

# Personnel Policies Table of Contents

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## **Introduction**

The employees of the Ida Rupp Public Library are its most important asset. Employees contribute directly to the growth and success of the Library and to the satisfaction of all who use it. These Personnel Policies describe the expectations the Library has of its employees, the policies which govern their employment, and the benefits which accrue to them as employees of the Library. Library employees, under the authority of the Library Director, develop and implement practices, procedures, and regulations to carry out these policies.

It is the responsibility of all employees, and a condition of their employment, to abide by current Library policies and procedures. It is the responsibility of each supervisor to administer these policies in a consistent and impartial manner. If the meaning of a particular policy or procedure is unclear, employees should consult their immediate supervisor or the Library Director. In cases where interpretation is necessary, the Director will make the final judgment in interpreting the policies.

## **Mission Statement**

The Ida Rupp Public Library facilitates free access to materials and services to support the diverse educational, informational, and entertainment needs of our community.

## **Organization of the Library**

The Ida Rupp Public Library is a school district Library governed by a Board of Trustees consisting of seven members who are appointed by the Port Clinton City Schools Board of Education.

The Library Board is the policy-forming body of the Library, and its responsibilities include selection and hiring of the Director; appointment of the Fiscal Officer; promotion of Library interests; securing adequate funds for a progressive, expanding program; and control of Library funds, property and equipment. As chief administrative officer, the Director is empowered to carry out the policies and decisions of the Board as they affect both the public and the employees. All employees of the Library are under the authority of the Director either directly or indirectly through department supervisors or branch managers.

## **Employment At-Will Disclaimer Statement**

This Personnel Manual is not an employment contract. Employment at the Library is at-will. Just as employees reserve the right to leave their employment with the Library at any time with or without notice, the Library also retains the right to end the employment relationship with any employee, at any time, with or without notice. No representative of the Library, other than the Board, acting as a board in compliance with the requirements of the Ohio Revised Code, has the authority to enter into an agreement that is contrary to the foregoing and such an agreement is only valid if it is committed to writing and adopted in a public meeting of the Board.

## **Interpretation of Policies and Direction of Employees**

The Library Director is directly and indirectly responsible for all employees of the Library. In the absence of the Director, the Assistant Director shall have the authority to apply discretionary judgments in interpreting Board and administrative policy with regard to special or emergency situations. In the event that the Director and the Assistant Director are not available, the Fiscal Officer shall have discretionary authority to interpret policy and assume administrative duties for the Library.

## **Facilities and Location**

The Ida Rupp Library has 3 locations:

Ida Rupp Public Library  
310 Madison Street  
Port Clinton, Ohio 43452  
419-732-3212

Erie Islands Library  
281 Concord Ave, Put-In-Bay, Ohio 43456  
419-285-4004

Marblehead Peninsula Branch Library  
710 West Main Street, Marblehead, Ohio 43440  
419-798-0477

## **Effective Date of Personnel Manual**

This Personnel Manual is effective October 14, 2021.

These policies supersede any formerly published personnel policies of the Ida Rupp Public Library. Library policies are always subject to modification as conditions change, and the Library's Board of Trustees may at its discretion change policies and employee benefits at any time. Future revisions of these policies approved by the Board will take precedence.

# SECTION 1: GENERAL PROVISIONS

## 1.0 Management Rights

The Library reserves the exclusive right to manage its affairs and the Library retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and constitutions of the State of Ohio and of the United States. The Library reserves unto itself the following rights:

The right to manage its affairs efficiently and economically, including the determination of quantity, quality, frequency and type of services to be rendered; the determination, purchase and control of the types and numbers of materials, machines, tools and equipment to be used; the selection of the location, number and type of its facilities and installations; and the addition or discontinuance of any services, facilities, equipment, materials or methods of operation.

The right to hire and set the starting rate of pay for new employees, to determine the starting and quitting time and the number of hours to be worked, including overtime, lunch, coffee breaks, rest periods and clean up times, and to determine the amount of supervision necessary, work schedules and the method or process by which work is performed.

The right to contract, subcontract and purchase any or all work, processes or services or the construction of new facilities or the improvement of existing facilities; to adopt, revise and enforce working rules and carry out cost control and general improvement programs; and to establish, change, combine or discontinue job classifications and prescribe and assign jobs duties, content and classification and to establish wage rates for any new or changed classifications.

The right to determine the existence or nonexistence of facts which are the basis of the decisions; to establish or continue policies, practices or procedures for the conduct of the Library and its services to the community, and, from time to time, to change or abolish such practices or procedures; the right to determine and, from time to time, redetermine the number, locations and relocations and types of its employees or to discontinue any performance of service by employees of the Library; to determine the number of hours per day or week any operation of the Library may be carried on; to select and determine the number and types of employees required; to assign such work to such employees in accordance with the requirements determined by management authorities; to establish training programs and upgrading requirements for employees; to establish and change work schedules and assignments; to transfer, promote or demote employees, or to lay off, terminate, or otherwise relieve employees from duty for lack of work or other reasons; to terminate if our insurance carrier refuses to cover employees under the Library's automobile liability policy because of driving infractions and the ability to drive is part of the employee's job description; to continue, alter, make and enforce rules for the maintenance of discipline; to suspend, discharge, or otherwise discipline employees and otherwise to take such measures as the Library may determine to be necessary for the orderly and efficient operation of the Library.

## **1.1 Ethics in Employment**

Library employees hold a position of trust and are expected to maintain the highest of ethical standards. Ohio Revised Code Chapter 102 and Sections 2921.42 and 2924.43 prohibit public employees from using their influence to benefit themselves or their family members. All employees shall abide by the following standards regarding conflicts that confront public employees. They are not, however, intended to represent the entire scope of conflicts of interest or ethics issues.

No employee shall use his or her official position for personal gain, or have a financial or other interest, direct or indirect, which is in conflict with the proper discharge of his official duties.

No employee shall, without proper legal authorization, disclose confidential information concerning the property, government, or affairs of the Library, nor shall the employee use such information to advance the financial or other private interest of the employee or others.

No employee shall accept any gift of value (Ohio Ethics Commission Information Sheet #7), whether in the form of service, loan, item, or promise from any person, firm, or corporation which is interested directly or indirectly in any manner whatsoever in business dealings with the Library; nor shall an employee accept any gift, favor, or item of value that may tend to influence the employee in the discharge of his duties, nor shall any employee grant, in the discharge of his duties, any improper favor, service, or item of value.

No employee shall represent private interests in any action or proceeding action against the interest of the Library in any matter in which the Library is a party.

No employee shall engage in or accept private employment or service that is incompatible with the proper discharge of official duties or would tend to impair independent judgment or action in the performance of his official duties. Neither shall other employment, private or public, interfere in any way with the employee's regular, punctual attendance, and faithful performance of his assigned job duties.

Employees offered gifts or favors who are not sure if accepting the gift is a violation of the code of ethics should inform their supervisor of the gift offer.

State law prohibits Library employees and officials from having a financial interest in companies that do business with the Library (with minor exceptions). Employees who have any doubt concerning a possible violation of these statutes are advised to consult a private attorney.

## **1.2 Equal Opportunity and Commitment to Diversity**

The Library provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Equal employment opportunity applies to all terms and conditions of



employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

The Library expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

The Library is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the Library and are valued for their skills, experience, and unique perspectives. This commitment is embodied in Library policy and in the way we treat our employees and patrons.

### **1.3 Americans with Disabilities Act, as amended**

The Library is committed to the fair and equal employment of individuals with disabilities under the ADA.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to apply for positions with the Library and, if hired, perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. An employee with a disability may request an accommodation from the Library Director and engage in an informal process to clarify what the employee needs and to identify possible accommodations. If requested, the employee is responsible for providing medical documentation regarding the disability and possible accommodations. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

The Library prohibits harassment or discrimination based on disability or because an employee has requested a reasonable accommodation. The Library also prohibits retaliation against employees for exercising their rights under the ADA or other applicable civil rights laws.

### **1.4 Immigration Law Compliance**

The Library is committed to employing work authorized individuals and does not unlawfully discriminate on the basis of citizenship, immigration status, or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Library within the past three years, or if their previous I-9 is no longer retained or valid. Employees with questions or seeking more information on immigration law issues are encouraged to contact the Director. Employees and applicants for employment are protected from coercion, intimidation, interference, or any form of retaliation for raising a complaint or assisting in an investigation under this policy. Any incidences of such retaliation shall be immediately reported to the Director and will, if validated, be grounds for disciplinary action, up to and including termination.

## **1.5 Pregnancy Discrimination Act**

The Library is committed to the fair and equal treatment of its employees who are affected by pregnancy, childbirth, and related conditions. The Library complies completely with the Pregnancy Discrimination Act (PDA) and does not discriminate in any way on the basis of pregnancy, childbirth, or related medical conditions. Women affected by pregnancy, childbirth, or related medical conditions must be treated the same as other persons not so affected but similar in their ability or inability to work.

### **Right to Continue Working:**

Employees who are pregnant are entitled to continue working in their current capacity with the Library unless the pregnancy actually interferes with the pregnant employee's ability to perform her job. The determination of whether pregnancy actually interferes with the pregnant employee's ability to perform her job will be based on objective, verifiable skills required on the job and not vague, subjective standards.

### **Leave and Reasonable Accommodation:**

In addition to the benefits and protections afforded by this Policy and the PDA, employees who are affected by pregnancy, childbirth, or related medical conditions are protected by, and entitled to the benefits of, the Library's policies related to Sick Leave, Paternity Leave, Lactation Breaks, as well as the Americans with Disability Act.

Employees who are affected by pregnancy, childbirth, or related conditions will be treated in the same manner as other employees who are temporarily unable to perform the functions of their jobs. Employees should review those sections for information concerning leave, accommodation, and related matters.

## **SECTION 2: EMPLOYMENT**

### **2.1 At-Will Employment Relationship**

The Ida Rupp Public Library is an at-will employer. This means that employees have the right to terminate their employment at any time without cause or notice, and that the Library has the right to terminate the employment of any employee at any time with or without cause or notice.

Nothing in this Personnel Manual creates or is intended to create an employment agreement, express or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. In addition, no Library employee or Board member is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship. Only a written agreement, adopted at a public meeting of the Board and signed by the President of the Board, can legally create an agreement for employment for any specified period of time.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended to and do not create an employment contract for any specific period of time.

## 2.2 General Expectations of Library Employees

Library employees are expected to maintain high standards of personal conduct at all times. Since the quality of service provided by the Library, as judged by the public, depends upon the appearance, conduct and courtesy of its employees, it is essential that employees conduct themselves in a manner which will reflect the highest standards of behavior.

## 2.3 Employment Classifications

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, the Library classifies its employees as shown below. The Library may review or change employee classifications at any time.

1. **Exempt.** Exempt employees are typically paid on a salary basis and are not eligible to receive overtime pay.
2. **Nonexempt.** Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.
3. **Regular, full-time.** Employees who are not in a temporary status and work a minimum of 30 hours weekly and maintain continuous employment status. Generally, these employees are eligible for full-time benefits and are subject to the terms, conditions, and limitations of each benefits program.
4. **Regular, part-time.** Employees who are not in a temporary status and who are regularly scheduled to work less than 30 hours weekly but at least 5 hours weekly and who maintain continuous employment status. Part-time employees are eligible for some of the benefits offered by the Library and are subject to the terms, conditions, and limitations of each benefits program.
5. **Temporary, full-time.** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees are not eligible for any benefits offered by the Library.
6. **Temporary, part-time.** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than 30 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees are not eligible for any benefits offered by the Library.
7. **Substitute.** Employees who are hired and retained on a roster to cover shifts/hours for employee's who are absent due to leave. The hours of the Substitute will vary from 0 to 40 hours per week depending upon the scheduling needs of the Library. Substitutes are called

and scheduled on an as-needed basis. While substitutes are not required to work if called, they must maintain work skills and stay current with Library practice and procedure in order to provide effective service. Substitutes who have been inactive and have not worked in *six* months may be terminated. Substitute employees are not eligible for any benefits offered by the Library.

## **2.4 Position Descriptions**

It is the policy of the Library to develop unique position descriptions for each position. The Director will generally develop and maintain the position descriptions. Within each position, there may be multiple assignments. The descriptions will detail the unique duties and responsibilities of each assignment.

Position descriptions should be considered living documents and should be reviewed and evaluated for modification. This should occur at least annually, and any time duties or expectations of a specific position substantially change. Position descriptions should be reviewed prior to hiring to ensure the applicant's knowledge, skills and abilities are consistent with the current performance expectations of the position. Employees should review their position description to ensure that they adequately described their job duties and should report any discrepancies to their supervisors.

Supervisors should review job descriptions regularly and utilize such description in conducting evaluations and reviews.

## **2.5 Hiring Process**

### **2.51 Posting/Advertising of Open and New Positions**

Employees are encouraged to apply for any open or new position for which they are qualified, and the Library will post all such positions so that employees are aware of all job opportunities within the Library. At the discretion of the Director, the Library will also advertise open and new positions so that non-Library employees may also apply. Employees will be judged solely on their qualifications, and they must compete with outside applicants for any position.

### **2.52 Application**

The Library relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

### **2.53 Nepotism**

It is the policy of the Library not to hire immediate relatives of members of the Board or current employees. Immediate relatives currently employed by the Library may not supervise one another.

Current employees who marry each other or become involved in a domestic partnership will be permitted to continue employment with the Library provided they don't work in a direct supervisory relationship with each other and the employment will not pose difficulties for supervision, security, safety, or morale. If employees who marry or live together do work in a direct supervisory relationship with each other, the Library will attempt to reassign one of the employees to another position for which the employee is qualified if such a position is available. If no such position is available, the employees will be permitted to determine which one of them will resign from employment with the Library.

For the purpose of this policy, "immediate relative" is defined as spouse, parent, sibling, child, aunt, uncle, and in-law or step equivalents or any other person living in the same household as the employee, and a "domestic partnership" is defined as a committed relationship between two individuals who are sharing a home or living arrangements.

This policy will not affect the status of any employee hired by the Library prior to the initial adoption of this policy.

## **2.54 Background Checks**

Prior to extending an offer of employment, the Library will conduct a detailed reference, background, credit, criminal background check (collectively, "background check") of an applicant or employee. All background checks will be conducted in compliance with the Fair Credit Reporting Act. Successful completion of the background check is a condition of employment.

The Library may also conduct a background check at other times during employment with the Library (e.g. prior to promotion to new position or upon application for a vacant or new position), as it deems appropriate. Employees will be notified when a background check will be required or conducted.

## **2.55 Appointment**

Except for the positions of Director and Fiscal Officer, appointments to the Library staff are made by the Director. Notice of appointment is made in writing to the selected candidate and acceptance of the appointment is also made in writing and addressed to the Director. No person shall be considered to hold an appointment with the Library until a letter of appointment is issued and a letter of acceptance is received by the Director.

## **2.56 Probationary Period**

The probation period for all employees shall be three (3) months. Employees who are promoted or transferred within the Library are required to complete a secondary probationary period of the same length with each reassignment to a new position. Any significant absence will automatically extend a probationary period by the length of the absence, not to exceed three (3) months. The Library is not obligated to retain an employee for the entire three-month probationary period if the employee's job performance is not satisfactory, if the employee is significantly absent during the probationary period, or if there is little evidence that further training would rectify the situation.

During the probationary period, the employee will receive daily training and coaching provided by the employee's immediate supervisor. The supervisor will also meet formally with the employee (ideally monthly) during this period to discuss with the employee specific strengths and weaknesses and make written recommendations for further improvement. During the probationary period, an employee is ineligible to apply for another position within the Library.

At the end of the probationary period, the supervisor will prepare a written performance appraisal of the employee and recommend retaining, terminating, or extending the probationary period of the employee. The decision to accept the appointment recommendation rests with the Director. If the Director determines that additional time is necessary to thoroughly evaluate the employee's performance, the Director may extend the probationary period for a specified time, not to exceed an additional three (3) months.

In cases of promotions or transfers within the Library, an employee who, in the sole judgment of the Director, is not successful in the new position can be removed from that position at any time during the secondary probationary period. If this occurs, the employee may be allowed to return to the former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and the Library's needs, or terminated from employment.

An employee who successfully completes the probationary period becomes a regular employee of the Library.

Successful completion of a probationary period does not create an express or implied contract of employment or otherwise alter the employment-at-will relationship between the Library and its employees.

## **2.6 Outside Employment**

It is the policy of the Library to allow employees to engage in employment other than with the Library if such outside employment is not in conflict, and does not interfere, with the employee's duties. Employees may not represent the Library while performing outside employment. No employee shall be employed or self-employed in any manner outside of the Library without prior written authorization from the Director.

Any employee requesting authorization for outside employment must submit the request in writing and provide sufficient detail to enable the Director to determine whether the proposed outside employment is permitted pursuant to this policy. At a minimum, the request must include the number of hours, types of duties and the physical demands of the proposed employment.

The Director will deny any request submitted for outside employment which the Director determines, in the Director's discretion, will compromise the ability of the Library to conduct its business in an efficient manner or give the appearance of impropriety or otherwise appear inconsistent, incompatible or in conflict with the employee's employment with the Library.

Employees must promptly notify the Director in writing of any changes in previously-approved outside employment, including, but not limited to, termination (voluntary or involuntary) from such

employment, and any significant modification in the number of hours, types of duties or demands of the approved outside employment.

## **2.7 Performance Evaluations**

### **2.71 Informal Evaluations**

The Library believes that employees should receive regular feedback from their supervisors so that they can better understand how they are performing relative to the Library's expectations of their performance. Informal evaluations are designed to provide that regular feedback and present an opportunity for open discussion between the employees and supervisors concerning job performance and work relationships. Informal performance feedback should be a routine part of the supervisor/employee relationship.

### **2.72 Annual Performance Evaluations**

The annual performance evaluation process is an opportunity for supervisors and employees to discuss job-related tasks, goals, and skills, to acknowledge accomplishments and exemplary performance, and to correct failures and substandard performance. It is a time to reiterate performance standards, evaluate position descriptions, set goals, evaluate training needs, and help with career planning. The evaluation may also provide information for future decisions, such as, but not limited to, merit raises, promotions or transfers.

Unless otherwise determined by the Board or the Director, each regular full-time, part-time and substitute employee, who has completed one year of service in his or her current position, is evaluated annually during the month of the employee's anniversary in the current position.

Evaluations are completed by the employee's immediate supervisor.

The completed evaluation form is reviewed together by the employee and the employee's immediate supervisor. Employees are encouraged to openly discuss their performance and goal attainment.

Completed performance evaluations are to be signed by the employee and the Director. By signing the evaluation form, the employee indicates that the employee has read and discussed it with their supervisor, not necessarily that the employee agrees with the evaluation. The employee may submit a separate written response to the evaluation, which will be reviewed and initialed by the Director, attached to the evaluation and placed in the employee's personnel file.

Performance evaluations, regardless of their language and comments, do not create an express or implied contract of employment or otherwise alter the employment-at-will relationship between the Library and its employees.

## **2.8 Separation from Service**

### **2.81 Furlough of Nonexempt Personnel**

The Library may place nonexempt employees into a temporary, non-duty, non-pay status due to budget issues, lack of work, or other non-disciplinary reasons. Furloughs may be instituted on a daily or weekly basis. Furloughs will be scheduled by the Director and employees will not be paid or permitted to use any accumulated leaves during furlough periods. Employees are not permitted to perform any work whatsoever during assigned furlough leave, including, but not limited to, taking or receiving telephone calls, checking or responding to voicemail or email messages. Furloughed employees remain employees of the Library and maintain their health/dental insurance and related benefits in the same manner and to the same level as they were entitled to those benefits during active status. Employees do not accrue benefits (sick leave, vacation leave, etc.) during periods of furlough. Employees may be recalled to full duty at any point. Except in emergency situations where an immediate recall is necessary, employees will be given five (5) days after being notified of their recall to return to duty. Employees so recalled will be restored to full duty status with pay.

Employment with the Library is at-will, and the Library understands that employees may choose to separate from the Library as a result of their furlough.

### **2.82 Reductions in Force (Layoff/Job Abolishment)**

In the event that the Board determines that there is a financial emergency or needed retrenchment, it may be necessary to terminate the services of some employees by eliminating certain positions or by declaring certain positions vacant. Only the Board may eliminate positions. The Director may declare positions vacant.

The Library will notify affected employees no less than fourteen (14) days in advance of the effective date of the layoff or job abolishment. The determination regarding whether or not the layoffs or job abolishment are necessary shall be at the sole discretion of the Board.

The Board shall determine in which position(s) and employment status (full or part-time) layoffs or job abolishment will occur. The Library reserves the right to lay off full or part-time employees in whatever order and in whatever combination it deems appropriate. Within each classification in which more than one employee is assigned, affected employees will be laid off based on seniority and merit. In determining the order of layoffs, the Library shall rank each employee on the basis of seniority and shall separately rank each employee on the basis of merit. In determining seniority, the Library shall consider the years of service of each employee. In determining merit, the Library shall consider each employee's experience, leadership roles or abilities, promotability, skills, abilities, knowledge, versatility, quantity and quality of work, attendance history, disciplinary record, test scores (where applicable), and education (where relevant). Each employee's supervisor will provide current information as to the employee's status with respect to each of these criteria. The attendance history and disciplinary record of employees within any given classification or work section will be considered for the past 5 years or for the number of years the least senior employee in that classification or work section has worked for the Library, whichever is less. The weight assigned to each of the listed criterion shall be determined on the basis of the importance of each criterion to the affected work section or



classification. The Library will list each employee according to their combined seniority and merit. The employee with the least seniority and merit will be laid off first.

Full-time employees who have completed their assigned probationary period, who are laid off, shall be placed on a recall list for a period of six (6) months. Part-time employees are not entitled to be recalled and no recall list will be established for part-time personnel. If a position from which the full-time employee was laid off becomes available within six (6) months of the recall, full-time employees who are still on the recall list shall be recalled in the reverse order of their layoff, provided they remain qualified and eligible to perform their previously-assigned job duties. In order to be qualified and eligible to perform their previously-assigned duties, employees on the recall list shall retain all certifications and complete all training necessary to meet the requirements for their jobs, if any. Employees who do not retain the required certifications and/or training shall be required to obtain the required certifications and/or training within ten (10) days of their recall notice, at their own expense and on their own time. Employees who do not or cannot obtain the required certifications and/or training by the end of the ten-day period will not be recalled and the next employee on the recall list will be offered the recall opportunity. Notice of recall shall be sent to the employee by certified mail, return receipt requested, to the last mailing address provided by the employee. It is the responsibility of the employee to provide the Library with a written notice of any change of address and/or telephone number during the period of layoff. The recalled employee shall have five (5) calendar days following the date of receipt or the attempted delivery of the recall notice to notify the Library of the recalled employee's intention to return to work and shall have ten (10) calendar days following receipt of or the attempted delivery of the recall notice in which to report for duty, unless a different date for returning to work is otherwise specified in the recall notice or agreed to in writing by the employee and the Library. Any employee who fails to notify the Library of the employee's intent to return to duty or who fails to return to duty within the time limits set forth herein shall be immediately terminated from employment and the employee's name shall be removed from the recall list. Employees who are laid off shall retain the seniority which they had prior to their layoff. No seniority will accrue during the period between an employee's layoff date and the date of recall, if any.

## **2.83 Resignation**

Employees may resign their employment at any time by providing written notification of their resignation, including the reason for their separation from service and the date of their last day of work. After written notification is received, the Director will respond with a written acceptance of the resignation.

A two-week written notice is standard. Longer notice periods may be appropriate for key positions and alternative notice arrangements may be negotiated with the employee. Employees are expected to work through their notice period and may not use leave time to extend the notice period. The Library reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where job or business needs warrant such action. Such a decision should not be perceived as reflecting negatively on the employee since it may be due to a variety of reasons not known to the individual or other employees. Employees who do not provide the required two-week notice prior to leaving employment with the Library may be ineligible for rehire, and the fact that the employee failed to provide the required notice will be stated in any references provided by the Library for that employee.

Exit interviews will be conducted to the extent possible for all employees terminating their employment. The Director will contact the employee to schedule the confidential exit interview and every effort will be made to encourage the employee to discuss all aspects of employment with the Library. Benefits, COBRA, pension details, leave time accruals, and related matters will be discussed. Information derived from the exit interview is used by the Library in recommending improvements to its policies and programs.

Employee benefits cease on the last day the employee is scheduled to work and actually provides services to the Library. However, consistent with COBRA, employees may continue their medical and dental benefits at their expense for up to eighteen (18) months (or longer if a qualifying extension is permitted by law).

Employees who have completed at least one year's employment will receive payment for all of their unused (earned but not taken) vacation leave. Except as noted in Section 2.84 for certain retirees, employees do not receive payments for unused sick leave.

Employees must return all Library property – such as laptops, credit cards, keys, door cards, equipment, etc. on or before their last workday. Employees who fail to return Library property will, to the extent permitted by law, have the value of the property deducted from their final paycheck and/or vacation pay-out and may be subject to civil and criminal proceedings for the return of the property.

Employees may not discard or destroy library work product, to include, but not limited to e-mails, computer files, and physical files. Deletion and/or destruction could result in criminal prosecution for tampering with records. Additionally, deletion/destruction could result in civil penalties including fines and damages for violations of Ohio's public records law.

## **2.84 Retirement**

Library employees contribute to the Ohio Public Employees Retirement System (OPERS). The age of retirement and years of service credit required for retirement benefits are determined by the Ohio Legislature.

To determine eligibility for retirement and to determine the best means to maximize benefits, employees approaching retirement should contact OPERS directly for information on retirement options.

There is no mandatory retirement age, and employees who have retired may be considered for re-employment in compliance with OPERS rules.

Exit interviews will be conducted to the extent possible for all employees retiring from employment. The Director will contact the employee to schedule the confidential exit interview and every effort will be made to encourage the employee to discuss all aspects of employment with the Library. Benefits, COBRA, pension details, leave time accruals, and related matters will be discussed. Information derived from the exit interview is used by the Library in recommending improvements to its policies and programs.

Employee benefits cease on the last day the employee is scheduled to work and actually provides services to the Library.

Employees who have completed at least one year's employment will receive payment for all of their unused (earned but not taken) vacation leave. In addition, employees who have completed ten (10) years of employment with the Library and who retire from active service under OPERS will receive 25% of their unused sick leave (not to exceed two hundred forty (240) hours) at the time of retirement.

Retiring employees must return all Library property – such as laptops, credit cards, keys, door cards, equipment, etc. on or before their last workday. Employees who fail to return Library property will, to the extent permitted by law, have the value of the property deducted from their final paycheck and/or vacation/sick leave pay-out and may be subject to civil and criminal proceedings for the return of the property.

## **2.85 Abandonment**

Barring extenuating circumstances where an employee cannot physically notify the Library of the need for leave, any employee who fails to report for work, without first requesting and being approved for one of the available types of leave, for three (3) consecutive workdays will be considered to have voluntarily resigned due to job abandonment. Upon acceptance of this resignation, the employee's employment with the Library will cease and the employee will be subject to the same requirements and benefits as if the employee resigned pursuant to Section 2.83.

## **2.86 Death**

In the event of the death of an employee, final wage payment shall be made to the estate of the deceased. Payment of accrued and unused vacation and sick leave and compensatory time, if any, shall be made to the estate of the deceased.

## **2.87 Termination**

All employees of the Library serve at-will, which means that the employment relationship may be terminated at any time with or without notice or cause by either the employee or the Library.

Employee benefits cease on the last day the employee is scheduled to work and actually provides services to the Library. However, consistent with COBRA, employees may continue their medical and dental benefits at their expense for up to eighteen (18) months.

Employees who have completed at least one year's employment will receive payment for all of their unused (earned but not taken) vacation leave. Terminated employees do not receive any payment for unused sick leave.

Terminated employees must return all Library property – such as laptops, credit cards, keys, door cards, equipment, etc. on or before their last workday. Employees who fail to return Library property will, to the extent permitted by law, have the value of the property deducted from their final paycheck

and/or vacation pay-out and may be subject to civil and criminal proceedings for the return of the property.

## **SECTION 3: RECORDS**

### **3.1 Personnel Files**

#### **3.11 Content of Personnel Files**

A personnel file shall be established for each employee and will be maintained by the Director. Personnel files may include a variety of documents relating to an employee's employment including: forms relating to hiring, transfer, and promotion; performance evaluations and supporting documents; disciplinary records; letters of reference; records of attendance at workshops and other training; emergency contact information; letters of commendation, etc.

Any individually identifiable health information covered by the Health Insurance Portability and Accountability Act of 1996 Privacy Rule is filed separately from an employee's personnel file.

Any documentation pertaining to an individual employee's behavior or work performance that is placed in an employee's permanent personnel folder must be initialed or signed by the employee as indication of the employee's knowledge of the document (the employee's signature does not necessarily imply agreement). The employee may write a response to any material in the file; the response will be attached to the file copy of the material at the written request of the employee.

Employees may submit other materials for inclusion in their personnel files (e.g. letters of appreciation and training certificates). The determination of whether to include such items in the personnel file is made by the Director. Employees are not permitted to alter or remove documents from their personnel files without the express written permission of the Director.

#### **3.12 Access to Personnel Files**

Personnel records are retained in the administrative office. The Director, and administrative office employees have access to these files for business purposes. An employee's supervisors, with the permission of the Director, may have access to an employee's documentation for business purposes.

Employees who wish to review their own file should contact the Director. With reasonable advance notice, employees may review their own personnel files in the Library and in the presence of an individual appointed by the Library to maintain the files. Such review shall take place during a time when the employee is not scheduled to work. Employees may also request a copy of their personnel file, and the Library will provide the employee with an unredacted copy of the file.

#### **3.13 Public Records Requests**

Personnel files are public records as defined by ORC 149.43. Requests by members of the public, or non-supervisory or administrative Library staff, for access to employee personnel records will be

honored as required by law following the procedures described in the Library Public Records Policy, and the employees affected will be informed of any request to view their personnel records.

Any individually identifiable health information covered by the Health Insurance Portability and Accountability Act of 1996 Privacy Rule is not subject to public records requests.

### **3.2 Personal Data Changes**

It is the responsibility of each employee to promptly notify the Director of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

## **SECTION 4: HOURS AND WAGES**

### **4.1 Work Schedule**

The employee's regular hours worked are usually spread over five days, but may be worked in less than five or as many as seven days. Evening and weekend work may be required of any employee. Employees are scheduled to meet the needs of the Library, and schedules may change from week to week.

An employee may arrange to trade an occasional day or evening off with another employee, subject to the approval of the employee's supervisor, and provided that the trade does not interfere with the routine of the Library.

An employee unable to report to work at the scheduled time due to an unanticipated emergency, illness, or for any other reason such as bereavement, is required to notify the employee's supervisor at least one hour prior to the scheduled start time. Failure to do so may result in disciplinary action up to and including termination.

### **4.2 Sunday Hours**

During the months of the year when the Library is open on Sunday, employees will be scheduled to work Sundays as part of their regular schedule rotation.

### **4.3 Non-Scheduled or Emergency Closings**

The Director, or Assistant Director if the Director cannot be reached, will make all decisions concerning the closing of the Library in emergency situations (e.g., weather, failure of the heating system, disruption of utility services, environmental or safety hazards, etc.) These administrative closings shall be restricted to the immediate and short-term requirements of the Library. Extended closings shall be handled on a case-by-case basis.

Employees who are working at the Library on the day of an unscheduled closing shall be paid for the remainder of their scheduled shifts for that day. Employees scheduled for vacation or sick leave on the day of an unscheduled closing must use the leave as planned.

If Employees are given permission to leave early due to weather conditions, and the Library is not closing, any time not worked may be taken as vacation.

## 4.4 Wages

### 4.41 Wage Structure

Employees will be hired at the wages determined reasonable by the Director and the Board given the position accepted, the difficulty in filling the position, the wages paid by other libraries to persons in similar positions, and the qualifications of the applicant. Thereafter, the Library will utilize a merit pay system to determine what, if any, pay increases individual employees will receive each year.

Each year, the Board will review the financial resources available and the objectives of the merit pay program to determine the amount of funds available, if any, for merit increases in the following year. Merit pay will be used to reward successful performance. Larger merit increases will be awarded to employees who consistently exceed performance standards. Increases will not be granted to employees whose performance has been rated as unsatisfactory overall.

1. Eligible Employees: To be eligible for a merit increase, an employee must be employed with the Library for at least six (6) months of continuous service before the merit award date.
2. Determination of Merit Increase: The Director will recommend: a). whether an employee should receive any merit increase based on the employee's annual performance review and b). the amount of increase appropriate for the performance results.
3. Factors Considered in Awarding Merit: The following factors are the basis for awarding merit pay to employees:
  - a. The employee's performance as reported in the annual performance review.
  - b. The employee's performance as evidenced by patron comments and engagement.
  - c. The employee's attendance and punctuality (absences related to conditions implicated by the ADA, due to medical conditions, workers' compensation, military leave, or other absences related to the exercise of an employee's rights under Federal and State employment laws will not be treated negatively against the employee).
  - d. The appropriate pay level within the range for the employee considering the employee's performance and performance of others in the range.
  - e. Pay increase funds available.
  - f. Recommendations of supervisors and the Director.
4. Review of Merit Increase: Merit increases require the recommendation of the employee's immediate supervisor and the approval of the Director. Employees are to be notified of their

merit increase as soon as possible after all employee merit increases for the year have been approved by the Board.

#### **4.42 Overtime**

Employees who are not exempt from the overtime provisions of the Fair Labor Standards Act and whose actual hours worked are more than 40 per week are entitled to be compensated for the extra hours worked (“overtime”). The week is defined as the seven days beginning with Sunday and ending with Saturday.

Except in extenuating circumstances, supervisors should not schedule non-exempt employees for more than forty (40) hours in any week so that overtime pay (or compensatory time off) is not necessary. In the event that non-exempt employees are required to stay over their scheduled work hours or to come in early so that they will work greater than forty (40) hours despite being scheduled for 40 hours in any week, the supervisor should adjust the employee’s schedule for the remainder of the week to ensure that the actual hours worked by the employee remain within the 40-hour limitation.

Overtime must be approved in writing by the Director for all non-exempt employees. Only in an emergency situation will an employee be allowed to work without prior approval, and when that occurs, the employee will be required to notify the supervisor, or Director, at the earliest possible time.

Overtime shall be compensated at the rate of one and one-half (1 ½) times the regular rate of pay (including, where applicable, other remuneration required by law) for all overtime hours actually worked. Employee paid leaves do not count toward the calculation of overtime. There shall be no pyramiding of hours or pay.

#### **4.43 Compensatory Time**

Nonexempt employees may request that any or all of the earned overtime hours be paid as compensatory time at the rate of one and one-half (1 ½) hours of compensatory time off for each hour worked in overtime status. Employees who wish to convert overtime pay to compensatory time off (and to establish a compensatory plan leave bank) must complete and execute a Compensatory Time Agreement *prior* to working the overtime hours. Employees may choose that all or part of their overtime hours be paid by compensatory time off and may rescind the Compensatory Time Agreement at any time.

Nonexempt employees may accumulate up to sixty (60) hours of compensatory time. Unused compensatory time up to forty (40) hours may be paid out at the employee’s request at the employee’s regular rate of pay prior to the first pay period in November.

The use of compensatory hours must be approved by the Director and such leave shall not interfere with the efficient and effective operation of the Library. Compensatory time earned and used must be recorded on the Comp Time Record Sheet.

#### **4.44 Honoraria**

Employees requested to speak at job-related meetings or workshops, are encouraged to do so, but must have approval in advance to participate in such programs during time they would normally be scheduled to work. If the employee presents the program on Library time, the employee will be paid the employee's normal wage for the time spent presenting the program, and any cash honoraria paid to the employee will be turned in to the Fiscal Officer. If the program preparation and presentation is done on the employee's own time, the employee may keep the honorarium. Employees may keep any non-monetary material gift received (e.g., pen and pencil set) regardless of whether the program is presented on Library time or not so long as the gift is *de minimis* and does not violate the Ohio Ethics Laws.

## **4.5 Timekeeping**

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require the Library to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Employees are not permitted to sign in or commence work before their scheduled starting time or to sign out or stop work after their scheduled quitting time (overtime work) without the prior approval of their supervisor.

Nonexempt employees should accurately record the time they begin and end their work. The Library pays employees in increments of fifteen (15) minutes. Minutes fewer than the fifteen (15) minute increment shall be rounded up or rounded down to the nearest fifteen-minute increment as follows: six (6) minutes of work or fewer shall be rounded down to the nearest fifteen (15) minute increment and seven (7) minutes of work or longer shall be rounded up to the nearest fifteen-minute increment. Employees must also record the beginning and ending time of any departure from work for personal reasons.

Exempt employees should accurately record their per pay period absences in accordance with the procedure outlined and approved by the Board.

Altering, falsifying, tampering with time records, recording time on another employee's time record, or deleting time actually worked from another employee's time record may result in disciplinary action, up to and including termination of employment. It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The Director will review and then initial the time record and verify any time off for which the employee is entitled to be paid before submitting it for payroll processing. After notifying the affected employee, the Director may complete incomplete timecards and correct incorrect timecards.

## **4.6 Payroll**

All employees are paid bi-monthly. For security, financial, and administrative reasons, the Library requires that all employees use electronic direct deposit. Employees will receive an itemized statement of their compensation when the Library makes each direct deposit. Notwithstanding the above, the Library reserves the right to provide compensation and/or other payments to employees via checks in lieu of direct deposit in the event of business necessity, mistake, or convenience. When a payroll check is lost, misplaced, stolen or destroyed, the employee must notify the Director immediately so



that a new check can be issued. If the employee recovers the check or any portion of the check, the employee must return it to the Director.

#### **4.61 Payroll Corrections**

The Library takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Director so that corrections can be made as quickly as possible

Employees who know or should have known that they received greater compensation than they are entitled to and did not report the discrepancy to the Director will be required to return any amounts over their correct payroll amount and will be subject to disciplinary action, up to and including termination.

#### **4.62 Payroll Deductions**

The law requires that the Library make certain deductions from every employee's compensation. Among these automatic deductions are the following:

- City Income Tax (where applicable)
- School District Income Tax (where applicable)
- Federal Income Tax
- State Income Tax
- Medicare
- OPERS

The Library must also deduct from an employee's compensation those amounts dictated by a court-ordered garnishment. Employees whose wages are subject to such orders should notify the Director immediately upon learning that such an order has been entered against them.

In addition, the Library offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay checks to cover the costs of participation in these programs.

Voluntary automatic deductions can be made for:

- Dental Insurance (full-time employees, part-time employees, as eligible)
- Medical Insurance (full-time employees)
- Deferred Compensation
- United Way contributions
- Supplemental Insurance (e.g. AFLAC; full-time employees, part-time employees, as eligible)

# SECTION 5: WORKPLACE STANDARDS/EMPLOYEE CONDUCT

## 5.1 General Employment Conduct/Core Values

The Board of Trustees has established the following as its core values, and all Library employees are expected to adhere to/embody these values:

- *Integrity:* Employees are expected to be self-aware, accountable, responsible, honest, and truthful in their interactions with employees and patrons.
- *Respect:* Employees are expected to treat employees and patrons with courtesy, politeness, and kindness.
- *Teamwork:* All employees are expected to work together as a team and to cooperate to accomplish the goals and purposes of the Library.
- *Accountability:* All employees must accept responsibility for their actions, behaviors, performance and decisions.
- *Positive Attitude:* All employees are expected to come to work with a positive attitude and to be approachable, alert to the needs of all patrons, and to provide exemplary service to the public.
- *Dedication to Service:* All employees are expected to provide prompt, courteous, and friendly assistance to the public. All employees are expected to avoid, eliminate, or report situations or practices that may cause irritation to or discomfort for the public.

## 5.2 Employee Involvement in the Community/Political Activity

Employees are encouraged to take an active role in community affairs, as awareness of issues and needs of the community are essential in providing well-balanced Library services. It is important, however, that employees do not cast themselves as representatives of the Library or attempt to speak for the Library in such settings. The Board of Trustees designates the Director to speak for the Library in matters of policy.

Employees are prohibited from engaging in political activities, such as campaigning, wearing campaign buttons or clothing, displaying campaign material or engaging orally in campaign promotion, solicitation or seminal activities while on duty, while inside Library buildings or on Library property. Due to the potential for conflicts of interest, employees of the Library are prohibited from serving in voting positions of the *Friends of the Ida Rupp Public Library* and *Friends of the Marblehead Peninsula Branch Library*.

### **5.3 Professionalism**

Employees are expected to be professional at all times, especially when assisting patrons or in view of patrons. The following personal behavior is not permitted in any public area inside Library buildings:

- Extended personal conversations
- Mobile phone usage (may only be used on breaks)
- Gum chewing
- Eating
- Smoking or vaping is prohibited in all areas inside Library buildings and on Library grounds.

### **5.4 Confidentiality**

All employees who create or who have access to circulation records and other records identifying the names of Library users with specific materials are directed to become fully conversant with, and to rigidly adhere to, the Library's policy regarding confidentiality of Library records. Failure to adhere to this policy will result in disciplinary action, up to and including termination.

### **5.5 Attendance and Punctuality**

Attendance is an essential function for most Library employees, and punctuality is essential to the smooth functioning of the Library. For these reasons, all employees are expected to arrive on time, ready to work, every day they are scheduled to work.

There may be occasions when tardiness is unavoidable due to an emergency or unusual situation. When employees expect to be late, they should notify their supervisor as early as possible. E-mail messages are not acceptable forms of notification (except in emergency situations). Employees who are late must report to their supervisor immediately upon arrival and make arrangements with the supervisor to make up the time during the day or week.

If unable to work, employees are expected to notify the appropriate supervisor as soon as possible, but at least one hour before their scheduled starting time. Employees must provide the reasons for their absence. Voicemail and text messages are acceptable forms of notification. E-mail messages are not acceptable (except in emergency situations).

Excessive absenteeism/tardiness and/or failure to show up or call in for a scheduled shift without prior approval will result in disciplinary action, up to and including termination. Employees who fail to report to work or call in to inform their supervisor of their absence for three (3) consecutive days or more will be considered to have voluntarily resigned as outlined in Section 2.85.

### **5.6 Supervisory Responsibility**

Library supervisors are responsible for maintaining proper conduct and discipline of Library employees under their supervision. Supervisors are responsible for:

1. Ensuring that employees who report to them are informed about, understand, and comply with laws, regulations, policies, and procedures; and
2. Immediately reporting any violation of laws, regulations, policies, or procedures to their supervisor and/or the Director.

## **5.7 Dress Code**

The Library provides a casual, yet professional work environment for its employees. Even though the dress code is casual, it is important that Library employees still project a clean and professional image to our patrons. All employees are expected to dress in a manner consistent with good hygiene, safety, and good taste.

### **5.71 Prohibited Attire**

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. The following is a list of attire which is absolutely prohibited:

- Torn, dirty, or frayed clothing
- Clothing with writing or language (except fashion brand names)
- Clothing with potentially offensive logos, pictures, cartoons, or slogans
- Clothing that is tight fitting (tight skirts that ride up; tight pants)
- Clothing that reveals too much (cleavage, back, chest, stomach, bra, underwear)
- Halter tops, spaghetti straps, tank tops, midriff/crop tops
- Sweatshirts
- T-shirts (unless worn under another blouse, shirt, jacket, or dress)
- Jeans (except as noted in Section 5.72), sweatpants, exercise pants, shorts, bib overalls
- Dresses and skirts which are more than one inch above the knee while standing or slit to above the knee
- Flip flops, rain boots, high heels above 3.5 inches
- Hats
- Other clothing determined by the Director

### **5.72 Dress Down for Charity/Summer Reading Exceptions**

Fridays and Saturdays are considered “Dress Down for Charity” Days and employees are permitted to wear jeans and other-approved casual attire if they make a voluntary donation to the United Way. The Director may declare additional days to be “Dress Down for Charity” Days, with donations to United Way or other charities.

Library-themed attire provided or authorized by the Library may be worn as approved by the Director.

### **5.73 Religious/Cultural Exceptions**

Employees with sincerely-held religious practices which require the wearing of clothing prohibited by Section 5.71 (*e.g.*, hijab, turban) will receive an exception to those prohibitions unless the exception would pose an undue hardship on the Library. Employees desiring an exception for these reasons should discuss the matter with the Director.

### **5.74 Dress Code Violations**

Supervisors and the Director are expected to handle dress code violations in a discrete way, without embarrassment to the employee. Employees who are deemed to be in violation of this policy will be informed of their violation and are expected to correct the issue immediately. This may include having to leave work to change clothes (without pay). Repeated or flagrant violations of this policy may result in disciplinary action, up to and including termination.

## **5.8 Library Property/Equipment**

Employees may be issued or allowed the use of Library property or resources such as keys, computers, e-mail, etc. Employees in possession of Library equipment are expected to protect the equipment from loss, damage, or theft, and to use it in an appropriate manner. Upon separation of employment, employees are required to turn in all Library property prior to their last day of work as outlined in Section 2.8.

### **5.81 Information Technology**

The Library provides information technology resources, including computers, software, network systems, e-mail and internet access, to employees to conduct Library business. Employees shall use information technology resources in a professional manner and in accordance with this policy.

1. Computers & Network: Employees shall not access computers, devices, software, or systems for which they have not received prior authorization or the required training. Employees shall immediately report unauthorized access or use of computers, devices, software or systems by another employee or patron to their supervisor. Employees should not use another person's access passwords, logon information or other individual security data, protocols and procedures unless directed to do so by a supervisor. All employees have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the computer system. Employees shall ensure Library computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and shutdown overnight and on the weekend; and password protections enabled whenever the user is not present. Access passwords, logon information and other individual security data, protocols and procedures are confidential information and are not to be shared. Password length, format, structure and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by the Director. It is

prohibited for an employee to allow an unauthorized user to access the computer system at any time or for any reason. Employees shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the Internet) to a supervisor. When a problem or alert occurs on an employee's system, they must contact their supervisor immediately so the appropriate person to handle the alert is notified. All employees must report to the Director when they realize that their computer system has been hacked or is infected with a virus or malware. The computer should be turned off and disconnected from the Library's network immediately until it can be cleaned or checked by IT personnel. Because it is not always apparent when a computer gets infected by a virus, users should report any "unusual" or "out of the ordinary" behavior of their computer system immediately to be sure the computer system has not been compromised or infected

2. E-mail: In addition to intra-Library communication, e-mail may be used to access work-related listservs or for professional correspondence. Internal Library messages should be concise and sent only to persons directly in need of receiving them. Announcements of important events in the lives of employees are appropriate (with the employee's permission), as are announcements of upcoming vacations. E-mail may not be used to solicit others for commercial ventures, religious or political causes (e.g., announcements about free kittens, church services, political rallies, walk-a-thons, yard sales). A Library e-mail account should not be used for personal correspondence.

The Library owns the e-mail system. Any communications transmitted by, received from, or stored on the Library's email system is the property of the Library. E-mail on the Library's email system is neither private nor protected; in fact, such emails may be public records under Ohio law. **The Library reserves the right to monitor the e-mail systems and all messages transmitted or received by it. By using the e-mail system, employees acknowledge and consent to monitoring of their e-mail messages for specific reasons, such as evaluating the operation and effectiveness of the e-mail system, finding lost messages, servicing the Library in the employee's absence, investigation of suspected illegal or unethical acts, breach of security, breach of Library's policies, and recovery from system failures.**

3. Internet Usage: Access to the Internet is provided to employees for business purposes only. Employee use of the Library's Internet for purely personal reasons not only reduces productivity and system performance, but also create a potential that malware or viruses could infect the Library's network. The display or transmission of sexually explicit images, messages, and cartoons is strictly prohibited. Other prohibited displays or transmissions include, but are not limited to, ethnic slurs, racial comments, off color jokes, or anything that may be construed as harassment or showing disrespect for others. **All Internet activity is subject to inspection by the Library and the Library reserves the right to monitor Internet activity, browser histories, and keystroke logs.** It is a violation of this policy to turn off antivirus protection software or make unauthorized changes to system configurations installed on the Library's computers. Violations of this policy may result in termination for a first offense.

4. Software:

The Library purchases and licenses the use of various computer software for business purposes only and does not own the copyright to this software or its related documentation. Unless authorized or licensed by the software developer, the Library does not have the right to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple devices according to software license agreement. The Library prohibits the duplication of software and its related documentation, and such duplication may be a violation of law. Employees are prohibited from loading any software, files, or other matter onto any Library computer without the prior approval of the Director.

## 5.82 Social Media

The Library uses social media to increase awareness of and accessibility to its programs, resources and services in order to fulfill its mission to the residents of Eastern Ottawa County.

1. Library-Sponsored Social Media:

Only those employees responsible for the Library's social media sites should be actively participating on those sites during work hours. Employees who contribute to the Library's social media should present content in a professional manner and should check facts, cite sources, avoid copyright infringement, present balanced views, check grammar and spelling before posting and acknowledge and correct errors.

Employees should not discuss confidential, work-related matters through social media. Content that is posted on Library-sponsored social media sites is subject to the Ohio Public Records Act and records retention requirements.

2. Employee Personal Use of Social Media:

Employee use of personal social media is not permitted during working hours except for work-related purposes such as professional development or library-related social media outlets. Employees have the same right to self-expression enjoyed by members of the community as a whole when discussing matters of public concern. As public employees, Library employees are cautioned that speech made pursuant to official duties is not protected speech under the First Amendment and may form the basis for discipline if deemed a violation of any policy of the Library. Employees should keep in mind the following best practices when posting content about library-related subjects and issues on personal time:

- If employees identify themselves as employees of the Library, they must make it clear that the views expressed are theirs alone and do not represent the views of the Library. For example, employees may say, "The views expressed on this website/blog are mine alone and do not necessarily reflect the views of my

employer.” The disclaimer should be located in a prominent position and repeated for each posting expressing an opinion related to the Library.

- Employees must respect the Library’s confidential and proprietary information and may not post information that is still in draft form or is confidential.
- Employees may not divulge any information which they have gained by reason of their employment with the Library.
- Employees should not make any comments with any kind of negative, mocking, condescending, etc. slant about patrons in general, about specific questions from patrons, or about patron behavior on the Library’s social media sites.
- For safety and security reasons, employees are prohibited from disclosing security protocols or details about the Library security systems on any social media site.
- Employees should be aware that privacy settings and social media sites are constantly in flux and they should never assume that personal information posted is protected.
- Employees should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the Library at any time without prior notice.
- Employees are expected to comply with all applicable laws, including but not limited to, Federal Trade Commission (FTC) guidelines and copyright, trademark, and harassment laws.
- Employees should be aware that they may be subject to civil litigation for:
  - Publishing or posting false information that harms the reputation of another person, group, or organization (defamation);
  - Publishing or posting private facts and personal information about someone without their permission that has not been previously revealed to the public, is not of legitimate public concern, and would be offensive to a reasonable person;
  - Using someone else’s name, likeness, or other personal attributes without that person’s permission for an exploitative purpose; or
  - Publishing the creative work of another, trademarks, or certain confidential business information without the permission of the owner.

### 3. Reporting Violations:



Any employee becoming aware of or having knowledge of a posting or of any website or webpage in violation of the provision of this policy shall notify his or her supervisor immediately for follow-up action.

4. Concerted Activity Disclaimer:

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the NLRA or similar Ohio law to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

### **5.83 Keys**

In order to protect the security of Library buildings and property, and for employee, the distribution of keys to employees or other parties is limited and restrictive. The Director has specific responsibility for issuing keys.

Upon separation from Library employment, employees are required to return all assigned keys.

### **5.84 Credit and Debit Cards**

Library credit and debit cards may be furnished to certain employees in connection with their job duties. Library credit cards are to be used for official Library business in accordance with the Ida Rupp Library Credit Card Policy adopted on August 13, 2020, and any revisions thereto. Credit cards may not be used for personal purchases. Misuse of Library credit or debit cards may be grounds for disciplinary action, up to termination of employment and/or referral for criminal prosecution.

### **5.85 Personal Vehicles on Library Business**

Applicants for employment who will be required to drive their own vehicles on Library business must consent to a review of their driving records for insurance purposes. Thereafter, applicants who become employees and all other employees required to drive personal vehicles on Library business may have their driving records reviewed annually. Employees with unsatisfactory driving records shall not be permitted to drive for Library business and may be subject to reassignment or dismissal.

When travelling on Library business, the driver and any passengers must use seat belts, as already required by state law, and the driver is prohibited from using a cellular phone, including hands-free devices.

Employees are not permitted to operate personal vehicles on Library business, when any physical or mental impairment may cause them to be unable to drive safely. This also includes temporary incapacities such as illness, medication or intoxication.

An employee must notify a supervisor or the Director immediately in the event that the employee is cited for any driving violation that limits the employee's driving privileges or if the employee is involved in an accident while on Library-related business.

Employees who are cited or deemed responsible for a vehicular accident, parking, speeding, or other violation while on Library business will be financially responsible for any fines imposed.

## 5.9 Employee Safety

### 5.91 Sexual and Unlawful Harassment

The Library expressly prohibits any form of unlawful employee harassment or discrimination based on race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Each employee has the right to work in an environment free of harassment of any sort by co-workers and the general public.

1. “Unlawful harassment:”

Unlawful harassment is conduct that has the purpose or effect of creating an intimidating, a hostile, or an offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or another characteristic protected by state or federal law.

2. Sexual Harassment:

Sexual harassment is a unique form of gender discrimination and is defined as unwelcome advances, requests for sexual favors and other physical, verbal or visual conduct based on gender under any of the following circumstances:

- Submission to the conduct is an explicit or implicit term or condition of employment.
- Submission to, or rejection of, the conduct is used as the basis of an employment decision.
- The conduct has the purpose or the effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment includes, but is not limited to,

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets; jokes; written or oral references to sexual conduct; gossip regarding one's sex life; comments about an individual's body; and comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

3. Responsibility to Report:

All employees are responsible for ensuring that discriminatory or harassing conduct does not occur in any form in the workplace. Employees who believe that they have been subjected to harassment should, where appropriate, verbally communicate to the offending employee that the employee's behavior must stop. Employees who believe that they have been subjected to harassment are also required to immediately report the offending incident(s) to a supervisor. Further, employees who observe conduct, which reasonably amounts to harassment, must likewise immediately report such conduct to a supervisor. Upon receipt of such a complaint, the supervisor must report the complaint to the Director. In the event a complaint is lodged against a supervisor, the employee must report the conduct directly to the Director. In the event that the complaint is lodged against the Director, the supervisor will bring the complaint directly to the Board President.

4. Investigation:

The Director (or the Board President if the allegations are against the Director) will act promptly and positively to investigate complaints of harassment. Every effort will be made to conduct the investigation in an efficient and impartial manner. The employee against whom the complaint has been made will be given a full opportunity to respond to the allegations against that employee. To the extent possible, the investigation will be conducted confidentially, with only relevant employees interviewed. The employee who made the complaint and the employee who the complaint is lodged against will be advised of the findings and conclusion of the investigation.

5. Confirmed Allegations of Harassment:

If the allegations of harassment are determined to be valid at the conclusion of the investigation, the Director will take immediate, appropriate, corrective action, including retraining, reassignment, and/or disciplinary action, up to and including immediate termination. If the allegation of harassment was lodged against a patron, the patron may be denied access to Library buildings.

6. False Allegations of Harassment:

No employee should be subjected to false accusations of sexual harassment/unlawful harassment. Any employee determined to have intentionally and knowingly filed a false complaint of harassment against another employee will be subjected to disciplinary action, up to and including termination. Sexual harassment, or any other behavior which is discriminatory, will subject the offending employee to disciplinary action up to and including termination.

7. Prohibition Against Retaliation:

No employee shall be subjected to coercion, intimidation, interference, or any form of retaliation for raising a good faith complaint of harassment or for assisting in an investigation under this policy. Any incidences of such retaliation shall be immediately reported to the Director and will, if validated, be grounds for disciplinary action, up to and including termination.

## **5.92 Drug-Free and Alcohol-Free Workplace**

The Library recognizes that the use of illegal or unauthorized drugs or alcoholic beverages on Library premises or while conducting Library business poses a serious threat to the safety of the employees and Library users and compromises the quality and reliability of work and service to Library users.

The manufacture, possession, use, distribution, or dispensation of illegal or unauthorized drugs, as defined by law, or of alcoholic beverages on Library premises or while conducting Library business is prohibited. Employees shall not work, or report to work, under the influence of illegal drugs, nor under the influence of controlled substances, including alcohol. Exceptions to this prohibition may be made for prescription drug therapy as described below.

Violation of these prohibitions may subject an employee to dismissal.

1. Duty to Report Certain Prescription or Over-the-Counter Medications:

Prescription or over-the-counter drugs shall be used in the manner, combination, and quantity prescribed or recommended. An employee who will be using prescription drugs on Library premises, or during work time, will determine by consulting with the prescribing physician whether the prescribed drug may impair physical and/or mental abilities. If the medication could affect the employee's ability to perform any aspects of the job, including affecting the employee's behavior, the employee must notify the supervisor. Failure to report may result in disciplinary action up to and including dismissal.

2. Duty to Notify of Conviction:

Employees must notify the Director of any conviction for a violation of a criminal drug statute occurring on Library premises or while conducting Library business no later than five days

after such a conviction. Failure to report a conviction may result in disciplinary action up to and including dismissal.

3. Medical Marijuana:

Any employee who is suspected of, or tests positive for, the use of medical marijuana will be dealt with in the same manner as employees who are suspected of, or test positive for, other controlled substances under this policy. Employees are permitted to use medical marijuana during an approved leave of absence for medical reasons if the medical marijuana is legally prescribed and used in compliance with the prescription. Any employee using medical marijuana must notify the Director of the use of medical marijuana during the leave and must submit to a drug test prior to returning to duty. Only employees who test negative for marijuana prior to their return to work may return to duty

4. Drug or Alcohol Testing:

All employees may be subject to drug and/or alcohol testing whenever the Director has reasonable suspicion to believe that the employee is under the influence of alcohol or a controlled substance. Reasonable suspicion is based upon specific, contemporaneous, articulate observations concerning the appearance, behavior, speech, or body odors of the employee. It may also be based upon an employee's involvement in a significant workplace accident.

Employees who have previously tested positive for alcohol or controlled substances in violation of this policy and who were referred to and completed a substance abuse treatment program may be subject to return to duty testing and unannounced, follow-up drug or alcohol testing, not to exceed six tests in the twelve-month period following their return to work.

5. Refusal to Test:

Refusal to submit to drug and alcohol tests as ordered by the Library will be grounds for disciplinary action up to and including termination. For purposes of this policy, "refusal to test" includes, but is not limited to, the following:

- Refusal to sign the form releasing test results to the Library;
- A non-medical delay in providing urine, breath, blood, saliva, or any other specimen;
- Failure to report directly to the testing facility upon notification; or
- The use of any product to invalidate the test results.

6. Substance Abuse Treatment Program:

An employee may request to use accrued sick leave or request an unpaid leave of absence to receive the recommended treatment for a drug or alcohol problem. Employees are urged to request assistance with any drug or alcohol problem before disciplinary action is necessary.

In addition, the Library may refer an employee who has previously tested positive for alcohol or controlled substances in violation of this policy to a substance abuse treatment program instead of terminating the employee. Such employees will be required to agree to return-to-duty testing upon the completion of the program and to follow-up testing for the year following their return. Failure to return to duty upon the completion of a substance abuse program or failure to complete the substance abuse program will be considered job abandonment pursuant to Section 2.85.

The cost of any voluntary or referred substance abuse program is the responsibility of the employee and may be covered by the employee's health insurance.

### **5.93 Workplace Violence**

The Library is committed to providing a work environment that is safe, secure, and free of harassment, threats, intimidation, and violence. Threats or acts of physical or verbal violence (including intimidation, harassment, or coercion) which involve or affect the Library or its employees or which occur on Library's property will not be tolerated. Such conduct will be met with the strongest disciplinary action by the Library, up to and including termination, the use of law enforcement, and the use of criminal prosecution measures.

1. Duty to Report: All employees are required to immediately notify their supervisor or the Director if they witness or hear of any threats or acts which violate this policy. In addition, employees should notify their supervisors if they become aware of any situation or risk factor which could lead to violence.

### **5.94 Weapons**

Employees are prohibited from carrying, using, displaying, possessing, or discharging weapons (concealed or otherwise) on Library property at any time. For purposes of this policy, "weapons" are defined as firearms, handguns, or other weapons further defined by Ohio statute or local ordinance, and "Library property" is defined as including all Library-owned or leased buildings and surrounding areas, such as sidewalks, walkways, parking lots and driveways.

This policy applies to all employees and other persons entering the Library's property at all times regardless of whether the employee or person are licensed to carry the weapon.

The only exception to this policy will be police officers, security guards, law enforcement officials, or other persons who have been given consent by the Library to carry a weapon on the property.

## **SECTION 6: EMPLOYEE DISCIPLINE**

### **6.1 Disciplinary Process**

The Library expects employees to comply with its policies, and standards of behavior and performances. The Library hopes that employees will exercise self-discipline and correct any

noncompliance with Library policies; however, objectionable and unsatisfactory conduct or performance will not be permitted and may result in disciplinary action, up to and including termination.

Employees may be disciplined for any of the following behaviors:

- Unsatisfactory work performance;
- Discourteous and/or unprofessional treatment of the public;
- Violation of the Library's ethics policy;
- Theft;
- Inappropriate removal of Library property;
- Falsification of timekeeping or any other Library record;
- Misrepresentation on any Library document, including resumes and employment applications;
- Working under the influence of alcohol or illegal drugs or controlled substances;
- Possession, distribution, purchase, or sale of alcoholic beverages, illegal drugs, or controlled substances while on duty;
- Working on personal matters while on duty;
- Disruptive activity in the workplace;
- Gross or habitual carelessness or recklessness, playing of tricks, jokes or other dangerous pranks upon others. Disregard for safety and comfort of fellow employees;
- Negligent or improper conduct leading to damage of Library property;
- Excessive absenteeism and tardiness;
- Engaging in outside employment without notification and approval of the Director;
- Absence without notice or any unauthorized absence;
- Unauthorized use or possession of Library documents or property;
- Disregard of safety rules or practices;
- Creating or contributing to hazardous, unhealthy, unsafe, or unsanitary conditions;
- Fighting, provoking a fight or altercation, engaging in any act or threat of violence, or any conduct that causes any individual to reasonably fear for his or her safety or the safety of his or her family, friends, or property;
- Sleeping during working hours;
- Insubordination including the refusal or failure to perform work assignments or the use of profane or abusive language to supervisors, other employees, or patrons of the Library;
- Possessing weapons on Library premises;
- Unauthorized disclosure of confidential information;
- Violation of the Library's policies regarding use of computers, e-mail, telephone, or other electronic communications equipment;
- Smoking in unauthorized areas;
- Refusing to cooperate with a Library investigation;
- Failing to make work accident reports;
- Unlawful or inappropriate harassment or discrimination;

- Other violations of policy, standards or law.

Under normal circumstances, the Library endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. However, the Library reserves the right to administer discipline in any manner it sees fit. This policy does not modify the employment-at-will relationship between the Library and its employees or in any way restrict the Library's right to bypass progressive discipline.

The following steps are suggested in the disciplinary process, depending upon the severity of the infraction for which discipline is imposed:

- Informal discussion and verbal warning
- Written warning
- Final written warning
- Probation and/or suspension
- Termination of employment

Certain infractions may warrant immediate suspension or termination. Repeated infractions of a less serious nature may result in progressively more serious disciplinary actions, up to and including termination. At all times, the Library may take the disciplinary action it believes is appropriate under the circumstances.

In cases involving serious misconduct, or any time the Director determines it is necessary, such as a major breach of policy or violation of law, the procedures contained above may be disregarded. Typically, the Director should suspend the employee immediately (with or without pay), and an investigation of the incidents leading up to the suspension should be conducted to determine if any further action, such as termination, should be taken.

Nothing in this policy limits the Library's right to terminate employment at any time, with or without cause or notice.

## **SECTION 7: EMPLOYEE BENEFITS**

### **7.1 Overview of Benefits**

As described below, regular full-time and part-time employees are eligible for the following benefits:

- Health Insurance
- Dental Insurance
- Sick leave
- Vacation leave
- Paid Holidays
- Religious Observance leave
- Bereavement leave



- Unpaid leave
- Tuition Reimbursement
- Deferred Compensation
- OPERS Retirement eligibility

Substitutes and temporary employees are eligible for the following benefits:

- Religious Observance leave
- OPERS Retirement eligibility

## 7.2 Major Medical/Hospitalization and Dental Insurance

To the extent permitted by the Library’s insurance carrier, major medical/hospitalization insurance (“health”), and dental insurance are available to eligible employees on their date of hire. All insurance coverage ends on the employee’s last day of work or as required by law. The Library reserves the right to eliminate the provision of major medical/hospitalization and/or dental insurance at any time (consistent with law) and/or to modify at any time the insurance carrier utilized, the insurance coverages, types, and plans provided, the employees who are eligible for insurance, the portion of the total costs for such insurance paid by employees, the premium paid by the Library (including a differentiation of premium contribution based on employee type and position).

No additional adjustment or compensation will be given to those employees not covered by the insurance plans.

### 7.21 Health Insurance

1. Regular Full and Part-time Employees Working Twenty-Five (25) or More Hours Per Week:

The Board of Library Trustees makes available medical insurance/hospitalization to all regular full and part-time employees not listed above who are regularly scheduled to work twenty-five (25) hours or more a week, subject to the employee’s eligibility, insurability, enrollment in the Library’s group plan, and the following schedule of monthly premium caps:

<b>Employee Position/Hours</b>	<b>Library Maximum Contribution to Employee Premium</b>	<b>Employee Contribution</b>
Regularly Scheduled to Work 30 Hours or More a Week	\$650 per month	Remainder of Employee premium per month  100% of premium per month for spouse/dependents, if any  All Co-Pays/Deductibles

Regularly Scheduled to Work 25 to 29 Hours a Week	\$0.00 per month  Employee eligible to participate in plan at Employee's own cost	100% of employee premium per month  100% of spouse  All Co-Pays/Deductibles
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2. Insurance Available to Spouses and Dependents of Employees: Major medical/hospitalization and dental insurance is available to an employee's spouse and dependents. However, if an employee's spouse and/or other dependent is eligible for major medical/hospitalization insurance coverage through the spouse or dependent's employer or source other than the Library-provided plan, the employee's spouse and/or dependent must enroll in that other insurance plan so long as that insurance plan and its net costs are equal to or better than the Library's major medical/hospitalization insurance coverage.
3. Reporting Requirements: Employees are responsible for reporting any change in the employee's status (beneficiary change, marriage, divorce, death, birth, etc.) in writing to the Library Director within five (5) working days of the change. Failure to report a change within this time limit may result in a lapse of insurance coverage. Any additional cost to the Library that is incurred as a result of delayed notice by the employee, shall be reimbursed by the employee. Intentional violations of this reporting requirement may result in disciplinary action, up to and including termination of employment.
4. COBRA Coverage:

The Consolidated Omnibus Budget Reconciliation Act (COBRA) requires group health insurance policies to permit employees, their spouses and dependent children to continue their insurance when they leave the Library for specified reasons (stated below) and then to convert to an individual policy when the continuation period expires. The employee is responsible for paying one hundred percent (100%) of the health insurance cost during this period.

i. *COBRA Qualifying Events for Employees:*

- Reduction in Hours/Layoff: If the employee's hours are reduced permanently or the employee is laid off so that the employee no longer qualifies for group health insurance coverage, the employee is entitled to COBRA coverage
- Termination of Employment: If an employee who has been covered under the group plan for at least three (3) months and leaves the employ of the Library for other than the employee's gross misconduct, the employee is entitled to COBRA coverage.
- Call to Active Duty: Employees who are called to active duty lasting more than thirty (30) days may elect COBRA continuation coverage for themselves and their family for up to twenty-four (24) months.

ii. *COBRA Qualifying Events for Spouses of Employees:* Spouses who are covered by the Library's group health plan are "Qualified Beneficiaries" and have the right to choose continuation coverage for themselves if they lose coverage under this group health plan for any of the following reasons:

- Death of the employee spouse;
- Termination of the spouse's employment (for reasons other than gross misconduct) or reduction in the spouse's hours of employment;
- Divorce or legal separation from the employee spouse;
- Spouse becomes entitled to Medicare; or
- Proceeding in a bankruptcy reorganization case by the Library, if the spouse is retired.

iii. *COBRA Qualifying Events for Dependent Children of Employees:* Dependent children of an employee covered by the Library's group health plan are also "Qualified Beneficiaries" and have the right to continuation coverage if coverage under this group health plan is lost for any of the following reasons:

- Death of the parent;
- Termination of a parent's employment (for reasons other than gross misconduct) or reduction in a parent's hours of employment;
- Parents' divorce or legal separation;
- Parent becomes entitled to Medicare;
- Dependent ceases to be a "dependent child" under the group health plan; or
- Proceeding in a bankruptcy reorganization case by the Library, if the parent is retired.

If there is a choice among types of coverage under the plan, any person who is eligible for continuation coverage is entitled to make a separate election among the types of coverage.

iv. *Employee Responsibilities:*

- Employees must notify the Director in writing if there is a divorce, legal separation, or a child losing their dependent status under the group health plan within 60 days of the date of the event.
- The employee and/or the family member must also elect COBRA coverage within 60 days after the Plan coverage ends or after receipt of notification that the COBRA continuation is available, whichever is later. If COBRA coverage is not requested within this 60-day deadline, the group health insurance coverage will end and the employee, spouse, and/or dependent children will lose your right to COBRA continuation coverage.
- In the event COBRA coverage is requested, the first premium payment is due within forty-five (45) days of the election of COBRA coverage.

v. *Length of COBRA Coverage:*

- Unless earlier terminated (as listed below), COBRA coverage will continue for eighteen (18) months after the qualifying event. Certain additional qualifying events (such as the granting of Social Security disability or other qualifying events) may permit the COBRA Coverage to be extended to twenty-nine (29) or thirty-six (36) months.

vi. *Termination of COBRA Coverage:* COBRA Coverage terminates at the earliest of:

- Eighteen (18) months (unless extensions are granted);
- the date on which the employee fails to pay a premium;
- the date on which the employee becomes eligible for hospital, medical or surgical benefits under another plan;
- the date the employee elects no longer to have coverage under the continued group contract; or
- the date on which the Library ceases to provide benefits to its employees under a group contract.

## 7.22 Dental Insurance

The Board will provide access to a group dental insurance plan for all employees, their spouses, and dependents. Employees who choose to participate in the Dental Insurance Plan will pay all costs associated with the Plan, including but not limited to, premiums, co-pays and deductibles.

## 7.3 Paid and Unpaid Leave

### 7.31 Sick Leave

Paid sick leave is available to all eligible employees for temporary absence due to illness or injury. Sick leave is intended solely to provide income protection in the event of illness, injury, medical and dental appointments, and may not be used for any other absence. Any other use of sick leave is inappropriate and may result in disciplinary action.

1. Eligible Employees: Regular full-time and part-time employees are eligible to earn and use sick leave as outlined in this Policy. Substitute employees and temporary employees do not receive sick leave benefits.
2. Sick Leave Transfer: A new employee coming to the Library from another public employer shall be credited with the unused balance of that employee's accumulated sick leave from the previous employer up to two hundred forty (240) hours provided that no more than thirty (30) days has elapsed since the employee left the previous employer, and provided that the employee was not compensated in any way for the sick leave balance from the employee's prior public employer. This credited sick leave may be used any time after the employee has completed two hundred forty (240) work hours for the Library.

3. Accrual Rates/Amount of Sick Leave: Employees shall accrue sick leave as follows:

- i. Eligible full-time employees will accrue sick leave benefits at the rate of ninety-six (96) hours per year (eight (8) hours for every full month of service). Sick leave will be accrued and posted at the rate of four (4) hours per pay period.
- ii. Eligible part-time employees will accrue sick leave on the basis of the number of hours worked using the following formula:

$$0.04 \times \text{hours worked} = \text{hours of sick leave accrued}$$

4. Use of Sick Leave: Sick leave, with pay, may be used in increments of fifteen (15) minutes or longer for the following purposes, and must have the approval of the Library Director.

- i. For absence of the employee due to illness, injury, or exposure to contagious diseases which could be communicated to other employees. When an employee plans to use or uses sick leave for a period in excess of three (3) days, the employee must obtain a physician's certificate, personally signed by the treating physician, verifying the specific reason that the employee was unable to work. For any illness of six (6) or more consecutive workdays or parts of six (6) or more consecutive workdays, an employee must submit a physician's certificate, personally signed by the treating physician, verifying the specific reason that the employee was unable to work and approving the employee's return to work.
- ii. For absence of the employee during the employee's medical or dental appointments.
- iii. For absence of the employee due to illness or injury of someone in the employee's immediate family or persons for whom the employee is the primary caregiver. When an employee plans to use or uses sick leave for six (6) or more consecutive workdays or parts of six (6) or more consecutive workdays, an employee must submit a physician's certificate, signed by the treating physician which authenticates the illness and the necessity for the duration of the leave. For purposes of sick leave, the immediate family is defined as the employee's husband, wife, live-in domestic partner, child, parent, sibling, grandparent, grandchild and equivalent in-laws or step family. Primary care provider is defined as any person for whom the employee is the legal guardian or declares a dependent for income tax purposes.
- iv. For absence due to attendance at medical or dental appointments of the employee's immediate family or of a person for whom the employee is the primary caregiver.

5. Notification of Sick Leave Usage: Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

6. Sick Leave Payment: Sick leave is paid at the employee’s base rate of pay at the time the sick leave is utilized. Pay for sick leave does not include overtime or any other special forms of compensation.
7. Maximum Accrued Sick Leave Balance: Unused sick leave will be allowed to accumulate until the employee has accrued a total of nine hundred sixty (960) hours of accrued sick leave. If the employee’s accrued sick leave balance reaches this maximum, further accrual of sick leave will be suspended until the employee has reduced the balance below the maximum.
8. Pay-Out of Accrued Sick Leave Balance Upon Retirement: An employee who retires from the Library under the OPERS plan after 10 or more years of service with the Library will receive severance pay for twenty-five percent (25%) of the employee’s accrued, but unused sick leave at the time of retirement, not to exceed two hundred forty (240) hours, paid at their current rate. Other employees leaving the employ of the Library will not be paid any severance for their accrued, but unused sick leave.

### 7.32 Vacation

Vacation leave with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits.

1. Eligible Employees: Regular full-time and part-time employees are eligible to earn and use vacation leave as outlined in this Policy. Substitute employees and temporary employees do not receive vacation leave.
2. Accrual Rates/Amount of Vacation Leave Through December 31, 2021: Employees shall receive vacation leave as follows:
  - i. Director: The Director shall be credited with the following hours of vacation on January 1<sup>st</sup> of 2021:

Hours of Vacation	Maximum Accrued Vacation Balance
160 hours per year	240 hours

- ii. Exempt Employees: Exempt employees shall be credited with the following hours of vacation on January 1<sup>st</sup> of 2021:

Years of Employment	Hours of Vacation	Maximum Accrued Vacation Balance
0-10 years	120 hours per year	200 hours
11+ years	160 hours per year	240 hours

- iii. Non-Exempt Employees: Non-exempt employees shall accrue vacation leave on the basis of hours paid as follows:

<b>Years of Employment</b>	<b>Hours of Vacation</b>	<b>Maximum Accrued Vacation Balance</b>
0-5 years	0.04 hours per hour paid	140 hours
6-10 years	0.06 hours per hour paid	180 hours
11+ years	0.08 hours per hours paid	200 hours

3. Accrual Rates/Amount of Vacation Leave Commencing January 1, 2022: Employees shall receive vacation leave as follows:

i. Director: The Director shall be credited with the following hours of vacation on January 1<sup>st</sup> of each year:

<b>Hours of Vacation</b>	<b>Maximum Accrued Vacation Balance</b>
160 hours per year	200 hours

ii. Exempt Employees: Exempt employees shall be credited with the following hours of vacation on January 1<sup>st</sup> each year:

<b>Years of Employment</b>	<b>Hours of Vacation</b>	<b>Maximum Accrued Vacation Balance</b>
0-10 years	120 hours per year	160 hours
11+ years	160 hours per year	200 hours

iii. Non-Exempt Employees: Non-exempt employees shall accrue vacation leave on the basis of hours paid as follows:

<b>Years of Employment</b>	<b>Hours of Vacation</b>	<b>Maximum Accrued Vacation Balance</b>
0-5 years	0.04 hours per hour paid	140 hours
6-10 years	0.06 hours per hour paid	180 hours
11+ years	0.08 hours per hour paid	180

4. Newly-Hired Employees:

Newly-hired Directors and exempt employees will receive pro-rated vacation leave based on their dates of hire but will be ineligible to utilize any vacation leave until after the fourth (4<sup>th</sup>) month of their employment or until they have completed their probationary period, whichever is later. Newly-hired, non-exempt employees will accrue vacation leave for the first three (3) months of employment, but will be ineligible to utilize vacation leave until the fourth (4<sup>th</sup>) month of their employment or until they have completed their probationary period, whichever is later.

5. Accrual of Vacation Leave During Unpaid Leave of Absence: Employees will not accrue or be credited for vacation leave during unpaid leaves of absence.

6. Use of Vacation Leave: Vacation leave must be requested in writing and approved by the employee's immediate supervisor. The Director must approve vacation leave of five (5) or more consecutive days. Staffing requirements, date of request and seniority will determine approval. The Library reserves the right to revise previously approved vacation requests should an emergency situation occur or should the previously approved vacation adversely affect the efficiency of the Library. Vacation can be taken in fifteen-minute increments. Vacation can be used in lieu of sick leave in cases where sick leave has been exhausted, with prior approval from the Director.
7. Mandatory Vacation Leave for Quarantine: When a travel advisory has been declared by the Governor, employees who travel to a declared "hot spot" must notify their supervisor of their travel destination and self-quarantine for the specified period in the advisory following their return. Any self-quarantine time following leisure travel may require additional use of vacation leave.
8. Vacation Leave Payment: Vacation leave is paid at the employee's base rate of pay at the time the vacation leave is utilized. Pay for vacation leave does not include overtime or any other special forms of compensation.
9. Consideration of Paid Holidays During Vacation Leave: If a holiday occurs while an employee is on vacation leave, the day off on the holiday is considered to result from the holiday and no vacation leave is deducted for that day.
10. Reimbursement of Used, but not Accrued Vacation Leave: Exempt employees (including the Director) who utilize their full year's accrual of vacation leave (or all or any portion of vacation time that is advanced to them prior to its accrual) who resign or are terminated prior to the completion of the year (and/or the actual accrual of the vacation time advanced to them) shall, to the extent permitted by law, have the amount of owed vacation time deducted from their final paycheck. In the event that the final paycheck is insufficient (either in fact or by law) to pay the unpaid balance, the affected employee must pay the balance directly to the Library within thirty (30) days of the employee's resignation or termination from employment.
11. Pay-Out of Accrued Vacation Leave Balance: Employees may not cash-out" unused, accrued vacation time. However, an employee who has returned all Library-owned property and has completed at least one (1) year of employment with the Library will receive payment for all of the employee's unused (earned but not taken) vacation leave upon the employee's separation from the Library.

In the event that available vacation is not used by the end of the calendar year, employees may accrue to maximum as set forth above.

### **7.33 Holidays**

1. Paid Holidays: The Library will close for the following paid holidays each year:
  - New Year's Day,



- Presidents' Day,
- Martin Luther King Jr. Day,
- Memorial Day,
- Juneteenth,
- Independence Day,
- Labor Day,
- Thanksgiving Day,
- Christmas Eve, and
- Christmas Day.

The Library will also close at 5:00 p.m. on the days preceding Thanksgiving Day and New Year's Day. These days are not paid holidays.

2. Employees Eligible for Holiday Pay: All full-time regular employees receive holiday pay at the rate of eight (8) hours per holiday. Part-time regular employees receive the following holiday pay:

Number of Hours Employee Typically Works	Number of Hours of Holiday Pay for Each Paid Holiday
5-10 hours per week	3 hours
11-20 hours per week	4 hours
21+ hours per week	5 hours

Substitute and temporary employees are not entitled to holiday pay.

3. Holiday Pay When Employee is Not Scheduled to Work on the Holiday: If the holiday falls on a day an employee would not normally be scheduled to work, the employee may take one (1) day off in the same pay period as schedules permit. If the employee is not scheduled to work at any time during the same pay period, or if scheduling does not permit the employee to take another day off in the same pay period, the employee will be paid as follows:
  - i. Full-time employees will be paid eight (8) hours of holiday pay during the pay period in which the holiday occurs. The holiday pay shall not be considered for overtime compensation computations.
  - ii. Part-time employees will be paid the number of hours outlined above. The holiday pay will be paid during the pay period in which the holiday occurs and will not be considered for overtime compensation computations.

Employees will not receive holiday pay while on unpaid leaves of absence.

4. Observance of Holidays falling on Saturdays or Sundays: When any holiday falls on a Saturday, the Library will be closed on the holiday and the preceding Friday. Employees will not be scheduled to work on the holiday or the Friday and will be paid holiday pay for the Friday.

When any holiday falls on a Sunday, the Library will be closed Sunday and the following Monday. Employees will not be scheduled to work on the holiday or Monday and will be paid holiday pay for Monday.

### **7.34 Religious Observances**

Employees who are members of religious groups that have special observances on days other than the holidays observed by the Library, may request time off (vacation leave for eligible employees or unpaid leave of absence) to participate in the observance of their religious holidays. In addition, such employees may request that the employee's schedule be modified to allow the employee to absent themselves to participate in the observance of their religious holidays. Supervisors will grant the employee's request and modify the requesting employee's schedule, unless doing so would create an undue hardship (more than *de minimus* hardship) on the Library. Employees whose schedules have been modified (rather than taking time off) will be required to make up the hours missed on another day in the same work week.

### **7.35 Bereavement**

The Library offers paid bereavement leave to provide a time for mourning after the death of an immediate family member. Employees who are eligible for paid time-off benefits may be granted up to three (3) workdays per occurrence for attendance at funerals and memorial services in conjunction with the death of a member of the employee's immediate family. If additional time is needed due to out-of-town travel or other circumstances, sick leave, vacation time, or other benefit time may be used with supervisor approval.

For purposes of bereavement leave, immediate family is defined as the employee's husband, wife, live-in domestic partner, child, parent, sibling, grandparent, grandchild and equivalent in-laws or step family, and persons living in the same household as the employee.

Paid Bereavement Leave is not deducted from the employee's sick leave or vacation, and will be allotted based on actual hours scheduled during the bereavement period.

### **7.36 Jury Duty**

The Library will provide full pay to employees who are subpoenaed for jury duty by the United States, State of Ohio, or a political subdivision thereof. Employees must provide notice of jury duty within three (3) days of receiving the subpoena

While serving jury duty, the employee will receive full pay for the time the employee was scheduled to work for up to two (2) weeks per year. Employees who receive compensation for jury duty will be required to reimburse the Library in the amount of the compensation they receive for any day for which the employee was paid by the Library. A personal check in the amount of the jury duty pay received by the employee for those days should be made payable to the Library and given to the Fiscal Officer. Employees may keep jury duty compensation for any days they were not scheduled to work and did not receive pay from the Library.

### 7.37 Military Leave

Employees on military leave of absence shall be entitled to all rights provided by law.

### 7.38 Family and Medical Leave

Under the Federal guidelines of the Family and Medical Leave Act (FMLA), the Library does not employ a sufficient number of employees to require compliance with the Act. Should the provisions of the FMLA change to include employers of the Library's size, the Library will comply with the Act and will, to the extent permitted, run all leave benefits offered by the Library concurrent with the leave required by the FMLA.

### 7.39 Leaves of Absence without Pay

Leaves of absence without pay are intended for use only under extraordinary circumstances when an absence cannot be covered by accumulated sick leave, vacation, and other paid leave. Leaves of absence without pay may not be granted to any employee in order that the employee may accept temporary or other remunerative employment elsewhere.

1. Employees Eligible for Leave of Absence Without Pay:

Regular full-time and part-time employees who have completed their probationary period may request a leave of absence without pay. Substitute employees and temporary employees cannot be granted leaves of absence without pay.

2. Types of Leaves of Absence Without Pay: The Library offers the following categories of leaves of absence without pay:

i. *Personal Leave of Absence Without Pay*

Employees may be granted personal leaves of absence without pay for a maximum duration of three (3) months for any personal reasons of the employee (including extended travel). Such personal leave of absence without pay may not be renewed and extended beyond the initial three (3) month period. Employees must exhaust all vacation leave prior to taking a personal leave of absence without pay.

ii. *Medical/Disability Leave of Absence Without Pay*

Employees may be granted a medical leave of absence without pay for a period not to exceed twelve (12) months when the employee's medical/mental health condition continues beyond the use of all accumulated sick, vacation, and other paid leaves, provided that the employee furnishes the Library with satisfactory proof of such medical condition, along with the employee's written request for medical leave of absence without pay, and the employee is:

- Hospitalized or institutionalized;

- Experiencing significant and long-term complications of pregnancy or childbirth;
- On a period of convalescence following hospitalization or institutionalization authorized by a physician at such hospital or institution; or
- Declared incapacitated for the performance of the employee's duties by a licensed medical practitioner designated by the Library.

*iii. Educational Leave of Absence Without Pay*

Employees may be granted an educational leave of absence without pay for the purpose of education, training, or specialized experience (including Library school) that would, in the Director's determination, be of benefit to the Library. Such educational leave of absence without pay shall not exceed twelve (12) months. Employees must exhaust all vacation leave prior to taking an educational leave of absence without pay.

3. Requests for Leave of Absences Without Pay:

Employees shall notify their supervisor as far in advance as possible of the employee's intention to request any leave of absence without pay. Such requests must first be cleared by the employee's supervisor. It is the employee's responsibility to request a medical/disability leave of absence without pay as such leave is not granted automatically when an employee's accrued leave balances are exhausted.

4. Standard for Granting Requests for Leaves of Absence Without Pay:

The authorization of any leave of absence without pay is a matter of the administrative discretion of the Library. Each request for such leave will be considered by the Director on an individual basis, considering the unique circumstance of each request and such factors as the length of leave requested, the Library's ability to replace the individual on an interim basis, and the opportunities, if any, for job sharing. Requests for a leave of absence without pay will be denied in cases in which such leave will result in undue hardship to the Library or be detrimental to the effective and efficient operation of the Library.

A leave of absence without pay request for any period extending beyond ninety (90) calendar days will require the prior consent of the Board.

Except in extenuating circumstances granted in writing by the Director, leaves of absence without pay in different categories may not run consecutively.

5. Continuation of Health/Dental Insurance During Leaves of Absence Without Pay:

Unless prohibited from doing so by its insurance company, the Library will maintain the employee's health/dental insurance at the same premium contribution levels and coverages as was provided prior to the employee's leave of absence without pay for thirty (30) days after the employee commences the leave. Thereafter, if the Library's insurance company permits

employees on unpaid leave to continue their benefits, employees who wish to maintain insurance coverage will be responsible for payment of one hundred percent (100%) of the insurance premiums for the duration of the leave of absence without pay. In some cases, employees on leaves of absence without pay may be eligible for COBRA benefits. Employees should explore their insurance continuation options prior to requesting a leave of absence without pay to ensure that they do not unintentionally lose their insurance coverage.

6. Non-Continuation of Earned Benefits During Leaves of Absence Without Pay:

Earned benefits (e.g., seniority, vacation time, sick time, holiday pay) will not accrue or be paid during leaves of absence without pay

7. Return to Duty Requirements: The Library expects all employees for whom a leave of absence without pay is granted to return to work at the conclusion of the employee's period of leave. An employee may return to work before the scheduled expiration of any leave of absence without pay if the employee provides a written request to return early and that request is approved by the Director. Employees on medical/disability leave of absence without pay must furnish a physician's certificate, personally signed by the treating physician, verifying that the employee is able to return to work and to perform all of the essential functions of the employee's job. The Library may request that the employee submit to examination by a licensed medical practitioner selected by and paid for by the Library before an employee is permitted to return to work from a medical/disability leave without pay. Employees who are released by the physician(s) provided for in this section shall be assigned to a work schedule as soon as practical following such release(s). Employees who return to work after any leave of absence without pay will be returned to their prior job duties unless their position is no longer available. In cases where the employee cannot be returned to the employee's prior job duties, the employee will be assigned to the next available job for which the employee is qualified.
8. Failure to Return to Work: Employees who do not return to work at the conclusion of the approved leave of absence without pay may be terminated.

## 7.4 Deferred Compensation

Library employees are eligible to make voluntary contributions to the Ohio Public Employees Deferred Compensation Program. This program is a supplemental retirement benefit plan regulated by Section 457 of the Internal Revenue Code and only available to Ohio public employees. The money contributed by Library employees is not subject to Federal or Ohio state income tax until paid out to the employee. Enrollment is voluntary and the employee's account is directly controlled by the employee. Any employee who meets the qualifications established by the Plan and chooses to enroll may elect to have part of the employee's pay withheld and deposited with the Plan.

## 7.5 Tuition Assistance

As funds allow, the Library may provide financial aid to eligible employees for job-related continuing education (CE). In this policy, CE is defined as any coursework for which post-secondary academic credit is given.

1. Employees Eligible to Receive Tuition Assistance:

Regular full-time and part-time employees who have completed their probationary period and who have been employed by the Library for at least one (1) year are eligible for tuition assistance. Substitute employees and temporary employees are not eligible for tuition assistance.

2. Requests for Tuition Assistance:

Employees interested in applying for tuition assistance submit a written request to the Director by October 1<sup>st</sup> of the fiscal year preceding the coursework for which the employee seeks tuition assistance. The request must include the amount of assistance requested, the title and description of course(s) for which assistance is sought, and an explanation of how the coursework is related to the employee's position with the Library.

3. Standard for Granting Tuition Assistance:

The decision to grant tuition assistance is a matter of the administrative discretion of the Library. Each tuition assistance request will be considered by the Board on an individual basis, considering the unique circumstance of each request, the benefit to the Library and its patrons which would result from the employee's successful completion of the CE which the employee seeks to complete, the requests of other employees for tuition assistance, and the funding available for such assistance. Requests for tuition assistance will be denied when the Board finds that funding is not available for such assistance, that the CE proposed will not benefit the Library or its patrons in a manner which justifies its cost to the Library, the CE proposed by other employees is more beneficial to the Library or its patrons, or if granting the request would be detrimental to the efficiency of the Library.

The Board will determine the amount of the tuition assistance which will be granted in each case and whether such assistance will be paid directly to the college, university, or other entity providing the CE or by advance or reimbursement to the employee.

Employees may not obtain tuition assistance from the Library in any amount which, on its own or when combined with other grants, scholarships, or financial aid received by the employee from other sources, would result in the employee being provided more than one hundred percent (100%) of the cost of the CE.

4. Tuition Assistance Agreement Required:

Employees who are granted tuition assistance will be required to execute a written agreement which outlines the terms and conditions of the tuition assistance, including the agreement as to the time period by which such tuition assistance must be repaid in the event that the

employee does not abide by the terms of the tuition assistance granted by the Library. Failure to execute the agreement provided will be grounds for a revocation of the approved tuition assistance.

5. Successful Completion/Continued Employment Required:

- i. *Successful Completion:* Employees who receive tuition assistance must successfully complete the CE with a grade of C or better and must provide an official copy of the document verifying the grade received to the Director within five (5) business days of receiving the documentation. Any employee receiving tuition assistance who fails to complete the coursework successfully (a grade of C or better) will be required to refund the tuition assistance paid by the Library to the Library within three (3) months of the conclusion of the CE or such longer period (not to exceed twenty-four (24) months) as established in the tuition assistance agreement and will be ineligible to apply for additional tuition assistance for the period of one (1) year.

*Continued Employment:* Any employee who leaves the employ of the Library for any reason within twenty-four (24) months after the successful completion of CE for which tuition assistance was paid by the Library will be required to refund the tuition assistance paid by the Library to the Library. Unless other arrangements are made, and to the extent permitted by law, the refund will be withheld from the employee's final paycheck. Any additional refund required must be paid by the employee to the Library as established in the tuition assistance agreement.

6. Tax Implications of Tuition Assistance Payments:

Under certain circumstances, federal tax laws require that income tax and social security must be paid on tuition assistance payments made to employees, and the Library may be required to withhold these taxes.

## 7.6 Ohio Public Employee Retirement System

All Library employees are required by Ohio Law to be members of the Ohio Public Employee Retirement System (OPERS), which includes most Ohio city, county, health and conservancy employees. All new employees are required to complete an application form to join OPERS.

Under this system, both the employee and the employer make contributions. The employee pays through payroll deduction the amount required by law. These payments are on a deferred pre-tax basis. In addition, the Library pays to OPERS an amount required by law, which is calculated as a percentage of the gross earnings of each employee.

More complete information about OPERS and its benefits may be obtained from the OPERS office in Columbus.

## 7.7 Other Miscellaneous Benefits

## **7.71 Unpaid Meal Breaks**

The Library allows for a thirty-minute unpaid meal period for employees, which is scheduled in accordance with the needs of the Library. Employees working a shift of six (6) or more hours must take a meal break of at least thirty (30) minutes during the shift.

Employees under eighteen (18) years of age who work more than five (5) consecutive hours are required by law to have at least a thirty (30)-minute meal break.

During meal breaks, the employee must be completely relieved of all duties and be free to leave the duty post. In the rare instance that the Library's needs dictate that the employee remain available during meal breaks to answer the telephone or serve the public, the time becomes compensable, and the employee will be compensated for the entire meal break.

## **7.72 Rest Breaks**

Paid rest breaks of fifteen (15) minutes are allowed for each four (4) hours worked in a day. Rest breaks, if taken, should be scheduled with the supervisor at a time convenient to the Library. Rest break time does not accumulate or combine but may be added to a meal period. Supervisors may restrict break privileges where they are persistently abused.

## **7.73 Lactation Breaks**

Reasonable lactation breaks and appropriate facilities will be provided to any employees desiring to express breast milk for a nursing child for up to one year after the child's birth. It is anticipated that nursing employees will typically need to express milk two to three times, for 20-30 minutes each time, during an eight-hour shift. However, as these times will vary from mother to mother, nursing employees are encouraged to discuss with their immediate supervisor what they expect they will need in terms of frequency and timing of breaks to express milk. The supervisor, in conjunction with the Director, will discuss with nursing employees the timing of, and location and availability of space for, expressing milk to develop shared expectations and an understanding of what will constitute a reasonable break time and how to incorporate the breaks into the work period. Lactation breaks, if feasible, should be taken at the same time as the employee's regularly scheduled rest or meal periods. While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding regularly scheduled and paid break time will be unpaid. A lactation break should be permitted each time the employee has the need to express milk; however, such breaks may be reasonably delayed if they would seriously disrupt Library operations or endanger the safety of others. Employees desiring to take a lactation break shall notify their supervisor prior to taking such a break. Once a lactation break has been approved, the break should not be interrupted except for emergency circumstances. While the size and demographics of the Library workforce and the limits of its facility space do not justify the establishment of a permanent lactation room for each of its facilities, the Library will work with nursing employees to designate an appropriate location in which to privately express milk. Under no circumstances will a nursing employee be required to express milk in a bathroom. The designated location must be shielded from view and free from intrusion from coworkers and the public. A refrigerator will be placed in the designated location for the sole purpose of storing expressed milk. Nursing employees shall either secure the door or otherwise make it clear



to others that the area is occupied with a need for privacy while they are using the designated lactation area. All other employees should avoid interrupting an employee during authorized breaks, except to announce an emergency or other urgent circumstance. Nursing employees storing expressed milk in the designated refrigerator shall clearly label it as such and shall remove it when the employee ends her shift.

#### **7.74 Personal Use of Library Photocopiers and Computer Printers**

Employees may make copies on Library photocopiers or computer printouts. Any such copies are to be paid for at the public rate.

#### **7.75 Membership Dues**

The Library will pay the full cost of individual membership dues for the Ohio Library Council for the Board, all full-time employees, and the branch managers.

The Library will pay membership dues for community service organization (*e.g.* Rotary, Kiwanis, or Lions Club) as determined by the Board.

#### **7.76 Certifications**

The Library reimburses professional librarians for expenses associated with the Ohio Public Librarian Certification Program. This includes initial certification fees, re-certification fees, and applicable continuing education. The Library also reimburses other employees for expenses associated with certifications as determined by the Director.

#### **7.77 Leave Donation**

An employee may donate accrued sick or vacation leave on an hour-for-hour basis to another employee who has exhausted all of that employee's sick leave. Such donated leave must be used for authorized incapacitating illness or disability of the employee, spouse, or a dependent child living in the home when no other responsible adult is available to care for the child or spouse. All donation requests must go through the Director. Donations must be voluntary. An employee who has received a donation may not in turn donate this leave to another employee. Once donated, the leave may not be recovered. Any donated leave will be converted to sick leave. Leave may not be donated retroactively. It must be donated in advance or coinciding with its use. If the Director feels that the use of donated leave is jeopardizing the Library's best interests, the Director may curtail the donation of leave to the employee.

# SECTION 8: MEETINGS, WORKSHOPS AND CONFERENCES

## 8.1 Overview

Employees are encouraged to attend and participate in a variety of professional forums, seminars, workshops and meetings of Library-affiliated organizations when that participation directly benefits the Library. The Library shall make full reimbursement of necessary and routine expenses incurred by Employees attending and participating in meetings as part of their Library duties. This Policy does not apply to travel to a Library work site that occurs as part of the routinely assigned duties of a position; for example, attendance at staff meetings.

## 8.2 Travel Policy

1. Request to Attend Events Which Require Travel: Employees who want to be reimbursed for time, expenses, and/or registration fees to attend any meeting, workshop, forum, or seminar must submit a Travel Requisition Form to the Director and secure approval prior to attending any such event. Members of the Board who wish to attend conferences or workshops shall notify the Director of their interest so that adequate funds can be made available for reimbursement of their expenses.

2. Approval of Requests to Attend Events Which Require Travel:

The Director shall approve requests to attend meetings, workshops, forums, or seminars for which reimbursement for time, expenses, and/or registration fees will be paid by the Library based on the following criteria:

- i. The employee's participation should be clearly related to Library goals and interests.
  - ii. Attendance at professional meetings normally requires organizational membership. Exceptions would include meetings the employee is attending at the request of the Library administration.
  - iii. Public service schedules and staffing commitments must have priority.
  - iv. Adequate funds must be available to cover expenses incurred while maintaining sufficient margin for routine travel requirements.
3. Reimbursements/Direct Payment for Expenses: Reimbursements for expenses will only be made with completion of a Travel Reimbursement Form and submission of itemized travel receipts. The following reimbursements may be made:

- i. *Personal Automobiles*:

Mileage reimbursement will be based on mileage from the Library location to the off-site location of the official business, not from the employee's residence. When attending a training event or other off-site official business directly from an

employee's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the employee's workplace. If the distance is less for an employee to travel directly to their destination from home, mileage reimbursement will be calculated based on the miles traveled from the employee's residence. Reimbursed will be made at the prevailing IRS mileage rate.

ii. *Lodging:*

If the destination is more than one hundred (100) miles from the Library, the employee may elect to stay in a hotel if it is warranted. With the approval of the Director, employees may also stay in a hotel when travel is less than one hundred (100) miles from the Library when special circumstances exist (*e.g.* the employee is required to be on site very early in the morning or very late at night). Use of official hotels for conferences and events is encouraged to take advantage of discounted rates offered. Employees may choose another hotel if the rate is less than the official conference or event hotel.

iii. *Meals:*

The Library will reimburse meals up to the IRS per diem rate based on the destination of travel. No reimbursement will be made for a meal that is included as part of a registration fee. Itemized receipts must be included with a Travel Reimbursement Form for employees to receive reimbursement.

Meals will be reimbursed based on the times listed below:

- Breakfast – must be traveling or at the destination prior to 7:00 a.m.
- Lunch – must be traveling or at destination prior to noon
- Dinner – must be traveling or at destination after 5:00 p.m.

iv. *Airfare:*

For out-of-state travel, use of commercial airline is the preferred travel mode. Travel plans should be made, when possible, to allow for the purchase of a ticket twenty-one (21) days in advance of the actual business trip. The lowest cost class airfare that allows the traveler to select a seat should be obtained. Employees utilizing airport parking are expected to use economy parking lots.

v. *Ferry:*

Employees who utilize a ferry to travel on Library Business will be reimbursed for their Ferry fees. Receipts with a Travel Reimbursement Form are required for employees to receive reimbursement.

vi. *Other Expenses:*

The Library will reimburse all actual business-related charges for taxis, airport buses, tolls and parking fees. Receipts with a Travel Reimbursement Form are required for employees to receive reimbursement.

vii. *Non-Reimbursable Expenses:*

Employees may not be reimbursed for the following:

- Expenses incurred by or due to persons accompanying the employee during business travel who are not on official Library business
- Travel paid for by another organization
- Valet or laundry services
- Meals and/or lodging costs when those items are included in a registration fee
- Personal entertainment (e.g. in-room movies, hotel spa, exercise facility, etc.)
- Alcoholic beverages
- Wi-Fi

### **8.3 Travel Time**

Employees shall be compensated for time travelling to approved meetings, forums, workshop, seminars and training as follows:

1. Exempt Employees: Exempt employees who travel on a day they are not normally scheduled to work may take off another day in the same time period to compensate for the time spent traveling.
2. Non-exempt Employees: When traveling locally, nonexempt employees will receive compensation for hours spent attending the local event and any travel time. When traveling out of town, nonexempt employees will receive compensation for the time spent traveling during their normally scheduled hours. Meal times are not compensated unless the employee is required to attend the meal. Employees will be compensated even if the day of travel is not a day they normally work.

### **8.4 Required Training**

In some cases, the Library may require that employees undertake course work or training that is necessary for them to do their jobs effectively. When this is the case, the Library pays any fees directly, and the training sessions or classes may be attended on Library time.

### **8.5 Mileage**

Mileage reimbursement will be made to any employee using a personal vehicle when driving to present Library programs, pick up materials from book drops, or attend conferences, meetings, or workshops

that have been approved by a supervisor. No compensation is made for travel between the employee's home and the employee's Library work site.

In the event that carpooling arrangements can be made and space is available, employees are expected to travel in a group. Employees electing not to carpool will not be reimbursed for mileage and parking.

## **8.6 Mileage Calculation**

The rate of mileage reimbursement is set by a Board resolution to equal that allowed by the U.S. Internal Revenue Service. Reimbursement is calculated from an employee's regularly scheduled work site and uses the most direct route. A chart showing the mileage between the Library and other frequently visited locations will be the official number of miles reimbursed. For locations not listed on the chart, the employee is to provide the mileage information. If the mileage amount submitted is questionable (i.e., too high or too low) it will be reviewed with the employee.

To receive reimbursement for mileage, employees must submit a written request to the Director by the first day of the month that immediately follows the event.