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## **ABOUT THIS HANDBOOK / DISCLAIMER**

We prepared this handbook ("Staff Handbook") to assist you in finding the answers to many questions that you may have regarding your employment with The Lane Libraries (the "Library"). Please take the necessary time to read it.

We do not expect this Staff Handbook to answer all of your questions. Your Manager or HR will also be a major source of information.

Neither this Staff Handbook nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation. The Library adheres to the policy of employment at will, which permits the Library or the employee to terminate the employment relationship at any time, for any reason, with or without cause or notice. No one is authorized to provide any employee with an employment contract or special arrangement concerning terms or conditions of employment unless the contract or agreement is in writing and signed by the Director or the Library's Board of Trustees.

Many matters covered by this Staff Handbook, such as benefit plan descriptions, are also described in separate Library documents. These Library documents are always controlling over any statement made in this Staff Handbook or by any member of management.

This Staff Handbook describes only general Library guidelines concerning expectations and procedures relating to your employment. Except with regards to vacation, sick leave, and other forms of paid leave not otherwise governed by applicable law. The Library may, at any time, in its sole discretion, add, modify, change, eliminate, or edit the contents of this Staff Handbook, with or without notice. This Staff Handbook supersedes all prior handbooks.

## **EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of the Library to be an equal opportunity employer. The objective of the Library is to provide equal employment opportunities to all qualified persons, consistent with applicable federal, state, and municipal equal employment opportunity laws prohibiting discrimination based on race, color, religion, gender or sex, pregnancy, national origin and ancestry, age, disability, genetic information, marital status, sexual orientation, transgender status, gender preference or identity, veteran or military status, or any other applicable statutorily protected group status. The Library retains the right to

modify this policy, with or without notice, to remain compliant with local, state, and federal laws.

This policy extends to all phases of the employment relationship and all terms and conditions of employment including recruiting, hiring, compensation, benefits, transfers, promotions, leaves of absence, terminations, demotions, layoffs, recalls, training and education.

## **ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURE**

The Library is committed to providing a work environment that is free from harassment. Harassment of any kind is prohibited and unacceptable. Sexual harassment will not be tolerated. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:

- i. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- ii. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- iii. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender.

There are two types of sexual harassment:

1. Quid pro quo harassment where submission to harassment is used as the basis for employment decisions; and
2. Hostile work environment harassment where the harassment creates an offensive and unpleasant working environment.

Harassment based on any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, gender, sexual orientation, gender identity and preference, pregnancy, marital status, transgender status, national origin, age, disability, genetic information, status as a covered veteran, military status or any other characteristic protected by applicable law, and that:

- i. has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- ii. has the purpose or effect of unreasonably interfering with an individual's work performance; or
- iii. otherwise adversely affects an individual's employment opportunities.

Harassment may include a range of subtle and not so subtle behaviors. Harassing conduct includes, but is not limited to epithets, slurs or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail and social media).

Harassment that creates a hostile, intimidating, or offensive work atmosphere will not be tolerated and will result in disciplinary action, up to and including termination of employment.

If at any time you feel that you have been sexually or otherwise harassed by an employee or by an individual with whom you came into contact within the course of performing your job duties, you must immediately report the facts of the incident(s) and the names of the people involved to your manager, HR Manager or the Director. Employees are encouraged to report incidents which they witness.

Management will investigate harassment charges as appropriate, will maintain the confidentiality as much as is feasible during and after the investigation, and will take appropriate action based on the findings of the investigation. Management will follow up with the employee who initially communicated the concern within a reasonable time.

Retaliation against any employee, bystander, or interviewee for filing a complaint or participating in an investigation is strictly prohibited and will subject that individual to disciplinary action up to and including termination. Any employee that knowingly makes a false claim of harassment will be subject to disciplinary action up to and including termination. Good faith complaints of harassment, discrimination or retaliation (even if erroneous) will not be the subject of disciplinary action.

## **REASONABLE ACCOMMODATIONS**

It has been and will continue to be the policy of the Library to comply with all the relevant and applicable provisions of the federal Americans with

Disabilities Act (ADA), as well as state and local laws concerning the employment of persons with disabilities.

Employees who are or become disabled should notify HR if the conditions of the disability impair their ability to perform the essential functions of their position. Where necessary and feasible, reasonable accommodations will be made for qualified disabled employees to perform the essential functions of the job in question, as long as the accommodation does not cause the Library undue hardship.

## **EMPLOYMENT CLASSIFICATIONS**

The Library has established the following Employee Classifications for compensation and benefit purposes only. An employee's supervisor or manager will inform the employee of their classification, status, and responsibilities at the time of hire, rehire, promotion or at any time a change in status occurs. These classifications do not alter the employment at-will status.

- Full-Time Employee: An employee who is scheduled to work no less than 100% of the scheduled work hours in a work week on a fixed work schedule (not less than 30 hours).
- Part-Time Employee: An employee who is scheduled to work less than 30 hours in a work week. The Library employs a large number of part-time employees. All of these employees are considered hourly, regardless of individual schedules. As such, they do not qualify for paid insurance programs. Participation in the Ohio Public Employees Retirement System (OPERS) is mandatory for all employees regardless of the number of hours worked.
- Temporary/Seasonal Employee: An employee who is scheduled to work on a specific need of the Company. The employee will not receive any benefits unless specifically authorized in writing.

## **INTRODUCTORY AND DISCIPLINARY PROBATION PERIODS**

Each new staff member shall be in a probationary period for the first 90 days of employment. This probationary period is intended to provide the employee with a reasonable period to adjust to the needs of the position and to enable the employer to assess the employee's performance and give suggestions for improvement.

A review of the employee's performance may be provided after 90 days of employment. Thereafter, the employee's work is reviewed annually. Promoted



employees begin a new probationary period in their new position and receive performance reviews after 90 days in that new position. Probationary periods may be extended as situations warrant upon the recommendation of the supervisor and with the approval of the HR Manager or the Director.

An employee whose performance has deteriorated to the point where it is no longer satisfactory may be placed on disciplinary probation upon the written recommendation of the supervisor and the approval of the HR Manager or the Director. Disciplinary probation will be treated like an introductory period.

Employment with the Library remains on an at-will basis. Successful completion of any of the above probationary periods do not alter the at-will employment relationship. Furthermore, assignments to specific branches or departments may be changed as the needs of the Library dictates.

## **PERFORMANCE APPRAISALS**

Depending on your position and classification, the Library endeavors to review your performance annually. A positive performance evaluation does not guarantee an increase in salary, a promotion, or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management.

All evaluations become part of the employee's personnel record.

In addition to these formal performance evaluations, the Library encourages you and your manager to discuss your job performance on a frequent and ongoing basis.

## **APPOINTMENT TO THE STAFF**

To the extent feasible considering the needs of the Library, open positions will be publicized as widely as practical, both publicly and internally within the Library. Upon receipt of applications, management of the Library will consider individual applicant's fitness to perform the essential functions of the position giving due regard for the applicants' relative education, training, experience, temperament, and job skills. Although not being determinative, the Library will also consider individual applicant's knowledge and familiarity with the work environment within the Library system to the extent that it is determined to enhance the ability to predict the applicant's ability to perform the essential functions of the open position.

When a job vacancy is posted, staff members must use the Internal Job Application to indicate their interest in being considered for the vacant

position. All staff that have completed 6 months in their current position and have no disciplinary write-ups within the last 6 months are eligible to apply for a posted position. Staff members who have not completed 6 months of service in their current position may apply for positions in their own department provided they have been in their current position at least 90 days. Any exceptions must be approved by HR or the Director.

A staff member who resigns in good standing is eligible for rehire.

## **CHANGES IN POSITION**

### Transfers

Transfers are changes in assignment in which the salary rate and job classification remain the same. Transfers of personnel are made for the good of the Library and the development of the potential. Whenever possible, the needs and desires of the employee are taken into consideration. Employee initiated transfer requests are addressed on a case-by-case basis.

Employees who wish to work at another location in the same job classification must submit an internal job application for that position when the vacancy occurs.

### Promotions

Notices of job vacancies are posted on the staff intranet with a brief job description, classification and salary range. Staff members who believe that they are qualified should submit an internal job application listing current skills as they relate to the vacant position. In seeking the best candidate, outside applications may be considered along with those from within the Library system.

Promoted employees will be subject to an Introductory Period in their new position, during which time they will receive a performance review after 90 days in their new position.

## **STANDARDS FOR STAFF CONDUCT**

The Library endorse the ALA Code of Ethics and expect that all employees in the system will conduct themselves in a professional manner in relation to the following standards. This conduct will be evident in the ways in which employees interact with each other and with the public.

- Cooperative attitude: All staff are expected to work together as part of a team effort to accomplish the goals and purpose of the Library.
- Service attitude: Prompt, courteous and friendly assistance to the public and to co-workers is essential. Staff are also expected to avoid, eliminate or report any situations which may cause irritation or discomfort to the public.
- Maturity: All staff are expected to exercise self-restraint at all times and demonstrate emotional maturity, professionalism, tact and sensitivity in dealing with the public and co-workers.
- Respect: All staff are expected to treat each member of the Library staff and the public with respect and consideration in the performance of their duties.
- Approachability: All staff are expected to dress and maintain grooming habits appropriate to the nature of the work being done and consistent with commonly accepted practices in other public libraries.

Violations of these standards may result in disciplinary action.

## **WORKPLACE GUIDELINES**

All staff members have a responsibility to the Library and to fellow staff members to adhere to certain rules of behavior and conduct as well as meeting performance standards. Nothing in this policy shall be construed to change or replace, in any way, the at-will employment relationship between the Library and the staff member.

Staff members who fail to meet these standards may face disciplinary action. Management reserves the right to take the disciplinary action it believes is appropriate depending on the circumstances involved. Disciplinary action may include but is not limited to any of the following actions:

- Verbal warning
- Written warning
- Suspension
- Termination of employment

Management also reserves the right to decide whether to use progressive discipline and what progressive discipline to use.

A staff member may be subject to immediate dismissal for certain offenses, including, but not limited to:

- Poor performance or poor workmanship.
- Deliberately or willingly violating the Library's policies.
- Using profanity or abusive language towards anyone.
- Misusing Library property, another staff member's property or patron's property.
- Theft or dishonesty.
- Being on unauthorized absence or leaving work without authorization.
- Improper recording of hours worked.
- Divulging confidential information.
- Causing or contributing to unsatisfactory working relationships.
- Possessing or selling illegal drugs/substances.
- Insubordination or refusing to follow instructions from a supervisor or manager; refusal or unwillingness to accept job assignment or to perform job requirements.
- Engaging in criminal conduct or acts of violence, including threats of violence on Library property or while representing the Library.
- Any act of harassment: sexual, racial or other.
- Excessive absenteeism or tardiness.
- Violating or failure to comply with the Library's safety rules and procedures.
- Falsifying employment or medical records.
- Disrespectful behavior toward managers, coworkers, patrons or vendors.
- Physical abuse or harm to a patron or employee.
- Sale or use of alcohol while on the job.
- Unapproved release of confidential records.
- Falsification of employment application.
- Falsification of hours of work.
- Gross insubordination, including overt refusal to follow, and/or willful disregard of explicit instructions.
- Failure to show up at work without notifying the supervisor.

## **DISCIPLINARY ACTION**

Employees are expected to conduct themselves and their work in accordance with the Library's policies and procedures. If an employee's actions either conflict with the Library's policies or procedures, or are otherwise inconsistent with the mission and best interests of the Library, the employee may be subject to disciplinary action. The purpose of discipline is to improve employee performance. Application of a standard disciplinary policy means that the Library intends that discipline will be applied consistently and objectively.

Library leadership will attempt to provide information concerning disciplinary actions to the employee and to respond to employee questions at each step in the procedure. The employee may have the opportunity to respond in writing. The employee may request that the HR Manager be present at any meeting which might result in discipline. This privilege does not apply during Introductory Periods.

All disciplinary action documents will be placed in the employee's personnel file. The employee shall be made aware of these documents at the time discipline is administered.

### Disciplinary Procedure

The employee's supervisor may begin disciplinary action at any one of the steps listed below, and the supervisor may repeat a step, if necessary. One disciplinary step does not necessarily follow another, and steps can be skipped. The Library will apply the step it deems appropriate in its sole discretion.

1. **VERBAL WARNING:** For certain first-time violations of the policies or procedures, the employee will typically be given a verbal warning. A document containing the details of the verbal warning will be signed and dated by the employee and the supervisor and placed in the employee's personnel file. If the situation is not corrected in a reasonable length of time, the supervisor may impose additional discipline.
2. **WRITTEN WARNING:** The employee's supervisor has the discretion to provide the employee with a written warning for violation of policies or procedures. The written warning will be signed and dated by both the employee and the supervisor to indicate the employee has seen the written warning and has discussed the situation with the supervisor. The written warning will be placed in the employee's personnel file. If the employee has not corrected the situation within the time limit stated in the written warning, the supervisor may impose additional discipline.

3. **SUSPENSION:** For Staff Handbook or policies and procedures violations, the supervisor has the discretion to report the situation in writing to the Director and may recommend suspension without pay for up to three days or to place the employee on probation for one to three months with written goals to correct performance deficiencies. If the employee's performance is not corrected within 30 days from the date of suspension, additional discipline may be imposed. During suspension or probation, the employee remains an employee at-will.
4. **TERMINATION:** If, based on the written report of the supervisor, little or no improvement has been shown in the employee's performance within 30 days of the employee's suspension or if the employee commits a similar violation of the Library Staff Handbook or policies and procedures within a period of one year from the first documented verbal or written warning, the Director has the discretion to immediately discharge the employee.

In the Library's sole discretion, a staff member charged with an offense warranting immediate termination may be suspended without pay pending an investigation. Depending on the results of the investigation, the employee may be reinstated with or without pay and with no loss of benefits.

Nothing contained in this section shall alter, modify, or change the at-will nature of the employment relationship, and the employee is not guaranteed continued employment for any period of time.

### **EMERGENCY SUSPENSION**

Notwithstanding any provision of this Staff Handbook, the Library retains the authority to impose an immediate suspension on an employee, with or without pay, as a result of misconduct which the Director determines, in his/her sole and exclusive discretion, warrants the immediate removal of the employee from the workplace. Examples of misconduct likely to result in immediate suspension include reporting for work under the influence of alcohol or drugs, observed attempts to steal or damage Library property, and direct and open refusal to perform assigned tasks. The foregoing examples are not intended to be exhaustive and shall not limit the discretion of the Director to authorize or approve an immediate suspension. Although the Director and/or the HR Manager should, whenever practicable, be consulted prior to an immediate removal, the Branch or Assistant Branch Manager on the scene may direct an employee to immediately leave the Library's property pending a decision by the Director and/or HR Manager on whether to impose an immediate suspension.

## **COMPLAINT PROCEDURE**

When a staff member has a work related complaint against another member of the staff or against a supervisor, the parties involved should meet and attempt to reach a workable solution. If no solution can be agreed upon, or if the party with the complaint cannot discuss the problem with the other party, the complaint may be taken directly to their Supervisor, or at their discretion, the HR Manager. If there is still no satisfactory resolution of the complaint, the documented complaint may be taken directly to the HR Manager for resolution. If there is still no satisfactory resolution of the complaint, the documented complaint may be taken directly to the Director for resolution. Once the Director has reached a decision on the staff member's complaint, it is final.

## **SEPARATION**

### Resignations

Employees who voluntarily resign must first notify their supervisor of their intention to leave employment with the Library with a letter of resignation, which will be placed in the employee's personnel file. The letter of resignation should include: the date of notification of intent to resign, a statement of voluntary resignation, the last day the employee intends to work and the handwritten signature of the employee. Under ordinary circumstances, one month's notice is requested for professional positions and two weeks' notice for all other positions. The Library retains the right to end an employee's immediately upon notice of his or her intent to resign. If the Library exercises this right, the employee will be paid up to and including the last day worked.

No vacation day, paid holiday, sick day or floating holiday can be considered an employee's last day. In order for a full-time employee to be paid for a holiday, sick leave or vacation day (including floating holidays), the full-time employee must work at least 3 days beyond the day in question. In order for a part-time employee to be paid for sick leave or a vacation day, the part-time employee must work at least 3 days beyond the day in question.

In order for a part-time employee to be paid for a holiday, the part-time employee must work at least three days beyond the day in question, AND the holiday must occur on a day the employee would normally have been scheduled.

Employees who resign after complying with the provisions of this Staff Handbook may receive payment for the vacation they have earned but not used. Unused sick leave will not be paid to employees who resign or whose employment is terminated.

Employees who have tendered their resignation and call in sick prior to their last day of employment will be required to provide medical documentation in order to use sick leave.

## **RETIREMENT**

Unless excluded from membership by law, all Library employees are members of the Ohio Public Employees Retirement System (OPERS). As defined by Ohio law, the Library is required to make certain contributions to OPERS on behalf of its employees who are OPERS contributing members.

The Library is also required by law to withhold employee contributions defined by law from the pensionable earnings of its employees who are OPERS contributing members and to transmit those employee contributions to OPERS. The Library also participates in the OPERS "Pick-Up" Program pursuant to which the employees' contributions are paid directly to OPERS by the Library. This plan reduces the employees' gross income for federal and state income tax purposes.

Otherwise, the Library does not provide or guarantee any pension benefits to its employees and the pension rights of the Library's employees (including without limitation the age of retirement and years of service credit required for retirement benefits) are determined by the General Assembly of Ohio and OPERS.

Although booklets and other printed material explaining OPERS may be available from the HR Department, any questions or specific concerns about the rules and regulations or the tax implications of this retirement system should be directed to OPERS. They can be contacted at 1-800-222-7377 or online at [www.opers.org](http://www.opers.org).

Employees leaving the Library before retirement may apply for a refund of the money withheld from their earnings for OPERS. A two month waiting period is required before such refunds are made.

## **PERSONNEL RECORDS**

Personnel records are the property of the Library. Personnel records are located in the HR Department and are maintained for all employees. The Director, Business Manager, Bookkeeper, and HR Manager have access to these files for business purposes. Except as otherwise provided by Ohio or federal law, personnel records are public records which are subject to public inspection and copying under the Ohio Public Records Law. Requests for information concerning non-public records coming directly to supervisors should be forwarded to the HR Department.



Use, disclosure, or dissemination of information contained within an employee's personnel file other than as authorized or required by this Staff Handbook and Ohio law may result in disciplinary action up to and including dismissal.

Any documentation pertaining to individual employee's behavior or work performance will be placed in the employee's personnel file.

Each employee has a right to inspect his/her personnel file. The files are available during business hours by making arrangements with the Director, Fiscal officer, or the HR Manager. Files may not be removed from the office. The Library will provide photocopies of any documents in the file at the employee's request.

## **MEDICAL RECORDS**

The Library takes the appropriate and reasonable steps to keep an employee's health information secure. This information is not kept in personnel files but in a separate medical file in the HR Office.

## **STAFF DRESS CODE GUIDELINES**

A key element in providing excellent customer service is to consistently be aware of the first impressions we make upon our patrons. Personal appearance is one visible way we convey our belief in the services we provide. Professional presentation is a powerful nonverbal communicator. Staff members in business attire appropriate to the tasks they perform, send the message to patrons and co-workers alike that they are competent and approachable. The personal presentation of every staff member communicates not only their specific attitude about the work they perform for the Library, but also the particular attitude the person holds about him or herself as a skilled professional. All staff members are expected to dress and maintain grooming habits consistent with the business image of the Library as a public institution.

The supervisor of each staff member will determine the appropriateness of any clothing or grooming choice. Staff and supervisors may use the following guidelines when determining the suitability of any specific garment or grooming choice.

This list of inappropriate dress is not intended to be inclusive. The list should serve as a guideline to supervisors and staff members in making decisions about what is not acceptable professional attire.

- Visible tattoos and facial piercings are left to the supervisor's discretion to determine appropriateness. If deemed inappropriate, the staff member will be requested to cover up tattoo(s) or remove any earrings or studs to facial area (e.g. lips, nose, eyebrow, tongue, etc.) while "on the clock"
- Denim is only permitted on Friday, Saturday and Sunday. Denim may include: jeans, skirts, dresses, jumpers, vests, shirts, or jackets. No holes, tears, etc.
- Low cut or short garments which render the wearer inappropriately exposed
- Any garment which is dirty, torn, or faded
- Casual or leisure clothes such as:
  - shorts
  - strapless, spaghetti straps or low cut sun-dresses
  - tank or halter tops
  - overalls
  - leggings not worn under a dress or tunic
  - exercise related clothing or material
  - sheer or see-through items
  - spandex clothing
  - t-shirts / sweatshirts with promotional material (summer reading t-shirts are approved)
  - For the safety of our employees, flip flops, sandals, or other casual footwear that are flimsy, made for the beach and do not have a back strap to secure the footwear to the foot are not allowed

The Library has an open door policy. An employee with questions regarding dress code should inquire before potentially violating the guidelines above.

## **WORKPLACE SAFETY/VIOLENCE**

The Library is committed to providing a safe workplace and does not tolerate violence. The purpose of this policy is to minimize the risk of personal injury to staff and damage to Library and personal property. Any staff member who threatens violence, engages in violence or engages in intimidating behavior in the workplace is in violation of this policy. The workplace is defined as all the Libraries including, without limitation, all Library-owned or leased buildings or

premises, and surrounding areas such as sidewalks, walkways, driveways, parking lots, break rooms, and all public areas such as lobby and restrooms.

### Prohibited Conduct

Library buildings are government facilities under the control of the Board of Library Trustees. Unless otherwise authorized by law, no employee or any other person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance into any Library building. A valid concealed handgun license does not authorize the licensee to carry a concealed handgun into any Library building.

### Threatening Behavior

Threats, threatening language or any other acts of aggression or violence made toward or by any staff member or patron will not be tolerated. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, violation of restraining orders, fighting, sabotaging another employee's work, harmful misuse of equipment or other Library property, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation or which is reasonably perceived as threatening by the recipient or observers.

If you apply for or obtain a protective or restraining order that lists the Library as being protected areas, you must provide a copy of the order, as well as the petition, motions, counter memoranda, and affidavits used to seek the order, to both your supervisor and HR.

### Procedures for Reporting Dangerous Situations

Because the Library desires to take effective measures to protect everyone from a threat of harm in the workplace, it is important for us to be aware of any potential danger. All potentially dangerous situations, including threats by co-workers or any outside person/entity, abuse, or any violation or suspected violation should be reported immediately to any member of management. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All reported dangerous situations will be promptly investigated. No staff member will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a dangerous situation in good faith under this policy.

If the Library determines, after an appropriate good faith investigation that someone has violated this policy, the Library will take appropriate corrective action.

## **DRUG AND ALCOHOL POLICY**

The Library is committed to maintaining a drug and alcohol free workplace for all employees. The use, sale, manufacture, distribution or possession of alcohol or illegal drugs on Library premises is prohibited. Employees are also prohibited from being under the influence of any illegal drugs or under the influence of alcohol while on Library premises or when they are representing the Library. This includes Library vehicles on or off Library premises.

An employee who violates this policy is subject to disciplinary action up to and including immediate termination and may be subject to legal consequences.

An employee must report any drug or alcohol related convictions to the HR Manager, or designee, within five days of a conviction. Employees who fail to report in these circumstances may be subject to disciplinary action up to and including termination.

This policy is not meant to prohibit the responsible consumption of alcohol when and where it is specifically authorized by management as part of a Library sponsored event.

### Administrative Procedure

1. The Library shall have the right to require any employee to submit to drug and/or alcohol testing under the following circumstances:
  - a. Reasonable Suspicion: Upon the belief of management that the employee may have alcohol or illegal drugs in his or her system while at work or while performing his or her job duties away from the workplace.
  - b. Post-Accident: If the employee is involved in an on-the-job accident that results in property damage, physical injury to any person, a fatality, or the employee receives a citation from a law enforcement officer in connection with an accident.

The above list is not meant to limit the circumstances under which a drug or alcohol test may be required. The Library may exercise its right to test for the presence of alcohol or illegal drugs for other lawful purposes.

1. An employee will be tested by an outside laboratory with whom the Library contracts. If a supervisor suspects that an employee is under the influence of drugs or alcohol, the HR Manager and/or Library Director must be contacted to determine the appropriate course of action. Arrangements for the employee to be tested will be made by HR.
2. An employee who is to be tested must sign an authorization and consent form releasing alcohol and/or drug test results to the Library Director and HR Manager.
3. An employee who is tested upon suspicion that he or she is under the influence of alcohol or drugs at work will not be permitted to return to work until the results are obtained. During this time the employee may use available paid time off. If paid time is not available, the time off will be unpaid. If the results are negative, any paid time off or unpaid time will be converted to regular pay for the employee and if applicable, the employee will be reinstated the available paid time off used.
4. A positive result indicating failure of a drug or alcohol test shall consist of the presence of any detectable amount of alcohol or an illegal drug in the employee's system when tested. Refusal to submit to a drug or alcohol test when requested by the Library, or any attempt to interfere with the test or alter the sample, will result in discipline up to and including termination.
5. If a positive result for drugs or alcohol is returned to the Library, the tested employee will be given the opportunity to demonstrate that the positive test result is from legally prescribed medications by supplying a signed written statement from his or her physician verifying a valid prescription.
6. If an employee is using medication prescribed by a licensed physician, he or she is responsible for obtaining assurances from that physician that the medication will not impair the employee's judgment or ability to safely and efficiently perform his or her job duties.
7. If an employee is using an over-the-counter medication it is his or her responsibility to ensure that the medication will not impair the employee's judgment or ability to safely and efficiently perform his or her job duties.
8. Although the Library recognizes that drug or alcohol addiction may, in some cases, be an illness or health problem, each employee is responsible to assure that he/she remains able to perform the essential functions of his/her position. An employee

who needs assistance in dealing with these problems is encouraged to seek professional treatment or other forms of intervention before the situation requires management intervention relative to the employee's failure to adequately perform the essential functions of his/her employment. An employee receiving treatment for a substance addiction may, upon request, receive a reasonable accommodation (including but not limited to paid or unpaid leave to participate in a treatment/intervention program) to enable the employee to perform the essential functions of his/her employment despite the addiction. An employee who is allowed paid or unpaid leave to participate in a treatment/intervention program may be required to provide written proof of satisfactory completion of the program prior to returning to work.

## **SOLICITATION/DISTRIBUTION**

Solicitation by a staff member of another staff member is prohibited during the working time of either person and in working areas of any staff member. Working time is defined as time when a staff member's duties require that he/she be engaged in work tasks. Distribution of printed material or literature of any nature shall be limited to non-work areas at non-work times. No literature shall be posted anywhere on the premises without the authorization of local management after conversation with HR. Solicitation and/or distribution of material on Library property by persons not employed by the Library are prohibited at all times.

## **WORKERS' COMPENSATION**

Staff members who incur a workplace accident must report it immediately to their supervisor. If a workers' compensation claim is made, the injured employee must contact HR. Failure to report an accident may result in a delay in receiving workers' compensation benefits and may cause disruption in payment by an applicable health insurance plan of medical claims connected to a work-related injury.

## **GIFTS**

The Library is a public institution and its services are equally available to all. Members of the staff may not accept valuable gifts or money from patrons. It is unethical and illegal to accept valuable gifts from those vendors doing business with the Library. Staff members are permitted to accept food, candy and any other inexpensive items usually worth less than twenty-five dollars (\$25.00) per item.

The Ohio Ethics Law and related statutes prohibit a public official or employee from accepting the following from a vendor interested in doing business with the official's or employee's agency: payment for expenses related to travel, meals, and lodging incurred in viewing the vendor's product regardless of whether the expenses would be paid directly to the public official or employee, or as a reimbursement to the official's or employee's agency. Each employee receives a copy of the Ethics Law when hired as outlined in the Ohio Revised Code and is required to sign that this information has been received. This acknowledgement is included in the personnel file.

## **PAYCHECK STUBS AND MANDATORY DEDUCTIONS**

Staff members are paid twice a month. Pay days ordinarily fall on the 15th and the last working day of the month. If a regular payday should fall on a weekend or holiday, then staff get paid on the preceding work day. All staff members must use direct deposit to get paid. Paycheck stubs can be viewed online in the ADP payroll system. The Library will not advance wage payments to staff members for any reason.

The Library is required by federal and state law to make payroll deductions. Deductions may include: Social Security, federal withholding, state withholding, deductions required by an official order of the court, or employee authorized deductions.

It is our policy and practice to accurately compensate employees and to do so in compliance with applicable state and federal laws. To ensure that you are paid properly and that no improper deductions are made, you must review your pay stubs promptly to identify and report all errors to the HR Manager or Payroll Department immediately.

Any other payroll questions should be directed to the Business Office.

## **HOURS OF WORK**

Full-time staff members typically work 37.5 hours per week. Recording hours is an employee's responsibility. The work week is defined as Sunday, 12:00 a.m., through Saturday, 11:59 p.m. An employee's schedule is arranged by his or her supervisor to meet the business needs of that particular department or branch. Supervisors may change an employee's schedules at any time as dictated by the business needs of the specific department. Tardiness and absence must be made up by full-time hourly employees by the end of the work week. Tardiness and absence must be made up by part-time staff within the current pay period. Habitual tardiness and/or unexcused absences is cause for disciplinary action up to and including dismissal.

You may be required to work overtime if deemed necessary by your supervisor as there are times overtime may not be voluntary. Recording time, including overtime, is the employee's responsibility. You are not permitted to work overtime without prior approval from your supervisor. If not approved in advance, employees may be subject to disciplinary action. Hourly employees who are required to work in excess of 40 hours a work week are eligible for overtime. During a week in which holiday, vacation or sick pay comprises part of that week's compensation, only hours actually worked will be paid at overtime rates. Employees who are eligible for overtime are paid at the rate of one and one half their regular rate of pay.

Occasionally a staff member may need to keep a personal/business appointment which cannot be arranged outside of work hours. The staff member must receive permission from the department/Branch Manager or the Director to leave during work hours. All time lost in this manner must be made up within the same work week. This privilege may be granted only if there is no loss of service to the public.

Supervisors are encouraged to accommodate reasonable requests for changes in schedules; however, they are not required or obligated in any way to grant such requests. Schedule changes are a privilege and can be denied. The responsibility of making arrangements to accommodate a schedule change is on the employee who wishes the change, not the supervisor. An employee who wishes to make a change should make every effort to find some other staff member who will switch schedules before going to the supervisor. Supervisors may reject requests that are submitted without any effort on the part of the employee to make alternative arrangements.

Evenings and weekend work may be required of any staff member.

## **TIME MANAGEMENT SYSTEM**

Most staff members record their hours of work daily through the use of the computer time clocks. Employees must accurately record all time worked, regardless of when and where the work is performed. Off-the-clock work is prohibited. Employees who fail to document hours worked may be subject to disciplinary action.

Managers and supervisors do not record their hours worked unless they take sick, vacation or holiday time. However, the cut-off dates for reporting the number of hours worked are the ninth and the 24th of each month. Managers are responsible for seeing that this information is correct and made on time. Falsification of work hours are a violation of the Library's work requirements.



## **PUNCTUALITY**

Staff members are required to be working promptly at the time scheduled. Habitual tardiness is a violation of the Library's work requirements. Full- or part-time staff who anticipate that their arrival will be delayed are expected to call ahead to inform a supervisor. If a supervisor is unavailable, the staff member must speak directly to a coworker in addition to leaving a message for a supervisor.

Full- or part-time staff who are late for work should speak with a supervisor about the possibility of making up time at the beginning or end of a work day in the same week. Shortened lunch hours or breaks may not be used to make up for delayed arrival. Employees who work longer than the scheduled time should speak with a supervisor about the possibility of taking that time off the beginning or end of a work day in the same week. All such schedule adjustments must occur in the same work week (full-time staff) or the same pay period (part-time staff).

## **REPORTING ABSENCES**

Full- and part-time staff members who must miss a scheduled day of work are expected to inform a supervisor as soon as possible. Each staff member is responsible for knowing how to reach a supervisor outside of work. If a supervisor cannot be reached at work or at home, it is the employee's responsibility to contact the senior staff person on duty in addition to leaving a message with a supervisor.

Staff members who do not show up for work and do not contact a supervisor are in violation of the Library's work requirements. Absences or tardiness which are not properly reported/documented or which are not eligible for paid or unpaid leave under the terms of this Staff Handbook or applicable law may be regarded as unexcused absences and, except as otherwise provided by law, may result in disciplinary action up to and including termination.

The Library reserve the right to require documentation of any absence.

## **MEAL PERIODS**

Full-time employees are entitled to one hour (unpaid) for lunch or dinner as scheduled by their supervisors. Part-time employees have scheduled unpaid lunch or dinner hours. All hourly employees, whether full or part-time, must take a lunch/dinner hour (sixty minutes) after working five continuous hours. In other words, if someone works 5.25 hours during one day, the supervisor must schedule a lunch/dinner period. The payroll system automatically deducts the dinner hour after 5.25 hours. Meal periods may not be skipped in

order to leave early. Meal periods may not be shortened in order to make up time. Employees shall not work during meal periods without prior approval.

Staff members who are dining in the Library are expected to use assigned areas for consumption of food. Staff rooms with kitchen facilities are maintained at all locations. Staff members who avail themselves of these facilities are responsible for maintaining the general cleanliness of the room. Staff members are responsible for washing and drying their own dishes immediately after use and returning them to their proper place. There are to be no open containers of food or drink left after use.

## **BREAKS**

Employees may take a rest period not to exceed a maximum of 15 minutes for each half day worked (3.75 hours). Employees may take two paid breaks (one during each half day of work) only when employees are scheduled for 7.5 hours of work or more in one day.

Paid breaks may be taken only when there is no interference with good public service and branch/department routines. Every effort is made to provide paid breaks for employees, but breaks are not guaranteed. Breaks are scheduled by the supervisor. Break time is not cumulated or combined, nor is it added to mealtime or taken to leave early. Break time must be taken as one fifteen-minute segment. For example, it may not be broken into three five-minute breaks. A supervisor may restrict privileges when breaks are persistently abused.

## **EMPLOYMENT OF MINORS**

Ohio law prohibits employment of anyone under 14 years of age. Employees under 18 years of age must have work permits. The Lane Libraries require that all minors must have work permits on file. Work permits may be obtained by the minor from the local school board office. Completed work permits are held in the employee's personnel file.

The law further requires that a work permit must be returned to the issuing office within three days after a minor has ceased to work for the employer. It is essential, therefore, that every resignation be reported to the Human Resources Department at the earliest possible time. The Human Resources Department will return the work permit to the issuing office.

## **GUIDELINES FOR EMPLOYMENT OF MINORS**

Hours Restrictions for Minors 14 & 15 years of age:

1. Prohibited from working during school hours.
2. Prohibited from working before 7 a.m. or after 9 p.m. from June 1 through September 1, or during any school holidays of five school days or more. Prohibited from working after 7 p.m. at any other time.
3. Prohibited from working for more than 3 hours on a school day including Friday.
4. Prohibited from working for more than 18 hours in any school week.
5. Prohibited from working for more than 8 hours in any day when school is not in session.
6. Prohibited from working for more than 40 hours.

Hours Restrictions for Minors 16 & 17 years of age:

7. Prohibited from working before 7 a.m. on a day when school is in session or 6 a.m. if the person was not employed after 8 p.m. the previous night.
8. Prohibited from working after 11 p.m. on any night preceding a day that school is in session.

Minors under age 18 must receive at least one 30-minute break for every five consecutive hours of work.

## **UNSCHEDULED CLOSING**

Authority to close the Library system or any individual Library location due to emergency or special temporary conditions is vested with the Director. In the absence of the Director, the Branch Managers shall have the authority to apply discretionary judgments in interpreting Board and Administrative policy with regard to special and/or emergency situations.

In the event of an unscheduled closing of the entire Library system due to weather conditions or for any other reason, employees are paid for the time for which they were scheduled to work. Normally, if a single agency is closed for any reason, the staff will be reassigned to another Library location. Such situations are treated on a case-by-case basis by the administration. Employees not scheduled to work because of scheduled vacation or continuing sick leave will be charged for the leave regardless of the declared emergency.

The Director will consult with local and county authorities concerning road conditions and any related advisories before determining whether or not the Library system will close.

An employee who cannot get to work because of weather conditions even though the Library is open may deduct the time missed from accumulated vacation or a floating holiday. With the supervisor's permission, the time missed may be made up within the same work week (full-time staff) or same pay period (part-time staff). Sick leave may not be used to cover such absences unless the employee is actually sick and staff may be required to provide medical documentation of their illness.

All employees who are late for work due to extreme weather conditions will not be required to make up the time unless they are more than 30 minutes late. For example, a person unavoidably detained for 45 minutes would need to make up only 15 minutes following the usual guidelines. This policy will be effective on days any public school within the Library's service district is closed or delayed by more than one hour. Closings on weekends or holidays will be determined by the Director.

## **STAFF PRIVILEGES**

All staff members have the same privilege. Staff members are not required to pay overdue fines for Library materials with the exception of SearchOhio and Ohiolink items. However, staff members will be charged for replacement of lost/returned materials and any collection agency fees as any patron would be. Staff may not borrow new materials before they have been cataloged and processed. The borrowing privileges do not include extended loan periods. Abuse of staff borrowing privileges may necessitate the privilege being denied to an individual.

Staff rooms and facilities may be made available to persons performing services for the Library (consultants, speakers, repair and maintenance personnel, etc.). The general public is not permitted in staff only areas - breakrooms, kitchen areas, staff workrooms. Family or friends who call for staff members must wait in public areas.

## **HEALTH INSURANCE**

Group health insurance is available to all eligible employees and their dependents. Employees share the cost of the insurance with the Library. The ratio of the employer and employee share is reviewed on an annual basis and may change based upon premium cost increases. Spouses of employees who are eligible for health insurance coverage through their employer are not

eligible for health care coverage through the Library. Spouses who are eligible for an employer-sponsored medical plan or retiree group medical plan must take that coverage on an individual basis in order to be covered as secondary insurance with the Library. The spouse must enroll in at least a single plan where such availability exists, provided his/her contribution is 55% or less of the single coverage premium. The provision only applies to the medical plans and includes both employed and retired spouses who are eligible for group health plans.

Brochures describing the details of each plan are available from the HR Department.

The insurance carrier requires that an employee work at least 30 hours per week to be considered eligible for participation; therefore, part-time employees cannot be eligible for this health insurance even if they want to pay the entire premium.

Participating employees contribute their portion of the premium through payroll deduction each pay period. The billing cycle for health insurance dictates that premiums are paid one month for the following month. New hires enrolling in the health insurance program may be required to personally pay for coverage based upon when their start date falls during the pay period.

New full-time staff members must apply for this plan within thirty-one (31) days after appointment to the Library staff. After the employee applies, he/she becomes enrolled on the first day of the month following (31) days after the appointment to the Library staff. Employees not enrolling within the thirty-one days period must wait until the annual open enrollment date.

Staff members enrolled in the health plan are responsible for notifying the HR Department of any changes in dependent status, such as newborn or adopted child, loss of insurance eligibility of college age child, change of marital status or spouse's loss or newly acquired eligibility for insurance within 31 days of the change.

## **DENTAL INSURANCE**

Group dental insurance is available to all full-time employees. Employees share the cost of the insurance with the Library. The ratio of the employer and employee share is reviewed on an annual basis and may change based upon premium cost increases. New full-time staff members must apply for this plan within 31 days after appointment to the Library staff. After the employee applies, he/she becomes enrolled on the first day of the month following the date of hire. Employees not enrolling within the 31 days period must wait until the open enrollment date and have no guarantee that they will

be eligible to enroll. Brochures describing the details of each plan are available from the HR Department.

Participating employees contribute their portion of the premium through payroll deduction each pay period. The billing cycle for dental insurance dictates that premiums are paid for one month for the following month. New hires enrolling in the dental insurance program may be required to personally pay for coverage based upon their start date during the pay period.

## **VISION INSURANCE**

Vision insurance is available to full-time employees by the Library. Currently the Library pays the full premium for either individual or family coverage for each full-time staff member. New full-time staff members must apply for this plan within 31 days after appointment to the Library staff. After the employee applies, he/she becomes enrolled on the first day of the month following the date of hire. Employees not enrolling within the 31 days period must wait until the open enrollment date and have no guarantee that they will be eligible to enroll.

All information regarding the specifics of the insurance is in the information published by the carrier and is available from the HR Department.

## **DISABILITY INSURANCE**

The Board of Trustees has adopted a short-term and long-term disability plan for all full-time employees. This insurance is paid for entirely by the Library. Each full-time staff member will be enrolled on the first (1st) of the month following 31 days from their date of hire at the Library.

If an employee does not have enough accumulated sick leave to cover this waiting period, vacation and holidays must be used until the employee is eligible for disability benefits.

If the employee does not have any time to cover the waiting period, leave in accordance with the Sick Leave policy will be unpaid.

Claim forms are kept in the HR Department. After the employee and the doctor have filled in their portions of the form, the form is returned to the HR Department for processing. Benefits begin approximately two weeks after filing and are paid weekly thereafter, up to 26 weeks. Benefit checks from the insurance company are sent to the employee's home. Employees receive 67% of their weekly earnings up to a maximum of \$500.00. This third-party insurance is taxable income. Upon return to work, the employee must contact the Business Office to verify tax liability information.

While drawing disability benefits, a staff member will continue to accumulate sick leave and vacation but does not earn credit for floating holidays. If the employee is eligible for leave under the Family Medical Leave Act (FMLA), the time spent on short-term disability will be counted towards the employee's 12 weeks entitlement under the FMLA. While on short-term disability, the employee continues to earn credit under OPERS. Both sides of the contribution (employer and employee share) are paid for by the Library. If the staff member participates in the Library's health insurance and dental programs, the employee will be responsible for paying the employee's share of the premiums. The Library will continue paying the employer's share of the health, dental and vision insurance premiums for up to twelve weeks while the employee is on disability.

Information concerning services, coverage, premiums, applications and other details of this insurance plan may be obtained from the HR Department.

## **LIFE INSURANCE**

The Board of Trustees has adopted a life insurance plan for all full-time employees. This insurance is paid for by the Library.

Each full-time staff member will be enrolled on the first (1st) of the month following 31 days from their date of hire at the Library. The coverage is equal to the nearest thousand of the person's salary. Coverage provided by the Library then ends when the employee leaves the Library. A conversion option (for the employee to pay the premium) is offered by the insurance company. Full-time staff members also have the opportunity to purchase optional voluntary life insurance.

Information concerning this coverage may be obtained from the HR Department.

## **HEALTH SAVINGS ACCOUNT**

Employees enrolled in the High Deductible Health Plan (HDHP) are eligible to open a Health Savings Account (HSA). The IRS maximum amount that an employee can contribute to his or her HSA for employee and family coverage changes each year. Please contact HR for annual maximum amounts. HSA funds can be used tax-free for members of the family who meet IRS's definition of a "tax dependent." Distributions for non-qualified expenses are considered taxable income and could incur a 20% excise tax (unless the individual is 65 or older).

## **FLEXIBLE SPENDING ACCOUNTS**

The Board of Trustees has adopted a Flexible Spending Account (FSA) as a way for employees enrolled in the PPO plan to set aside pre-tax dollars to pay for out-of-pocket medical, dental, and vision expenses. Employees enrolled in the HDHP and who are contributing to an HSA can elect to set aside pre-tax pay in a limited purpose FSA which can be used for dental and vision expenses only. All funds will be directly deposited into your checking account once you submit an allowable claim for reimbursement. Please note all funds must be used within the plan year with the exception of \$610 which can be carried over to the next plan year.

For more information regarding eligible expenses under the HSA and/or FSA visit:

<https://www.irs.gov/forms-pubs/about-publication-502>

## **PRIVACY PROTECTIONS OF SELF-FUNDED GROUP HEALTH PLANS**

The Library provides coverage to eligible employees under self-funded group health plans.

The Library acknowledges that these group health plans are required to comply with the Health Insurance Portability and Accountability Act (HIPAA), including the Privacy and Security Rules. Certain health information maintained by these group health plans is afforded significant protection by this Federal law.

## **HOLIDAYS**

The Library is closed on the following holidays:

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Eve Day

Christmas Day



## Martin Luther King, Jr. Day

Full-time staff members are paid for these holidays. Part-time staff members will be paid if he or she is normally scheduled to work the day of the week that the Library system is closed for the holiday. The part-time staff member must work or use vacation time during that week to be eligible for the holiday pay. Part-time staff members are paid for the number of hours that they usually work on that day.

Full-time staff members have four floating holidays:

Presidents' Day

Juneteenth

Columbus Day

Veterans' Day

The Library does not close on these dates. Full-time staff may arrange to take off on the day these holidays are celebrated or at a later date. Presidents' Day floating holiday must be taken by June 30 of the year. Juneteenth must be taken by August 31 OF THE YEAR. Columbus Day and Veterans Day must be taken by December 31 of the year. Part-time staff receive no special compensation for these days.

The Library is closed on Easter Sunday. All staff members (both full- and part-time) who are normally scheduled to work that day will be paid for the number of hours that they would have worked.

On New Year's Eve, the Library closes at 5 p.m. If an employee is scheduled for the evening shift eg. 11:30 - 8:00 p.m. or 3:00 - 8:00 p.m. he or she will work up to 5:00 p.m. and will receive holiday pay for any scheduled hours after 5:00 p.m.

"HOLIDAYS MUST BE EARNED BEFORE TAKEN UNLESS MANAGEMENT GIVES ALL EMPLOYEES THE OPTION TO TAKE HOLIDAY TIME EARLY"

## **VACATION**

As a full-time employee of Library you will receive vacation time throughout the year. Vacation time is based on length of service and position. An employee's prior service with the state or any political subdivision of the state may be counted for purposes of computing an employee's vacation leave. For example, if an employee of a public library came to the library with 10 years of prior service as an employee of a county, the employee would start his or

her service at the public library with the vacation equivalent to that given to a 10-year employee. It would be as though they were an employee of the library during the time of the prior public employment.

Vacation time is earned in hourly increments at the end of each month. Vacation starts accruing the first day of the month following (30) days after the appointment to the Library staff.

Part-time employees who work at least 15 hours per week will earn vacation time. Vacation time is based on the number of hours per week the part time employee was hired to work. Shelters are eligible to accrue vacation time after one year of service.

Vacation Accrual Schedule:

Years of Service	Management/Exempt	Full Time Hourly Employees/Non-Exempt	Part Time Hourly Employees/Non-Exempt
1 year	20 Days	10 Days	5 Days
2 years	21 Days	11 Days	10 Days
3 years	21 Days	12 Days	10 Days
4 years	22 Days	13 Days	10 Days
5 years	22 Days	14 Days	10 Days
6 years	23 Days	15 Days	15 Days
7 years	23 Days	16 Days	15 Days
8 years	24 Days	18 Days	15 Days
9 years	24 Days	19 Days	15 Days
10+ years	25 Days	20 Days	20 Days

Full-time employees may carry up to a maximum of 225 hours and part-time employees may carry up to 120 hours of their vacation accrual amounts before their vacation accrual will temporarily stop. When vacation is taken again and the total accrued amount falls below the maximum, vacation accrual will begin again.

To schedule vacation leave, employees should e-mail their vacation request to their supervisor at least two weeks before the requested leave. Employees must ensure that they have enough vacation time available to cover the dates requested. Requests will be approved based on the business needs of the branch or department.

If the request for vacation leave is denied, the supervisor should provide an appropriate reason to the employee. Hourly employees must use vacation time no less than 15 minutes increments and management staff must use vacation time in no less than 7.5 hour increments.

Vacation leave will be paid at the employee's base rate at the time the leave is taken. Vacation pay does not include overtime or any special forms of compensation. If a holiday falls during the employee's vacation, the day will be charged to holiday pay, as applicable, rather than vacation pay.

Employees who are on unpaid leave will not accrue vacation time. The vacation leave bank may not go into a negative balance. Employees who are on probation or within their first 90 days of employment will not be able to use vacation time.

## **SICK LEAVE**

Full-time employees earn sick leave at the rate of 9.4 hours per month, which is 112.8 hours (approximately 15 days) per year. Unused sick leave is accumulated to 900 hours (120 days). No further sick leave is earned after that point until sick leave is used. Sick leave used must be reported in 15-minute segments for hourly employees, rounded up to the nearest 15 minutes. For example, one hour and fifteen minutes, not one hour and five minutes. Sick leave for supervisory staff must be taken in 7.5 hour segments. Under no circumstances will an employee be permitted to "borrow" sick leave in anticipation of earning it later.

An employee must notify the Library prior to his or her scheduled shift or as soon as feasible of the intent to take sick leave that day. Employee must either get in direct contact with a supervisor, another member of management, or leave a message. Texting is not an appropriate means of communication.

If an employee's illness continues after accumulated sick leave is all used, he or she must then use vacation and holidays. After that, the employee must take unpaid days with their supervisor's permission until the employee is eligible for disability benefits. For additional policies and procedures regarding leaves of absence, see the Family Medical Leave Act.

Sick leave is used under the following conditions: absence due to the employee's illness, pregnancy, childbirth, injury or exposure to contagious disease which could be communicated to other employees, absence due to illness in the employee's immediate household or family. The immediate family is defined as parents, grandparents, grandchildren, spouse, children, stepchildren, siblings and in-laws of the same degree of relationship. Supervisors do not have discretionary power to change this definition of

immediate family. Sick leave is allowed for dental and medical appointments which cannot be made on the employee's own time. Under most circumstances, an employee is expected to return to work after a routine medical appointment.

Abuses of sick leave benefits will not be tolerated and may lead to suspension or termination. The HR Manager and/or supervisor will review sick leave usage with any employee whose sick leave exceeds 8 days per year. Supervisors may request a doctor's certificate to substantiate use of sick leave in frequent or unusual circumstances. Employees calling in sick, preceding or following scheduled vacation or holidays may be required to provide medical documentation in order to use sick leave.

Accumulated sick leave is used for pregnancy or maternity leave for full-time staff. Sick leave may not be used for extended maternity leave when there is no health-related reason that individual cannot return to work.

Employees ineligible for FMLA may be provided an unpaid leave of up to six weeks (42 consecutive calendar days) which may be used for the following reasons: major surgery, illness or the birth of a child. This leave must be approved by the HR Manager and the Director and is made on a case-by-case basis, based upon the business needs of the department. Employees must first use any unused sick leave and then any earned vacation hours before requesting the six weeks of unpaid leave. Employees are responsible for communications during the leave of absence. The Library will not protect an employee's employment with the Library if the leave has expired and the employee does not return to work or communicate.

When a sick leave absence can be anticipated (scheduled surgery, for instance), the employee should submit such information to the supervisor and the HR Department.

A former full-time staff member resuming employment with the Library will be credited with unused sick leave accrued during the time of previous employment. For a workers' compensation injury, a full-time employee must first use any accumulated sick leave to cover lost work time. A part-time employee with a workers' compensation injury must first use sick leave, then vacation leave or a six-week leave of absence to cover lost time (see above). If the employee is eligible and qualified for FMLA leave, time off for a workers' compensation injury will be counted towards the employee's twelve-week entitlement under the FMLA. The Bureau of Workers' Compensation is the mechanism for all employees to recover lost wages from time lost on the job for work-related injuries.

An employee who has worked with any other Ohio public agency in their last position will be credited with the unused, unpaid sick leave accrued at the agency upon certification by that agency.

Part-time employees who work at least 15 hours per week will earn sick time. Shelves are eligible to accrue sick time after one year of service. Sick time is based on the number of hours per week the part-time employee was hired to work and is earned in monthly increments as follows:

Hours Worked Per Week	Sick Time Hours Earn Per Month	Maximum Sick Time Hours Earned
15	1.25	30
16	1.33	32
20	1.67	40
25	2.08	50

Sick time accrual will temporarily stop once the part time employee has reached the maximum sick time earned. When sick time is taken again and the total accrued amount falls below the maximum, sick time accrual will begin again.

A full-time employee who changes to a part-time position with the Library will retain sick leave hours up to the number of part-time hours for which they are hired. Part-time sick leave will then be calculated from the date of the part-time status change. The amount of sick leave accumulated when last on full-time status with the Library will be reinstated if the person returns as a full-time employee.

Part-time employees who are promoted or transferred to another part-time position will be immediately eligible for sick leave in the new position. The amount of sick leave available will equal the number of part-time hours of their current position.

Sick time starts accruing on the first day of the month following (30) days after the appointment to the Library staff.

## **SEVERANCE PAY UPON RETIREMENT**

Full-time employees who separate from employment with the Library by means of a service retirement under the Ohio Public Employees Retirement System Plan after ten or more years of service with the Lane Libraries receive severance pay of one-fourth of their unused sick leave at the time of retirement. Part-time employees who separate from employment with the Library by means of a service retirement under OPERS after ten or more years of service with the Lane Libraries receive \$50.00 for each year of service with the Library.

Former retired employees who have received retirement severance pay and return to work for the Library in a full-time capacity will be credited for the amount of sick leave accumulated minus the hours for which they were paid.

The retirement severance pay may only be received once.

## **EMPLOYEE RECOGNITION POLICY**

This program is based upon longevity of service with the Library. Both full-time and part-time staff members receive public acknowledgment of their years of Library employment. The guidelines are:

- 10 years      Certificate of service
- 15 years      Certificate of service and a gift valued up to \$50.00
- 20 years      Certificate of service and a gift valued up to \$100.00.
- 25 years      Certificate of service and a gift valued up to \$150.00
- 30 years      Certificate of service and a gift valued up to \$200.00

## **BEREAVEMENT LEAVE**

Length of bereavement leave, must be approved by the Director or the HR Manager and will depend upon the circumstances and location of the arrangements and/or service.

Full-time employees shall be granted three work days per occurrence for attendance at funerals with the death of a member of the employee's immediate family. Up to five paid days may be granted for funerals that are outside a fifty-mile radius of an employee's work location. The immediate

family is defined as spouse, parents, grandparents, grandchildren, children, siblings and in-laws of the same degree of relationship.

Part-time staff may be granted up to five consecutive days for funeral leave for the immediate family. For example, if the immediate family member died on Monday, the five consecutive days could be Tuesday, Wednesday, Thursday, Friday and Saturday. The employee will be paid for the number of hours that she/he is normally scheduled to work during that time.

This time off with pay is not charged against the employee's sick leave or vacation. The employee has the option to take additional time off by using vacation or holidays. This additional time off must be approved by the supervisor.

If schedules permit, time with pay may be allowed during a scheduled work day to attend a funeral of current or retired staff and members of their families. Permission for this privilege must be obtained from the supervisor.

## **FAMILY AND MEDICAL LEAVE POLICY**

### Definitions

1. A "family and/or medical leave of absence" is an unpaid leave of absence available for eligible employees for up to 12 weeks during a 12-month period for the following reasons: the birth of the employee's child and to care for the newborn child; the placement of a child with the employee for adoption or foster care; when the employee is needed to care for a child, spouse, or parent who has a serious health condition (as defined by the FMLA); when the employee is unable to perform the functions of his or her position because of a serious health condition (as defined by the FMLA); or for Military Family Leave (see Section V below). The Library has posted a notice regarding employees' rights and responsibilities under the FMLA, which is incorporated herein by reference.
2. A "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment (as defined by the FMLA) by a health care provider.
3. "Continuing treatment by a health care provider" includes any one or more of the following: (a) an absence of more than three full, consecutive calendar days that also involves treatment by a health care provider two (2) or more times in-person within 30 days of the onset of incapacity, or in-person treatment by a health

care provider on one (1) occasion that results in a regimen of continuing treatment, in both cases where the first in-person health care provider visit occurs within the first seven (7) days of incapacity; (b) any period of incapacity due to pregnancy or prenatal care; or (c) any period of incapacity due to (i) a chronic serious health condition, (ii) a condition that is permanent or long-term, or (iii) a condition that requires multiple treatments. An employee with a chronic serious health condition must visit a health care provider in-person at least twice per year, continues over an extended period of time and may cause episodic rather than a continuing period of incapacity.

### Eligibility

1. To be eligible for leave, an employee must have been employed for at least 12 months in total within the previous seven (7) years; must have worked at least 1,250 hours during the twelve month period immediately preceding the commencement of the leave; and must be employed at a worksite where 50 or more employees are employed within 75 miles of that worksite.
2. For purposes of determining an employee's eligibility for leave, a rolling 12-month period, measured backward from the date an employee uses any FMLA leave, will be used. That is, each time an employee takes FMLA leave, the remaining leave entitlement would be any balance of the 12 weeks which has not been used during the immediately preceding 12 months. The right to take a leave for the birth or place of a child expires 12 months after the birth or placement of the child.

### Notification and Reporting Requirements

When the need for leave is foreseeable, such as the birth or adoption of a child, or planned medical treatment, the employee must provide reasonable prior notice (normally 30 days advance notice) and, for medical treatment, must make reasonable efforts to schedule leave so as not to disrupt the Library's operations. If the need for leave is not foreseeable at least 30 days in advance, or is unforeseeable, the employee must notify the Library as soon as practicable upon learning of the need for leave. Employees must follow the Library's normal call-in and other procedures when requesting leave. If appropriate notice has not been given, leave may be denied until such notice is provided.

An employee does not necessarily need to share his or her medical diagnosis. However, the employee must provide enough information to allow the Library



to determine whether the leave qualifies for FMLA protection. Sufficient information includes informing the Library that: (1) the employee is or will be unable to perform his or her job functions, (2) a family member cannot perform daily activities, or (3) that hospitalization or continuing medical treatment is necessary. The employee must also tell Library if the need for leave is for a reason which FMLA leave was previously taken or certified.

In case of illness, the employee will also be required to report periodically on his or her leave status and intention to return to work. Such notification must normally be provided every 30 days unless the medical certification indicates that the minimum duration is more than 30 days. The Library requires subsequent recertification of a medical condition upon the expiration of the certification. If the medical certification covers an on-going or chronic condition, the Library will require recertification every 6 months. Failure to comply with certification requirements will result in denial of family or medical leave. Employees returning to work from their own serious health condition will be required to provide a doctor's certification releasing them to work.

#### Basic Regulations and Conditions of Leave

The Library will require medical certification to support a claim for leave for an employee's own serious health condition or to care for a child, spouse or parent with a serious health condition. For the employee's own medical leave, the certification must include a statement that the employee is unable to perform 1 or more of the essential functions of his or her position. For leave to care for a seriously ill child, spouse or parent, the certification must include an estimate of the amount of time the employee is needed to provide care. In its discretion, the Library may require a second medical opinion and periodic recertification at its own expense. If the first and second opinions differ, the Library, at its own expense, may require the binding opinion of a third health care provider, approved jointly by the Library and the employee.

If medically necessary for a serious health condition of the employee or the employee's spouse, child or parent, leave may be taken on an intermittent or reduced leave schedule. If leave is requested on this basis, however, the Library may require the employee to transfer temporarily to an alternative position which better accommodates recurring periods of absence or a part-time schedule, provided that the position has equivalent pay and benefits. An employee needing intermittent FMLA leave or leave on a reduced schedule basis must make a reasonable effort to schedule his or her leave so as not to disrupt the employer's operations. An employee requesting unforeseeable intermittent FMLA must also follow the Library's normal call-in procedures.

If an employee fails to provide the required medical certification or submits a medical certification that is incomplete or insufficient, the Library will advise

the employee in writing as to what additional information is needed and give the employee seven (7) calendar days to complete and return the form. The Library reserves the right to allow an administrative employee who is not the employee's supervisor to contact the employee's health care provider to obtain authentication and/or clarification if the employee fails to provide adequate information on the medical certificate. The Library may delay or deny leave due to the employee's failure to provide adequate information.

The Library reserves the right to require the employee giving notice of the need for leave to care for a seriously ill child, spouse or parent to provide reasonable documentation or statement of the family relationship. The Library will not use this request in a manner that interferes with an employee's exercise or attempt to exercise his or her FMLA rights.

Spouses who are both employed by the Library are entitled to a combined total of 12 weeks of leave (rather than 12 weeks each) for the birth of a son or daughter and bonding with the newborn child, the placement of a son or daughter with the employee for adoption or foster care and bonding with the newly-placed child, and care of a parent with a serious health condition.

Employees requesting a leave pursuant to this policy will be required to use any paid time off (including vacation) for which they are eligible. The employee must follow the Library's paid leave policies in order to use paid leave.

Upon an employee's return from FMLA leave, the employee will be restored to the same or nearly identical job with equivalent pay, benefits, and other employment terms and conditions.

If an employee fails to return to work on the agreed-upon return date, and has not notified the Library, the Library will assume that the employee has resigned. The Library will not interfere with an employee's FMLA rights or retaliate against an employee for: (1) using or trying to use FMLA leave, (2) opposing any practice made unlawful by the FMLA, or (3) being involved in any proceeding under or related to the FMLA.

Once the Library becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the Library will notify the employee if he or she is eligible for FMLA leave. If the employee is eligible, the Library will provide the employee with a notice of rights and responsibilities under FMLA. If the employee is ineligible, the Library will provide the reason for the ineligibility.

The Library will notify employees whether the leave will be designated as FMLA leave, and if so, how much leave is designated as such.

## Military Family Leave

1. The FMLA entitles eligible employees to "Qualifying Exigency" leave (as defined by the FMLA). Eligible employees with a spouse, child, parent who is a member of the Armed Forces, including a member of the National Guard or Reserves, and is on covered active duty status or has been notified of an impending call or order to covered active duty, may use their 12-week leave entitlement to address certain qualifying exigencies.
  - a. A "Qualifying Exigency" may include but is not limited to: attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings and additional activities.
  
2. The FMLA also entitles eligible employees to Military Caregiver Leave. The FMLA includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave during a single 12-month period to care for an ill or injured covered servicemember who is the eligible employee's spouse, son, daughter, parent or "next of kin" (as defined by the FMLA). This leave is per-servicemember and per-injury. A covered servicemember is a current member or covered veteran of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred or aggravated in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. The maximum amount of FMLA any eligible employee may take in a 12-month period is 26 weeks.
  - a. The Library may require the employee to submit a certification providing sufficient facts to support the request for leave, including but not limited to: approximate date on which leave will begin, certification by the servicemember's health care provider and written documentation confirming that the covered servicemember's injury or illness was incurred in the line of duty on active duty and that the covered servicemember is undergoing treatment for such injury or illness by a health care provider.

## Status of Employee Benefits During Leave of Absence

Medical benefit coverage will be maintained for an employee who is granted an approved leave of absence under this policy. Employees who wish to maintain such coverage during the leave must continue to make the contributions which they normally make for such coverage during leave. Employees are encouraged to pre-pay such amounts but payments are otherwise due on a biweekly basis. Failure to make the required payment may result in the termination of coverage.

In the event that an employee elects not to return to work upon completion of an approved unpaid leave of absence, the Library may recover from the employee the cost of any payments made to maintain the employee's medical benefit coverage during the leave, unless the failure to return to work was due to the continuation, recurrence, or onset of a serious health condition or for other reasons beyond the employee's control.

## Procedures

A Request for Family/Medical Leave of Absence Form must be submitted to management by the employee. This form should be completed in detail, signed by the employee, and submitted to HR. When possible, the form should be submitted at least 30 days in advance of the effective date of the leave.

All requests for family and medical leaves of absence due to a serious health condition or for military family leave must be supported by a completed medical or other certification form, which will be provided to the employee by the Library.

## **JURY DUTY**

Staff members called for jury duty should notify their supervisors as soon as possible. It is the usual policy of the Library not to request exemption from jury duty for its staff members. Supervisors should plan for jury duty absences as if the employee will be unavailable for the entire time.

That is, persons on jury duty should be scheduled in such a way that sudden absences will not cause problems. Persons called for jury duty frequently spend very little time in court, but it is wise to schedule such employees so that their absences will not cause scheduling problems. Staff on jury duty are expected to report to work as scheduled when not required in court. Jurors must request a letter from the clerk showing the dates on which they are to serve. This letter is to be submitted to the HR Department through the staff member's supervisor.

Full-time staff members called for jury duty or as a trial witness will be paid their regular salary during such service, but they must surrender to the Library the compensation from the court for those days on which they were scheduled to work. A staff member who spends only part of the day in court should report to work unless the amount of time remaining would be too brief to justify the trip.

Part-time employees will be paid for jury duty if they are normally scheduled to work on the days they are serving and for only those hours that they would normally work. Part-time employees must surrender the compensation from the court for that time that they were paid by the Library.

## **PROFESSIONAL AFFILIATIONS**

Memberships and committee work by staff in professional, educational, and social service organizations is of benefit to the Library and is encouraged by the administration.

All staff members are encouraged to join the Ohio Library Council and support its activities in promoting better libraries and improve working conditions throughout the State.

The Library will pay the dues for any employee who wishes to join OLC. Membership should be predicated upon participation. The Library will pay for basic membership only. The employee is responsible for any additional dues.

The Library will also pay dues to the American Library Association (the national library organization) for any employees who have paid their own dues for at least one year. The Library will pay for basic membership only. The employee is responsible for any additional dues for divisions and sections.

These dues are paid by the Library at the beginning of each calendar year. New hires who begin employment with the Library after the January renewal must wait for the Library to pay their ALA or OLC dues until the January renewal of the next year.

## **EDUCATIONAL REIMBURSEMENT POLICY**

### Purpose

The Board of Trustees has adopted a tuition reimbursement plan. The plan is designed to offer encouragement to those staff members who wish to obtain additional training that will increase competency in a position currently held or who wish to become eligible for advancement.

## Policy

Reimbursements for ALA accredited MLS programs are made based upon the extent that funds are budgeted for this purpose and if all eligibility and procedural requirements are met.

## Eligibility

### Employees

1. The tuition reimbursement program is available to any employee (both full- and part-time) who has been employed more than one year with the Library prior to the date on which the course begins.
2. Tuition reimbursement will not be available for courses reimbursable from other non-library educational assistance programs, such as veteran's benefits.
3. The resignation or discharge of an employee automatically terminates eligibility for benefits under this policy.
4. Layoff or leave of absence granted to an employee after enrollment in an approved course will not alter eligibility for tuition reimbursement for that course.

### Courses

1. Tuition reimbursement will be given for courses offered by accredited colleges, universities and technical schools. The Library will pay for a maximum of two courses per semester. Reimbursement is not provided for electives or audited courses nor for workshops, seminars, or classes offered for CEU (Continuing Education Units) credits.
2. There must be substantial justification that the course will contribute to the employee's career development within the Library. The determination as to whether the course is substantially justified will rest with the Library Board of Trustees and the Director.
3. Course attendance should be on the employee's own time. Any work schedule modifications must be negotiated with the supervisor.

## Approval

1. Course approval must be granted in advance of enrollment. The Winter Semester application needs to be submitted by November 1st of the previous year, the Summer Semester by April 1st of

the current year, and the Fall Semester by June 1st of the current year.

2. Each course must be approved individually.
3. In determining whether to approve a request for educational reimbursement, the Board of Trustees and the Director will consider the following factors:
  - a. The nature and the purpose of the course of study;
  - b. The benefits to be derived by the employee and the Library;
  - c. The length of service of the employee; and
  - d. Employee's work performance based on the annual performance appraisal process.

### Reimbursement

Within 60 days of course completion, the following must be submitted:

1. Evidence of successful course completion;
2. A verified statement of the cost of tuition; and
3. Evidence that the employee has paid the tuition.

Reimbursement will be provided for completed courses according to the following schedule:

- 100% of tuition paid by Library if the student receives an A, B or C
- Tuition will not be paid by the Library if a student receives a D grade or lower

### Procedure

When an employee wants to participate in the tuition reimbursement plan, an application should be submitted to the Library Board of Trustees through the Director and a copy sent to the immediate supervisor by the employee.

1. The employee should discuss educational plans with the supervisor to determine whether eligibility will be recognized under this policy.
2. A separate application must be completed and approved for each course. (See attached Tuition Reimbursement Application form.)
3. All records will become a part of the employee's personnel file.

## **STAFF DEVELOPMENT**

Supervisors are responsible for the continued development of their staff. They are expected to see that each employee is thoroughly familiar with the assigned duties of the position, trained in efficient performance and informed of new plans and policies. Supervisors are expected to give each employee an opportunity to assume responsibility, to find means of self-development and to make use of special interests, knowledge and abilities. A supervisor may also make recommendations for in-service programs based on staff needs. The supervisor should constantly seek to discover staff who are best qualified for promotion and to devise assignments which will develop characteristics for advancement in skill levels in a number of ways: application, initiative and continuation of education and training.

The taking of college work, including courses in literature, history and library science, is important in providing employees with the background information which is necessary for more effective library service. The Library does have a tuition reimbursement program available for employees.

All requests to attend any conference or workshop on Library time must be made in writing.

## **TRAVEL EXPENSES**

As it is in the Library's best interest to have staff continue their development by attending conferences, workshops, and meetings, these events sometimes require staff to travel elsewhere in order to attend the training.

In addition to the Library paying for the event registration, the Library may reimburse staff for their travel expenses associated with attending conferences. Employees must receive preapproval before signing up for an event that the employee would like to be reimbursed for. All employees must submit any reimbursements for travel expenses within thirty days of the travel.

### Mileage

Staff members on Library business in their own car are to be paid the Library's standard mileage rate. Library business includes attending workshops at another location, visits to schools, required travel among Library locations,



approved trips to a book store, trips to airports, and traveling to give public talks.

The Library does not pay for a trip to a Library location if the employee's work assignment is at that different location for the entire day. Parking fees while doing business at any of the Library's location will not be reimbursed.

### Airfare, Meals and Lodging

The Ohio Ethics Commission has ruled that public officials and employees are prohibited from accepting, for personal travel, discounted or free airline tickets or other benefits if the tickets or other benefits were earned with "frequent flyer" credits accrued during official business.

### Conferences

A "day" conference constitutes conferences, seminars or workshops located close enough to the Library's service district that the staff member can reasonably be expected to travel to/attend/return all in the same day. Examples of a "day conference" are a conference in the Cincinnati area, a seminar in Indianapolis, an OHIONET workshop in Dublin, an OLC presentation in Columbus, or a training opportunity in Wilmington.

Employees that wish to attend these conferences must submit a request to their Branch Manager and then to the Library Director for trip approval. When a staff member attends a day conference, the Library will cover lunch expenses if the lunch period during the conference is advertised as "on your own."

When a day conference is located far enough away that the morning attendance can only reasonably be achieved by overnight travel the day before, the Library will cover dinner expenses during that initial travel time and cover the cost of the lodging for that night.

Once overnight travel has occurred, meal expenses for breakfast, lunch and dinner may be reimbursed if properly documented and reasonable. The staff member is expected to keep meal expenses reasonable. An example of a day conference at a distant location would be a workshop held in Cleveland.

### Multi-day Conferences

Examples of multi-day conferences include ALA annual or midwinter conferences, any ALA Division sponsored conferences, and annual OLC

Conference. Typically these events are not held near the Library's service area and are spread over a period of two to five days.

Employees that wish to attend these conferences must submit a request to their Branch Manager and then to the Library Director for trip approval. The request should include an estimate of all applicable expenses associated with the trip. This would include duration of the trip, airfare, lodging, meals, local transportation costs (rentals, taxis, shuttles, etc.), parking, and mileage, when personal vehicle is used. More than one request may be required if certain expenses are being paid directly by the Library and other expenses by the employee. Since overnight travel has occurred, meal expenses for breakfast, lunch and dinner may be reimbursed if properly documented and reasonable. Staff members are expected to keep meal expenses reasonable.

Often at multi-day conferences, separately charged luncheon or dinner activities are listed on the registration form. These activities usually take the form of an author or award breakfast, lunch or dinner. A meal expense can be used to cover this expenditure if the staff member sees a need to attend the function.

The annual OLC Conference is a multi-day event. When it is located within a reasonable travel distance from the Library's service area, the professional travel budget will not cover overnight lodging and will only cover a daily lunch stipend, if not included in the event. The Library Travel budget shall not be used to cover the cost of alcoholic beverages.

### Reimbursement of Travel Expenses

For mileage reimbursement only, a completed mileage log form and Expense Reimbursement Form, signed by your Manager, should be submitted to the Business Office for processing within thirty days of the trip. The Business Office has a Requisition Form/Purchase Order already prepared for mileage reimbursements.

For other travel related reimbursements, an Expense Reimbursement Form needs to be completed and signed by your Manager. Attach all applicable receipts to the form. The receipts need have detailed information about the services provided and/or items purchased. For example, meal receipts should have itemized details concerning the food and drink ordered and the respective amount with grand total paid, including tip. Just a receipt with a total will not suffice. The Library will not reimburse for alcoholic beverages.

Travel time going to and from an approved meeting is allowed on Library time. Travel to another Library location during the workday is on Library time. Travel from another Library location to the employee's home at the end of the work

day is not on Library time. Travel time is not compensated when staff works a split shift.

## **MISCELLANEOUS**

### Food and Drink

In order to present a professional demeanor to the public, gum chewing is forbidden while on duty. Staff may eat and drink at their workstation before the Library opens, whether in a public or nonpublic area. Staff may have a beverage in a closed, non-spillable container at the public desk during open hours. It is asked that it be kept in as inconspicuous place as possible. Staff can then consume the beverage in a manner that does not interrupt public service and still projects a professional image.

The Smith History Library, Cummins Room and the Fairfield computer Lab all have a "no food or drink policy."

Consumption of food is restricted to the staff rooms, designated non-public areas and meeting rooms during the hours that the Library is open to the public.

### Smoking

Smoking tobacco products, e-cigarettes or vaping products are not permitted on any Library property including in any building or vehicle.

### Reading

The patron has the right to expect the staff to be familiar with book collections and to be informed about new titles. Staff reading while on duty is limited to professional periodicals, book reviews, etc., unless a particular assignment requires the reading of other materials. A professional collection is available at the Lane Administration Center in the HR Department and may be checked out to staff members.

### Conversation

Conversation with either patrons or co-workers should be kept to a minimum. Loud conversation is disturbing to both patrons and staff.

### Family Members/Friends

Personal visits from staff members' families and friends should be brief so that there is minimal disruption to the work day. Staff members are expected to be concentrating on work responsibilities while on duty, therefore, staff

members are not allowed to bring their children or other family members to work with them instead of making childcare arrangements. Older children who can work independently of the parents' supervision (able to do research on their own) may use the Library like any other patron. In this same vein, staff members' family may attend any programs, even if they are presented by the staff member. No children or other family members or friends may come to the Library to stay with the staff member before opening hours.

### Staff Phone Use

Staff may use Library phones for brief personal calls which can only be made during regular business hours. All such calls must be made in non-public areas. Personal long distance calls must be billed to the person's home telephone.

Excessive personal calls during the day, regardless of the phone used, can interfere with productivity and can be distracting to others, both public and staff.

Personal cell phones must be turned to "vibrate" while at work. Staff may use their cell phones during break periods, including meal breaks, in designated areas.

Safe use of the cell phone is of the utmost importance. Staff members who are using Library vehicles and/or Library issued cell phones are prohibited from using the phone at any time while driving. Staff using their own vehicles and/or cell phones are not to use the cell phone for Library business while driving.

### The Library Business Information Systems Policy

This policy addresses the appropriate use of the Library's business information systems as well as the personal privacy and confidentiality expectations for those individuals using the Library's business information systems.

This policy applies to all individuals using the Library's business information systems, including without limitation, employees, subcontractors, consultants, and any other individuals who represent themselves as being connected with the Library (collectively "Users").

This policy addresses only employees' use of the Library's business information systems afforded to them in the course and scope of their employment. This policy does not apply to Library employees' non-work-related use of public terminals or other technologies which the Library makes available to its patrons. When using such technologies available to the general

public, Library employees are subject to the Library's then-existing Internet Use Policy.

The business information systems includes without limitation, all desktop, laptop and other computer and computer networks, telephone, e-mail and facsimile systems and all other similar technologies and systems devised now or in the future that are offered to Users.

- The business information systems of the Library are to be used solely for the benefit of the Library. The business information systems are not intended for personal use. The Library recognizes that incidental and occasional use of the business information systems for personal purposes is inevitable, but such use should not interfere with the employee's work, the work of others, or the normal business operations of the Library. Any personal use of business information systems is subject to scrutiny by the Library and possible disapproval by the Library.
- However, nothing in this policy is intended to prohibit communications concerning wages, hours, and working conditions, or to prohibit any communications otherwise protected by law. The Library will be the sole judge of whether any particular personal use of the business information systems complies with this policy.
- Users shall not copy or distribute through electronic communications any copyrightable material of a third party (such as computer software, articles, graphics files, and other downloaded information) without first confirming in advance from an appropriate source that the Library has the right to copy or distribute these materials.
- Users shall not use the business information systems to create any offensive or disruptive files or messages or in ways inconsistent with the professional image of the Library. The business information systems should not be used in any way that violates any other Library policy, including without limitation, its policies on harassment.
- Users shall not use the business information systems to solicit outside business ventures or address others regarding commercial, religious, charitable or political causes or for any other solicitations that are not work related without prior approval.
- Users shall not use the business information systems to knowingly upload, copy, post, publish, transmit, transfer or distribute any files that contain viruses, corrupted files, malicious code. Users

should not download, transmit or reproduce any software program, including, without limitation, screen savers, peer to peer file sharing networks, multi-media players, and Instant Messenger, unless prior approval is obtained. Users shall not click on links in unsolicited emails.

- Users are responsible for the protection of the Library's proprietary and/or confidential information, including patron and circulation information protected under Revised Code Section 149.432. Accordingly, Users shall not disclose, post, or transmit any of the Library's proprietary and/or confidential information to third parties via the business information systems unless prior approval is obtained.

All files, e-mail messages, voice mail messages, documents and other records which are created and transmitted using or which are received, or stored on the business information systems are the property of the Library. Users should not expect privacy for any files, messages or materials created, transmitted using or stored on the Library's business information systems (even though security may be placed on a document or file and regardless of whether passwords are employed), or for any access to the Internet made through business information systems.

This is true regardless of whether a file, e-mail message, voice mail message, document or other record or Internet access is related to personal or to business use. By using the Library's business information systems to send or receive messages, to author or store files or documents, or to access the Internet, Users consent to the Library's accessing, intercepting, reviewing, listening to, copying, deleting, and/or disclosing any such message, file, document or Internet access, with or without notice, when the Library deems it appropriate to do so in its sole judgment.

If a User has encrypted or password protected any files or messages stored on or transmitted via the Library's business information systems, the User will be required, at the request of the Library, to provide the encryption key or password to the Library.

Violations of this business information systems policy may result in disciplinary action up to and including termination.

## **SOCIAL MEDIA POLICY**

At the Library, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions

about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all staff members who work for the Library.

### Guidelines

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the Library, as well as any other form of electronic communication.

The same principles and guidelines found in the Library's policies and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow staff members or otherwise adversely affects members, patrons, suppliers, people who work on behalf of the Library or the Library's legitimate business interests may result in disciplinary action up to and including termination.

### Know and follow the rules

Carefully read these guidelines and the Anti-Harassment Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

### Be respectful

Always be fair and courteous to fellow staff members, patrons, members, suppliers or people who work on behalf of the Library. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage patrons, members, staff members or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or

posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Library policy.

### Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the Library, fellow staff members, members, patrons, suppliers, people working on behalf of the Library or competitors.

### Post only appropriate and respectful content

- Maintain the confidentiality of the Library's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Maintain the confidentiality of patron information and refrain from violating patron privacy.
- Do not create a link from your blog, website or other social networking site to the Library website without identifying yourself as the Library staff member.
- Express only your personal opinions. Never represent yourself as a spokesperson for the Library. If the Library is a subject of the content you are creating, be clear and open about the fact that you are a staff member and make it clear that your views do not represent those of the Library, fellow staff members, patrons, suppliers or people working on behalf of the Library. If you do publish a blog or post online related to the work you do or subjects associated with the Library, make it clear that you are not speaking on behalf of the Library. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the Library nor have been approved or reviewed by the Library."

### Using social media at work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager. Do not use the Library e-mail addresses to register on social networks, blogs or other online tools utilized for personal use.



### Retaliation is prohibited

The Library prohibits taking negative action against any staff member for reporting a possible deviation from this policy or for cooperating in an investigation. Any staff member who retaliates against another staff member for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

### Media contacts

Staff members should not speak to the media on the Library's behalf without contacting the Library's Public Relations Department. All media inquiries should be directed to the Public Relations Department. If you have questions or need further guidance, please contact HR.

## **PERSONAL RELATIONSHIPS IN THE WORKPLACE AND NON-FRATERNIZATION**

The Library is committed to attracting, retaining and developing talented staff. In doing so, it acknowledges that there may be situations regarding the employment of relatives or staff who may be involved in a dating or married relationship.

Relatives may not occupy a position in the same department or branch as, work directly for or supervise a staff member with whom he or she is related. For purposes of this policy, a relative is any person who is related by blood or marriage, including domestic partners, whose relationship with the staff member is similar to that of persons who are related by blood or marriage.

A "personal relationship" is defined as a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. A staff member who is involved in a personal relationship with another staff member may not occupy a position in the same department as, work directly for, or supervise the staff member with whom he or she is involved.

The Library reserves the right to take prompt action if an actual or potential conflict of interest arises concerning individuals who engage in a personal relationship that may affect terms and conditions of employment. Supervisors and managers are prohibited from dating subordinates and may be disciplined for such actions, up to and including termination.

When a conflict or the potential for conflict arises because of a personal relationship between staff members, even if there is no line of authority or reporting involved, the staff members may be separated by reassignment, or

terminated from employment. If such a personal relationship between staff members develops, it is the responsibility and obligation of the staff members involved to disclose the existence of the relationship to the department director or manager.

When a conflict or a potential for conflict affecting terms or conditions of employment arises because of the relationship, the individuals concerned will be given the opportunity to decide who is to be transferred to another position, or terminated, if no position is available. If no decision is made within 30 calendar days of the offer to resolve the situation, the Library will determine who is to be transferred or, if necessary, terminated from employment.

## **TELECOMMUTING**

At the Lane Public Libraries ("The Library" or "Library"), remote work is an alternative that is appropriate for some employees and positions, but not all. No Library employee is entitled to or guaranteed the opportunity to work remotely, and any request will be evaluated on a case-by-case basis. For example, positions requiring in-person interaction with library patrons, other employees and management, etc., on a day-to-day basis, are not eligible for a remote work arrangement. Remote work arrangements are a privilege and in no way change the terms and conditions of employment with The Library. This Remote Work Policy is not permanent and The Library reserves the right to terminate remote work arrangements and this agreement at any time, with or without notice and with or without cause.

### **Eligibility**

Employees wishing to request a remote work arrangement must discuss the possibilities with his or her manager, evaluating some or all of the following:

- Employee suitability (employee and manager may assess the needs, performance, and work habits of the employee)
- Job responsibilities (determine if the job is appropriate for a remote work arrangement)
- Equipment needs and dedicated workspace (determine if the work from home arrangement is suitable for sustaining productivity and adhering to all expectations of this policy and all The Library policies)
- Supervision (determine ability to supervise the employee and/or position adequately)

Employees must have a satisfactory performance record, possess good time management and organizational skills, and be self-motivated, self-reliant and disciplined before being eligible for remote work. Employees must work on

site at The Library for at least ninety days before being eligible for this Remote Work Policy. The Library has the discretion to waive this ninety-day period for some positions.

## **Expectations**

- Employees must work his or her full, typical schedule, with the same level of productivity.
  - Non-exempt employees working remotely will be required to clock in and out, recording all hours worked, as required by The Library. Hours worked outside of the regular schedule will require the advance approval of the employee's supervisor.
  - Employees who participate in the remote work arrangement are expected to maintain an appropriate level of communication between themselves and their supervisor. These employees must communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.
- Remote work arrangements are not intended to serve as a substitute for child or adult care. If children or adults in need of primary care are in the alternate work location during the employee's work hours, another person must be present to provide the care.
- Employees must attend all meetings, events, etc., in person or at times virtually, as required.
- Remote employees must meet all performance expectations and remain in good standing. Performance plans and disciplinary notices may result in the termination of the remote work arrangement.
- Supervisors managers and staff are expected to have a regular onsite presence. That expectation may be greater for those who supervise employees whose regular job duties do not allow for remote work.
- The Library is not responsible for operating costs of a remote worksite, including home maintenance or any other costs that may be incurred by the employee in the use of an alternate work location (i.e. internet connectivity, cellular service, modems, etc.). Connectivity issues that disrupt an employee's performance will be addressed as a performance issue and may result in disciplinary action up to and including termination.
- Employees are responsible for maintaining a work space that is free of any health or safety hazards that could endanger the employee. The

employee is responsible for notifying his or her manager or supervisor immediately about any health or safety concerns at the telecommuting work site.

- Within reason and required approval, The Library will provide equipment and materials needed; however, The Library will not duplicate resources between a Library workspace and the remote work location.
- Library owned equipment must be used only for legitimate company-related purposes. Remote workers are responsible for protecting Library equipment from damage, theft, and unauthorized use.
  - Equipment supplied by The Library will be maintained by The Library. The use of Library provided equipment is limited to authorized persons and for purposes relating to Library business. Upon termination of employment, all Library property must be returned to The Library immediately.
- The Library is not responsible for the cost, repair or service of personal equipment.
- Remote employees must protect proprietary and confidential information of The Library and/or the information of any customer or employee of The Library.
- Adherence to all rules, policies, practices, instructions, etc. is required.

### **Miscellaneous**

- Remote work arrangements may not be used in place of sick leave, Family and Medical Leave (FMLA), or any other type of leave.
- The Library assumes no responsibility for injuries occurring in the employee's dedicated workspace of the alternate work location, outside of work hours, and/or injuries that do not arise in and out of the course of employment. Employees must follow normal company procedure in reporting illness or injury.
- The Library assumes no liability for damages to the employee's personal property.
- The Library is not responsible for costs associated with the setup or maintenance of the employee's remote office (i.e. remodeling, furniture, lighting, repairs, etc.).
- Violation(s) of any portion of this policy and/or other Library policies, procedures, rules, work instruction, etc. may result in the termination of the remote work arrangement, and/or disciplinary action, up to and including termination.

- The Library management may modify or terminate any remote work arrangement, at any time, with or without notice to the remote worker.

**AD HOC ARRANGEMENTS: TEMPORARY WORK FROM HOME ARRANGEMENTS MAY BE APPROVED FOR CIRCUMSTANCES SUCH AS INCLEMENT WEATHER, SPECIAL PROJECTS, OR BUSINESS TRAVEL. THESE ARRANGEMENTS ARE APPROVED ON AN AS-NEEDED BASIS ONLY, WITH NO EXPECTATION OF ONGOING CONTINUANCE. OTHER INFORMAL ARRANGEMENTS MAY BE MADE FOR EMPLOYEES ON LEAVE**

## GENERAL HANDBOOK ACKNOWLEDGMENT

This Staff Handbook is an important document intended to help you become acquainted with the Library. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the Library's operations may change, the contents of this Staff Handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Staff Handbook.

I have read the Library's Staff Handbook. I agree to abide by the policies contained in the Staff Handbook. I understand that although I am and will continue to be an at-will employee, my acceptance of and adherence to the policies contained in the Staff Handbook are conditions of my continued employment with the Library.

I understand that the policies, rules and benefits described in the Staff Handbook are subject to change at the sole discretion of the Library at any time.

I further understand that my employment is terminable at will, either by myself or the Library, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no contract of employment other than "at will" has been expressed or implied, and that no circumstances arising out of my employment will alter my "at will" status except an express written agreement signed by the Director or the Library's Board of Trustees. I understand that my signature below indicates that I have read and understand the above statements.

Employee's Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file*