



HENRY COUNTY  
PUBLIC LIBRARY

EST. SINCE 1958

# Personnel Policies and Procedures

Revised: 10/28/2021

Reviewed:



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

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

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

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

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

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Name

\_\_\_\_\_  
Date



## Table of Contents

<b>Table of Contents</b>	4
<b>Organization Chart</b>	9
<b>Recruitment and Hiring</b>	10
<i>Equal Opportunity</i>	10
<i>Disability Accommodation</i>	10
<i>Applications and resumes</i>	10
<i>Advertising</i>	10
<i>Eligibility</i>	10
<i>Interviewing</i>	10
<i>Hiring</i>	11
<i>Background Checks</i>	11
<i>At Will Employment</i>	11
<i>Promotion</i>	11
<i>Salary Payment</i>	11
<i>Timesheets</i>	12
<b>Drug Testing</b>	13
<b>Classifications and Salaries</b>	15
<i>Exempt and Non-exempt Employees</i>	15
<i>Full-time Employees</i>	15
<i>Part-time Employees</i>	15
<i>Total Compensation Package</i>	16
<i>Salary Limitations</i>	16
<i>Reviews of Salary Schedule</i>	16
<b>Job Descriptions</b>	17
<i>Review and Revision</i>	17
<i>ADA Compliance</i>	17
<b>Dress Code</b>	18
<i>Appropriate Attire</i>	18
<i>Inappropriate Attire</i>	18
<i>Body Art</i>	18
<i>Special Considerations</i>	18
<b>Schedules, Breaks, and Attendance</b>	19

<i>Scheduling</i>	19
<i>Full-time employees</i>	19
<i>Part-time employees</i>	19
<i>Accommodation of religious beliefs</i>	19
<i>Breaks</i>	19
<i>Meal Periods</i>	20
<i>Unauthorized or Excessive Absences and Tardiness</i>	20
<i>Resignation due to non-attendance</i>	20
<b>Overtime</b>	21
<i>Exempt and Non-Exempt Employees</i>	21
<b>Compensatory Time</b>	22
<b>Sick Leave</b>	23
<i>Uses</i>	23
<i>Accrual</i>	23
<i>Reporting Process</i>	24
<i>Continuation of Benefits</i>	24
<i>Compensation for Unused Sick Leave</i>	24
<i>Suspension of Sick Leave</i>	24
<i>Sick Leave and Workers' Compensation</i>	24
<i>Abuse</i>	24
<i>Sick Leave and Retirement</i>	25
<b>Vacation Leave</b>	26
<i>Requests for use</i>	26
<i>Compensation for unused Vacation Leave</i>	26
<i>Accrual</i>	26
<b>Civil Leave</b>	27
<i>Court</i>	27
<i>Jury Duty</i>	27
<i>Voting Leave</i>	27
<i>Election Officers</i>	28
<b>Funeral Leave</b>	28
<b>Military Leave</b>	29
<b>Family and Medical Leave Act</b>	29

<b>Leave of Absence</b>	30
<i>Procedure for Requests</i>	30
<i>Sick and Vacation Leave</i>	30
<i>Health Insurance</i>	30
<i>Status Reports</i>	31
<i>Extension of Leave</i>	31
<i>Job Restoration</i>	31
<b>Holidays</b>	32
<i>Floating Holidays</i>	33
<i>Summer Reading Club Appreciation Day</i>	33
<b>Emergency Closings</b>	34
<i>Employee Absences</i>	34
<i>Compensation</i>	34
<b>Travel and Meal Expenses</b>	35
<i>Per Diem for Travel</i>	35
<i>Business Meeting Meals</i>	35
<i>Mileage Reimbursements</i>	35
<i>Special Transportation</i>	36
<i>Lodging</i>	36
<i>Requests for Reimbursement</i>	36
<i>Safety</i>	36
<b>Voluntary Separation</b>	37
<i>Resignation</i>	37
<i>Retirement</i>	37
<i>Compensation for Accrued Time</i>	37
<b>Layoff</b>	37
<b>Responsibilities of the Staff</b>	38
<i>Towards the Public</i>	38
<i>Towards the Library</i>	38
<i>Toward the Library Board</i>	38
<i>Towards Coworkers</i>	38
<i>Towards Supervisors</i>	38
<i>Staff Areas</i>	38

<i>Personal Workspaces</i>	39
<i>Use of Library Property</i>	39
<i>Acceptance of Gifts or Gratuities</i>	39
<i>Conflicts of Interest</i>	39
<i>Solicitation and Distribution</i>	39
<b>Professional Conduct Policy</b>	40
<b>Unacceptable Conduct</b>	41
<i>Alcohol, tobacco or drug use</i>	41
<i>Discrimination</i>	41
<i>Insubordination or other disrespectful conduct</i>	41
<i>Negligent or unsafe behavior</i>	41
<i>Theft or deception</i>	42
<i>Threats, harassment or violent acts</i>	42
<i>Use of Force</i>	42
<i>Consensual Romantic or Sexual Relationship</i>	43
<b>Sexual and Other Unlawful Harassment</b>	44
<b>Safety</b>	46
<i>Employee Driving Records</i>	46
<b>Employee Technology Policy</b>	47
<i>Confidentiality</i>	47
<i>Responsibility</i>	48
<i>Prohibited Activities</i>	48
<i>Communicating Information</i>	48
<i>Privacy</i>	49
<i>Virus Detection and Downloading</i>	49
<i>Compliance with Applicable Laws and Licenses</i>	49
<i>Filtering</i>	49
<i>Passwords</i>	49
<i>Violations</i>	49
<b>Whistleblower Protection</b>	50
<b>Performance Appraisals</b>	51
<i>Introductory Period</i>	51
<i>Appraisal Process</i>	51



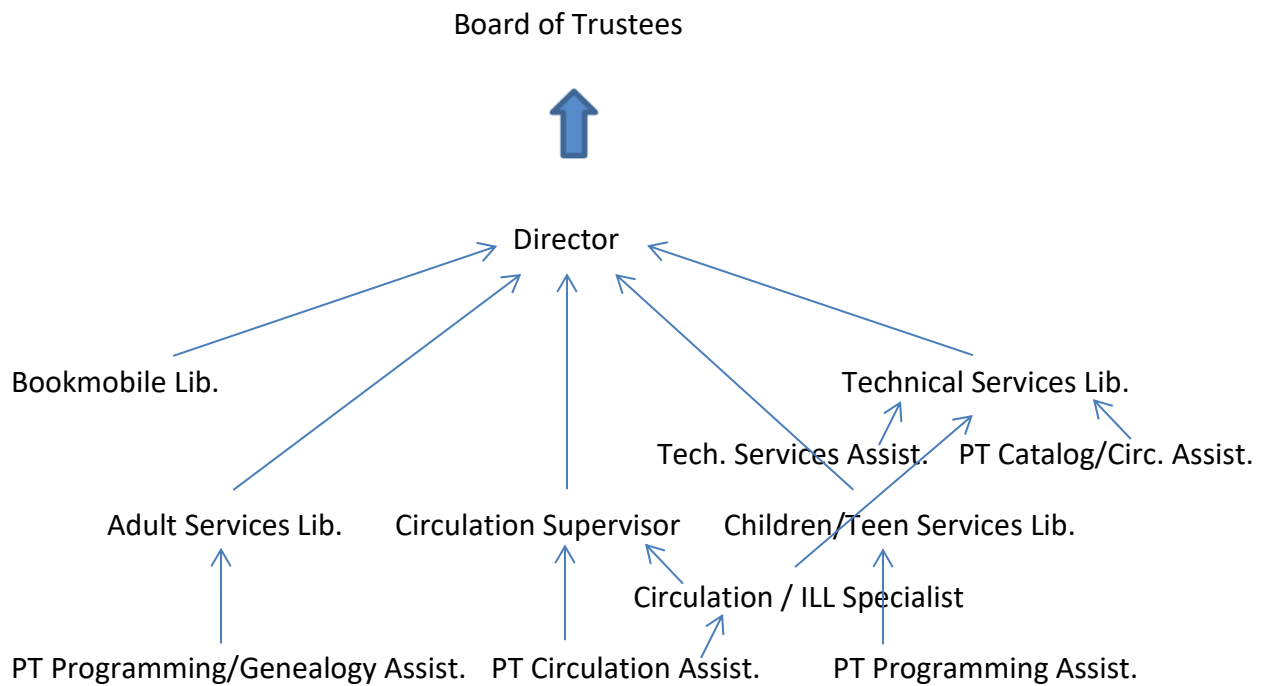
<i>Challenges</i>	52
<i>Annual Merit Increases</i>	52
<b>Performance Improvement</b>	53
<i>Coaching</i>	53
<i>Written warning</i>	53
<i>Probation</i>	53
<i>Delay, decrease, or suspension of merit increase</i>	54
<i>Administrative Leave</i>	54
<i>Termination</i>	54
<b>Grievance Procedures Policy</b>	55
<i>Letters of grievance</i>	55
<i>Grievance Hearings</i>	56
<b>Employee Files</b>	57
<i>Personnel Files</i>	57
<i>Medical Information</i>	57
<i>Training and Continuing Education</i>	57
<i>Timesheets</i>	57
<i>Payroll</i>	57
<b>Board Certification</b>	58
<i>Types of Certificates</i>	59
<i>Required Certification Renewal by Public Library Position</i>	60
<b>Staff Development</b>	61
<i>In-service Training</i>	61
<i>Communications</i>	61
<i>Staff Meetings</i>	61
<i>Continuing Education</i>	61
<i>Professional Activities</i>	61
<i>Post-Secondary Courses Required for Initial Certification</i>	61
<i>Tuition Reimbursement</i>	62

# Organization Chart

The library was formed as a special taxing district by a petition of the citizens of Henry County in 1960. The members of the board of trustees are appointed by the County Judge Executive. Other than appointing the board members, the judge executive has no authority over the library's operation nor any responsibility for it.

As the appointed governing authority, the board of trustees has ultimate fiscal responsibility for the library and governs the policies which dictate its operation.

The board of trustees employs one person, the library director, who is responsible for all other staff employed by the library. The library director is responsible for the day to day operation of the library and for ensuring the policies approved by the board are followed.



## Recruitment and Hiring

### *Equal Opportunity*

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

### *Disability Accommodation*

In compliance with the Americans with Disabilities Act, the library does not discriminate against people with disabilities and will make reasonable accommodation for all employees and customers with disabilities.

The director shall be designated as the ADA coordinator. All complaints in regard to ADA violations shall be referred to her/him. The director shall make reasonable accommodations and advise the board when such has been done. If the accommodation cannot be done or is an undue hardship to the library, the director shall advise the board of such, with the reasons and/or estimates of cost.

### *Applications and resumes*

Applications and resumes are accepted as positions become available. Applicants are encouraged to file for specific openings. Applications for posted positions will be held for one year. All other applications will be held for 90 days.

### *Advertising*

Open positions will typically be posted, but posting of open positions is not required. If an opening is posted, it will remain posted until the position is filled.

### *Eligibility*

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

### *Interviewing*

All applications on file will be reviewed for job openings and selections made for interviewing. Candidates will be selected and interviewed based on qualifications that are deemed appropriate for the position. References will be solicited and checked. Candidates who are interviewed but not selected will be notified of the library's decision. Interview questions and corresponding written responses from applicants for open positions will be sent to the director and filed for one year.

### *Hiring*

The director will be interviewed and hired by the library board of trustees. The director, or his/her designee, will hire all other employees. Each new full time employee will be informed in writing of the exact time and nature of his/her appointment, including:

- Starting salary.
- Starting date.
- Yearly date for evaluations.
- Any other special arrangements made with the employee regarding employment.

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

### *Background Checks*

The library will conduct a background check of a new employee at library expense. The form authorizing this check should be signed by the employee and returned to the director along with the offer letter. Employment will be contingent on a satisfactory background check. Background checks will be placed in the employee's personnel file.

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

### *At Will Employment*

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

### *Promotion*

When a vacancy occurs in a position above the entrance level, consideration shall be given to promotion of current qualified employees who submit written application for the position. However, if the director deems that the best interest of the library necessitate the appointment of an applicant not currently employed by the library, the position may be filled by appointment of a person from outside the library.

### *Salary Payment*

Employees are paid semi-monthly on the 5th and the 20th of the month. If payday falls on a Saturday, Sunday, or any other day that the library or financial institutions would normally be closed, payday will be rescheduled for the next earliest business day. For example, if April 5 is on a Sunday, payday will be moved to Friday, April 3. Employees will be paid on the 20th of each month for time worked between the 1st and 15th of the month. Employees will be paid on the 5th of the following month for time worked between the 16th and the last day of the previous month.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation. The library does not permit payroll advances against future pay or vacation time. The law requires that the library make certain deductions

from every employee's compensation. Among these are applicable federal, state, and local income taxes. The library must also deduct Social Security taxes on each employee's earnings. The library matches the amount of Social Security taxes paid by each employee. The library is a participating agency in the County Employees Retirement System. Employees must participate by law if they average 100 or more hours of work per month on a rolling six month period. The library is required to make deductions for those employees enrolled in the County Employees Retirement System. The library may also make other deductions as initiated by the employee or court system (e.g. health insurance for dependents, 401(k), loan payments, garnishments, etc.).

### *Timesheets*

Timesheets are required for all personnel. Timesheets are legal documents and the property of the Henry County Public Library. Copies will be provided for employees. All work time should be reported in fifteen (15) minute increments. Each employee is responsible for completing their own timesheet and for ensuring its accuracy. Employees must report all time worked and are not permitted to work "off-the-clock."

Timesheets for staff must be submitted to supervisors no later than two days after the end of the pay period. For example, if the pay period ends on the 15th, timesheets are due by the end of the 17th. Supervisors are responsible for checking for accuracy, completeness, and date.

Falsifying a timesheet could be cause for immediate dismissal.

## Drug Testing

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

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

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

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

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

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

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

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

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

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

In all instances of appeal, the decision of the library board of trustees shall be final.

## Classifications and Salaries

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

### *Exempt and Non-exempt Employees*

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

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

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

### *Full-time Employees*

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

### *Part-time Employees*

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



### *Total Compensation Package*

An employee's total compensation package includes the employee's salary, employer paid Social Security/Medicare contributions, workers' compensation insurance, unemployment insurance, bereavement leave, and holiday pay. For full-time employees, the library offers health care benefits (including vision), retirement benefits, disability and life insurance, vacation leave, and sick leave.

### *Salary Limitations*

The salary schedule assists the library in managing appropriate compensation of new employees and establishes appropriate pay increases for existing employees while maintaining equity among positions. As the salary for a position is increased, all other year ranges for the position will be adjusted at the same increase. For example, if an employee receives a 2% cost of living raise in year 6 of their employment, a 2% adjustment will be made to the other year ranges, as well. If an employee reaches the maximum salary for their particular position's classification, they will continue to get yearly cost of living raises as assigned.

### *Reviews of Salary Schedule*

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

## **Job Descriptions**

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

### *Review and Revision*

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

### *ADA Compliance*

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

## Dress Code

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

### *Appropriate Attire*

Each employee is expected to dress appropriately for the position held.

Employees are encouraged to dress in a manner consistent with a business or professional setting. Personal cleanliness and good grooming habits must be observed. Dress should establish public confidence and respect for the library. It should be clean, neat, pressed, properly fitted and in a state of good repair. Jeans are allowable.

### *Inappropriate Attire*

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

### *Body Art*

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

### *Special Considerations*

Full-time staff are generally expected to maintain a higher level of business dress than other staff. Staff members in these positions are not allowed to wear t-shirts unless they have the library's logo. Jeans are acceptable in these positions but should fit with business casual dress.

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

Shorts may only be worn at summer outreach events, with permission of the director.

## Schedules, Breaks, and Attendance

### *Scheduling*

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

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

### *Full-time employees*

Full-time employees work 40 hours per work week (Monday through Saturday). An eight hour day is the normal working day with some flexibility in starting and ending times.

### *Part-time employees*

- Employees who regularly work more than 100 scheduled hours in a month may be considered for retirement benefits and some types of leave may be extended to these employees. These benefits must be approved by the library director and board of trustees.
- Employees who are regularly scheduled to work more than 10 hours per week may be considered for some types of leave.
- Seasonal employees may work regularly scheduled hours; however, times may vary according to library needs. These staff members do not accrue any type of leave and are not eligible to participate in the retirement program.

### *Accommodation of religious beliefs*

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

### *Breaks*

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

### *Meal Periods*

Non-exempt employees who work more than six consecutive hours must take at least a thirty minute unpaid meal period. Meal periods will be scheduled by the supervisor. Meal periods may be thirty minutes or one hour.

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

### *Unauthorized or Excessive Absences and Tardiness*

Excessive absenteeism or any absence without notice is not permitted. Unauthorized absence from an assigned work station during the workday or failing to adhere to scheduled work hours will not be tolerated. Repeated or unreported tardiness will not be tolerated. Employees are to report any expected tardiness to his/her supervisor prior to arriving. Such actions could result in loss of wages or loss of employment.

### *Resignation due to non-attendance*

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

## Overtime

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

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

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

The library strives to ensure that employees are generally able to complete their work tasks within the work week. In case of emergency or unforeseen circumstances, an employee may be requested to work over 40 hours in a work week. Any time scheduled over 40 hours must be pre-authorized by the director.

It is not considered overtime if an employee works over 8 hours in one day. However, the total hours worked should not exceed 40 hours for that week (Monday through Saturday).

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

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

### *Exempt and Non-Exempt Employees*

Employees who meet one of the following criteria are classified as exempt from overtime pay:

- Anyone with regular pay in excess of the threshold that also meets the executive, administrative, or professional exemption tests set forth by the Department of Labor.

Exempt staff is eligible for compensatory time. (See *Compensatory Time*.)

## Compensatory Time

Compensatory time is granted to employees who are classified as exempt from regular overtime.

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

Compensatory time may be earned in quarter hour increments.

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

Use of compensatory time over four hours must be approved in advance by the employee's supervisor. All compensatory time accrued or used must be indicated on the employee's timecard.

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

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

## Sick Leave

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

### *Uses*

Sick Leave may be used for the following reasons:

- Temporary illness or disability;
- Pregnancy or childbirth;
- Medical or dental appointments;
- Attendance to temporary illnesses, temporary disabilities, medical appointments or dental appointments of the employee's immediate family members where the employee's assistance is required. Immediate family is defined as a spouse, significant other, child, parent, sibling, grandparent, grandchild, in-laws, step family, foster family, or those living in the same residence as the employee.

### *Accrual*

For full-time employees, Sick Leave begins to accrue with the first full pay period that an employee works.

An employee may take sick leave in increments of 1/4 hour.

Sick Leave is not advanced, meaning sick time is awarded after month worked. Full-time employees of the Henry County Public Library will receive 12 Sick Leave days per year, 8 hours per month. A full-time employee may accumulate a maximum of 480 hours (60 days) of Sick Leave, unless otherwise approved by the board.

Part-time employees who are regularly scheduled to work more than ten hours a week and have been with the library at least 3 months, may begin to accrue Sick Leave. For example: A part-time hourly wage employee working a schedule of 10 hours or more a week may receive 4 hours a month of sick time, accruing 9 days a year, accumulating up to 96 hours (12 days) in total.

All employees are encouraged to accrue enough Sick Leave to cover extended illness, temporary disabilities, or hospitalization. (Employees with a balance of Sick Leave in excess of 480 hours on January 1, 2016, will not accrue additional Sick Leave until the balance of Sick Leave is below 480 hours. Balances in excess of 480 hours will continue to be available to the employee as Sick Leave and may be used for the CERS Standard Unused Sick Leave Program. (See *Sick Leave and Retirement*.)

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



### *Reporting Process*

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

### *Continuation of Benefits*

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

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

### *Compensation for Unused Sick Leave*

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

### *Suspension of Sick Leave*

The use of Sick Leave will be suspended when an employee has given the library notice of intent to resign or retire, unless supported by a written authorization from a doctor. The use of Sick Leave will also be suspended when an employee has been notified of separation or termination, unless supported by a written authorization from a doctor.

### *Sick Leave and Workers' Compensation*

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

### *Abuse*

The employee who abuses Sick Leave causes either a work slow-down or places an unfair strain upon fellow workers who must do the work in his or her absences. Suspected abuse of Sick Leave may lead to disciplinary action. The library also reserves the right to require documentation from the employee to support the use of Sick Leave. Such supporting documentation, however, will not negate the library's right to discipline any suspected abuses of Sick Leave.

The following factors will be used to identify sick leave abuse:

- The frequency and the reasons for sick leave use.
- The balance between an employee's number of years of service and hours of unused sick leave.
- Repeated Monday and Friday absences.
- Absences when a vacation request has been denied.
- Seasonal absences associated with given times of the year (e.g. hunting season) or those prior to or following a paid holiday.
- Excessive use of sick leave during periods of progressive discipline or immediately prior to retirement.
- Sick leave taken consistently when the supervisor is on vacation.
- Failure to notify the library in accordance with the Sick Leave Policy.
- The impact of the employee's absences of the workplace (e.g. disruptions in work schedules, overtime costs).

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

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

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

#### *Sick Leave and Retirement*

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

## Vacation Leave

The library provides Vacation Leave to its employees and encourages employees to plan for its use in advance. Regular planning and use of Vacation Leave helps maintain good mental health and reinvigorates.

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

### *Requests for use*

Requests for Vacation Leave should be submitted in writing to the supervisor at least one week in advance. Requests are approved at the discretion of the supervisor. Vacation leave must be taken in increments of not less than one quarter hour.

### *Compensation for unused Vacation Leave*

Employees will not be paid for unused Vacation Leave except at the time of termination of employment. Full-time employees will not be paid for more than 240 hours of unused Vacation Leave. Part-time employees will not be paid for more than 40 hours of unused Vacation Leave.

Employees who separate from service with the library after providing a minimum of two (2) weeks' notice will be compensated for any accrued Vacation Leave. Employees will not be compensated for accrued Vacation Leave if the employee is involuntarily separated from service.

### *Accrual*

Part-time workers that work more than 10 hours per week may receive up to 4 working hours vacation per month after 3 months employment. Part-time employees shall be allowed to accumulate up to 40 hours of Vacation Leave.

Full-time employees shall be allowed to carryover 240 hours (6 weeks) of vacation time, unless other permission is granted by the board of trustees. Full-time employees will accrue 120 hours (15 days) of vacation per year, unless otherwise granted by the board.

The library director shall ensure that accurate records are kept for vacation leave allowance, vacation leave taken, and accrued leave for each employee.

## Civil Leave

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

### *Court*

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

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

### *Jury Duty*

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

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

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

### *Voting Leave*

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

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

The library will compensate staff members who vote in general elections a maximum of two (2) hours of paid time (without use of any accrued leave).

Voting in primaries or other partisan elections is not compensated by the library. Voting in special elections, runoffs, or other local elections is not compensated. Absentee voting is not compensated.

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

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

#### *Election Officers*

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

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

## **Funeral Leave**

Employees occupying non-seasonal positions shall be granted up to three (3) paid working days off in case of death in the immediate family. Immediate family is defined as a spouse, significant other, child, parent, sibling, grandparent, grandchild, in-laws, step family, foster family, or those living in the same residence as the employee.

In the event an employee desires to extend leave beyond three (3) working days due to a death in the immediate family, the employee may use sick leave, vacation leave or time without pay upon receiving approval from the library director.

## **Military Leave**

Any employee who is in the Army Reserve or a similar government military operation may take the time required to maintain membership in such an operation at no pay. Advance notice is required to maintain such a leave status. Available time off may be used for this absence.

Subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible, health insurance benefits will be provided by the library for the full term of the military leave of absence. Vacation, sick leave, and holiday benefits will continue to accrue during a military leave.

Employees on two-week active duty training assignments or inactive duty training drills are required to return to work as soon as possible after the end of training, with a reasonable time allotted for travel. The library will comply with all state and federal laws regarding reinstatement of employees on longer military deployments.

## **Family and Medical Leave Act**

The Henry County Public Library, as a governmental agency, adopts the provisions of Public Law 103-3; 29 U.S.C. sec. 2601; 29 CFR 825, the Family Medical Leave Act. Under the auspices of this act the library has no employees eligible for FMLA benefits, as there are fewer than 50 staff members employed by the library. Unless the threshold of 50 staff members is reached, the library will not provide FMLA benefits. If the library employs 50 or more staff members in the future, a more detailed policy will be developed.

## Leave of Absence

To be eligible for unpaid leave, the employee must have been employed by the library for at least 12 months (either full-time or part-time).

Personal leave must be requested in writing at least 30 days in advance, unless necessitated by an emergency, in which case, oral notification should be followed by written application for the leave.

Employees may request, in writing, up to twelve weeks (12) leave without pay for the following reasons:

- personal illness in excess of accumulated sick leave
- caring for an immediate family member. Immediate family is defined as a spouse, significant other, child, parent, sibling, grandparent, grandchild, in-laws, step family, foster family, or those living in the same residence as the employee.
- adoption

### *Procedure for Requests*

Employee requests for leave are to be submitted in writing to the director and should include the beginning date of the leave, the return to work date, and the specific reason for the leave. The director, in deciding whether or not to grant leave, or to extend a leave, will consider the following criteria:

- Purpose of the leave
- Length of employee's service (current as well as length expected upon return to work)
- Prior work performance and attendance record
- Ability of remaining staff to cover duties during the leave
- Total length of the requested leave
- The effect of the absence on the operation of the library must be considered, and the request for unpaid leave will not be approved if the position cannot be held open until the employee returns, or if the department cannot meet its work requirements while the employee is on leave.

### *Sick and Vacation Leave*

Accrued Sick Leave and Vacation Leave must be used before going into leave without pay. Sick Leave and Vacation Leave do not accumulate during leave without pay. No pay will be given for holidays which occur during the leave.

### *Health Insurance*

Full-time employees who have health insurance benefits provided by the library will keep that benefit until the end of the month in which the leave of absence begins. At that time,

employees will become responsible for the full cost of the health insurance if they wish for coverage to continue. This must be determined in advance, and arrangements must be made for premiums to be paid. Failure to pay health insurance premiums will result in the cancellation of benefits. When the employee returns from the leave of absence, health benefits will again be provided by the library beginning with the month following the employee's return from the leave of absence in accordance with the health insurance provider's policies and eligibility requirements.

#### *Status Reports*

An employee who is granted a leave is to contact the director at least 1 week prior to the return to work date and confirm his or her return as scheduled. If an employee fails to confirm his or her return to work or fails to report to work promptly at the expiration of the approved leave period, the library will assume the employee has resigned. An employee may return to work earlier than the approved return to work date with the approval of the director.

#### *Extension of Leave*

If an employee wishes to extend a leave of absence, a written request must be made to the director at least 2 weeks prior to the date that the employee is scheduled to return to work, unless necessitated by an emergency, in which case, oral notification should be followed by written application for the extension. The written request should include the return to work date, and the specific reason for the extension.

Failure to return to work at the expiration of a leave of absence shall be construed as a resignation unless an extension has been requested and approved by the director prior to expiration of leave.

#### *Job Restoration*

When a leave of absence ends, every reasonable effort will be made to return the employee to the same position, if available, or to a similar available position for which the employee is qualified. However, the library cannot guarantee reinstatement in all cases.



## Holidays

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

Employees may be asked to work on some scheduled closed holidays and will be fairly compensated for both holiday time and worked time in such instances. Holiday pay received without working will not be considered as time worked for the purpose of calculating overtime.

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

Any full-time employees occupying regular position shall receive time off at the regular rate of pay for each holiday.

Any part-time employees occupying regular positions shall receive holiday time at the regular rate of pay for the holidays falling within their regularly scheduled work period.

Holidays Include:

January 1, New Year's Day-Closed  
Martin Luther King, Jr. Day- Closed  
President's Day –Open  
Easter- Closed  
Memorial Day- Closed  
Juneteenth - Closed  
Fourth of July- Closed  
Summer Reading Club Appreciation Day- Open  
Labor Day- Closed  
Veteran's Day- Closed  
Thanksgiving Day- Closed  
Day After Thanksgiving Day- Closed  
Dec. 24, Christmas Eve- Closed  
Dec. 25, Christmas Day- Closed  
Dec. 31, New Year's Eve- Open

In addition to the above, any day may be designated as a holiday by proclamation of the board of trustees.

The library will close at 5 p.m. on Thanksgiving Eve and New Year's Eve.

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

### *Floating Holidays*

Full-time employees accrue a floating holiday on holidays when the library is open or when a closed holiday falls on Saturday or Sunday. If a closed holiday falls on a Saturday or Sunday and the board of trustees decides to close another day in recognition of that holiday (for example, closing on Monday, July 5<sup>th</sup> in observance of Independence Day that falls on a Sunday), a floating holiday will not be accrued. A floating holiday is the equivalent of eight (8) hours of regular pay for full time employees. These hours become part of the employee's regular vacation hours.

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

Any part-time employees working over 10 hours per week shall receive 4 hours of vacation time for open holidays that fall during their regularly scheduled work period.

### *Summer Reading Club Appreciation Day*

The summer is the library's busiest time of year. In appreciation of the extra efforts of staff during that time, the library awards each full-time employee a floating holiday on August 1st (8 hours of Vacation Leave is credited to the employee's accrual). All part-time employees working more than 10 hours per week receive four (4) hours of Vacation Leave.

## Emergency Closings

The library acts to ensure the safety of its patrons and its employees during emergency situations such as inclement weather, loss of utilities, or other events that interfere with normal operations. All decisions to open late, remain closed, or close early will be made by the library director or a staff member that has expressly been given that duty in the absence of the director. Decisions will generally rely on actual observed conditions rather than predictions.

### *Employee Absences*

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

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

### *Compensation*

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

## Travel and Meal Expenses

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

### *Per Diem for Travel*

Employees who attend out of town conferences or other professional meetings are allowed a per diem for meals at rate of \$35 per day. Any charges exceeding the established per diem rate are the responsibility of the employee. Per diem rates are not adjusted based on the location of the travel or the restaurant venues that are chosen/available.

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

- Breakfast - \$10
- Lunch - \$10
- Dinner - \$15

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

### *Business Meeting Meals*

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

### *Mileage Reimbursements*

When travel is conducted using the employee's personal vehicle, mileage should be recorded and will be reimbursed by the library. The library credit card should not be used for gasoline expenses except for vehicles owned or rented/leased by the library. Mileage will be reimbursed at the rate approved for reimbursement by the Commonwealth of Kentucky (updated on a quarterly basis.) Please ask your supervisor or contact the director for the current rate. Requests for reimbursement for mileage are made to the director using the Mileage Reimbursement Form on a quarterly basis.

### *Special Transportation*

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

### *Lodging*

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

### *Requests for Reimbursement*

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

### *Safety*

Employees traveling in a library owned vehicle are required to wear seatbelts at all times. Employees traveling in a privately owned vehicle while on library business are required to wear a seatbelt at all times. Employees traveling in a vehicle that is leased or rented by the library are required to wear a seatbelt at all times. Employees are not permitted to use cell phones while driving a library owned vehicle or when using a personal vehicle for library business.

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

## **Voluntary Separation**

### *Resignation*

Employees should provide notice of intent to resign in writing to their supervisors. Resignation notices become a part of the employee's personnel file.

Four weeks' notice from personnel in full time positions is requested. Two weeks' notice from all other employees is requested. Longer notice is preferred whenever possible.

### *Retirement*

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

### *Compensation for Accrued Time*

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

## **Layoff**

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

In such cases, the library will provide as much notice as possible. Severance packages may be offered that are within the restrictions of the budget.

## Responsibilities of the Staff

### *Towards the Public*

The primary duty of the library staff is to serve the public in a pleasant and efficient manner. All patrons regardless of sex, race, religion, or age are to be given the same high standard of service in all transactions with the library. All contacts with the public are to be handled in a friendly and courteous manner. Every employee plays an important role in developing and maintaining good public relations with our community. Each staff member has an important set of assigned duties; however, these duties should never be given priority when a patron is waiting to be served. Public service of the highest caliber is the only acceptable mode of operation for the staff.

### *Towards the Library*

All employees owe a degree of loyalty to the library and should avoid making derogatory remarks about its services, or policies to the general public. Any dissatisfaction should be resolved within the library setting and should be made known following the proper chain of command and the procedure set forth in this manual. Negative statements expressed by employees can only lower the public image of the library and can hinder its ability to provide good service.

### *Toward the Library Board*

The library board of trustees, when in formal session, is the policy-molding apparatus for the library system. Staff members should always be cordial to board members; however, no special treatment is expected by individual board members, nor should it be rendered by our staff.

### *Towards Coworkers*

The primary responsibility of the director is to ensure the smooth and procedurally correct operations of the library. It is the obligation of the director to provide each employee with the following:

- A clear and precise job description.
- The training necessary to perform the job.
- The equipment and supplies necessary to perform the job.
- A clear understanding of all library matters as they pertain to the employee and his/her department.

### *Towards Supervisors*

Staff members are responsible for doing the work assigned to them by their supervisors as accurately, efficiently, and pleasantly as possible.

### *Staff Areas*

Employees observe the same rules of behavior that are asked of patrons using the library. Eating or drinking while on duty in public areas is not permitted. Staff areas are provided for

use while on break. Staff areas are to be kept clean and are to be cleaned after each employee's use.

#### *Personal Workspaces*

Personal workspaces are to be kept orderly. Loss or damage to personal property left at the library may not be covered by the library's property insurance.

#### *Use of Library Property*

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

Library staff members are responsible for all keys and/or other equipment given in trust. No copies of keys are to be made. Lost or stolen keys should be reported immediately. All keys and/or equipment must be returned upon termination of employment.

Employees will not use library property or equipment for personal benefit.

#### *Acceptance of Gifts or Gratuities*

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

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

#### *Conflicts of Interest*

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

#### *Solicitation and Distribution*

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

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



## Professional Conduct Policy

- Library staff members are above all working to serve the public. The first duty of all staff should be to provide the highest level of service to all patrons.
- Fellow staff members are to be treated with the same courtesy as we treat the public. Personality conflicts and infighting are inappropriate in the workplace and will not be tolerated. Any conflicts deemed to be harming workplace performance will be mediated at once.
- Library staff members are requested, while on duty or in any way representing the library, not to voice opinions about controversial matters, whether religious, political, or social. Our library system is an impartial institution supplying, as nearly as possible, material on all aspects of controversial questions but offering no personal interpretation.
- Personal conversations with patrons and/or staff members should be kept to a minimum and should never interfere with service to patrons or disrupt staff tasks and duties. Conversations should take place at a regular social distance and voices should not exceed acceptable indoor levels.
- All staff members should take care of library equipment, furnishings, and property. All work areas should be maintained in a neat and orderly condition.
- Members of the staff may not accept valuable gifts or money from patrons and/or suppliers. Staff members are permitted to accept candy or other inexpensive items.
- All employees should be in the library and ready for work on time.
- All personal telephone calls should be kept as brief as possible and should be made from a phone in a nonpublic area. Personal visits should also be kept as brief as possible and should take place outside of staff areas whenever possible.
- All employee cell phones must be put on silent or vibrate when entering the building. Cell phones should be kept on silent or vibrate in staff areas to avoid disruptions.
- No employee may hold an elective office within the state, county, or city government that has any supervisory or budgetary relationship to our library system.
- No employee may accept an appointment to any board, commission, or advisory group that has any supervisory or budgetary relationship to our library system.

## Unacceptable Conduct

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

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

### *Alcohol, tobacco or drug use*

- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating library-owned vehicles or equipment is prohibited.
- Use of any form of tobacco, including e-cigs, inside any library facility or vehicle is prohibited.
- Alcohol or drug testing may be required at the discretion of the library. Refusal to submit to such testing could lead to termination.

### *Discrimination*

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

### *Insubordination or other disrespectful conduct*

- *Failure to accept assignments made by supervisor.* Concerns should be thoroughly discussed. A supervisor is required to make assignments to achieve the work of the library. These assignments may cross previously assigned responsibilities. Refusal to accept assignment is insubordinate behavior.
- *Failure to follow directions of supervisor.* Specific directions require strict adherence. General directions allow room for individual decisions. Refusal to follow specific instructions is insubordinate behavior.
- *Failure to respect supervisor's authority.* Disagreements may occur between staff members. Resolutions should be sought calmly. If consensus is not reached, the supervisor is responsible for making the final decision. The employee must respect the authority and position of the supervisor at all times.

### *Negligent or unsafe behavior*

- Employees may not violate safety or health rules, including work restrictions placed upon an employee work by a physician.

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

#### *Theft or deception*

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

#### *Threats, harassment or violent acts*

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

#### *Use of Force*

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

### *Consensual Romantic or Sexual Relationship*

The Henry County Public Library prohibits romantic or sexual relationships, and all attempts to form such relationships, between the Director or department supervisors and their staff (an employee who reports directly or indirectly to that person). Such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such a relationship may give rise to the perception by others that there is favoritism or bias in employment decisions affecting the staff employee. If there is such a relationship, one or both parties may be moved to a different position or other actions may be taken. Other consensual relationships formed among co-workers may also be prohibited or restricted if, in management's judgment, such relationships present the potential for workforce controversy.

If any employee enters into a consensual relationship that is romantic or sexual in nature with a member of their staff, or if one of the parties is in a supervisory capacity in the same department in which the other party works, the Henry County Board of Trustees must be notified by the Director or a library supervisor. Reporting is mandatory.

Once a relationship is made known to the Henry County Board of Trustees, there will be a review of the situation in light of all the facts (reporting relationship between parties, effect on co-workers, job titles of the parties, etc.) and a determination will be made whether one or both parties need to be moved to another job or department or in the case of a supervisory employee and a subordinate, whether discipline up to and including discharge is appropriate.

## Sexual and Other Unlawful Harassment

The Henry County Public Library is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. The library will not tolerate any actions, words, jokes, or comments based on a person's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment at work, report it immediately to the library director. If the library director is unavailable or you believe it would be inappropriate to discuss it with the library director, you should immediately contact a member of the library board. There will not be punishment or reprisal if you report sexual harassment or ask questions or raise concerns about it.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and the confidentiality of any witnesses and the alleged harasser

will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any employee who becomes aware of possible sexual or other unlawful harassment must immediately advise the library director so it can be investigated in a timely and confidential manner. Any employee who engages in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

## Safety

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

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

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

Personal use of a library-owned vehicle is forbidden. All persons, other than library employees, are not covered by the library's liability and/or automobile insurance policies. Failure to comply will result in personnel action up to and including termination of employment.

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

### *Employee Driving Records*

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

## Employee Technology Policy

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

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

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

### *Confidentiality*

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

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

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

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



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

The library requests employees to report all suspected violations of this policy to the director. The library investigates and responds to all reports of violations of the social media policy and guidelines and other related policies. Violation of the policy may result in disciplinary action up to and including immediate termination. Discipline or termination will be determined based on the nature of the issue and other factors. The library reserves the right to take legal action if deemed necessary to protect the Henry County Public Library, employees, patrons, or any other affiliated individual or group.

#### *Responsibility*

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

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

#### *Prohibited Activities*

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

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

#### *Communicating Information*

Employees should exercise the same care in drafting email or communicating in any electronic format that they would for any other written communication. All messages, sent or retrieved

on library resources, remain the property of the library and should be considered public information. Access to an employee's email account may be disabled and denied at the discretion of the library. The library is under no obligation to provide access to the data to the employee nor to retain any data for the employee in the event that access is denied. Employees are discouraged from using the library's email system for the communication of personal information of any kind.

#### *Privacy*

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

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

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

#### *Virus Detection and Downloading*

Employees must scan any downloaded material for viruses. All downloads should be approved by the director or IT Consultant.

#### *Compliance with Applicable Laws and Licenses*

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

#### *Filtering*

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

#### *Passwords*

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

#### *Violations*

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

## Whistleblower Protection

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

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

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

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

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

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

## Performance Appraisals

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

### *Introductory Period*

All employees have an introductory period for the first 90 days of employment. Introductory periods are used to determine the suitability of an employee to a position. At the end of the introductory period, each employee will be evaluated by their supervisor. Introductory evaluations follow the same format as used for annual evaluations. There is no merit increase in salary following an introductory period. Upon promotion involving a substantial change in job responsibilities, an employee will enter a new introductory period and will be given a new date for evaluation purposes. Completion of the introductory period does not change the employee's at-will employment status or create a promise of continued employment.

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

### *Appraisal Process*

The library's annual performance appraisal system is divided into three meetings conducted at four month intervals, based on the evaluation cycle. Supervisors will complete an appraisal form for each of their employees using a standard format. The format remains the same for every employee but the principal duties differ based upon position.

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

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

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

All appraisal forms and related documents will be sent to the library director for review prior to discussion with the employee. The library director reviews all completed appraisal forms. Annual performance appraisal forms are maintained in the employee's personnel file.

### *Challenges*

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

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

### *Annual Merit Increases*

A merit increase may be granted to an employee when possible and appropriate. The library expects an acceptable performance level in order to justify any increase in pay. The library does not guarantee annual merit increases.

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

The overall possible percentage is determined for all employees during the Library's budgeting process.

## Performance Improvement

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

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

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

### *Coaching*

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

### *Written warning*

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

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

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

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

### *Probation*

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

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

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

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

#### *Delay, decrease, or suspension of merit increase*

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

#### *Administrative Leave*

Administrative Leave will only be authorized by the library director. Such action will be taken when investigation into a matter is determined appropriate. The conditions of Administrative Leave will vary from case to case with no particular case setting any precedent. During Administrative Leave, the employee will not report to their regular work assignment. Placing an employee on Administrative Leave may result in loss of pay. Employees on Administrative Leave will not accumulate or accrue any type of regular leave unless other provisions are made in writing with the employee. The library will continue to provide health benefits to the employee while on Administrative Leave. Employees will always be notified in writing when Administrative Leave is exercised.

#### *Termination*

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

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

## Grievance Procedures Policy

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

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

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

### *Letters of grievance*

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

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

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



### *Grievance Hearings*

Before a grievance hearing will be considered by the board, the staff member must produce evidence that the staff member has attempted to resolve the matter within the library's established organizational structure. All such attempts should be documented in writing and included in the grievance hearing request letter. The letter must be signed and include:

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

Grievance hearing request letters will be addressed to the president of the board of trustees. A copy of any grievance hearing request letter must be sent to the library director.

If a hearing is granted by the board, the employee will appear before the board of trustees at the next regularly scheduled meeting. If the employee intends to provide witnesses, the names of such witnesses will be communicated to the president no later than three business days prior to the meeting.

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

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

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

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

## Employee Files

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

### *Personnel Files*

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

### *Medical Information*

Information about insurance coverage or other medical claims is kept in a separate file for each employee. When an employee has dependents covered on their insurance, information about dependents may also be kept in the same file. Dependents may also request information from this file when the dependent is a part of the employee's coverage. Information concerning COBRA will be kept in medical files. Any HIPAA agreements maintained by the library will also be kept in these files. Only staff authorized by the library director will be given access to an employee's medical information. Supervisors will not be granted access to these files. Upon termination, medical files are combined with personnel files and are retained permanently.

### *Training and Continuing Education*

The library maintains a separate file for each employee that contains records of training received, certifications, secondary school credits, and other similar credentials. Upon termination, education files are added to personnel files and are retained permanently.

### *Timesheets*

Timesheets are kept in separate files from other personnel records and are sorted by timeframe, not individualized to a particular employee.

### *Payroll*

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

Payroll files are audited each year and are retained according to the Local Government Records Retentions Schedule provided by the Kentucky Department of Libraries and Archives.

## Board Certification

The Kentucky State Board for the Certification of Librarians, created by the Kentucky General Assembly in 1938, is required by **KRS 171.250** to issue certificates to qualified library staff.

Under the terms of **KRS 171.260**, public libraries in Kentucky are required to be administered and staffed by appropriately certified personnel. The Certification Board believes that library staff must increase their skills and knowledge through continuing education in order to keep abreast of developments in the information age. This, in turn, upgrades the library profession, enriches the individual librarian, and promotes quality library service. Thus, the goals of this certification program are:

- to improve library service throughout the state;
- to motivate public librarians to acquire, maintain, and develop their skills through basic and continuing education;
- to recognize public librarians who, on a continuing basis, update their knowledge and skills in order to provide better library service to their patrons;
- to improve the public image of librarians and libraries;
- to provide guidelines for public library boards and supervisors to use in selecting and retaining personnel; and
- to aid in structuring library educational programs to better meet the educational needs of librarians.

All part-time and full-time Library Directors, Assistant Librarians (Directors), Branch Heads, Department Heads, and Bookmobile (Outreach Services) Librarians, as well as full-time employees who provide library information services to the public, are required by law to be certified. It is the responsibility of the employee to track his/her certification status. The library will pay any fees to the Certification Board for initial certification or renewal. If an employee allows his/her certification to lapse disciplinary action may result.

- A library director serving a population of more than 15,000 shall hold or obtain a professional I certificate.
- A library director serving a population of 15,000 or less shall hold or obtain at least the professional III certificate.
- An assistant director, bookmobile librarian, branch head, or department head shall hold or obtain at least the paraprofessional I certificate.
- Any other full-time position providing library information services, as assigned by local library personnel, shall hold or obtain the paraprofessional III certificate.

### *Types of Certificates*

A Professional Certificate I shall be:

Awarded if the applicant has obtained a master's degree in library science from an ALA accredited school.

A Professional Certificate II shall be:

Awarded if the applicant has obtained a master's degree in library science from a library school that has not been ALA accredited;

or

A master's degree with at least fifteen (15) graduate hours in Library Science.

A Professional Certificate III shall be:

Awarded if the applicant has obtained the following requirements:

A bachelor's degree with at least twenty-one (21) graduate or undergraduate college credit hours in library science;

or

A master's degree with at least fifteen (15) graduate or undergraduate college credit hours in library science.

A Professional Certificate IV shall be:

Awarded if the applicant has obtained the following requirements

A bachelor's degree with at least nine (9) graduate or undergraduate hours in library since AND six (6) graduate or undergraduate college credit hours in a job-related field of study

or

A master's degree with six (6) graduate or undergraduate college credit hours in library science AND three (3) graduate or undergraduate college credit hours in a job-related field of study.

A paraprofessional I certificate shall be:

Awarded if the applicant has completed or obtained:

A high school diploma or high school equivalency diploma

AND

Three hundred sixty (360) total job-related educational contact hours, including one hundred forty-four (144) hours in library science, seventy-two (72) hours in Human Resources and/or Management;

AND

Four thousand (4,000) hours library work experience.

A paraprofessional II certificate shall be:

Awarded if the applicant has completed or obtained:

A high school diploma or high school equivalency diploma

AND

Two hundred eighty-eight (288) job-related educational contact hours;

AND

Four thousand (4,000) hours library work experience.

A paraprofessional III certificate shall be:

Awarded if the applicant has completed or obtained:

A high school diploma or high school equivalency diploma

AND

One hundred forty-four (2) job-related educational contact hours;

AND

Two thousand (2,000) hours library work experience.

A temporary certificate shall be:

Issued to an applicant that does not meet requirements for any other certificate. It will be valid for five years and will not be renewed.

A professional or paraprofessional certificate shall be renewed according to 725 KAR 2:070 and shall be valid for five years.

*Required Certification Renewal by Public Library Position*

A library director serving a population of more than 15,000 shall renew the professional certificate every five (5) years. One hundred (100) contact hours of continuing education shall be accumulated within the five (5) year period.

A library director serving a population of 15,000 and less shall renew at least the paraprofessional certificate every five (5) years. One hundred (100) contact hours of continuing education shall be accumulated within the five (5) year period.

An assistant director, bookmobile librarian, branch head, or department head shall renew at least the paraprofessional certificate every five (5) years. One hundred (100) contact hours of continuing education shall be accumulated within the five (5) year period.

## Staff Development

### *In-service Training*

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

### *Communications*

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

### *Staff Meetings*

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

### *Continuing Education*

Further education is encouraged at all levels. State certification is required for professional staff and those staff members who work mainly with the public. Within the limitations of the budget, the library will pay for workshops and conferences, especially when they apply toward certification. Record of attendance must be delivered to the director or a designee.

### *Professional Activities*

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

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

### *Post-Secondary Courses Required for Initial Certification*

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

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

### *Tuition Reimbursement*

The Library encourages staff to further their education. Tuition reimbursement is available to full time employees that have completed one year of employment at HCPL and are taking classes that will assist them in their job responsibilities or for classes that would apply toward advancement within the Library. Employees are not eligible for additional tuition reimbursement in the same semester they are enrolled in a class required for initial certification. Employees who currently have a Master's in Library or Information Science are not eligible for tuition reimbursement.

Employees are not eligible for tuition reimbursement for any coursework beyond a bachelor's degree with the sole exception of a Master's in Library or Information Science. Reimbursement will be made to employees for one-half (1/2) of the tuition cost of each class successfully completed. Employees may apply for reimbursement for up to one class per semester. There is a \$500 per class maximum for reimbursement, with a \$1500 per year per person limit.

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

Employees requesting tuition assistance must have satisfactory performance ratings. Tuition reimbursement requests should be made in advance of taking any classes for which reimbursement would be requested. All requests for tuition reimbursement must be approved by the Library Director.

The library expects that an employee who receives reimbursement shall remain with the library for a minimum of one year following completion of any course. Should the employee voluntarily terminate employment with the library before that time, the employee will reimburse the library all funds received for any courses completed within the previous twelve [12] months.