



# **Employee Policy Manual**

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# **Part 1 - Introduction**

## **Section 1.1 – Personnel Policies**

Nevada Public Library operates under the governance of the Nevada Public Library Board of Trustees.

The following policies have been established and approved by that Board and are intended to provide answers to many frequently asked questions. This handbook will acquaint you with policies, rules, and benefits which apply to all employees of Nevada Public Library.

It is your responsibility to read and be familiar with the contents of this handbook and to keep a copy for future reference. All staff members shall be supplied a copy of this manual and shall sign the Employment Acknowledgment Form at the end of this handbook, then submit it to the Library Director to be kept in their personnel file.

The statements and policies in this Handbook are intended to provide only general information about the policies and procedures at Nevada Public Library. Nothing contained herein is intended to create, or shall be construed as creating, an expressed or implied contract or guarantee of employment for a definite or indefinite term. Employees shall retain the right to terminate their employment and Nevada Public Library retains the right to terminate the employment of any employee for any reason with or without cause or notice.

Nevada Public Library reserves the right to delete, add to, and amend any policies, information, statements, employee benefits, or terms and conditions of employment contained in this Handbook at its own discretion, at any time, in accordance with state and federal requirements, with or without advance notice to employees. You will be notified of any approved changes by appropriate means and in a timely manner. Amendments or new policies will be effective on dates determined by the Library Board of Trustees, and you may not rely on policies that have been changed or deleted. This personnel manual supersedes all previous personnel policies and management memos which may have been issued on subjects covered herein. If you are uncertain about any policy or procedure, please check with the Library Director.

The Library Director is responsible for administering this policy and may issue directives to ensure compliance, establish additional procedures, and issue interpretations of this Personnel Manual.

## **Section 1.2 – Our Mission Statement**

—Transforming lives and building community through information, education, and recreation.

## **Section 1.3 – Welcome to Nevada Public Library**

Our employees are well known for their quality customer service.

The Library patron is the reason we are here. When an individual needs help finding information or just a good book to read, instruction on using the computer and searching the Internet, an entertaining and educational program for kids, or simply a quiet place to relax and read, Nevada Public Library offers all this with courtesy and a bright smile from its staff members. If you enjoy helping people, we think you'll like it here.

Welcome to the staff of Nevada Public Library!

## **Part 2 - Employment**

### **Section 2.1 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 publically.

### **Section 2.2 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."

### **Section 2.3 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.

### **Section 2.4 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.

#### **Section 2.4.1 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.

### **Section 2.5 Nepotism**

No person may be employed by the library that is related by blood or marriage to any member of the board, the director, or any other employees of the library.

## **Section 2.6 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.

## **Section 2.7 Changes in Employment Status**

### **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.

### **Demotion**

A demotion is the movement of an employee to a position on a lower salary range. Although demotion is discouraged, it may become necessary if the employee is unable to perform present duties. An employee demoted because of unsatisfactory service will be placed at the minimum salary level in the new position regardless of length of time in service.

### **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 pay check 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.

### **Lay Off**

A lay off 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.

### **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 to let the employee go that day with the next two week's "separation" pay.

### **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.



## **Section 2.8 Re-hiring former employees**

Any employee who resigns and who then later makes 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.

## **Section 2.9 Performance evaluations**

### **Performance Review**

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 to make the employee's job more productive. 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 and the employee's immediate supervisor. 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 and salary raises. In addition, the performance review gives the employee an opportunity to have a personal discussion with his or her supervisor and the Director. Employees are encouraged to learn how to improve their on-the-job performance and to find out how the library can help.

## **Section 2.10 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 Supervisor 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.

### **Section 2.11 Volunteers**

Library volunteers must be 18 or older.

Library volunteers must complete an official —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 are never to be given keys to the Library.

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.

### **Section 2.12 Outside employment (moonlighting)**

The Library does not object to employees accepting 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 their Supervisor if they are unsure as to the possibility of a conflict of interest or a breach of confidentiality.

## **Part 3 - Compensation & Attendance**

### **Section 3.1 Employee classifications and pay**

A full-time employee is defined as an employee who is hired to work 32-40 hours a week for an hourly wage or for an annual salary. FTE's are entitled to health insurance and LAGERS retirement benefits.

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 limited size of our community and library, it is not required.

### **Section 3.2 Exempt and nonexempt employees**

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

### **Section 3.3 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.

#### **Section 3.3.1 Pay period**

*Non-exempt & exempt employees* – All Library employees are paid on the last Friday of each month. Pay periods includes 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.

### **Section 3.4 Work hours**

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.

#### **Section 3.4.1 - Overtime**

Overtime is any time worked over forty (40) hours per week and is paid at the rate of 1 1/2 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.

### **Section 3.5 Time Sheets**

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

### **Section 3.6 Attendance policy**

Employees are expected to be at their work place prepared to work at the scheduled time. Regardless of the reason, absenteeism and tardiness are subject to disciplinary action. Absenteeism is defined as failure to report for work without prior approval of the supervisor or the director. Tardiness is defined as arriving late for work or returning late from breaks/meals, or early departure from work.

Absenteeism or tardiness must be approved in advance, and the employee must notify the director before their shift begins.

Excessive absenteeism or tardiness may be cause to terminate. Three tardies in one month without prior permission is considered excessive. One unapproved absence is considered excessive.

### **Section 3.7 Inclement Conditions & other Emergencies**

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**, the employee 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.

### **Section 3.8 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.

### **Section 3.9 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.

## Part 4 -- Leave & Benefits

### Section 4.1 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).

*Sick leave* — a Leave Request form must be filled out immediately upon return to work if it was not completed before taking sick leave.

The Library Director will give the employee a copy of the signed approved or unapproved form, a second copy will be attached to the employees' time sheets to verify hours before time sheets are submitted to the accountant for final pay.

#### Section 4.1.1 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.

### Section 4.2 Vacation

#### *Library Director*

After ~~90 days~~ one year (rev 01/2020) 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 ~~90 days~~ 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 ~~90 days~~ 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*

The temporary and 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 someone to fill in for them 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 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. Sick and emergency leave will not be substituted for vacation leave.
4. 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.
5. Time off for vacation should be requested 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 director. Delays in requests may cause your request to be denied.
6. Unused vacation time will be paid to employee at employment termination with the exception of Dismissal of the employee. (See Employment Termination)

### **Section 4.3 Sick leave**

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 supervisor.
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 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 a doctor's excuse in writing. Upon the employee's return to work the letter must be presented to the supervisor.
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.

### **Section 4.4 Holidays**

The library closes for the following holidays:

- Independence Day
  - Labor Day
  - Veterans Day
  - Thanksgiving day through Saturday
  - Christmas Eve Day
  - Christmas Day
  - New Year's Day
  - President's Day
  - Memorial Day
1. Holidays falling on Saturday are observed on Friday. Holidays falling on Sunday are observed on Monday. The observation of a holiday falling on a Saturday may result in the library being closed for two consecutive days. In cases such as this, holiday pay is given for the holiday only.
  2. Full time employees receive 8 hours pay for each holiday. Half-time employees receive four hours pay for each holiday for which they are regularly scheduled, starting from the first day on the job. Part-time employees who work fewer than 20 hours a week on an annual average and temporary employees do not receive holiday pay.
  3. If a holiday occurs while the employee is on vacation, the holiday will not be counted as a vacation day.

### **Section 4.5 Funeral leave**

1. 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.
2. Employees may, at the discretion of their supervisor, 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.
3. The minimum chargeable compassionate leave will be one hour. All compassionate leave will be deducted from an employee's accrued sick and emergency leave.

## **Section 4.6 Family Leave (FMLA)**

1. 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.
2. When family leave is needed, the employee must notify the immediate supervisor 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.
3. An employee's request for family leave shall not exceed 12 weeks in any 12-month period.
4. 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.
5. If an employee is requesting sick leave to cover the time away from work, the employee must submit to the supervisor 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.
6. 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.
7. 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.
8. 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.
9. 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.

## **Section 4.7 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.

## **Section 4.8 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 their Supervisor 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)*



## **Section 4.9 Professional Development**

### **In-service Training**

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

Staff attendance for Training days is **required** for full-time and half-time staff.

Training is optional for all part-time or temporary staff.

Non-scheduled part-time staff *may* attend a Staff Training day for additional paid hours. (Eff. 7/23/2015)

### **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.

## **Section 4.10 Extended Leave of Absence**

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.

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.

All vacation and sick leave available to the employee must be used first, depending on the circumstances of the employee's request. Holidays occurring during a leave of absence will be unpaid.

## **Section 4.11 Health Insurance**

Nevada Public Library shall provide insurance programs as needed 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. Employee 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 Personnel Department and not by the Library.

#### **Section 4.12 Dental & Vision Insurance**

Optional dental and vision insurance is available to full-time staff and their families. The library pays the entire premium for the employee only. The employee pays all of the monthly dental-vision insurance premiums for family. Check with the Library Director or City of Nevada Human Resources for the current employee contribution amounts, open enrollment period, and other details.

#### **Section 4.13 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.

#### **Section 4.14 Retirement benefits**

All full-time staff shall become members of the Local Government Employees Retirement System (LAGERS). All contributions to the retirement system are paid by the Library.

#### **Section 4.15 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 your benefits.

#### **Section 4.16 Unemployment compensation**

The Library is required to file a report to the State of Missouri based on its payroll. The Library is set up on a reimbursement account and reimburses the State for any unemployment benefits paid to any unemployed Library personnel who are eligible for such benefits.

## Part 5 -- General Information

### **General Administration Rules**

1. Lost and found items will be kept at the Circulation desk for one month, after which they will be discarded or given to charity. Money found on Library property must be turned in to the Library Director. After one month, unclaimed cash will be entered as miscellaneous revenue. Small amounts can be entered as miscellaneous revenue in daily revenue at the Circulation desk, but no money may be retained in the departments and treated as a slush fund.
2. Employees are required to check their personal and departmental e-mail messages at least once a day. Checking e-mail at the beginning and end of a shift is recommended.
3. Employees are required to check the PIC (Person in Charge) list and the Library Calendar for the day when reporting to work. This makes everyone's jobs easier if everyone knows that a special event or any issue is happening on that day.
4. Internal computer e-mail accounts are provided to individual Library employees to assist them in the performance of their jobs. Employees should not have an expectation of privacy in anything that they create, send, or receive on a Library computer or at a Library e-mail address. Only the Library Director are allowed to check their work e-mail from home. The Missouri Sunshine Law regarding electronic communication applies to all e-mail sent to or from a Library address.
5. While on duty, staff members are required to wear a badge identifying the individual by name and department. Librarians' and supervisors' name badges display full names, but other staff, including volunteers, are required to display first names only.
6. Employees may trade shifts only with the approval of the Director and only within the parameters of the scheduling policy. Switching is entirely optional to both parties; no one is required to switch shifts with a co-worker.
7. Library materials checked out for an employee's personal use are subject to the same circulation rules and fines as those checked out to a patron. Patrons have first call on high demand materials.

### **Section 5.1 Lunch Breaks & Rest Breaks**

1. Employees working a shift of 6 hours or more may take a 30-minute meal break. Employees should take a brief 15-minute break per 4 hour shift. An employee may combine a short break(s) and their meal break to create a single, longer break with Director's approval. **If an employee leaves the library for a break, that break time is considered unpaid. (Board rev. 7/26/2018)**
2. 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.
3. 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.

### **Section 5.2 Personal Business during Work Hours**

*Phone use*—For all employees, personal phone calls (incoming and outgoing) during work hours are to be kept short and to a minimum.

*Cell phone use*—Employees are not to use their cell phones during work hours to either make or take personal calls! 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.

*Computer time*—Employees may access personal computer devices ONLY during break times and lunch times or before/after scheduled working hours.

### **Section 5.3 Personal mail**

Employees may send personal mail and receive packages at the Library. Employees should not use the Library address as a personal address for bills, subscriptions, or any other regularly received personal mail. Employees may not use library supplied stamps or postage meters for personal use.

### **Section 5.4 Personal property**

The Library assumes no responsibility or liability for employees' personal property that is lost or stolen on Library premises or while the employee is on Library business.

### **Section 5.5 Smoking**

Smoking or any other use of tobacco 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.

### **Section 5.6 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.

### **Section 5.7 Drug-free Workplace**

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.

### **Section 5.8 Use of Library Computers by Employees**

1. The library provides an e-mail address for each employee. There is no expectation of privacy for any e-mail addressed to, received by, or sent by an employee at the Library e-mail address.
2. The Library reserves the right to monitor all e-mail accounts issued by the Library and all other use of Library computers, including Internet sites accessed on any Library computer.
3. 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.
4. Staff workstations are to be used solely for Library work.
5. In accordance with Federal and State law, all Library computers are filtered.

## **Section 5.9 Maintaining Work Area**

### **5.9.1 Building Operations**

The responsibility for the care, maintenance, upkeep and general condition of the buildings, grounds and parking lots are the director's. He/she may delegate any or all tasks, but cannot relinquish the final responsibility. Situations necessitating an adjustment to approved budget categories must be referred to the board. Emergency situations involving the building should be reported to the Director as soon as possible.

#### Heating/Cooling

The thermostats at all locations should be set at a temperature predetermined by the Library Director for the best preservation of the books and to achieve the best economical operation of the library. Employees should not adjust the thermostats, in the main area of the library, by more than 2 degrees unless directed to do so by the Library Director.

Thermostats in ancillary rooms should be kept at the conservative settings (64 degrees during the cooler months and 78 degrees during the warmer months) when rooms are not in use.

#### Fire Alarm and Extinguishers

Fire alarms should be checked at the end of each quarter. Each staff member should know how to operate the fire extinguishers in case of an emergency. Emergency exit lights should be kept burning at all times. Emergency telephone numbers should be posted near all phones.

#### Library Opening Procedures

- Deactivate the alarm (1<sup>st</sup> staff member to arrive each day)
- Empty book drop;
- Boot computers; Boot copier
- Put current daily newspapers in periodical reading area;
- If sidewalks are slick, put down ice melt and/or shovel sidewalks;
- Turn on inside lights & activate automatic door openers
- Unlock door.

#### Library Closing Procedures

- Tell customers the library is closing; Tidy all areas
- Lock doors;
- Turn off all equipment that must be turned off;
- Change date due stamps
- Turn off inside lights and inactivate automatic door openers.
- Set alarm prior to leaving the library unattended (last staff to leave each day)

#### Keys

Employees will be issued a door key and a locker key. Employees are to turn in their key upon termination of employment. Extra door keys are in the possession of the director. Employees must report lost door keys immediately for security reasons.

### **5.9.2 Safety and Security**

1. Safety and security are major concerns in regard to both the building and Library employees. Keys are numbered and recorded. Employees who are issued a key to the building are not allowed to loan the key to another person and are responsible for the key.
2. Staff members must not give out personal information about other Library staff or volunteers. This includes names, addresses, phone numbers, marital status, or other personal information. Specific scheduling information should not be disclosed to patrons or others. Staff should offer to take a message and give it to the employee when he or she arrives. In emergencies, staff may contact the staff member to relay information.

3. Anyone who is not currently employed by the Library may not enter staff work areas or other areas closed to the public unless accompanied by a Library employee. Employees working in the Library during hours when the Library is closed to the public may not be accompanied by family members or friends without prior approval from the Library Director.
4. Employees who work the closing shift must leave the building together and accompany each other to their vehicles. Except for those with Director's permission, no employee is allowed to remain in the building alone after closing.
5. Employees leaving the building after any door has been locked are urged to double check the door to see that it is locked securely.
6. Each fire alarm must be treated as though it were a genuine alarm. If no station can be identified as having been pulled for a false alarm, the building must be evacuated. Employees should review the policy sections regarding fire and emergency safety procedures on a regular basis.

### **5.9.3 Staff Break Area**

1. The staff break area is reserved for the use of Library employees and volunteers. While the occasional guest is permitted, employees are encouraged to limit such visits.
2. Dishes and utensils are for staff use. Disposable cutlery, purchased by the Library, may be used by employees.
3. All those using the lounge are required to clean up after themselves. Employees must never leave the lounge without washing and putting away all dishes and utensils used.
4. Spills in the microwave or on the countertop must be cleaned up by the individual responsible.
5. All items placed in the refrigerator must be labeled. Unmarked food and beverages left in the refrigerator will be thrown away, along with containers.
6. The refrigerator is cleaned and defrosted quarterly by the staff. The refrigerator is usually cleaned on the last Thursday of the month.
7. Any food left on the table or on the top of the refrigerator/counters is fair game for anyone.
8. Open food and beverage containers must not be left in the refrigerator.
9. Every employee has the obligation to maintain the lounge so that it is a clean and comfortable place that everyone can enjoy.

## **Section 5.10 Library property**

### **Section 5.10.1 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.

**Section 5.10.2****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, 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 half the 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 half of the public rate.

**Section 5.11 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 his/her Supervisor immediately. If a company or individual gives an employee something in the capacity of his/her employment, it becomes the property of the Library.

**Section 5.12 Contributions / Solicitation**

Direct solicitation is prohibited during employees' regular work hours.

## Part 6 -- Employee Conduct

### Section 6.1 Confidentiality

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

### Section 6.2 Appearance & Hygiene

1. The library expects employees to present a neat, clean, and well-groomed appearance at all times.
2. 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.
3. 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. Bare feet or flip flops
  - h. Hats or sunglasses (unless eyewear is prescribed by physician to wear )
  - 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. The only exceptions are buttons worn for Library promotions and approved by the Library Director.
4. Male employees who work at public service desks are expected to wear collared shirts. *T-shirts and other apparel issued by NPL may be worn as directed by the Library Director.*

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 work place to correct major deficiencies in dress, appearance, or personal hygiene.

Supervisor may send the employee home to change or ask that the employee make acceptable modifications to their attire, such as, putting on a sweater. 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.

### **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.



## **Section 6.3 Employee Standards of Conduct**

1. 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.
2. 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:

- ▼ Refrain from chewing gum in public areas.
- ▼ Consume drinks discreetly in public areas.
- ▼ 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 work station clean, neat and organized.
- ▼ Family members and other personal visitors are to stay in public areas and abide by all Patron Conduct rules.

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 worked (non-exempt employees only).
- ▼ 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 favors
- ▼ 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.

## **Section 6.4 Nevada Public Library Code of Ethics**

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 (Appendix F).

## **Section 6.5 Non-harassment Policy**

The Library intends to provide a work environment that is pleasant, professional, and free from intimidation, hostility, or other offenses that might interfere with work performance. Harassment in any form or fashion - verbal, physical, visual - by a customer, another employee, supervisor, administrator, or board member will not be tolerated, including against employees in protected classes.

All Library employees, and especially supervisors, have a responsibility for keeping the work environment free of harassment. Any employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told about it, must report it as soon as possible to their immediate supervisor.

An employee who feels he/she is being victimized by harassment should immediately contact his/her supervisor. Any validated complaint of harassment will result in immediate and appropriate disciplinary action of the offending party. In the event that the offending party is a member of the Library's Board of Trustees, the appointing authority will be immediately notified, and a request made that the offending party be immediately removed from the Board.

Some problems may not be satisfactorily resolved through this method; therefore, a formal grievance procedure exists. See Employee Grievance Policy.

All complaints will be held in the strictest confidence to the extent it does not interfere with the investigation. Retaliation of any sort will not be permitted. If it is found that a charge of harassment is filed maliciously or with malfeasance, the person filing the complaint will be subject to disciplinary action.

## **Section 6.6 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.

## **Section 6.7 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.

## **Section 6.8 Social Networking Policy**

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

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

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

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

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

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

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

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

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

## **Section 6.9      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:

1. 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.
2. 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.
3. 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.
4. 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.
5. The Board, in accordance with this policy and applicable law, shall deal with any conflict of interest brought to its attention.

## **Section 6.10      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.

## **Part 7 -- Health and Safety**

### **Section 7.1 – Buildings and Grounds**

It is the responsibility of Nevada Public Library employees to maintain a safe environment in buildings and on grounds for co-workers and patrons. Employees should:

- Keep grounds and buildings free of obstructions that could cause injury;
- Keep snow shoveled and ice melting substance spread on sidewalks during hazardous winter weather conditions;
- Keep spills wiped up or wet floors dried to avoid falls.

### **Section 7.2 – EMPLOYEE: Infectious Disease**

It is recognized that an employee with a health-threatening infectious disease desires to lead a normal life including working as long as he/she is able. An employee with this type of condition is encouraged to continue working as long as he/she is able to perform, and the illness presents no threat on the job to the employee, other staff, or patrons.

Employees with highly contagious short-term diseases, such as the flu or a cold, are required to stay home and encouraged to use sick leave, if available, in order to avoid spreading the sickness to other staff members and patrons.

### **Section 7.3– EMPLOYEE: Injury or accident**

All injuries (regardless of severity) suffered by an employee while on the job must be reported immediately to the library director and documented. You are required to fill out Incident Report form (See Appendix G) and submit it to the Library Director within 24 hours of the incident. This is for your own protection under Worker's Compensation regulations and a requirement under the Occupational Safety and Health Act Regulations.

## **Part 8 - Emergency Procedures (entire section is added)**

### **Medical Emergency:**

1. Call 911 for help.
2. Remain calm.
3. Encourage the person to rest calmly and quietly.  
Have them assume a position that is comfortable and allows them to breathe easily.

Avoid contact with blood or other bodily fluids.

#### **DO NOT:**

- move a person who has fallen
  - Attempt to render first aid unless you are trained
  - Discuss the situation with anyone except emergency personnel and director.
4. You may **only** disclose information to the emergency personnel.
  5. Do not discuss any patron information with members of the public. "What happened?" = "We called for help." Period, no other details.
  6. Notify director.
  7. Complete an incident report. The form can be found in the back of this manual. Only write information that you observed. No opinions. Date, time, people involved.

### **PATRON: Minor injury or health emergency**

Staff should check situation, call help if necessary and proceed to the following:

- ♦ If staff person is trained and has an active Red Cross Certification, she/he may perform CPR and/or First Aid.
- ♦ If victim is unconscious, staff may help victim with the protection of —U.S. Good Samaritan Law.

—Good Samaritan Laws were enacted in the United States to give legal protection to people who willingly provide emergency care to ill or injured persons without accepting anything in return.

Good Samaritan Laws were enacted to encourage people to help others in emergency situations. They require that the good Samaritan use common sense and a reasonable level of skill, not to exceed the scope of the individual's training in emergency situations. They assume each person would do his/her best to save a life or prevent further injury.

Source: "American Red Cross Workplace Training Standards First Aid Participants Booklet.

Staff should use protection such as disposable plastic gloves and a bleach solution (1/4 cup liquid chlorine bleach to 1 gallon fresh water) in performing any cleanup duties following an

injury. It should be emphasized that the above is a suggestion for minor injuries only and staff is still expected to follow procedures outlined for more severe emergency situations.

### **PATRON: Serious injury or health emergency**

Employees should do one or more of the following:

- ♦ If the injured party is conscious and able to communicate, ask whether or not there is a responsible party available in the Library, available to be contacted, or if the injured party requires us to call 911 and then contact a responsible party.
- ♦ If it is obvious the injured party needs immediate assistance and is unable to make a judgment, call 911 and then contact a responsible party.



**Tornados and severe weather:**

1. Remain calm. Get your keys.
2. A safety kit with a weather radio, flashlight, and tarps is located in stairway.
3. Announce to all patrons that we are evacuating to the basement due to severe weather.
4. The safe area is located in the Bushwhacker Museum (if open) or under the west stairway (if Museum is closed)
5. Direct patrons to the safe area. One staff member should accompany patrons to the basement.
6. The other staff should do a visual sweep of the areas. Children's dept, restrooms, genealogy, and meeting space. Shut doors as cleared.
7. Lock inside doors to the library for security.
8. Outside doors (lobby) should remain open in case people need shelter.
9. Children must remain with staff if they are not accompanied by a parent. Adults may choose to leave or evacuate to basement.

**Do:**

Take cover, as appropriate.

Protect the back of your head from falling debris with your hands or other objects.

**Do NOT:**

Use elevators

Leave the building unless told to by authorities

If a patron is unable to walk downstairs, they may seek shelter in the restroom area.

**Power Outage > 10 minutes:**

1. Remain calm. Get your keys.
2. Flashlights should be located near each employee work area.
3. Announce to all patrons that we are evacuating due to power outage.  
If severe weather, go to basement. If not, patrons should be asked to leave.
4. The safe area is located in the Bushwhacker Museum (if open) or under the west stairway (if Museum is closed)
5. Direct patrons to the safe area. One staff member should accompany patrons to the basement.
6. The other staff should do a visual sweep of the areas. Children's dept, restrooms, genealogy, and meeting space. Shut & lock doors as cleared.
7. Lock inside doors to the library for security.
8. Outside doors (lobby) should remain open in case people need shelter.
9. Children must remain with staff if they are not accompanied by a parent. Adults may choose to leave or evacuate to basement.

**Do:**

Help visitors to evacuate.

Standby for instructions or for power to return.

Contact director.

**Do NOT:**

Use elevators

Leave the building unless told to by authorities or director.

### **Flooding or Water line break:**

Remain calm.

Flooding= find the source if able to, safely.

Water line break = call City of Nevada water dept @ 448-2700.

Tell them that we need the water main to the library shut due to a line break.

Report to director or maintenance worker:

Location of the water or stream.

Severity of the leak.

Whether any part of the collection is in immediate or potential danger.

DO:

- Notify personnel.
- Evacuate the area if there is any possible danger.
- Stop the water at its source if it will not jeopardize your safety and you are confident in your ability to do so.
- Use extreme caution if there are any electrical appliances or outlets near the leak.
- Use plastic sheeting to cover materials that are at risk of damage. Move as many items as possible the minimum distance to safety.

DO NOT:

- Attempt to stop the leak if your personal safety is at risk.
- Discuss the situation with anyone other than library staff and repair personnel.

Location of Main Water Valve shut off is in the basement (Museum) along the North wall. The valve should be labeled.

### **Bomb Threats:**

If you receive a bomb threat by telephone:

1. Stay calm and listen carefully. Be polite and show interest.
2. Try to keep the caller talking to gather as much information as possible about the caller's voice, the bomb location, the wording of the threat, background noises.
3. Write a note to a colleague to call 911 while you are still on the phone, otherwise notify 911 as soon as you hang up.
4. Follow authority instructions given by dispatch personnel or officers when they arrive. Evacuate the area.

#### **DO NOT:**

Discuss the threat with anyone other than emergency personnel and library staff.

If you receive a written threat or suspicious parcel:

1. Notify police immediately.
2. Keep anyone from handling it or going near it.
3. Promptly write down everything that you can remember about receiving or finding the letter or parcel.
4. Keep envelopes and packing materials for presentation to authorities.

#### **DO NOT:**

Use radios or cell phone near the package.

Discuss the issue with anyone other than emergency personnel and library staff.

**Fire:**

If a fire occurs in your area:

Call 911 or use a pull station

Evacuate if necessary to the west library parking lot.

**Report**

- the material on fire
- Severity and exact location of the fire
- Whether anyone is injured
- Whether any part of the collection is at risk

DO:

Use portable fire extinguisher if you are trained and the fire is not spreading or blocking exits.

Notify director

Close doors to contain the fire

Crawl low under the smoke for easier breathing and rescue.

Test doors before you open them. NEVER open a hot door or doorknob. Brace door with your shoulder, open a crack. If fire or smoke rush out, close immediately.

NEVER:

- Put yourself in a position where the fire is between you and the exit.
- Open or break a window
- Open a hot door
- Use elevators
- Attempt to save property at risk of personal injury

Do not discuss situation with anyone other than emergency personnel or library staff. All fires must be reported, even if they were extinguished easily.

In the case of a disaster, recovery efforts should be focused on the following-

**People**

**Contents should be salvaged in this order:**

1. Money
2. Server
3. Computers and peripherals
- 4.

A list should be made to inventory each item as it is removed from the building. The new location of each item should be noted.

Ex.

Computer monitors x 9—moved to storage unit #15 @ 12345 N. Main St.-tl

\$414 cash , \$340 checks deposited at Great Southern – jp

An emergency supplies kit is located in the book drop closet of the main lobby, **Disaster Kit contains:**

- Latex gloves
- Trash bags
- Germ X
- Paper towels
- Duct tape
- Bottled water
- Tarps x 2-3
- Pens & paper pads
- Business cards to hand to those trusted at checkpoints
- Weather radio
- 4 “anytime” Flashlights
- Storage bin

## Part 9 -- Termination of Employment

### **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.

**Resignations:** Resignations should be submitted to the Director. Under ordinary circumstances, one month notice is expected from professional staff and at least two weeks notice from all other staff.

**Retirement:** Retirement notification should be submitted to the Director. Retirement must conform to the regulations set forth by Missouri Local Government Employee Retirement System.

**Dismissal:** 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 insure 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.

**Reduction in force or Layoff:** 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.

### **Section 9.1 Reduction in staff (Layoffs)**

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 work force.

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 work force 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.

### **Section 9.2 Voluntary termination (Resignation)**

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

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.

### **Section 9.3 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.

## **Section 9.4 Disciplinary procedures**

### **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.

### **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. The library's approach to correcting unacceptable behavior or unsatisfactory job performance will normally consist of the following actions:

1. *Oral Reprimand*. This is an oral warning to the employee that the conduct is unacceptable and that further infractions will lead to more severe penalties. A record of this discussion will be maintained by the director.
2. *First Written Reprimand*. This is a written record describing the offense and specifying the improvement needed by a specified time. Both employee and director will sign. A copy is kept by the director in the employee's personnel file.
3. *Second Written Reprimand*. The process in #2 is repeated.
4. *Dismissal*. This is the last resort action for employees who fail to improve their performance or conduct after imposition of progressive disciplinary actions previously taken, or for a single serious instance of unacceptable conduct, or for the good of the library.

## **Section 9.5 Disciplinary appeals process (Grievance Procedure)**

### **Employee Grievance**

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**

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 grievant may request a sub-committee of the Board of Trustees to consider the grievance. A written request for appeal to this sub-committee 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 shall act as a sub-committee. 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.

## **Section 9.6 Compensation at Termination**

### **Earned Hours:**

Accumulated vacation leave (up to the maximum allowed by policy) 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.

**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. In addition to work hours, the final paycheck will include any unused vacation leave balances. 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.

## **Section 9.7 Exit interviews**

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.



## **Section 9.8 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.

Employee shall turn in final time sheet that day, completed and signed.

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

Employee shall clean out desk in presence of Library Director.

Computer access and voice mail access will be deleted, if applicable.

## **Section 9.9 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.

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.