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# Personnel Policies

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## Nevada Public Library Policy Manual

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## Attendance

Every employee is expected to be at work on the days assigned for work and ready to commence working at the assigned start time. Employees are also expected to return promptly for a break/rest period or mealtime.

Employees must follow departmental procedures as soon as possible when they become aware that they will be unexpectedly late or absent.

The library may ask for a doctor's excuse if one or any of the following occur (this is not an all-inclusive list): (1) if an employee is absent for more than 3 days; (2) if an employee is absent on a regular basis or in a particular pattern; (3) if an employee is absent on more than one occasion, or that occasion is more than two days long, during their probationary period.

If an employee is absent for any scheduled days or shifts without calling his or her supervisor or another supervisor in charge, in accordance with departmental procedures, he or she may be subject to disciplinary procedures up to and including termination.

If an employee is absent for three or more consecutively scheduled days or shifts without speaking to his or her supervisor or another supervisor in charge, in accordance with departmental procedures, the employee will be considered to have abandoned his or her job.

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## Bereavement Leave

Library employees may be allowed a maximum of ten work days in the event of the death of an immediate member of the employee's family. In no event is the leave time automatic. This provision will be handled on a case by case basis. The immediate family shall be defined to include: spouse, child, parent, sibling, grandparent, parent-in-law, fiancé (e), or life partner.

Employees may, at the discretion of the Director, rearrange work schedules to permit time off to attend the funeral services of non-family members. Every effort will be made to accommodate an employee's wish to attend such funerals, so long as it does not pose a hardship for the Library.

The minimum chargeable compassionate leave will be one hour. All compassionate leave will be deducted from an employee's accrued sick and emergency leave.

## Cell phone & Computer Use

**Cell phone use**—For all employees, personal phone calls (incoming and outgoing) during work hours are to be kept short and to a minimum. Cell phones are only to be used away from your work area/desk and only during break times or lunch times.

Texting should be kept to a minimum and out of the view of public. Patrons are not allowed to talk on their cell phones in the Library; therefore, employees should not use their cell phones in public view.

**Library phone use**—Employees should not use Library telephone for personal business, instead they should use their personal cell phone or, in case of an emergency, ask the Library Director for access to the Director's line. Using the Library's main line for personal use ties up the line and is prohibited.

### Use of Library Computers by Employees

The library provides an email address for each employee. There is no expectation of privacy for any email addressed to, received by, or sent by an employee at the Library email address.

The Library reserves the right to monitor all email accounts issued by the Library and all other use of Library computers, including Internet sites accessed on any Library computer. Employees are not allowed to install or delete programs on any Library computer without the express permission of the Library Director. Any programs installed on Library computers will be for Library use.

Staff workstations are to be used solely for Library work.

In accordance with Federal and State law, all Library computers are filtered.

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## Compensation

### Employee classifications

A full-time employee is defined as an employee who is hired to work 40 hours a week for an hourly wage or for an annual salary. FTEs are entitled to health insurance and LAGERS retirement benefits.

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A half-time employee is defined as an employee who is hired to work at least twenty hours per week but less than thirty-two hours per week on an annual average. Half-time employees are paid an hourly wage and are entitled to limited benefits.

A part-time employee is defined as an employee who is hired to work less than twenty hours per week.

The Nevada Public Library would prefer to hire a Library Director who is a professional librarian with a Master of Library Science degree, however, due to the size of our community and budgetary limitations of the Library, it is not required so long as the Director has comparable experience in leadership and library operations.

### Exempt and nonexempt employees

Job responsibilities and the provisions of the Fair Labor Standards Act determine exempt and nonexempt status.

### Compensation Plan

The Nevada Public Library (NPL) recognizes that its employees play a significant role in providing the library materials, services, and programs to the taxpayers.

NPL strives to recruit and retain highly qualified employees to fill a variety of positions in the organization, with the intent of providing superior service to both internal and external customers.

Therefore, NPL has adopted a compensation plan for budgeted positions that meets the following objectives:

- Provide fair and equitable rates of pay;
- Establish a pay plan that supports recruitment and retention of qualified employees;
- Develop market competitive pay ranges for all job classifications;
- Remain fiscally responsible with public resources to provide a sustainable pay plan;
- Ensure consistent administration throughout all levels of the organization.

### Structure of the Compensation Plan

Job descriptions form the basis of the compensation plan. The job descriptions outline the purpose of the position, the primary responsibilities, knowledge, skills and abilities required to perform the job as well as required education level and related experience. Job descriptions are reviewed to ensure the duties and requirements of the position remain accurate and current. Approval of the content of the job description rests with the Executive Director.

## The Salary Schedule

The salary schedule consists of a range system with eight pay grades. Each grade has a 35%-45% spread from the minimum salary to the maximum salary, unless temporary adjustments are made for minimum wage increases.

Salary increases, if any, occur with Board approval of the annual budget providing for such increases. The effective date of the salary increase is the first day of the new fiscal year, which is typically January 1.

Employees in positions classified as temporary or internships are not eligible for increases.

New hires and employees in new positions with a start date between October 1 and December 31 of the current year are on probation as defined by Employee Probation Period policy and will not be eligible for any annual staff raise in the subsequent fiscal year. However, these employees are eligible to receive any adjustments made to the base salary in their grade.

## Pay

The basic beginning pay for all personnel shall be at least the greater of the established Missouri or Federal minimum wage.

Pay increases will be reviewed annually by the Board of Trustees' Budget Committee and will be based on years of service, experience, job classification, and performance evaluation scores.

Automatic deductions to salary include Federal income tax, FICA tax and retirement, deferred compensation and health insurance premiums when applicable.

### *Pay Period*

Non-exempt & exempt employees – All Library employees are paid on the last Friday of each month. Pay periods include the full weeks that fall between paydays.

If discrepancies arise between the time recorded for the last day of the pay period and the time actually worked, the employee must adjust the time sheet for the following pay period and append an explanatory note.

If the normal pay day falls on a holiday, pay day will be on the last work day prior to the holiday.

Paychecks not picked up on payday will only be available from the Director.

Any paid hours in a week taken off due to vacation, sick, or other paid leave will be used in computing hours for that week.

### **Timesheets**

Each non-exempt employee shall keep a time card provided by the library. The completed timecards are due to the Library Director on the Tuesday preceding Payday. Time sheets are to be kept in a permanent file.

### **Reimbursement for expenses**

Employees are reimbursed for expenses incurred in the performance of their duties for the Library including the attendance of continuing education events.

Employees will be reimbursed for all actual documented expenses incurred in the performance of their duties. Receipts for any expense is required.

Approval for reimbursement must be granted by the Director.

### **Travel / Training Expenses**

Expenses of the Library Director and delegated Trustees to national, state, and regional meetings shall be paid by the Library. When possible, and upon approval, expenses of other staff members shall be paid for meetings and workshops.

Approved out-of-pocket travel expenses will be reimbursed after receipts are submitted to the Library Director.

When using their personal automobiles while on approved Library business, employees may be paid mileage.

Travel expenses include, but are not limited to, transportation (air, train, or bus), mileage, meals, motel room, and workshop registration fees for approved professional development events or Library business. All incidental expenses are the responsibility of the employee. All travel expenses must be pre-approved by the Library Director.

## **Compensatory time or overtime**

The workweek is 12:01 a.m. Sunday through 12:00 midnight Saturday night.

The Library Director will determine work schedules for all employees and is authorized to alter work schedules in order to provide the best customer service in each library location.

### **Overtime**

Overtime is any time worked over forty (40) hours per week and is paid at the rate of 1.5 times the regular pay rate. Employees may work overtime when approval is made by the Director in advance. Failure to secure prior approval to work more than your normal work week or failure to record the extra hours worked could result in disciplinary action, up to and including termination.

Occasionally situations may require irregular and scheduled overtime work hours in excess of forty hours per week. All hours worked in excess of forty hours must be authorized by the Director, and will be compensated at one and a half times the hourly rate.

Overtime compensation is paid to nonexempt 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.

### **Exempt from Overtime**

Employees in exempt positions do not receive monetary compensation, but may receive compensatory time as determined by the Director or the Board.

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## Corrective action

### Disciplinary Action

An employee's violation of work rules, misconduct, or continued unsatisfactory performance will result in progressive disciplinary steps. The severity of the penalty imposed for unacceptable conduct or job performance will increase with each occurrence. Most generally, the library will not dismiss an employee without fair warning and an opportunity to improve, except in cases where the misconduct is so intolerable or objectionable that the employee must be dismissed even on the first offense.

Nevada Public Library (NPL) generally implements a progressive disciplinary process, as follows: verbal counseling, written warning, disciplinary probation and a final stage of termination or discharge. The disciplinary process may stop or skip one or more levels at any time. There may be some instances that require immediate written warning or immediate disciplinary action, including but not limited to probation or termination. However, the primary objective of the NPL progressive disciplinary process is to return the employee to the status of a satisfactory employee.

The situations set forth below are considered serious enough that they may result in immediate suspension or discharge from employment.

### PROCEDURE

**VERBAL COUNSELING:** This is a meeting with the employee to verbally explain the problem behavior and how to correct it. A note written by the Director regarding the meeting, what was said and the outcome thereof should be kept in the department personnel file for future use. (Verbal counseling may be omitted in appropriate circumstances by the discretion of the Director.)

**WRITTEN WARNING:** This is a written statement outlining the incident(s) and dates of the incidents with an explanation of what action is expected to correct the situation. The written warning should contain language stating that, if future unacceptable conduct occurs, it may result in further disciplinary action. The employee should sign the statement indicating he/she has read it, a copy should be given to the employee, and the original should be placed in the employee's personnel file. If the employee refuses, a note should be made on the document that the employee refused to sign. (Written warning may be omitted in appropriate circumstances by the discretion of the Library Director.)

**DISCIPLINARY PROBATION:** The probationary memo should outline the conduct and/or performance problem areas and how these must be improved. It should state that discharge may follow if these areas are not improved upon within a certain period of time (e.g. 60, 90 days). The employee should sign, date and receive a copy; the original needs to be placed in the employee's personnel file. If the employee refuses to sign, a note should be made that the employee refused to sign the form. (Disciplinary probation may be omitted in appropriate circumstances by the discretion of the Executive Director.)



**TERMINATION/DISCHARGE:** The Library Director and the Board President will meet with the employee and inform the employee that his/her employment is being terminated. If the President of the Library Board is not available, then another designated Board Member will attend the meeting. A written summary of the meeting and reasons for termination should be placed in the employee's personnel file.

After successful completion of any stage in the disciplinary process, if the same or similar problem(s) occurs, the employee may be subject to additional disciplinary procedures or action, including but not limited to termination.

If the inappropriate conduct is of such a nature as to be considered serious or extreme, the progressive disciplinary process may be dispensed with, by the Executive Director's discretion (or Board President, if the Director is not available).

In accordance with Harassment policy, records of sexual harassment complaints, and the investigation and the disposition thereof, shall be maintained by the investigator and shall not be a part of any employee's regular personnel file. Notation of transfer, suspension, termination, or other disciplinary action resulting from a sexual harassment complaints may, however, be noted in an employee's regular personnel file.

## **PROCESS**

NPL is supportive of its employees and has every desire to see its employees succeed in the workplace. Therefore, it is anticipated that discussion of work-related conduct requiring disciplinary action will result in a satisfactory resolution and improvement by the employee. However, if the employee is not satisfied with the outcome, he or she may consider following the procedures described in policy, Employee Grievances.

### **Employee Grievance Procedure/Disciplinary Appeal**

The Nevada Public Library recognizes that some problems may not be satisfactorily resolved through informal and open discussion. Therefore, a formal grievance procedure has been established to provide each employee an opportunity to present a written grievance for consideration and reply, without fear of reprisal. The Library Director is responsible for assuring that every employee is aware of this right to appeal.

A grievance is a written personal appeal presented by an employee to change a management decision or administrative practice affecting his/her work, working conditions or employment status (including discharge). The grievance must state the reason for the belief that unfair or unequal treatment has resulted from the decision or practice.

A grievance will not be considered when based on any of the following:

1. Position elimination due to reduction in force.
2. Complaint, grievance, or concern affecting temporary employees.
3. Non-selection for promotion or transfer when the basis of grievance is an allegation by the employee regarding the qualifications of the person selected.
4. Rates of pay or benefits.
5. Assignment of location and working hours.
6. Group grievances.

An employee who elects to protest a discharge may submit a written grievance to the Director within five (5) working days of the date of discharge. The grievance procedure will proceed to step 2 of the grievance procedure. The initiation of the grievance process does not indicate that each grievance must go through all steps. Resolution of the grievance acceptable to all parties is always the goal.

Records and documentation related to grievances will not become part of the employee's personnel file.

#### **GRIEVANCE PROCEDURE SEQUENCE**

Following are the sequential steps to be followed when an employee has a grievance.

1. The employee must submit a written grievance, to the Director, within five (5) working days of the event or occurrence. A copy of the grievance will be sent to the Board of Trustees.
2. The Director will consider all supporting documentation and may request additional information or testimony. A written reply to the grievant will be rendered in writing within five (5) five working days of notification to the Director.
3. If the problem remains unresolved, the employee may request a sub-committee of the Board of Trustees to consider the grievance. A written request for appeal to this subcommittee must be made through the Director, within ten (10) working days from the date of the Director's reply.

Three (3) members of the Board of Trustees, drawn randomly from the pool, shall act as a subcommittee. During the review process the sub-committee shall review all documentation of the grievance proceedings, and may request additional evidence or testimony. After the review, the sub-committee shall approve, modify, or disapprove the Director's recommendation. A report shall be given to the full Board of Trustees at the next scheduled meeting and a written reply mailed to the grievant.

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## **Drug-free Workplace policy**

Employees who use, possess, or distribute illicit drugs or alcohol on library property are subject to dismissal. Employees who arrive to work under the influence of illicit drugs or alcohol are subject to dismissal. Drug/alcohol screening may be requested of an employee at any time.

Employees reporting for work under the influence of illicit drugs or alcohol are subject to dismissal.

An employee using a prescription drug or over-the-counter medication that causes adverse side effects, such as drowsiness or impaired reflexes, must inform the director that he or she is taking such medication under the advice of a physician. The Director may grant the employee sick leave or temporarily assign the employee to different duties.

To use or be under the influence of alcohol, legal drugs or controlled substances, at any time, to the extent that an employee's work performance or fitness for duty is adversely affected is prohibited. Prescription drugs are also prohibited if the safety of the employee or others may be affected or job performance is affected and reasonable accommodation, if required, does not remedy the danger or performance issues.

### **Smoking**

Smoking or any other use of tobacco or marijuana products is not allowed anywhere in the Library or on the Library property. This includes, but is not limited to, electronic cigarettes, electronic vaping devices, personal vaporizers, or electronic nicotine delivery systems which simulate tobacco smoking.

### **Alcohol on Library premises or business travel**

Employees shall not use alcohol during normal working hours. For the purpose of this policy, normal working hours include breaks and meal periods. Employees shall not report for work unable to perform their duties as a result of using alcohol and/or mood-altering chemicals. Employees will not operate any vehicle on Library business while under the influence of alcoholic beverages or mood-altering chemicals. Alcohol is not permitted in or on Library property.

## Due process

### Involuntary Termination

Involuntary termination is a separation from employment without request by the employee. These include, but are not limited to, layoffs, firings, or elimination of the position. Employees will be informed in either of two ways of termination of employment: (1) in person by the Library Director, with a last date of employment given at that time; or (2) by certified mail to current home address.

### At-Will Employment

Employment with the Nevada Public Library is at-will. This means that neither the employee nor the library has entered into a contract regarding the duration of employment. The employee is free to terminate his/her employment at any time, with or without reason. Likewise the library has the right to terminate the employee at any time, with or without reason.

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## Emergency Closings

The decision to close the library due to inclement weather will be left to the discretion of the Library Director.

If an employee is unable to get to work due to the weather on a day that the library is open, they must take that as a personal day or day of vacation. If vacation leave has been exhausted, such absences will be without pay.

All full-time and part-time staff scheduled to work during closings shall be compensated. Staff shall be paid for the number of hours for which they were scheduled to work.

An employee who has scheduled the day off as vacation, sick, holiday or other paid leave, will be charged with those leaves.

## Employee Conduct

### Appearance & Hygiene

The library expects employees to present a neat, clean, and well-groomed appearance.

Dress must be appropriate for the type of work and not offensive to the public. If an employee is uncertain about the suitability of any item of apparel, it is advisable to consult the Director before wearing the item.

Desk and office staff are expected to present a professional appearance. In general, the following types of attire are inappropriate for all desk and office staff:

- a. Jeans with tears/frayed/worn appearance
- b. Sweat suits or other athletic wear
- c. Leggings worn as trousers
- d. Shorts of any kind, including dress shorts.
- e. Excessively bare sundresses or tank tops
- f. Hemlines more than 3" above the knee.
- g. Barefoot or flip flops
- h. Hats, unless for medical or religious purposes. No sunglasses unless prescribed by a physician to wear indoors.
- i. Buttons, stickers or any other accessory or item of apparel that espouses a cause, supports a political candidate or platform, or expresses an opinion.

NPL or T-shirts with literacy theme may be worn as long as it does not conflict with the above policy.

Personal hygiene is an important aspect of patron service and must be properly maintained to avoid creating an environment that is offensive to patrons and fellow employees.

The Director has the right to remove an employee from the workplace to correct major deficiencies in dress, appearance, or personal hygiene. The Library Director may send the employee home to change or ask that the employee make acceptable modifications to their attire. Employees sent home to change will not be paid for the time they are away from their work area.

Repeated disregard for appropriate dress may result in disciplinary procedures.

All employees will wear name tags while on duty.

### **Code of Ethics, Employees**

Every citizen has the right as an individual to take part in public debate or to engage in social and political activity. The only restrictions on these activities are those imposed by specific and well-publicized laws and regulations which are generally applicable.

Personal views and activities of staff members may be interpreted as representative of Nevada Public Library, and thus precaution should be taken to distinguish between private actions and personal opinions, and those one is authorized to take/make in the name of the institution.

All employees have the responsibility to:

- Maintain as a priority an objective and open attitude of understanding, courtesy and concern for patrons' needs.
- Learn and execute the policies of Nevada Public Library and to express in a positive manner any concern or objection with the policies, philosophy or programs of that institution.
- Protect the essential confidential relationship which exists between the Library user and the Library.
- Make the resources and services of the Library known and easily accessible to all current and potential users.
- Carry out those activities assigned under the policies of the Library in a spirit of cooperation.
- Avoid any possibility of personal financial gain at the expense of Nevada Public Library.
- Be cognizant of and practice the obligations of employment and of what constitutes abuse of working conditions and benefits.
- Recognize and practice those habits and characteristics that make a good employee.
- Acknowledge the importance of the work done by all staff in all divisions and maintain a sense of loyalty to and cooperation with fellow staff members.
- Carry out assignments so that co-workers need not assume added responsibilities, except in times of emergency.
- Share one's knowledge, experience and expertise with others.

[See also: American Library Association Code of Ethics toolkit.](#)

### **Confidentiality**

All employees are to maintain confidentiality of patron and employee information not only in the workplace but also when off duty and away from the Library.

### **Conflict of Interest**

The Nevada Public Library Board believes that it is fundamentally important that the public perceives that all policies and decisions of the Board are fairly and impartially determined, and that the personal financial interests of the Board members do not conflict with the interests of the Library. To that end, the Board has adopted the following policy:

A Board member shall not participate, directly or indirectly, in the making of any contract on behalf of the Library in which he or she has a personal financial interest; nor shall a Board Member participate in any decision or recommendation involving the Library in which they have a personal financial interest.

Any Board member aware of a personal conflict of interest regarding a matter coming before the Board shall bring this to the attention of the Board. The President of the Board shall rule as to whether the situation constitutes a conflict. If a conflict exists, the Board member shall abstain from voting and excuse him/herself from any discussion regarding the matter by leaving the room, and shall not be counted in determining the quorum if that has not already been established for the meeting. These points shall be recorded in the Minutes of such meetings.

In the event that the President has a conflict or perceived conflict, the Vice-President will fulfill the role of investigating and ruling on the conflict.

A Board member shall not participate in any way in deciding whether to hire any person related to him/her by blood or marriage closer than a second cousin, as an employee of the Library.

The Board, in accordance with this policy and applicable law, shall deal with any conflict of interest brought to its attention.

### **Employee Standards of Conduct**

Employees are expected to treat co-workers with respect and courtesy. Threats, intimidation, coercion, and abusive or disrespectful language or behavior are strictly prohibited. Any employee subjected to such behavior should report it immediately to the Library Director or, if the Director is the subject of the complaint, to the Board of Trustees.

Ongoing gossip and complaining are detrimental to staff morale and have a negative impact on the Library as a whole. An employee who takes issue with any policy, procedure, scheduling, or other Library matter should speak directly with those responsible. While staff members are certainly free to discuss areas of concern with co-workers, it is most effective to address the issue to those who can improve or amend the situation directly. If a satisfactory result is not forthcoming, the employee should address the concern to the next higher supervisory level. If, after review, the concern is not addressed to the employee's satisfaction, the employee must decide for him or herself whether he or she is willing to accept the Library's decision or if consideration should be given to finding better suited employment.

## OTHER BEHAVIOR GUIDELINES

It is expected that employees will:

- Conduct personal reading away from work areas during off-duty times.
- Talk quietly. In public areas, keep personal conversations and discussions of patron matters to a quiet tone so as not to be overheard by patrons.
- Keep personal belongings out of sight in public service areas. The library is not responsible for lost, stolen, or damaged personal property belonging to NPL employees.
- Keep your workstation clean, neat and organized.

This is not an all-inclusive list.

All employees are expected to uphold the following standards of conduct prohibiting:

- Stealing, or attempting to steal property of the Library, its patrons, or another employee of the Library. The Library will criminally prosecute any such employee to the fullest extent of the law.
- Intentionally misusing or damaging Library property.
- Using the Library's postage stamps, fax machine, or photocopier for personal reasons without repaying the Library for such.
- Making unauthorized purchases for the Library.
- Unauthorized working of overtime or failure to record overtime.
- Deliberately or willfully violating the Library's equal employment opportunity program.
- Threatening, intimidating, coercing, harassing, using abusive language, or assaulting another employee or patron at any time.
- Interfering with the performance of other employees.
- Unauthorized possession or use of weapons, firearms, or explosives.
- Providing false or misleading information on employment application, timesheet, personnel, statistical, or other library document or record.
- Missing work without notice or a valid excuse.
- Breach of confidentiality.
- Insubordination or refusal to comply with instructions or failure to perform reasonable duties which are assigned.
- Obscene or abusive language towards coworkers or patrons.
- Sexual harassment of any kind.
- Negligence in observing fire prevention and safety rules.
- Sleeping during scheduled work hours.
- Accepting gifts or gratuities in return for Library-related work.
- Violation of the library's policy on alcohol and drugs.
- Disorderly conduct which may endanger any employee, patron, or property on library premises.
- Engaging in such other practices as the library administration determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the library, its employees, or patrons.

This list is intended to be representative of the types of activities which may result in disciplinary action. It is not intended to be comprehensive and does not alter the employment-at-will relationship between the employee and the library.

Disciplinary action for above violations could range from an informal reprimand through criminal conviction.



### **Employee Contact with the Media**

Employees of the Library are absolutely free at any time to exercise statutory rights regarding contact with political representatives or the media. While it is the right of the employee to express personal opinions to the media or others, that right does not allow employees to speak as representatives of the Library, and may not use position titles associated with their employment in a way that suggests that they are acting as representatives of the Library.

Contact by employees with the media as representatives of the Library are restricted to those duly appointed as Library spokespersons.

With regard to social media, such as Facebook and Twitter, employees may exercise the same rights as above, but not speak for the Library. Any patron or staff member should have his/her privacy respected and protected, and should not be topics of discussion on social media.

### **Employee Contact with the Public**

The library is a public service agency. The patron always comes first. Employees have a responsibility to maintain the best relations possible with the public both on and off duty.

A Library employee must not discuss confidential information pertaining to personal matters or patron information with any member of the public. Any employee who violates this policy is subject to dismissal.

### **Insubordination and Failure to Perform**

Employees are expected to obey instructions from the Director or other assigned supervisor. Failure to do so either by refusal or omission is insubordination and will result in discipline up to and including termination of employment.

Negligence, inefficiency, incompetence, or failure to perform assigned duties will result in retraining and/or disciplinary action. Negligence includes concealing or failing to correct any significant error or mistake or unsafe condition or hazard. If the employee cannot correct the problem, he or she must report it immediately to the Director.

### **Administrative Rules**

The library director may make administrative rules for matters that are not covered or addressed in this policy handbook, insofar as the rules are consistent with and are not in violation of any rules or procedures set forth in this policy handbook and have board approval.

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## Employee Benefit / Insurance Plans

### Health Insurance

Nevada Public Library shall provide insurance programs for full-time employees. Some benefits may be available for their families and dependents. These programs may include health, life, dental, and vision insurance. At the option of the Board of Trustees, insurance coverage may be contributory in nature. The employee contribution will be determined annually and will be assessed on a prorated basis for each insurance option.

1. The library provides, through the City of Nevada, health benefits to full-time employees and their dependents. The library pays the premium for the employee only. Employees must pay, in full, for dependents on the plan.
2. All health benefits, whether paid by the Library or by the employee, are administered by the City of Nevada HR Department/Benefits Coordinator and not by the Library.

### Dental & Vision Insurance

Optional dental and vision insurance is available to full-time staff and their families. The library pays the premium for the employee only. The employee pays 100% of the monthly dental/vision insurance premiums for their family.

Check with the Library Director or the City of Nevada Human Resources/Benefits Coordinator for the current employee contribution amounts, open enrollment period, and other details.

### Life insurance

Optional life insurance is available to full-time staff and their families. The employee pays all of the monthly premiums on life insurance plans for self and family.

## **Equal Employment Opportunity**

The Nevada Public Library (NPL) provides equal employment opportunity as required by applicable laws in all aspects of employment including, but not limited to, recruitment, hiring, training, transfer, promotion, compensation, and other employment benefits. Discrimination in employment opportunity against protected individuals based on race, color, sex, pregnancy, age, religion, national origin, ancestry, alienage or citizenship status, disability, marital status, sexual orientation, gender identity or expression, receipt of governmental assistance, military service or affiliation, genetic information, veteran status, status as a victim of sexual or domestic violence, or order of protection status, is strictly prohibited.

All applicants and employees shall be qualified for the position of employment and indicate a capability of performing job requirements, with reasonable accommodation if required. Responsibility for understanding, communicating, and applying this policy is assigned to the Executive Director and all administrative staff responsible for employment functions.

### **Equal Opportunity Statement**

Nevada Public Library is committed to the principles of equal employment. The Library is committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is the intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age, race, color, national origin, ancestry, political opinions, religious beliefs, sex (including sexual stereotyping), sexual orientation, gender identity, pregnancy (including childbirth, lactation, and related medical conditions), marital status, physical or mental disability, genetic information (including testing and characteristics), association with anyone who is a member of a protected class, AIDS/HIV status, veteran status, uniformed service member status, or any other status protected by federal, state, or local laws. The Library is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

The Library will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. The Library will take appropriate corrective action, if and where warranted. The Library prohibits retaliation against employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

Both the Library and its employees (current or prospective) are responsible for upholding this policy. Any discussions or questions regarding equal employment opportunity should be directed toward an employee's Supervisor. If the question or complaint involves their Supervisor, it should be directed to another member of the Administrative Staff.

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## Family in the Workplace

Family members and other personal visitors of NPL employees are to stay in public areas and abide by all Patron Conduct rules. Children under the age of 10 must be directly supervised by an adult at all times while in the library. Therefore, NPL employees may not bring their young child to the library while on duty as an alternative to childcare. Older children of NPL employees are welcomed to use the library while their parent is working at the Library as long as they follow all Patron Conduct rules and the employee maintains satisfactory work performance. Children should not be in the service desk area without the Library Director's permission.

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## Family Medical Leave

This policy is in compliance with the Family and Medical Leave Act of 1993. Family leave may be granted in accordance with Library policies on the use of vacation leave and sick leave for the following situations:

- 1) the birth of a child and the care of such child;
- 2) the adoption of a child, or the placement of a child in the employee's home for foster care;
- 3) serious illness of an employee unable to perform his or her job functions;
- 4) serious illness of an employee's spouse, child, father, or mother.

When family leave is needed, the employee must notify the Director in writing of the probability of the leave at least 30 days in advance of the leave or earlier if practical. Emergency situations may not allow for 30 days' notice and will be handled on an individual basis.

An employee's request for family leave shall not exceed 12 weeks in any 12-month period.

1. An employee's request for family leave may be taken on an intermittent basis, including reduced work days or reduced work weeks, but shall not exceed a total of 12 weeks in a 12-month period.
2. If an employee is requesting sick leave to cover the time away from work, the employee must submit to the Director a doctor's statement or an official statement from the case or social worker indicating the time needed for the employee's care of the child or family member.
3. When all sick leave and vacation leave have been exhausted, the employee may request leave without pay. The total leave requested, including paid and unpaid leave, may not exceed 12 weeks in a 12-month period.
4. If it is necessary for an employee to take leave without pay for family leave, the Library will continue health care coverage during the leave at the same level and cost as before family leave.
5. In compliance with the Family and Medical Leave Act, for family leave requested over the available vacation and sick leave, employees must have been employed by the Library for 12 months full-time, or at least 1,250 hours half-time in the preceding 12-month period.
6. Requests for Leave without Pay shall be submitted in writing and shall indicate the date of anticipated return from leave. Any changes in this date after request is initially approved are subject to the approval of the Library Director. Failure to return on specified date will be considered abandonment of the employee's position. (see Termination Policy)

*Maternity Leave:* In compliance with the Federal Maternity Law of 1979, maternity leave will be granted to a full-time employee on the same basis as a sick leave.

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## Policy Against Workplace Harassment

Nevada Public Library has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based on an individual's age, race, color, national origin, ancestry, political opinions, religious beliefs, sex (including sexual stereotyping), sexual orientation, gender identity, pregnancy (including childbirth, lactation, and related medical conditions), marital status, physical or mental disability, genetic information (including testing and characteristics), association with anyone who is a member of a protected class, AIDS/HIV status, veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws. All forms of harassment of, or by, employees, vendors, visitors, patrons, and clients are strictly prohibited and will not be tolerated.

### Sexual Harassment

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

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors;
- Lewd or derogatory comments or jokes;
- Comments regarding sexual behavior or the body of another;
- Sexual innuendo and other vocal activity such as catcalls or whistles;
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or visual materials of a sexual nature;
- Repeated requests for dates after being informed that interest is unwelcome;
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the Library or any government agency;
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and
- Any unwanted physical touching or assaults, or blocking or impeding movements.

### Other Harassment

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion towards an individual because of the individual's age, race, color, national origin, ancestry, political opinions, religious beliefs, sex (including sexual stereotyping), sexual orientation, gender identity, pregnancy (including childbirth, lactation, and related medical

conditions), marital status, physical or mental disability, genetic information (including testing and characteristics), association with anyone who is a member of a protected class, AIDS/HIV status, veteran status, uniformed service member status, or any other status protected by federal, state, or local laws.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above-protected categories;
- Written or graphic material that insults, stereotypes, or shows aversion or hostility towards an individual or group because of one of the above-protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on our premises, or circulated in the workplace; and
- A display of symbols, slogans, or items that are associated with hate or intolerance towards any select group.

### **Reporting Discrimination and Harassment**

If an employee(s) feel that they have witnessed or have been subjected to any form of discrimination or harassment, they should immediately notify the Library Director. If the complaint is in regard to the Director, the report should be made to the Library Board President who will take appropriate action to investigate and resolve the matter.

The Library prohibits retaliation against employees who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

The Library will promptly and thoroughly investigate any claim and take appropriate action where it is found a claim has merit. To the extent possible, administration will retain the confidentiality of those who report suspected or alleged violations of the harassment policy.

Discipline for violation of this policy may include but is not limited to, reprimand, suspension, and discharge. If the Library determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the Library may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the Library will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

## Holidays

Nevada Public Library will be closed on the following days:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day/Indigenous Peoples' Day*
- Veterans Day
- Thanksgiving
- Friday & Saturday after Thanksgiving
- Christmas Eve
- Christmas Day

*Observance of some holidays will vary according to the day of the week on which they fall. A holiday that falls on a Saturday will be observed on the preceding Friday. A holiday that falls on a Sunday will be observed on the following Monday.*

The Library may be closed on other days designated by the Board of Trustees, or by the Director for special circumstances or emergencies.

*revised 11/2025*

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## Jury Duty/ Citizenship Leave

Library employees will be granted leave with pay when it becomes necessary for them to be absent from work for the purpose of such citizenship obligations as jury duty, voting, witness under subpoena, or other similar obligation. If an employee is serving on a jury that is released prior to the end of the work day, the employee will report to his/her job at the Library. Citizenship leave is not deducted from an employee's accrued leave.

## **Leave Request**

An employee is eligible to accrue leave benefits (paid time off, bereavement, citizenship and personal leave) when he or she is scheduled to work at least twenty (20) hours per week consecutively for a three (3) month period or longer and when the specific requirements of the applicable leave policy are satisfied. (See specific leave policy for more details.)

### **PROCEDURES**

An eligible employee must submit a leave request to the Director for approval. Leave requests require Director's prior approval, with an exception for leave in the case of sudden illness.

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## **Leave Without Pay**

An employee may take leave without pay only after all vacation and sick leave available to that employee has been used first.

Requests for Leave without Pay shall be submitted in writing and shall indicate the date of anticipated return from leave. Any changes in this date after request is initially approved are subject to the approval of the Library Director. Failure to return on a specified date will be considered abandonment of the employee's position. (see Termination Policy)

### **Extended Leave**

Employees may be granted up to three months leave of absence without pay, retaining rights to current position, seniority, and earned credit toward retirement, upon approval of the Library Director. An extended leave of absence may be granted in response to unusual circumstances and is not a benefit to which employees are entitled. Circumstances under which an extended leave of absence may be granted include, but are not limited to, extended illness of employee or immediate family member, extended travel, or education.

The request for a leave of absence must be submitted in writing to the Library Director for approval and must be supported by valid reasons. Leaves of absence without pay may be granted for a maximum of three months. Holidays occurring during a leave of absence will be unpaid.

The Library will provide group insurance benefits for employees under the same conditions that existed before the leave was taken for up to one month. Leaves beyond one month will require that the employee pay the full premium for any insurance benefits. Time-off benefits (vacation and sick leave) will continue to accrue during a leave of absence (less than three months), provided that the employee does return to work after the leave period has ended. These periods will not affect the timing of performance evaluations, nor will they affect anniversary dates. Performance evaluations that may occur during a leave of any kind will not be conducted until the employee returns to work.



## **Library Property**

### **Parking**

The library shares the main parking area with the community center, the Bushwhacker museum, and the Healthy Nevada Innovation Center. The library requests that employees leave the parking areas closest to the building clear for patron parking. The library assumes no responsibility for damage to your personal vehicle, nor theft of personal items, that occurs while an employee's personal vehicle is parked on library property.

### **Money**

The Library will not cash checks for employees. Employees may get change from the Library Director if change is available, but employees may not get change for personal use from the Library's cash drawers or deposit holds.

### **Supplies and Office Machines**

All requests for Library, office, and maintenance supplies should be submitted to the Library Director. All requests must be submitted before the end of the month for purchase at the beginning of the next month, except in cases of unanticipated demand. All employees are responsible for notifying the Library Director when taking the next to the last item of any supply item.

Supplies charged to the Library must receive approval from the Library Director. Every employee using the office or workroom photocopier is responsible for refilling paper, replenishing paper supplies, and maintaining order in the paper storage areas. Unused paper must be stored neatly in the package to avoid waste. The circulation staff is responsible for filling the office copier's paper trays every morning, replacing toner, and cleaning the glass plate.

The Library Director is responsible for placing service calls.

Employees may make personal photocopies on the Library photocopiers. Employees are charged the same rate charged to the public and must pay at the Circulation desk at the time copies are made. Employees may also send and receive fax messages at the same public rate.

### **Business gifts**

Library employees shall not accept gifts or gratuities from individuals or companies that do business or wish to do business with the Library. Violation of this rule could result in termination.

When in doubt whether to accept a gift in a business-related situation, the employee should check with the Director immediately. If a company or individual gives an employee something in the capacity of his/her employment, it becomes the property of the Library.

### **Contributions / Solicitation**

Direct solicitation is prohibited during employees' regular work hours.

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## **Military Leave**

Any employee who is a member of a military organization may be granted one 15-day leave with pay per fiscal year for the purpose of training. Leave with pay shall be interpreted that the Library will pay the difference between his/her Library salary and the compensation received for military duty.

Those who enter military service extended active duty shall be granted a leave of absence without pay and are entitled to reinstatement to his/her job upon discharge from service if a request is made within ninety (90) days after the date of discharge. (See Revised Statutes, State of Missouri, Chapter 105.270). The Library will grant all military leaves of absence in accordance with the laws of the State of Missouri.

Employees should notify the Director as far in advance as possible of the dates he/she will be gone so that arrangements can be made to cover his/her work during that time. Current Missouri State Law (See RSMo105.270)

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## **Password security / Online account access Policy**

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## Paid Time Off

### Vacation, PTO

- Library Director- After one year of uninterrupted employment, the Library Director is entitled to 4 weeks (160 hours) paid vacation a year. After 5 years of service, one week is added making it 5 weeks (200 hours) annual paid vacation. After 10 years of service, an additional week is added making six weeks (240 hours) annual paid vacation. Six weeks a year is the maximum allowed.
  - Full-Time Employee- After one year (rev. 01/2020) of uninterrupted service, a full-time employee (not including Director) is entitled to 2 weeks (80 hours) annual paid vacation. After 5 years of service, a week is added making that employee entitled to 3 weeks (120 hours) of annual paid vacation. After 10 years of uninterrupted service, a week is added making it 4 weeks (160 hours) annual paid vacation.
  - Half-Time Employee- After one year (rev. 01/2020) of service, the half-time employee is entitled to 40 hours of vacation. After 5 years of service, 40 hours are added, making the total 80 hours of paid vacation annually. If a half-time employee becomes a full-time employee, his/her full-time vacation schedule starts 90 days after he/she becomes full-time.
  - Temporary / Part-Time employee- A temporary or part-time employee working less than 20 hours a week is not entitled to paid vacation, but may be granted time off without pay for vacation time provided he/she can find coverage for their shift(s) at the Library. If a part time or temporary employee who works less than 20 hours, moves to a half-time or full-time position, his/her vacation schedule begins 90 days after his/her new position starts.
1. All of the employee's annual vacation time must be used each year within 30 days of their anniversary date. If not used by then, the leave is forfeited. It is not carried over from year to year.
  2. The employee's anniversary date is the date the employee was hired at the current position by the Library.
  3. Vacation is intended to benefit the employee and serve as a time of mental and physical refreshment. Employees are encouraged to use all their vacation leave. Sick and emergency leave will not be substituted for vacation leave.
  4. Requests: Time off for vacation should be requested by completing a **Leave Request Form** and submitting it to the Library Director at least a week in advance for 2 days or less. Vacation time 3 days or more, requested at least two weeks in advance. This allows for staffing changes to be made prior to approval by the director. Delays in requests may cause your request to be denied.
  5. Unused vacation time will be paid to the employee at employment termination with the exception of Dismissal of the employee. (See Employment Termination)

**Sick leave, PTO**

1. Full-time employees have 80 hours of paid sick and emergency leave per year. Half-time employees have 40 hours of sick and emergency leave.
2. Employees accrue sick time after the 90-day probation period.
3. Temporary employees and part-time employees, who work less than twenty hours a week, do not receive paid sick and emergency leave.
4. Temporary and part-time employees who work less than 20 hours a week who are absent due to illness may make up their hours at the discretion of the Director.
5. Unused sick leave accumulates to a maximum of 576 hours for full-time employees and 288 hours for half-time employees to provide protection for the employee in cases of extended illness. Unused sick time can be rolled over to the next year and continuously until it caps.
6. Employees with no sick leave remaining may use vacation leave to cover the time away from work. If sick leave and vacation leave are exhausted, the employee must apply for leave without pay. Leave without pay must be approved by the Library Director.
7. The minimum amount of sick leave that can be charged is one hour.
8. Sick leave in excess of three days will require medical documentation, such as a practitioner/physician's notice or, in cases of viral/bacterial illness, a positive test result. Upon the employee's return to work the letter must be presented to the Director.
9. Sick leave may not be used to extend the date of retirement or resignation. Unpaid sick time is surrendered at the time of employee's termination or resignation.
10. Any employee discovered misusing sick leave privileges is subject to dismissal.
11. Full-time employees may take emergency leave for serious illness in the employee's immediate family. Immediate family shall be defined to include: spouse, life partner, children and parents. Other relatives permanently residing in the same household are also considered immediate family for this policy. Under extraordinary circumstances, the illness of siblings, parents-in-law, and grandparents may be considered for emergency leave if approved by the Library Director.

**Leave Request Forms**

All employees must fill out a Leave Request form (see Appendix D) and have it approved by the Library Director before taking time off (with the exception of emergency sick time).

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## Performance Evaluations

It is the policy of the library to provide employees with ongoing feedback about their job performance and to formally summarize that feedback on a periodic basis. Initial performance reviews occur at the end of the 90-day training period for all employees. Subsequent performance reviews will occur at least once per year for those employees who work at least 25 hours per week.

The purpose of a performance review is to improve an employee's performance and productivity and ensure satisfaction with their employer. The employee's job performance will be evaluated; good performance will be recognized and areas for improvement will be identified. Performance reviews will be conducted by the Director. Employees are encouraged to discuss their goals and express their comments and concerns regarding their job and the library in general.

The performance review will cover the following points:

- Amount of work accomplished
- Accuracy and thoroughness of the work
- Dependability and attendance on the job
- Attitude toward the job, fellow employees, and the library and its customers
- Ability to organize and plan work
- Knowledge of specific job duties
- Enthusiasm and initiative demonstrated
- Courtesy and cooperation toward fellow employees and customers
- Personal appearance
- Comments and concerns

The performance review process gives the library valuable information to use when considering employees for promotion. In addition, the performance review gives the employee an opportunity to have a personal discussion with the Director.

Employees are encouraged to learn how to improve their on-the-job performance and to find out how the library can help.

### Access to Employee Personnel Files

Employee records are kept on file in the Director's office. The employee, as well as Library Administration, has access to the employee's own records. The Library tries to balance each individual's right to privacy with the Library's need to obtain, use, and retain employment information.

Employees have the right to access their personnel files, subject to the following limitations: Employees are permitted, within a reasonable time after their written request, to inspect their personnel files during business hours and in the presence of the Library Director when the file is reviewed. Personnel files may not be removed from the Director's Office.

If the employee disagrees with information in his/her personnel file, the employee may submit a written statement explaining his/her position. Such employee documents must remain part of the

personnel file.

The employee is entitled to copy those documents contained within the personnel file that he/she has signed. The employee has no right to review reference notes or Director notes in the file. The employer may charge a reasonable fee for the copies.

Information contained in a personnel file will be released to a party other than the employee or Library Director only under the following circumstances:

- pursuant to a lawfully issued administrative summons of judicial order including a search warrant or subpoena; in response to a government audit in the investigation or defense of personnel-related complaints against the employer;
- in response to a request by a law enforcement agency for the employee's address and dates of attendance at work;
- or to comply with federal, state, or local laws or regulations.

All employee medical information and employee Immigration and Naturalization Service Forms (I-9s) are stored in separate files away from the personnel file and only those with a legitimate need to know have access to these records.

## Professional Development

### *In-service Training*

The library will hold Staff Training days on Martin Luther King Jr. Day, Juneteenth, and Columbus Day from 9a-5p and the library will be closed to the public.

Staff attendance for In-Service days is required for full-time staff. Staff who are normally scheduled to work on the weekday in which an In-Service day falls, are expected to report for their shift, as scheduled.

Non-scheduled part-time staff may attend a Staff Training day for additional paid hours. (rev. 7/2015)

### *Professional Organizations Memberships*

The library encourages membership in professional organizations. If there are funds in the budget that will allow it, the library will pay the membership dues. If not, the membership dues are the responsibility of the employee.

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## Promotions

**Promotion:** A promotion is the advancement to a position that is on a higher salary range than the employee's current position. Eligibility for promotion will be based solely on skill, ability, work performance, and fulfillment of requirements of the job.

**Part-time to Full-time:** An employee who is moved from a part-time position to full-time status in the same position is not considered to have been promoted. All full-time benefits that accrue to the employee will be calculated based on the date of full-time employment.

## **Recruitment**

### **Equal Employment**

The Nevada Public Library is committed to the principles of non-discrimination to assure equal opportunity in all categories of employment. All open positions are posted publicly.

### **United States Citizenship / E-Verify**

Nevada Public Library intends to hire only citizens of the United States of America or those who have valid permits to work in the United States. All employees are required to provide proof of citizenship as requested or proof of a United States work permit before he/she can receive his/her first paycheck.

“This policy is written to comply with the Illegal Immigration Reform and Immigrant Responsibility Act as amended for the E-Verify Program. The Nevada Public Library shall participate in the E-Verify Program effective January 1, 2009 in cooperation with the Social Security Administration and the Department of Homeland Security.

The E-Verify Program is established to verify employment eligibility of all new employees hired after January 1, 2009. The new hire information will be submitted to the E-Verify system after the Form I-9 (Employment Eligibility Form) has been completed. The Library will comply with the regulations from the Social Security Administration and the Department of Homeland Security as outlined in the E-Verify Manual.

In addition, the Nevada Public Library shall post, for prospective employees, E-Verify Program notices in prominent places including bulletin boards, on the Library website, on job postings, and on employment applications.”

### **Nature of Employment**

Employment with Nevada Public Library is not for any set period of time. The Library gives no guarantee or contract, either expressed or implied, on continued employment. Just as an employee is free to voluntarily terminate his or her employment at any time, the Library may terminate employment at any time, with or without notice or cause.

This policy applies to all employees. Nothing contained in this handbook or any other Library document is to be construed inconsistently with this policy.

This statement of policy may not be modified except in writing and signed by the Board President and the affected employees.

### **Personnel Selection and Appointment**

Authority for the selection and appointment of the Library Director shall rest solely with the Library Board of Trustees. Authority for the selection and appointment of all other Library positions shall be vested in the Library Director. Selection of employees is based solely on the requirements of the position, with due attention to appropriate educational, technical, and personal qualifications for the position, combined with prior work experience and references.



### **Background Check**

Prior to becoming an employee of the Nevada Public Library, a job-related background check may be conducted. A comprehensive background check consists of prior employment verification, professional reference checks, and education confirmation. As appropriate, criminal, health examination, and or driving record history may be obtained.

### **Nepotism**

No person may be employed by the library that is related to the third degree (grandparent, parent, sibling, child, grandchild, aunt/uncle) nor by marriage (spouse, stepfamily, in-law) to any current member of the Library Board, the Director, or any other employees of the library.

### **New Employees**

New employees are required to fill out state and federal withholding forms, employment eligibility verification form, sign and date a copy of their Job Description, and present two (2) forms of identification before they begin work. New employees will be given an introduction to the organization and a general orientation prior to and along with training in his/her work area.

### **Probation Period**

The first three (3) months (or longer, if extended) of employment in a new position are considered probationary, a time when the employee's performance is reviewed to assure suitability for the position. During this time, the employee will be oriented to and trained for the position. Paid time off and bereavement leave will not be granted during this time period, unless the employee has leave balances from a previous position.

Absences during the probation period will be considered excused when caused by extenuating circumstances and/or arranged for in advance with the approval of the Director. Considering the job responsibilities of the employee, the demands and scheduling needs of the library, the Director will determine if the employee may use leave accrued in accordance with Personal Leave or Leave of Absence Without Pay policies, or if a rescheduling of hours will be used to make up an approved absence.

At any time during the probation period, the employee may be notified of dismissal. At the end of the three (3) month probation period (and any extended probation period), employees will receive performance reviews from the Director. Only employees who receive satisfactory performance reviews will be considered for regular employment. Upon becoming a regular employee, eligible employees will have accrued leave in accordance with Paid Time Off (PTO) and are entitled to use bereavement leave in accordance with Bereavement Leave. A regular employee continues to be an employee-at-will as set forth in policy, Nature of Employment.

### **Re-hiring former employees**

Any employee who resigns and who then later makes an application for employment will be subject to the same application procedures as other applicants and will not be entitled to any benefits or accruals from previous service. Employees who resign without proper notice, or who are discharged for misconduct or unsatisfactory job performance, are not eligible for rehire.

### **Outside employment (moonlighting)**

The Library does not object to employees accepting or holding a second job (outside employment) unless it has a negative effect on their ability to satisfy the job-related requirements of their Library position or involves the use of confidential information learned directly or indirectly through employment with the Library. Employees are requested to discuss the second job with the Library Director if they are unsure as to the possibility of a conflict of interest or a breach of confidentiality.

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## **Resignation & dismissal**

### **Termination of Employment**

Termination from the Library will normally occur through one of the following actions:

1. Resignation – voluntary termination by the employee.
2. Retirement – voluntary termination by the employee.
3. Dismissal – termination initiated by the Library for with or without cause.
4. Reduction in Force – elimination of a position.
5. Lay-Off – temporary termination resulting from lack of work.

All separation will be treated in a confidential, professional manner by all concerned. The Director must assure thorough, consistent, and fair termination procedures. This policy and its administration will be implemented in accordance with the Equal Employment Opportunity Statement.

### **Dismissal**

Employment with the Nevada Public Library is at-will. An employee may be dismissed for cause by the library for unsatisfactory job performance or for misconduct that is a breach of library rules or policies. Unless otherwise approved by the library director, the dismissed employee will receive his/her final paycheck on the normal payday for the pay period in which he/she is dismissed, subject to the return of all library property, including keys, equipment, materials checked out for library use, and other library materials.

Reasons for dismissal may be categorized under four (4) major headings:

1. Unsatisfactory performance.
2. Misconduct.
3. Lack of qualifications for the job.
4. Changed requirements of the job.

To ensure fairness, promptness, and legal sufficiency, the Library will adhere to the disciplinary process. The Library also recognizes misconduct can necessitate the immediate removal of an employee. Misconduct may be defined as, but not limited to, deliberate and willful violation of policies, theft of property, insubordination, or other serious breaks of acceptable behavior.

## **Layoff**

A layoff may occur if a position is abolished due to lack of funds, lack of work, reorganization, or other related reasons. This employee is eligible for rehire if circumstances improve.

When a reduction in force or elimination of a position is necessary, the Director will review this decision and receive approval from the Board prior to action of termination.

Should conditions necessitate a reduction in the Library's work force, the following steps will be taken:

1. We will first ask for employees to voluntarily reduce their work hours. This should be discussed with the Library Director so that you can determine when would be the best time to take time off without pay.
2. The Library Director may, at any time, decide to only selectively replace vacant positions that exist in the Library. We also reserve the right to re-assign the job duties from a vacant position to other employees in the Library.
3. If the actions above fail to provide a significant enough reduction, the Library Director will then begin to selectively reduce, either permanently or indefinitely, the current workforce.
4. If all of the above attempts still do not produce acceptable results, we may then have to do an across-the-board reduction in pay and/or hours for all employees. Once the need for a workforce reduction has been determined by the Board, the Library Director to be affected by the layoff will review each of their employees' performance appraisals for the past two years.

The Library Director will retain those employees whose appraisals show the best performance.

Depending on the extent of the reduction, employees will be retained in descending order according to their performance levels.

Employees will be recalled based on a combination of these factors:

- (a) The needs of the Library.
- (b) Performance appraisal (the Library aims to bring back the best possible employees).
- (c) Date of layoff from the Library. The Library Director will make every effort to assist laid-off associates in seeking other employment and in filing for unemployment compensation benefits.

## **Abandonment**

An employee who fails to properly notify the director of his/her absence from work for two consecutive days will be deemed to have voluntarily resigned without proper notice. An employee who abandons his/her position will forfeit eligibility for future employment by the library.

## Resignation

A written notice of resignation to the Director must be given two weeks prior to the resignation. The Director may decide, at their discretion, to let the employee go that day with the next two weeks' separation pay in lieu of notice. The Director is asked to give at least one month notice to the Library Board, but a minimum two weeks notice will be accepted under extenuating circumstances.

An employee can terminate his/her employment at any time, for any reason. This is a voluntary termination/resignation.

In order to resign in good standing, an employee shall give in writing adequate notice of his/her intent to resign. The letter of resignation should be addressed to the Library Director. Adequate notice for the purpose of these provisions shall be construed to mean two (2) weeks notice.

The termination action of an employee who fails to give adequate notice of his/her intent to resign shall bear the following notation:

–Resignation accepted with prejudice due to inadequate notice.

The Library Director may terminate his/her agreement of appointment on a 60-day notice. The Library Director shall also be entitled to a 60-day notice of such action by the Board. By mutual agreement of both parties, the Library Director and Board, the 60-day notice may be waived.

Failure to give notice as requested will not jeopardize payments of benefits due the employee, but shall be sufficient reason to deny an applicant consideration for employment at a future date.

The Library Director shall release an employee at the earliest possible date when an employee requests such consideration.

## Retirement

The Library Director planning to retire should notify the Library Board at least two months prior to the retirement date, if possible. Any other library employee should inform the library director of his/her upcoming retirement. The Library gives a retirement gift to employees who retire with more than ten years of service. Retirement must conform to the regulations set forth by the Missouri Local Government Employee Retirement System.

## Compensation at Termination

**Earned Hours:** Accumulated, but unused, vacation leave will be paid. Accumulated sick leave is canceled and will not be paid to the employee at termination.

**Benefits:** Upon the date of termination, the employee will lose status as an "employee" for benefit purposes and will no longer be eligible for any Library benefits.

**Health Insurance:** Employees who participate in the health insurance plan sponsored by the Library will have coverage through their last day on the job or through the end of the month depending on the policy of the health carrier.

The employee may elect to continue coverage as specified under COBRA regulations. The premium for this continued coverage may not exceed 102% of the cost of providing corresponding coverage to employees under the group's health plan and must be paid in full by the participant for continued coverage.

**Library Property:** Prior to their last day on the job, the terminating employee is responsible for turning in all Library property to the Director. This includes any items that have been within their possession, including keys, materials, equipment, and other Library property.

**Date of Termination:** The date of termination will be the last day the employee actually works in the Library. This date may not be extended by vacation, holiday, or sick time.

However, if the employee is on a Leave of Absence and terminates while on Leave or fails to return from the Leave, the termination date will be the date of notification or the last day of the Leave of Absence was approved.

**Final Paycheck:** Terminated employees are entitled to receive all earned pay. The final paycheck will be run on the next available payroll following the employee's date of termination.

Unused, but earned PTO hours will be paid in a separate check. PTO paid in a lump sum amount is not reportable to LAGERS as earned wages and requires a payment designated as "Vacation pay." For exempt, or professional staff, the final check will cover the entire pay period if the last day worked corresponds with the last day of the pay period. If the exempt employee works a portion of the pay period, the final paycheck will be calculated by prorating the days worked over the days in the pay period.

For hourly employees, the final check will include payment for all hours worked during the final pay period.

### **Crisis Suspension**

The employee will be suspended without pay pending an investigation for theft, falsification of the Nevada Public Library records, failure to follow safety practices, threat of, or the act of bodily harm, willful or negligent destruction of property, or use and/or possession of intoxicants, drugs or narcotics.

### **Exit interview**

Every employee who leaves the Library for any reason will have the opportunity for an exit interview with the Library Director. Except under extraordinary circumstances, exit interviews will be conducted on an employee's last day of work.

### **Final Day of Work**

On the last day of work, regardless of the reason for termination, the employee is to immediately return their Personnel Manual, any library keys they may have in their possession, any library

equipment, manuals, library credit card, current computer and email passwords, and staff telephone directory.

The employee shall turn in their final time sheet that day, completed and signed.

Any money owed to Nevada Public Library (lost or damaged materials, etc.) will be deducted from the final paycheck.

Within 24 hours of termination, employee's status in automation software will be changed from "staff" to Standard and overdue fines will begin to accrue on any library materials checked out and overdue, regardless if the materials were checked out while still an employee of the library.

The employee shall clean out their desk or workspace of all personal items.  
Computer access and voice mail access will be deleted, if applicable.

Employee's work email addresses must remain active as all correspondence of library staff is subject to Missouri Sunshine Laws. The password will be changed by the Director.

### **References**

When a staff member is terminated by resignation, layoff, or end of temporary employment, the Library Director may provide letters of reference, if requested, to help the employee obtain future employment.

All inquiries from prospective employers about a former employee's employment record, performance, or attendance must be referred to the Library Director, who is the only person authorized to release such information. Information is limited to confirmation of dates of employment.

Any unauthorized releases of information may result in disciplinary action, up to and including discharge, as this may jeopardize the former employee's right to privacy and may subject the Library to legal action.

## **Rest breaks & meal periods**

Employees working a shift of five or more hours will have a 30-minute unpaid meal break scheduled by their supervisor. Employees working less than five hours may take a 15-minute rest break, in-house.

Employees may request an extended (unpaid) meal break which will be at the discretion of the Director based on employee and staffing needs.

Employees are expected to monitor their break periods to ensure that they do not go over the allotted time and to schedule their breaks so that the service desk is covered and that they do not put an undue burden on their co-workers. An employee may not omit a break or shorten a meal period in order to leave work early or arrive late without prior approval of the Library Director.

## Retirement Benefits

Nevada Public Library participates in Missouri's defined benefit pension plan for local government employees, known as LAGERS, for the benefit of eligible employees.

### LAGERS

The NPL Board of Trustees has adopted the Missouri Local Government Employees Retirement System (LAGERS), a defined benefit pension plan that guarantees a benefit to eligible participants at retirement, based on a predetermined formula.

Participation in LAGERS is mandatory for all eligible employees. NPL currently participates in a non-contributory plan, which means the plan is completely funded by NPL with no contribution from the participant.

An NPL employee becomes eligible for LAGERS participation when hours worked exceed 1,500 hours annually (approximately 28.85 hours per week).

An eligible participant is considered vested with a minimum of sixty (60) months (or five years) of service in the plan. Normal retirement age for vested participants is age sixty (60). Vested employees may opt to retire early, at age fifty-five (55), with a reduced monthly benefit.

The eligible participant's benefit is based on a formula, with some formula options elected by the Board. The benefit formula is years of service X 5 years final average monthly salary option X 2% (L-6 benefit plan option).

For full information about LAGERS, and to access individual retirement calculations, employees should consult the LAGERS website at <https://www.molagers.org/index.html>.

### Procedures

1. The Library Director will provide LAGERS-eligible participants with enrollment information and submit participant information to LAGERS.
2. The Library Director will report all wage information for the eligible participants to LAGERS each month.
3. Employees' hours worked will be monitored to ensure compliance with LAGERS eligibility.
4. Employees are encouraged to consult their MyLAGERS account on the LAGERS website to monitor their benefit accumulation and to consult the benefit calculator.
5. Employees are responsible for submitting their application for retirement directly to LAGERS.



## **Social Media Policy**

### **Definition of Social Media**

For the purposes of this policy, social media is defined as any web application, website, or account created and maintained by the Nevada Public Library and its staff in their role as employees of the Library. This includes but is not limited to social networking sites such as Facebook, Twitter, Instagram, Pinterest, blogs, and YouTube.

### **Purpose of Social Media**

The Nevada Public Library endorses the use of social media technology by the Library for the following purposes:

- To raise awareness of Library materials, resources, services, programs, and facilities;
- To provide reader's advisory services;
- To foster connections, engage, and interact with community members, Library patrons, other community organizations, and Library community partners;
- To provide online customer assistance when feasible and practical under current practices and policies; and
- To disseminate time-sensitive information such as Library closings, power or phone outages, or other situations that may impact regular Library services.

### **Posted Content is Not Endorsement**

Nevada Public Library's social media forums are an extension of other Library services and marketing platforms.

- Recommendation of a book, genre, or resource implies neither approval nor disapproval of content, topics, subject matter, or points of view by the Library.
- Posts shared from other entities containing news or events deemed relevant to Library patrons by Library staff are not endorsements of those specific businesses, organizations, or community partners.
- Social media posts about or of any private and public meetings, events, and gatherings held on Library property in no way constitutes or implies an endorsement or sponsorship by the Library or its Board of Trustees of the organizations or individuals using the space, nor of any content, viewpoints, or beliefs presented. See Meeting & Study Rooms Policies for more information.

### **Maintaining Social Media Sites**

The Library Director will assign staff who will assist in maintaining and editing the content of Nevada Public Library social media accounts, and engage with the public and community organizations as necessary. Whenever possible, social media sites should feature the Nevada Public Library name, logo, website, and contact information prominently.

Decisions regarding the creation of new social media accounts associated with the Nevada Public Library or its ancillary groups must be approved by the Executive Director or their designee.

### **Staff Use of Social Media**

Social media posts and interactions by Library staff, whether on Library-maintained social media accounts or personal social media accounts, must not compromise data confidentiality, Library integrity, and patron privacy (see Confidentiality of Library Records & Third Party Partners Privacy Policy). The same standards of conduct, principles, and guidelines that apply to Library employees in the performance of their assigned duties, apply to employee social media use.

### **Social Media Code of Conduct**

The Nevada Public Library welcomes and encourages comments, posts, and messages by the community on Library social media sites. Nevada Public Library reserves the right to moderate, and, if necessary, remove comments posted on its social media accounts that include, but are not limited to, the following: intellectual property violations or plagiarized items; off-topic comments and/or disruptive posts; commercial promotions/spam; duplicate posts from the same individual; threatening language, personal attacks, and private or personal information published without consent; obscene content and comments; sexist, racist, or libelous content; exclusive language; political advocacy; and posts that violate any laws or Library policies. Any user, or users, who repeatedly violate the Library's social media policy may be barred from further postings.

By posting on the Library's social media sites, the user grants permission to use their name or username, profile picture, and the content of any posting they make without compensation or liability. This permission ends when the posting is deleted.

Comments, posts, or messages by users on Nevada Public Library social media sites reflect neither approval nor disapproval by the Nevada Public Library of content, topics, subject matter, or points of view of those commenting, posting, or messaging. Users of the Library's social media sites, of all ages, are responsible for protecting their privacy, and should not post personally identifying information, such as last name, school, age, phone number, or address.

### **Patron Privacy on Social Media**

The Nevada Public Library's social media accounts must not compromise data that would violate patron and staff privacy. While there is no reasonable expectation of privacy when participating in Library programming or Library sponsored events, the Library will strive to acquire consent through expressed (permission in writing) or oral consent (verbal) before posting any identifiable pictures of patrons. Please contact [info@nplmo.org](mailto:info@nplmo.org) if you would like to request that posted images of yourself or your dependents be removed from the Library's social media accounts.

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## Volunteers

Library volunteers must complete a Nevada Public Library Volunteer Application form before they begin work (see Appendix A). This form must have the –Emergency Contact name and telephone number filled out before the volunteer is allowed to begin work. The completed form is to be kept in a place that all employees can access in case of emergency.

Volunteers will be issued a summary of Personnel and Operations policies that are pertinent to their position as a library volunteer. Volunteers are to fill out a volunteer time sheet each month. The Library Director is responsible for seeing that the volunteer timesheet is submitted no later than the last Friday of the following month.

Volunteers are under no circumstances to be allowed to work in the Library alone for any amount of time for any reason. Volunteers are under no circumstances to be allowed to drive their own vehicle on Library business. Volunteers are never to be given keys to the Library.

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## Whistleblower Protection Act

Missouri's Whistleblower Protection Act protects employees who report misconduct or unlawful acts, including at public libraries. The law also protects employees who refuse to follow directives that violate the law.

How the law protects whistleblowers

- Prohibits employers from discriminating against employees who report misconduct.
- Requires employers to show that disciplinary action was not based on a report
- Allows employees to request an investigation by the state auditor
- Allows courts to award damages and attorney fees to the prevailing party

Who the law applies to

- State employees
- Employees who report serious misconduct that violates public policy
- Employees who refuse to carry out directives that violate the law

Additional resources

- Missouri State law 191.908 protects whistleblowers
- Missouri Revisor of Statutes, RSMo Section 285.575 is the Whistleblower's Protection Act
- An experienced attorney can help protect rights and enforce state and federal protections

Direct Link to the [Missouri Statute 285.575](#)

## Worker's Compensation

All employees are covered by Worker's Compensation, which is a protection in case of injury and loss of time as a result of such injuries sustained at work. The Library carries workers compensation insurance.

In accordance with the laws of the State of Missouri, the Library will pay benefits arising out of illness or injury incurred in the course of employment. If an employee has an accident while at work, regardless of how trivial it might seem, the employee must report it to the Library Director and complete an Incident Report Form. This is for our employees' protection and to comply with legal requirements.

The cost of workers' compensation insurance is paid entirely by the Library. If you are injured on the job, you must report immediately to the Library Director, both for treatment and to protect the benefits which may be paid under workers' compensation insurance.

Report all accidents and injuries no matter how small.

Should you fail to notify the Library of an on-the-job accident and you later suffer complications from the accident, you may lose benefits.

## **POLICY AGAINST WORKPLACE VIOLENCE**

As the safety and security of our employees, vendors, contractors, and the general public is in the best interests of everyone, Nevada Public Library is committed to working with our employees to provide a work environment free from violence, intimidation, and other disruptive behavior. Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened.

### **Zero Tolerance**

The Library has a zero-tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to management, co-workers, employees, and non-employees such as contractors, patrons, and visitors.

### **Prohibited Conduct**

Prohibited conduct includes, but is not limited to:

- Physically injuring another person.
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- Possessing, brandishing, or using a firearm on Library property or while performing Library business except as permitted by state law.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.

### **Reporting Incidents of Violence**

Report to the Person-In-Charge, their immediate Supervisor, or any Administrative Staff member, in accordance with this policy, any behavior that compromises the ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. The employee(s) involved are expected to cooperate in any investigation of workplace violence.

### **Violations**

Violating this policy may subject the employee(s) to criminal charges as well as discipline up to and including immediate termination of employment.

### **Retaliation**

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, the employee(s) will not be subject to discipline for, based on a reasonable belief, reporting a threat or for cooperating in an investigation.

If an employee initiates, participates, is involved in retaliation, or obstructs an investigation into conduct prohibited by this policy, the employee(s) will be subject to discipline up to and including termination.

If the employee(s) believe they have been wrongfully retaliated against, immediately report the matter to the Person-In-Charge, their immediate Supervisor, any member of the Administrative Staff, or the Executive Director.

## WORKPLACE SAFETY

### Procedures

The Board of Trustees expects utilization, operation and maintenance of library plant and equipment to set high standards of safety, to promote the health of customers and staff, to reflect the moral and cultural aspirations of the community and to support the efforts of the staff to provide excellent library services.

#### 1. General Policy

The Nevada Public Library places the highest priority on the safety and well-being of its staff, who are its most important asset. With that in mind, it is the responsibility of each staff member, and most particularly the responsibility of each member in a leadership position, to help maintain the highest safety standards, and the constant encouragement of safe work practices. As a public facility, it is the responsibility of each of us to maintain an equally safe and hazard-free environment at all our locations for the customers who are our reason for being.

#### 2. Compliance

Safety rules and procedures exist to protect our staff and our customers from needless risks and harm. Deliberate violations of safety rules, or repeated accidents indicating that a member is not doing all that could reasonably be done to prevent an accident, may result in disciplinary action.

#### 3. Public Areas

All public areas must be maintained in a clean and orderly manner, free of hazards. It is the responsibility of all staff members to be alert for potential safety hazards, and to report them when seen. Furniture, chairs, books and other items must not be placed in such a manner as to obstruct free movement. Spills or trash on floors must be cleaned up immediately. No equipment or materials may overhang public areas without being secured. All lights in public areas must be in working condition, and burned out bulbs must be replaced immediately. When potential hazards are noted, they should be reported to maintenance staff or the building attendants without delay. All staff members should be familiar with the locations of fire hoses, fire extinguishers and fire exits.

#### 4. Staff Working Areas

All staff working areas must be maintained in as clean a manner as public areas, and properly lighted whenever occupied. Telephone or computer cords must not be allowed to cross floor areas unless properly anchored and covered. Carpets must be tightly anchored, with no loose ends, threads or wrinkles, and must not be worn to the point of creating tripping hazards.

Office equipment must be firmly placed on stable platforms, not capable of being inadvertently tipped over. Desk, cabinet and file drawers must be kept closed when not attended. File drawers should be opened one at a time to prevent them from tipping over. All electrical equipment should be properly grounded, and all power cords should be in good condition, without breaks in the insulation, or frayed areas. All tools, equipment and machinery must be kept clean, maintained in good working condition, and used only for their correct purpose. All staff members should be familiar with the locations of fire hoses, fire extinguishers and fire exits in and around their working areas.

#### 5. Maintenance Areas

All maintenance areas should be kept free of trash, with all containers tightly closed. Storage of flammable substances must be in appropriate fire-rated cabinets. Tools and working equipment must be properly stored in such a manner as not to cause damage or injury. Items stored should be in stable configuration, and should not create tipping hazards. All cabinets above floor level should be equipped with locking devices to prevent their inadvertent opening.

**6. Ladders**

Ladders must be appropriately rated, and, when used, properly stabilized. Step ladders must be equipped with a metal spreader or locking device to securely hold the front and back sides in position. The top two steps must never be used to stand on. Whenever possible, straight ladders should be tied off at the top, to prevent movement. Ladders should be inspected prior to each use, and any defective ladder should be removed from service immediately. Crates, boxes, or other materials should never be used in place of the appropriate ladder or stepstool.

**7. Electrical Equipment**

Before service or maintenance is performed on any machinery, equipment or electrical circuits capable of the unexpected release of energy, turn them off, disconnect them from the energy source, and either lock or tag out the equipment until such maintenance is completed. (This standard does not apply when servicing cord or plug connected electrical equipment which will be under the exclusive control of the staff member, so long as the power source is visible to that person.)

**8. Hazardous Materials**

The library does not normally maintain a large stock of hazardous materials, but for those items for which a Material Safety Data Sheet has been supplied, the MSDS must be maintained convenient to the place of usage, and available to the staff member for review. Use of hazardous materials requires wearing of appropriate personal protective equipment. A book of MSDS's is maintained by the Library Director and is located in the Custodian's supply room.

**9. Bloodborne Pathogens**

As a public facility, the library is open to all persons, some of whom may have been exposed to infectious diseases. The most dangerous bloodborne hazards are Human Immunodeficiency Virus (HIV) and Hepatitis B. These can only be transmitted through bodily fluids, and normal contact is not considered a hazard. HIV virus is extremely delicate, and cannot survive outside the body for appreciable periods of time, or at room temperatures. Hepatitis B is hardy, and can survive for up to 12 days. It can survive in a dried state, reactivating when moistened. Staff who may need to clean up blood or other fluid spills should not do so with bare hands, as entry into the bloodstream may be affected through small cuts, abrasions or rashes of the skin. Any fluids cleaned up should be considered contaminated, and rubber gloves should be worn. Fluids should be cleaned up using a solution of 9 parts water to 1 part Clorox. This solution has a shelf life of only 8 hours, so must be made fresh for each need. Because of the risk of needle sticks, staff should never handle restroom wastes barehanded, nor attempt to use hands to compress the contents of waste bags.

**10. Lifting and Working Methods**

Although the library makes every effort not to create fully loaded boxes, staff members should at all times be aware of proper lifting methods. All loads should be picked up using legs rather than the back, and should be carried only in the erect position. So-called "back belts," while not classified as personal protective equipment, may provide some aid in avoiding back problems, but they must be worn properly. They should be worn low over the hips, and sufficiently snug to prevent uncomfortable bending. They are no substitute for proper conditioning, or correct lifting posture. Back belts are provided by the library upon supervisory request. Staff should avoid long periods of repetitive small motions of the hands, without varying activities. Keyboarded equipment, when staff are using them for long periods, should be equipped with wrist rests or other devices to prevent irritation of wrist and hand tissues. Chairs intended for all-day use of staff should be properly sized and adjusted to prevent fatigue and strain.

*END of SECTION*