's note explaining your absence.

The following absences will not impact your attendance record:

1. Vacation or Personal Holiday (pre-arranged, using PTO)
2. Worker's Compensation Injury Leave
3. Medical Leave of Absence and/or Family and Medical Leave (FMLA)
4. Personal Leave of Absence
5. Jury Duty
6. Military Leave
7. Religious Holidays (pre-arranged, use PTO or unpaid)
8. Approved Absences include contingent, uncontrollable situations, such as tornado, flood, or fire; excessive snow or extreme weather. These situations will be considered based upon individual circumstances, and these absences must be approved by your supervisor.

Employees who have perfect attendance in a 90 day period, or no points, will be eligible to have 1 point subtracted from their total. Employees with a 0 balance, or under 1 point, cannot be reset below a 0 balance. For example, if an employee earns 2 points in the first quarter of the year (January-March), but then has perfect attendance in the second quarter of the year (April-June), they will have their balance reduced to 1 point.

Employees who finish the calendar year with a 0 balance will earn a paid day off or 7 hours of paid time off (PTO).

CC. BREAKS

Employees working a 7 hour shift or longer should take a 30 minute unpaid lunch break and one 15 minute paid break. Part-time employees working at least 3 hours per shift may take a 15 minute paid break. Employees wishing to make adjustments to their break time, such as taking a longer break, should seek the approval of the scheduled person in charge (PIC).

DD. HOLIDAYS

Each year, the Library will close for the following holidays:

- New Year’s Day
- Martin Luther King, Jr. Day (for Staff Training)
- President’s Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran’s Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year’s Eve Day

The library will also close at 5:00 p.m. the Wednesday before Thanksgiving.

Staff who are normally scheduled on a holiday or other closure will be paid for the number of hours they are typically scheduled to work.

If a holiday falls on a Sunday, the holiday will be observed the following Monday.

If a holiday falls on a Saturday, the holiday will be observed that day. Those that are scheduled to work that Saturday rotation will be paid for the hours scheduled.

If holidays fall back-to-back on Sunday/Monday, the library will be closed on the prior Saturday.

Those that work full-time will receive an alternate day off if the holiday falls outside of their scheduled work week or they are asked to work on the holiday. For example, if the holiday falls on a Monday, but the employee’s regular schedule that week is to work Tuesday – Saturday, they can select an alternate day off. The alternate day off must be in the same week and must be scheduled in advance, with approval based on available coverage.

EE. TIME OFF AND LEAVE (PTO)

Eligible employees will be granted leave time, Paid Time Off (PTO), which may be used as accrued for vacation, personal, or sick days. For employees hired after July 1, 2012, the rate of accrual is as follows:

Employee Status	Defined	PTO Accrual Rate
Full Time ≤ 5 years	≥ 35 hours per week	1:13
Part Time ≤ 5 years	≥ 20 hours per week	1:26
Full Time ≥ 6 years	≥ 35 hours per week	1:10
Part Time ≥ 6 years	≥ 20 hours per week	1:16

Eligibility

Eligible employees are regular staff. Substitute staff and pages are not eligible to accrue PTO.

Using PTO

Unless leave is taken for emergency or sickness, it should be planned and scheduled as far in advance as possible. Approvals will be based first on staffing needs and second on a first-come, first-serve basis. If an employee needs to request leave after the schedule has been posted, it will be the employees' responsibility to find replacement coverage, if needed.

In addition, employees are responsible for verifying that sufficient PTO has accrued to cover the requested leave. If benefit time is requested without sufficient time accrued, the request may be denied.

While the Library encourages employees to use their PTO, there are also limits to the amount of PTO an employee can generate. On or before January 31 of each year, each employee must notify bookkeeping whether unused PTO from the prior year is to be carried over, cashed out, and/or transferred to the long-term sick bank.

Carry Over

At the end of January, a portion of unused PTO from the previous year can be carried over. Full time employees can carry over a maximum of 40 hours of PTO and part time employees can carry over a maximum of 20 hours of PTO into the next calendar year.

Cash Out

Employees may also choose to cash out a portion of their PTO twice a year, in January and July. Full time employees have the option to cash out a total of 40 hours in a calendar year, while part time employees may cash out a total of 20 hours in a calendar year. This is for active, eligible employees only. Employees that have terminated employment, see "PTO at the end of employment."

Employee Status	Carry Over	Cash Out
Full Time	40 Hours	40 Hours/Year
Part Time	20 Hours	20 Hours/Year

Long Term Sick Bank

An employee may also transfer unused PTO into the long-term sick bank. Sick bank time may be used after the third consecutive day of illness of the employee or a family member for whom the employee provides care, even if the employee was not scheduled to work all three days. An employee requesting use of long-term sick leave will be asked to submit a doctor's statement to the Director.

If an employee happens to be on an approved personal leave, sick leave cannot be substituted for personal leave unless there is an extreme circumstance, such as employee is hospitalized for illness or injury and can produce documentation stating they are unable to work.

FF. PTO AT THE END OF EMPLOYMENT

Upon termination of employment, either voluntary or involuntary, employees will be compensated for all unused leave earned in the current year only. After a termination date has been established, requests to use personal leave before that date must be approved. PTO will stop accruing on the last day an employee actually worked and will not accrue during holiday pay or absence.

GG. DONATION OF PTO FOR SICK LEAVE

1. An employee may donate accrued PTO to other employees who need sick leave because of a medical emergency. The hours of absence from duty without available paid leave need not be consecutive, but must have resulted from the same medical emergency for which the employee applied for the leave transfer program.

2. Definitions

- a. Medical emergency means a medical condition of an employee or a family member of such employee that is likely to require an employee's absence from duty for a prolonged period of time and to result in a substantial loss of income to the employee because of the unavailability of paid leave.

- b. Family member for the purpose of this section is defined as follows:
 - (1) Spouse, and parents thereof;
 - (2) Children, including adopted children, and spouses thereof;
 - (3) Parents, and spouses thereof;
 - (4) Brothers and sisters, and spouses thereof; and
 - (5) Grandparents and grandchildren, and spouses thereof;
 - (6) Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

3. Application to Become a Leave Recipient. An employee may submit a request to become a Leave Recipient, or a personal representative or supervisor of the employee may make written application on his/her behalf. The application may include information about the medical emergency, the anticipated duration of the medical emergency, and documentation regarding available leave.

4. Notification of a Need for Leave Donors. The Director is responsible for publicizing a leave recipient's need for donated sick leave. Requests for sick leave donations will be made by email to the staff upon notification of the sick leave need.

5. Application to Become a Leave Donor. Employees may submit an application to become a leave donor, specifying the number of hours (must be a whole number and not less than one hour) that may be transferred from his/her PTO account to the sick leave account of a specified leave recipient.

- a. The application will be reviewed by Bookkeeper who will ensure the following:
 - (1) PTO is available to be transferred.
 - (2) the pay rate that will be paid out
 - (3) the recipient is still in need of donated Sick Leave

- b. If the leave donor's application is approved, he/she will be notified in writing with the number of hours of his/her PTO that will be transferred

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6. Termination of the Medical Emergency. Upon termination of a leave recipient's medical emergency, the recipient shall notify the Director. The Director shall inform the staff that donated Sick Leave is no longer needed.
7. Federal Income Tax Implications for Leave Donors and Recipients. Income received from the use of donated sick leave is taxable to the leave recipient. The PTO donor does not incur a deductible expense or loss upon the surrender of the leave or its use by the leave recipient.

Illness and Personal Leave

The employee may also request Family and Medical Leave Act leave, or, if not eligible for FMLA, a leave without pay. If sick leave is used for FMLA, the Department of Labor certification of health care provider form shall be submitted to the Library Director. If the leave is personal or the employee is not eligible for FMLA, the leave must be approved by the Library Director.

Before returning to work from a sick leave absence of thirty calendar days or more, an employee may be required to provide a physician's verification that he or she is fit for duty and may safely return to work.

HH. BEREAVEMENT LEAVE

After six months of employment, full time employees are allowed up to five days, with pay, in a calendar year for a death to include father, mother, sister, brother, husband, wife, son, daughter, grandparents, grand children or in-laws of the same degree of relationship.

Part-time employees working 20 hours per week or more will receive Bereavement Leave of three days with pay. Employees working less than 20 hours a week will receive no Bereavement Leave. Bereavement Leave will not accumulate and will not be converted to cash upon termination of employment.

II. COMPENSATORY TIME

Occasionally, it may be necessary for employees to work extra hours or hours outside their normally scheduled shift. Compensatory (comp) time off will be offered for the extra hours worked if approved by the Director. After approval, the employee is responsible for updating the schedule and reporting comp time hours to the Bookkeeper. All approvals will be based on business needs.

For salaried (exempt) employees

Salaried employees are paid based on a typical schedule, but extra hours are sometimes required. In those cases, the employee must keep record of time earned and taken, available for review if requested. If taking comp time rather than PTO for a full day of work, they must notify the bookkeeper by time card adjustment. They can accrue comp time hours throughout the year, but will not be paid for any unused time upon termination of employment.

Overtime

In very rare occasions, an hourly (non-exempt) employee may be asked to work over 40 hours per week, which is considered overtime. The Library, as a public sector employer, is permitted to offer non-exempt employees comp time in lieu of overtime wages at a rate of 1.5 hours of comp time for every hour exceeding 40 hours per week.

Eligibility

To be eligible for comp time, non-exempt employees must sign a written agreement accepting comp time instead of overtime wages. The Library offers this option as a benefit to employees, without coercion or pressure.

Reciprocal Hours

Employees may request to work extra hours or an extra shift in lieu of taking personal time, up to 40 hours per week. These hours requested off and the hours worked must be taken in the same payroll period.

JJ. BONUS PAY

In some circumstances, employees may be asked to work hours above and beyond the Library's regularly scheduled hours, such as holidays. At the Library Directors' discretion, bonus pay of time and a half or comp time may be offered.

KK. JURY DUTY

An employee who must serve on a jury will receive the difference between his daily jury pay and his regular daily salary at the Library.

LL. PROFESSIONAL DEVELOPMENT

Realizing that a skilled and knowledgeable staff is crucial to the Library's ability to provide the best possible service to the community, the Bloomfield-Eastern Greene County Public Library encourages and supports the professional development of library employees. This includes state librarian certification, membership in professional associations, and attendance at workshops, seminars, and conferences. At the discretion of the Library Director, attendance at such meetings may be mandatory.

Certification

Librarian certification is renewable every five years. When certification is a requirement of an employee's position, the Bloomfield-Eastern Greene County Public Library will reimburse staff for certification fees incurred once in every five year cycle. If the employee wishes to change certification levels prior to the end of the five year cycle, and it is not a requirement of the position, the employee will be responsible for the additional cost.

Membership

Membership in professional organizations offers significant benefits to the library and staff, including advocacy and continuing education opportunities. The discounts offered through membership are often greater than the

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cost. With this in mind, the library will participate in membership to professional organizations as an institution, as well as provide reimbursement for membership to staff.

Library Education Units

To maintain librarian certification, Library Education Units (LEUs) are required. Staff members are encouraged to seek out and participate in LEU opportunities, with the approval of the Library Director. If approved, the library will pay for registration costs, travel reimbursement, and regular hourly wages for time spent in workshop or conference. The Library will also compensate for travel time, if the event is out of district.

If the LEU webinar, workshop, or conference is outside of an employee's regularly scheduled hours, the employee will be paid at their standard rate or offered comp time. These opportunities must be approved, in advance, by the Library Director.

Many educational opportunities are offered free of charge, but some are not. Preference will be given to those opportunities that offer a direct benefit to the library or that are needed for certification.

Cost will be a consideration and excessively expensive classes, workshops, and conferences will be denied, as will classes not related to library work. If an employee requests permission to attend a non-mandatory meeting or conference, the Library Director may grant leave time, but may require the employee to be responsible for all or part of the expenses.

Tuition Reimbursement

Employees with at least one year of service are eligible for credit-course reimbursement. Tuition payments may be reimbursed for accredited college or university credit courses, if the courses are related to the employee's current position or would enable the employee to advance to a higher position within the library.

Upon completion of the class(es) employees must submit proof that tuition fees have been paid and an official copy of their grades. Tuition reimbursement must be approved by the Director before the class is taken, and will only be paid after the class has been completed. Amount of reimbursement will be determined by the final grade earned: A = 75%, B = 50%, C = 25%. No reimbursement will be made for a grade lower than C. No pass/fail courses will be reimbursed. There will be no release time, paid time off, or mileage reimbursement for taking credit courses. There will be no reimbursement for books or software. There will be no compensation for time expended in class.

Only two classes per person per semester will be eligible for reimbursement by the Library. There is a \$500 maximum reimbursement per person, per semester.

MM. TRAVEL EXPENSES

The Bloomfield-Eastern Greene County Public Library will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the library when the budget allows. Employees are expected to limit expenses to reasonable amounts.

Travel

Employees who use personal vehicles for library business will be reimbursed at the county rate per mile traveled.

If going a longer distance, air or bus fare may be more economical and will be paid for in advance by the library.

Hotel Accommodations

On the rare occasions that overnight travel is necessary, hotel accommodations will be paid for in advance by the library. If the employee has to cancel for any reason other than medical emergency, the employee will be responsible for any cancellation charges. This option generally will be considered if the amount spent on the hotel room is less than the cost of travel. If a staff member is attending an out of town professional development activity or conference for two or more consecutive days, the director may approve an overnight stay that is more than the cost of travel. This is at the discretion of the Director with a maximum daily stipend of \$150.

Meals

For a one day trip, meals are not covered unless specifically part of a conference program. If traveling overnight is required, meals will be reimbursed with a per diem allowance of \$30 for food and non-alcoholic beverages, upon submission of original receipts.

Other Expenses

Any other expenses (parking, wifi, etc.) incurred while on library business must be approved individually by the Director and are limited to those for which an original receipt is presented.

Employees who are involved in an accident while traveling on business must promptly report the incident to the Director.

Abuse of business travel expenses, including falsifying expense reports, are grounds for disciplinary action, dismissal and possible prosecution.

NN. DISCIPLINE

The following rules have been established and any violation of them could be deemed sufficient cause for progressive disciplinary action – including discharge.

1. Excessive absenteeism or tardiness.
2. Loitering, wasting time, or leaving your place of work during hours of work without permission.
3. Gambling on Library premises.
4. Threatening, intimidating, coercing or interfering with fellow employees on Library property.
5. Failure to follow job instructions, verbal or written.
6. Failure to respect a patron's right of confidentiality when handling patron requests and patron records.
7. Misusing, destroying, or damaging any Library property or property of any employee.
8. Insubordination – (refusal to obey orders)
9. Possession of explosives on Library premises.

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10. Theft of any Library or employee property.
11. Removal of articles from Library property without authorization.
12. Reporting to work under the influence of alcohol, drugs, or narcotics (unless prescribed).
13. Drinking any alcoholic beverage on Library premises or on Library time.
14. Use of any drug or narcotic on the Library premises or on Library time (unless prescribed).
15. Immoral conduct or indecency.
16. Reading novels at the desk. It's acceptable to flip through books, read children's books at the children's desk, or read through something such as a library-related book or magazine for professional development and/or programming.
17. Using a cell phone excessively or in the public areas of the library as outlined in this manual.
18. Visiting with friends or family while on the clock for an extended period of time. A few minutes here and there is fine.
19. Disrespecting patron and/or library privacy by openly discussing patrons in the public areas of the library, or posting inappropriate pictures or comments publicly on the Internet. This includes misuse of the library's surveillance/camera system.
20. Employees have an expectation of privacy. Therefore, personnel records and disciplinary actions shall remain private between the parties involved, their manager(s), and the library board.

An employee facing discharge shall receive two written warnings which require the signature of the employee before being terminated. This is for two written warnings collectively, and not for each separate violation.

An employee who is convicted of an illegal act or act of violence while at work will be terminated immediately without the benefit of the above procedure. Termination of an employee other than for retirement or resignation shall be at the discretion of the Director with the individual having the right of appeal to the Board. Both the termination notice, including reasons, and the appeal must be in writing. Under extraordinary circumstances, an employee may be suspended from his/her job without pay, until a Board meeting is held to make the final decision concerning an employee's status.

OO. GRIEVANCES

An employee who has a complaint concerning his or her job or any other library matter should discuss it with the Director, who will attempt to find a solution. If the situation is still not resolved to the employee's satisfaction, the complaint may be put in writing and presented to the Library Board.

THE LIBRARY BOARD RESERVES THE RIGHT TO CHANGE THESE POLICIES AT ANY TIME.

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PP. ACKNOWLEDGEMENT

Please sign and date below to acknowledge that you have read and understand the policies within this manual. Check with your supervisor if you have any questions about the information contained in this manual.

Employee Signature

Date