

WESTCHESTER PUBLIC LIBRARY

PERSONNEL POLICIES AND PROCEDURES

(Last Revised September 2011)

WESTCHESTER PUBLIC LIBRARY

EMPLOYEE STATEMENT ON PERSONNEL POLICIES

It is a condition of employment at the Westchester Public Library for all employees to read, understand and comply with the Library's policies, procedures, rules and regulations.

The library reserves the right to change its policies, procedures, rules and regulations at any time

Please read the personnel policy thoroughly, sign the bottom portion of this form and return it to the office.

Please refer any questions you may have about these policies to the Director.

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I certify that I have read, understand and agree to comply with the policies, procedures, rules and regulations of the Westchester Public Library.

I understand that this policy manual does not, and is not intended to create any contractual rights for me or the Westchester Public Library, and the Library may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law. And that the Library reserves the right to change the terms of this handbook at any time. I also understand that no representative of the Library other than the duly appointed Director or specifically designated representative of the Library Board of Trustees has any authority to enter into any employment agreement for any period of time.

I authorize the Westchester Public Library to make public, during or after my employment with the Library, my employment records: including information about my name, compensation, job title, address, telephone number, job description, education and training background, previous work experience, dates of first and last employment, the status of any formal charges which may be brought against me, and information concerning disciplinary actions taken against me as an employee of the Library. I hereby release the Westchester Public Library and its agents from any liability as a result of providing such information.

Under the penalty of perjury, I attest that I am a citizen or national of the United States, an alien lawfully admitted for permanent residence, or an alien who is authorized by federal law or by the U.S. Attorney General to be hired, recruited, or referred for such employment.

Name (Please print): _____

Date: _____

Signature: _____

WESTCHESTER PUBLIC LIBRARY

PERSONNEL POLICIES AND PROCEDURES

10 - INTRODUCTION

11 - INTRODUCTION

It is the intention of the Westchester Public Library to insure that the employees recruited and retained by the Library are quality personnel and perform with competence and quality.

In any employer-employee relationship, an employer has the right to expect a fair measure of performance from the individuals it chooses to employ. In return, employees are entitled to expect reasonable compensation from the employer in return for their labor. In order that the employer-employee relationship remains fair and consistent, the Library hereby adopts the following personnel policies to guide its managers and workers through the maze of personnel relations.

12 - STATEMENT ON EMPLOYEE PROFESSIONALISM

The Library is a public institution supported by taxation and thus it belongs to the people. Paramount in the staff member's mind should be the idea that he or she is a public employee and that the activities of the institution in serving the public should be of primary concern. Therefore, each patron should be given prompt, efficient, impartial, courteous and friendly service.

Staff members in contact with the public should bear in mind that they are the immediate representatives of the Library and do much to form public opinion regarding the institution. They should endeavor to create a receptive and cordial atmosphere in which the Library user may feel welcome, whatever their age, sex, race, appearance, economic, social or intellectual status. The queries or opinions of a patron or a fellow employee should never be commented upon in a disparaging manner.

It is a valuable principle at the Westchester Public Library that courtesy means friendly courtesy - not impassive courtesy or officious courtesy or cold courtesy or indifferent courtesy. Friendly courtesy must be motivated by a sincere desire on the part of the staff member to provide friendly public service. Staff members are reminded that they are hosts and hostesses to the patrons when they are in the Library and a smile can do a great deal toward creating the desired rapport between patrons and staff.

Staff members are required to deal with all kinds of people on all kinds of days and show proper self-restraint and tact at all times. An employee who works in public service areas has been chosen partly because of the belief that he or she has the emotional maturity for dealing courteously and tactfully with all kinds of people. He or she is trusted to stand up under inevitable strains, to minimize any difficult situations that may occur, and to maintain good will when differences or irritations arise.

Personnel should be alert to any existing practices that appear to irritate patrons and see if the relationships can be improved. Staff members should also examine practices for potential areas of difficulty.

The staff should always be alert and approachable. Patrons should never be allowed to feel that staff members are completely absorbed in reading, work or conversations among themselves, and thus are too busy to help them. Book reviews and other materials pertinent to Library work may be examined at public service desks, but such reading should be done with discretion. Professionals should do the majority of their reading at home.

Staff members should remain constantly observant of the area and of incoming patrons. Patrons who appear confused or exhibit difficulty in finding materials should be offered assistance. Care, however, should be taken so that obvious browsers are not disturbed.

Patrons should be served in the order in which they arrive at the desk, insofar as this can be observed. A quick glance and smile may help to reassure those who are waiting. Patrons should have the friendly assurance that they can be helped with what they want to know, with no implication of superiority on the part of the staff member.

Children are to be shown the same courtesy as adults. If a child needs assistance and there is no Children's department staff member on duty, staff members at other public service desks should help or try to find someone who can help.

Visitors should be treated with the same courtesy shown regular patrons. When visitors or new patrons would like to see the building, staff members should accommodate them insofar as it is possible. If staff members cannot show the building themselves, they should try to find another who can.

When using the telephone, staff members should observe good telephone courtesy and speak in a pleasing, friendly voice to both the general public and other staff members. Personal calls should be kept to a reasonable number and length.

Please remember that friendly courtesy is the primary responsibility of Library employees and the Library can ill afford to retain employees who are rude to the public.

An employee's antagonisms and personal differences have no place in the Library. Private problems, moods or anxieties not related to Library operation should be put aside as far as possible during working hours. Self-control against emotional outbursts should be observed. Private problems that affect performance should be discussed with an immediate supervisor if you think that the Library can assist with a solution.

Each member of the staff should exhibit loyalty to the Library and an active interest in its improvement since the betterment of the Library as an institution directly affects its employees. Loyalty should prevent staff members from voicing critical comments regarding the Library, its other employees or its patrons in public places. Progressive ideas and constructive criticism, however, are of great value if expressed in a proper manner. Such suggestions should be received with courteous consideration by supervising personnel.

Loyalty is a two-way affair. Just as employees should show loyalty to the Library and those supervising their work, the Library and its supervisors should show equal consideration towards those they employ and supervise.

It is the policy of the Library that Library supervisors and professionals be receptive to the problems, questions and concerns of employees and Library managers should make a sincere effort to assist employees who encounter difficulties.

If courtesy and loyalty are observed, the Library does not believe outsiders or third parties are needed to work out problems between management and employees. Outsiders often complicate simple issues and encourage an adversarial or divisive relationship within the Library.

While it is the responsibility of supervisors to orient new employees, friendly help can be offered by other staff members when the supervisor is unavailable. Assistance of a friendly nature is an integral part of welcoming new employees. Departmental boundaries, however, should be observed when questions are of a departmental nature.

Reprimands are to be delivered only by the appropriate supervising personnel, in private, and only after a thorough investigation of the circumstances. Such reprimands should be given and received impersonally and without rancor, with the improvement of employee performance and Library service as the sole objectives.

Staff conflicts should be discussed between the staff members involved. If no solution can be achieved, the immediate supervisor should be informed of the problem, and an attempt to settle the differences should again be made. Conflicts still unresolved can then be discussed with the Director in the presence of the supervisor and the involved employees.

Staff members owe courtesy, good teamwork, and a willingness to share disagreeable assignments with their co-workers. They should maintain a sense of fairness and tolerance toward the point of view of others. The apparent mistakes of others should not be made obvious to Library users, but discussed as quietly as possible or explained as a matter of misunderstanding.

Although the Library is organizationally divided into different departments, it is still a single organization with a unified mission of public service. All Library departments make their own contributions toward fulfilling the Library's mission and although employees should take pride in the accomplishments of their own department, they should also encourage and support the efforts of the employees in other departments.

When an emergency arises and employees are requested to leave their own department and assist in another, they should go willingly and cheerfully. However, no such transfer or any request for work outside a department should be made without the consent of the department heads concerned. If the department head is unavailable, the Director should be consulted. Department heads are expected to meet such requests with reasonable consideration.

Generally, the Library will operate smoothly and best satisfy the needs of the public if all staff members treat other staff members and Library patrons with respect, equality and courtesy.

100 - EMPLOYMENT

101 - NATURE OF EMPLOYMENT

Employment with the Library is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, the Library may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the Library and any of its employees. The provisions of this manual have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or canceled at any time, at the Library's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express approval of the Westchester Public Library's Board of Trustees.

102 - EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Westchester Public Library to provide equal opportunities for all employees and job applicants. The Library will follow this policy in implementing all employment practices, policies, and procedures.

The Westchester Public Library will recruit, hire, train, and promote persons in all job titles without regard to race, color, religion, national origin, sex, age (except where sex or age is a bona-fide occupational qualification, as defined by law), or physical or mental disability (except where the disability prevents the individual from being able to perform the essential functions of the job and cannot be reasonably accommodated in full compliance with the law). The Library will make employment decisions so as to further the principle of equal employment opportunity. The Library will ensure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid and nondiscriminatory requirements for promotional opportunities. The Library also will ensure that all personnel decisions and actions, including but not limited to compensation, benefits, transfers, promotions, layoffs, returns from layoff, terminations, Library-sponsored training, education, tuition assistance, and social and recreational programs, will be administered without regard to race, color, religion, sex, age, national origin, or disability.

All employees are expected to comply with the Equal Employment Opportunity Policy. Managers and supervisors who are responsible for meeting Library objectives are expected to cooperate fully in meeting our equal employment opportunity objectives and their overall performance will be evaluated accordingly.

103 - ACCOMMODATIONS FOR DISABLED EMPLOYEES

The Westchester Public Library will provide reasonable accommodation to enable a qualified applicant to perform the essential functions of the job that he or she is seeking, and to enable an employee with a disability to perform the essential functions of a currently held job. Modifications or adjustments may be required in the work environment, in the manner or circumstances in which the job is customarily performed, or in employment policies. Our goal is to allow an employee with a disability the opportunity to enjoy the responsibilities, benefits, and privileges of employment, equal to those enjoyed by similarly situated non-disabled employees.

The Library will not be able to make an accommodation that would impose undue hardship on the operation of the business. The Americans with Disabilities Act defines an undue hardship as an action that requires significant difficulty or expense. Each accommodation request will be handled on a case-by-case basis, taking the individual needs of the employee and the Library into consideration.

104 - ACCOMMODATIONS for HIV POSITIVE EMPLOYEES

The Westchester Public Library recognizes that AIDS is not communicated through casual workplace contact, such as common restrooms, shaking hands or handling the same materials. A person who is HIV positive or who has AIDS will not be discriminated against in any way. If able to work, the Library will provide work assignments in accordance with normal procedures. Usually there is no need to take special precautions to protect the employee or other workers.

If the employee is unable to work due to a disability associated with AIDS, the case will be treated in the same manner and with the same consideration as any other nonoccupational disability.

Since AIDS is a protected disability, the Library has a legal obligation to provide reasonable accommodations when the employee is otherwise qualified to perform essential job functions. Accommodations could include:

1. Job restructuring to alter duties;
2. Job reassignment;
3. Part-time or modified work schedules;
4. Time off for medical treatment; or
5. Extended medical or disability leave.

If an employee is HIV positive or has full-blown AIDS, and is not able to maintain normal standards of job performance, the case will be treated under the normal procedures for a medical leave. All health records of employees who are HIV positive or who have AIDS will be

treated confidentially. Only those with a "need to know" will be given access to these records.

An Employee who harasses another employee, violate his or her confidentiality rights, or who refuse to work next to a person with AIDS will be subject to immediate disciplinary action, up to and including termination.

105 - EMPLOYMENT OF FAMILY MEMBERS

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Relatives of persons currently employed by the Library may be hired only if they will not be working directly for or supervising a relative or will not occupy a position in the same line of authority within the organization. This policy applies to any relative, higher or lower in the organization, who has the authority to review employment decisions. Library employees cannot be transferred into such a reporting relationship.

If the relative relationship is established after employment, the individuals concerned will decide who is to be transferred with the approval of management. If that decision is not made within 30 calendar days, management will decide.

In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

The Library may not employ the spouse, child, parent, or sibling of the Director or these relatives of any member of the Board of Trustees or these relatives of the members of Library Trustee appointing authorities.

106 - CONFLICTS OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the Library's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Library Director as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties. An employee or Library Trustee might also be required to file Form 236, Uniform Conflict of Interest Disclosure Statement if applicable.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the Library does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Library.

107 - EMPLOYMENT IN OTHER ORGANIZATIONS

Employment outside of the Library may be authorized provided it does not affect or interfere with the employee's assigned job responsibilities or detract from the employee's on-the-job performance.

To engage in outside employment, all employees should notify the Director in writing of the following:

- 1) The type of work to be engaged.
- 2) The hiring organization, if any.
- 3) The hours of work.

Employees may not engage in outside employment if such employment would result in any of the following:

- 1) Interfere with the efficient performance of the employee's duties in the Library.
- 2) Constitute a conflict of interest with the employee's duties in the Library.
- 3) Involve the performance of duties which the employee should have performed as part of his or her employment in the Library.
- 4) Occur during the employee's regular working hours in the Library, unless the employee is on either vacation or leave without pay.

108 - IMMIGRATION LAW COMPLIANCE

The Library is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship 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. A copy of verification documents will be made and placed in the employee's personnel file. 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.

109 - EMPLOYMENT APPLICATIONS

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 Library's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

110 - TRAINING

Department supervisors are responsible for training new and regular employees assigned to their departments. Supervisors are cautioned not to allow new employees to work public service desks without supervision until adequately trained.

111 - TRANSFER OF EMPLOYEES

The Library reserves the right to transfer or reassign employees to other positions in the same department or in another department with or without a change in compensation and with or without a change in scheduled hours. Such transfers may be made in the interest of the Library, the employee, or for educational purposes.

112 - RETRENCHMENT

Retrenchment is the termination of employment or demotion of an employee by the Library for reasons beyond the control of the employee, bearing no relation to the job performance or conduct of the employee. If because of budgetary considerations, reorganization, discontinuance of a program, department or service, a satisfactory employee cannot be continued in his or her regular position, he or she shall be demoted or released. Employees released in a retrenchment or refusing continued demoted employment will receive payment for accumulated vacation, and holiday credits, but not accrued sick leave.

Affected employees will receive two (2) week's written notice unless an extraordinary emergency threatens the disruption of Library service.

113 - RESIGNATION

Resignations from the Library should be made in writing at least two (2) weeks before the resignation becomes effective. Supervisory and professional employees are requested to provide four (4) week's notice. Employees resigning from the Library will receive payment for

accrued vacation and holiday credits providing they give the required notice, but will not receive payment for accrued sick leave.

Resigning employees are required to specify the reason for their resignation in writing at the time they serve notice of the resignation. The Director reserves the right to conduct an exit interview with resigning employees.

114 - RETIREMENT

Normal retirement age is reached at the end of the month in which the sixty-fifth (65) birthday occurs. Employment after that time will be reviewed annually and a doctor's statement may be requested to certify an employee's continuing fitness.

115 - REFERENCES

Employees who have performed satisfactorily during their tenure with the Library will receive an appropriate reference if one is requested. Employees still employed with the Library will not receive a negative reference solely for the purpose of retaining said employee with the Library.

116 - BACKGROUND CHECKS

It is a condition of employment or volunteer service with the Westchester Public Library for all employees and volunteers of the library to authorize any person, agency, partnership or corporation having information concerning educational records, employment records, military records, or police records from any and all police agencies to release such information to the Westchester Public Library and release such persons, agencies, partnerships, or corporations from any liability which may be incurred in releasing this information including under State and Federal law.

Information of a negative nature may result in the Library's exclusion of the individual from further consideration for employment or, if the person has begun employment, termination of employment.

200 - EMPLOYMENT STATUS AND RECORDS

201 - CLASSIFICATION OF EMPLOYEES

Each position within the Westchester Public Library is to be classified on the basis of a job description which includes the duties, responsibilities and minimum qualifications for the position. Job descriptions contain fundamental duties and responsibilities, and tasks needed by the Library and required of employees are not limited to only those listed. Job descriptions are subject to review and revision at the discretion of the Board of Trustees.

202 - FULL-TIME EMPLOYEES

A full-time hourly employee of the Westchester Public Library normally works a forty (40) hour work week subject to the needs of the Library.

203 - PART-TIME EMPLOYEES

A part-time hourly employee of the Westchester Public Library normally works less than a forty (40) hour week subject to the needs of the Library.

204 - WORK SCHEDULES

Work schedules will be prepared according to the needs of the library. The library does not guarantee any employee that they will be scheduled to work a minimum number of hours in any given week or pay period.

205 - PROFESSIONAL EMPLOYEES

Professional employees are those who hold a Master's Degree in Librarianship from an institution accredited by the American Library Association and properly certified by the Indiana State Library, and who have been hired for or promoted to a professional position.

206 - PROBATIONARY STATUS EMPLOYEES

New employees of the Library are appointed with the understanding that the first six (6) months of employment is probationary and the Library is not obliged to retain the probationer beyond that period if the performance of the employee is below par and if there is little evidence that further training would rectify the situation. An employee may resign without prejudice during this period.

Probationary employees are not permitted to use vacation leave during the probationary period, but may use accrued sick leave if necessary after the initial thirty (30) days of employment.

207 - REGULAR STATUS EMPLOYEES

Probationary employees who have served satisfactorily for six (6) months will be removed from probationary status and will be reclassified as regular employees unless the Library administration determines additional probation is warranted for the purpose of determining the potential performance of an employee.

The use of the term "regular employee" in this section does not constitute a contractual obligation or a guarantee of continuing employment with the Library.

207 - TEMPORARY AND SUBSTITUTE STATUS EMPLOYEES

Temporary and substitute employees will be appointed as the needs of the Library dictate and will be utilized for replacing regular employees during absences and for special projects of short duration. Temporary and substitute employees will be paid hourly and will not be eligible for any employee benefits such as leave, insurance, vacation, holidays, etc.

Temporary and substitute employees should not be used without the specific approval of the Director.

209 - SPECIAL STATUS EMPLOYEES

Workers assigned to the Library from Porter County P.A.C.T. and the Westchester Township Trustee for the purpose of performing community restitution or community reimbursement are classified as special status employees and do not possess any of the benefits of other classes of employees. Special status employees who perform unsatisfactorily will be referred back to the organization of origin immediately.

The Library may also occasionally serve as an employment training site for individuals referred by state and federal job training programs. These individuals are also special status employees governed by the rules and regulations of the sponsoring agency.

The Director will be responsible for determining if a particular program is in the best interest of the Library, accepting placements from these programs, and for administering the program within the organization.

210 - EXEMPT AND NON-EXEMPT EMPLOYEES

Exempt and non-exempt employees refer to those exempted and not exempted from the provisions of the Fair Labor Standards Act. Library administrators and professionals are all exempt employees.

211 - FAIR LABOR STANDARDS ACT

The Fair Labor Standards Act establishes a general minimum hourly rate for those employees who are within its coverage and not exempt from its requirements. It also provides for equal pay regardless of sex and the establishment of minimum wage rates lower than the general standards for certain classes of employment.

Except for child labor restrictions, the Fair Labor Standards Act does not impose restrictions on the number of hours that may be worked by employees under the act. Instead, it seeks to limit the number of hours worked by requiring additional pay, called overtime pay, for hours worked in excess of the established 40 hour maximum.

The Fair Labor Standards Act does not require:

1. Extra pay for Saturdays, Sundays or holidays,

2. Pay for vacations, sick leave, or severance pay,
3. Discharge notices,
4. Limits on the number of hours of work for persons 16 years of age or over, as long as overtime pay provisions are met,
5. Time off for holidays or vacations.

212 - CERTIFICATION OF EMPLOYEES

In some instances the minimum requirement for employment in a particular position will include that the employee be certified by the Indiana Library Certification Board. In no instance will an employee be hired for a position where certification is required if he or she does not hold the appropriate certification or cannot attain the certification in a reasonable length of time. Employees promoted to positions requiring certification are also required to pursue the certification requirements of their new positions.

213 - VACANCIES AND THE PUBLICATION OF NOTICES

With the exception of the position of Director, the Director is authorized to fill all positions vacated by exiting staff members and new positions duly created by the Board of Trustees subject to the review of the Board at its next regular meeting.

All applicants for Library positions must complete an application for employment. The Library will accept applications for employment from interested persons at any time. When a vacancy should occur for positions other than professional, the Director will authorize the placement of a notice of the vacancy in the local paper if the Library has not advertised a similar position in the past two (2) months.

Professional positions will be advertised with relevant professional journals and job listings. The Library may pay, upon the recommendation of the Director, reasonable interviewing expenses for professional positions. The Library reserves the option to pay relocation expenses.

Present staff members may apply for vacancies, but are not guaranteed appointment.

There is no residency requirement for employment other than the provision that an employee live within a reasonable commuting distance of the Library.

In all instances, the recruitment and selection of staff will be done in full accordance with the job description and all applicable state and federal laws.

214 - EMPLOYEE EVALUATION

The goal of evaluating employee job performance is to assess how well employees execute their duties and responsibilities, provide them with constructive feedback, and improve

Library service. Evaluation is a continuous process and supervisors are expected to evaluate and provide productive comments on a daily basis.

The Library reserves the right to maintain written evaluations on individual employees if necessary.

215 - EMPLOYMENT RECORDS

The Library, as a public agency, will permit public access to the following information about past and present Library employees and any other information not specifically prohibited by law. Employee information may not be used for commercial or political purposes.

1. The name, compensation, job title, address, telephone number, job descriptions, education and training background, previous work experience, or dates of first and last employment;
2. Information relating to the status (only whether the status is either pending or final) of any formal charges against employees;
3. Information concerning disciplinary actions in which final action has been taken and that resulted in the employee being disciplined or discharged.
4. References provided at the request of or with the authorization of an employee or former employee.

216 - PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify the Library of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments including accrued LEU's (Library Education Units), and other such status reports should be accurate and current at all times. If any personnel data changes the employee must notify the Executive Office.

217 - CONFIDENTIAL RECORDS

Library employees are prohibited from disclosing staff and patron records specifically prohibited from disclosure by law. All requests for public records should be referred to the Library Administration and will be responded to in accordance with IC 5-14-3.

300 - EMPLOYEE BENEFIT PROGRAMS

301 - MEAL AND REST PERIODS

Staff members are normally scheduled for one (1) unpaid meal break during an eight (8) hour day. Staff members are also permitted a paid fifteen (15) minute rest break for each four (4) hours worked to be taken near the mid-point of the four (4) hour time period. Rest

periods are not to be accumulated or used to shorten the work schedule or lengthen the meal period.

302 - GROUP INSURANCE

Employment benefits such as participation in group health and life insurance plans are established and extended as a form of non-monetary employee compensation to eligible and deserving employees. This compensation is provided at the discretion of the Library Board of Trustees and may be altered or eliminated at the discretion of the Library Board of Trustees.

The Library's insurance program may be provided to full time employees and is a premium co-payment plan. The coverage and rate of employee contribution to the premium will be set by the Board of Trustees.

Full-time regular employees of the Library and their dependents as defined by the Library and its insurance carrier currently are eligible to participate in the Library's group health and life insurance program after a thirty (30) day waiting period.

Employees or employee dependents insured or eligible to be insured by a plan sponsored by an employer other than the Library are not eligible to participate in the Library's benefit plan.

An effort will be made to provide coverage at a reasonable cost to all eligible employees and their dependents, but the Library assumes no obligation to insure employees or their dependents for any or all considerations that may exclude or limit the normal coverage or limits of coverage provided by the Library's current insurance provider.

Please contact the Library administration for the most current information about participation, coverage, or co-payments.

303 - BENEFITS CONTINUATION (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Library's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the Library's group rates plus an administration fee. The Library provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the Library's health insurance plan. The notice contains important information about the employee's rights and obligations.

304 - WORKER'S COMPENSATION

Staff members and volunteers are covered by Indiana Worker's Compensation Insurance for injuries that occur on the job. All accidents and job-related injuries must be reported to the Director in writing as soon as possible and reported to the insurance company within seven days. Reports must be made on Indiana Form 34401, Indiana Worker's Compensation First Report of Employee Injury, Illness.

305 - ADDITIONAL INSURANCE

Additional insurance coverage is provided for claims against Library employees while they are acting as agents of the Library. Additional insurance includes coverage for liability, malpractice and for automobiles used for Library purposes provided the employee acts responsibly. Please report all incidents subject to such coverage in writing to the Director immediately.

306 - INDEMNIFICATION

The Westchester Public Library shall indemnify any and all of its trustees or staff or former trustees or staff or any person who may have served at its request or by its election as a committee member or a director or officer of another organization, against expenses actually and necessarily incurred by them in connection with the defense or settlement of any action, suit or proceeding in which they, or any of them, are made parties, or a party, by reason of being or having been trustees or a trustee or staff member or committee member of the Library or such other organization, except in relation to matters as to which any such trustee or staff member or former trustee or staff member or person shall be adjudged in such action, suit or proceeding to be liable for willful misconduct in performance of duty and to such matters as shall be settled by agreement predicated on existence of such liability. Appropriate insurance may be obtained or other arrangements for such purposes may be obtained by the Board of Trustees.

The indemnification provided hereby shall not be deemed exclusive of any other rights to which anyone seeking indemnification may be entitled under any bylaw, agreement, vote of trustees or disinterested trustees or otherwise, both as to action in his or her official capacity and as to action in another capacity while holding such office. The Westchester Public Library, at its option, may supply the services of the Library attorney, in lieu of indemnification, for legal defenses provided for by this policy.

307 - UNEMPLOYMENT COMPENSATION

The Library stands by its responsibility to pay unemployment compensation claims to regular employees when such claims are legitimate and judicious. Spurious and unjust claims will be contested by the Library.

308 - EDUCATION

The Library recognizes that the skills and knowledge of its employees are critical to the success of the organization. The Library's educational program encourages personal development through staff meetings, workshops, conference attendance, and formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within Library.

Individual courses or courses that are part of a degree, licensing, or certification program must be related to the employee's current job duties or a foreseeable-future position in the organization in order to be eligible for educational assistance. The Library has the sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable-future position. Requests for educational assistance for classes, workshops and conferences should be submitted to the Director.

While educational assistance is expected to enhance employees' performance and professional abilities, the Library cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

Educational assistance for a formal course of study will consist of the library provided tuition reimbursement for a successfully completed class from an accredited college or university. Successful completion will consist of the completion of all course requirements and earning a passing grade/credit for a course. Reimbursement will not include payment for books, meals, travel or compensation for time expended.

Tuition reimbursement will be made at a rate of 50% payable six months from the date of course completion with another reimbursement of 50% payable one year from the date of course completion, providing the employee continues to be employed by the library without interruption until the six month or one year anniversary date of the course completion whichever is applicable to the requested reimbursement. The Library Board may grant an intervening leave of absence for just cause such as jury duty or maternity leave. Tuition reimbursement will not exceed the usual resident rate per credit hour charged by a college or university operated by the State of Indiana.

The Board of Trustees reserves the right to waive any of the qualifying requirements of this policy and award educational assistance at their discretion.

While the library might assist an employee in attaining the number of Library Education Units (LEU's) required to maintain the appropriate librarian certification required of their position, it is ultimately the sole responsibility of the library employee to acquire, record, and report LEU's to the Library and the Indiana State Library. Employees who do not maintain their required certification may be subject to immediate termination.

400 - TIMEKEEPING AND PAYROLL

401 - WORK WEEK

The Library work week begins on Sunday and ends at the completion of work on the following Saturday.

402 - PAY PERIODS

Pay will be provided via direct deposit every other week for work completed during the previous 2 weeks of work.

If you find an error in your pay, please contact the office as soon as possible. The library reserves the right to correct any such errors in a future deposit.

403 - PAY ADVANCES

The Library does not provide pay advances.

404 - RATE OF PAY

Pay rates are reviewed and approved by the Board of Trustees for each fiscal year. Employees with less than six (6) months service at the beginning of the fiscal year will not be eligible for the annual adjustment until such time as they have completed their six (6) months of service. Any other changes in rates must be approved by the Board.

405 - TIME CARDS

Employees, including professionals and supervisors, must insure that their time cards are completed, signed by both themselves and their supervisor, and in the hands of the administration on the Monday immediately prior to payday. Time periods shown on time sheets may be in no less than one-half (1/2) hour increments.

406 - PAYROLL DEDUCTIONS

Payroll deductions for federal and state income taxes, social security taxes and, where applicable, retirement and employee insurance contributions, will be automatically deducted from pay. Library employees may submit a salary reduction agreement for the purpose of participating in a tax sheltered annuity; however the Library will only prepare a maximum of one additional check per employee for deposits to such annuities. Other deductions may be arranged as approved by the Board of Trustees.

407 - OVERTIME

Approval for overtime must be secured in advance from the Director. Employees who work unauthorized overtime or supervisors who approve overtime work without the consent of the Director may be subject to discipline or dismissal.

The Library does not elect to pay overtime payments as provided for under the Fair Labor Standards Act. In lieu of overtime, the Director will award compensatory time off for eligible employees according to the provisions of the Act.

408 - COMPENSATORY TIME

The needs of the Library often require professional and supervisory employees to work in excess of a forty (40) hour work week. The Director is empowered to grant compensatory time off to employees exempt from the provisions of the Fair Labor Standards Act, who have worked for the Library in excess of a forty (40) hour week and who have demonstrated a commitment to the mission of the Library through work under extraordinary circumstances.

Compensatory time is an award for professional and supervisory employees, not an automatic entitlement. Requests for compensatory time off must be forwarded to the Director in writing and will be granted at the Director's discretion.

Employees who are non-exempt under the provisions of the Fair Labor Standards Act will receive compensatory time off when they have worked in excess of an average forty (40) hour week in any work week rather than extra pay. The compensatory time rate will be one and one-half (1 1/2) hour of compensatory time for every hour worked over the forty (40) hour week. Under no circumstances will the accrued compensatory time exceed two hundred and forty (240) hours during the year.

409 - TERMINAL PAY

Terminal pay will include pay for accrued vacation and compensatory time for employees who are non-exempt under the provisions of the Fair Labor Standards Act, but not accrued sick leave. Employees who have been dismissed will not be allowed pay for vacations, holidays, personal business, or sick leave. Terminal pay will be processed with the payroll immediately following the effective date of separation of employment.

410 - RETURN OF PROPERTY

Employees are responsible for items issued to them by the Library or in their possession or control, such as the following:

- Keys
- Identification badges
- Manuals
- Tools
- Equipment
- Written materials

All Library property must be returned by employees on or before their last day of work. The Library will take appropriate action to recover or protect its property. Terminal pay may be withheld until all Library property has been returned.

500 - WORK CONDITIONS AND HOURS

501 - SAFETY AND HEALTH

It is a top priority at the Westchester Public Library desires to provide a safe and healthful work environment for all employees, patrons, and visitors to the Library. Safety depends on the alertness and personal commitment of all employees at all times.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or bring them to the attention of the Library Director.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor.

Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, when appropriate remedy such situations, may be subject to disciplinary action up to and including termination of employment.

On-the-job accidents, injuries, and illnesses, regardless of how minor, must be reported to your supervisor immediately and to the Director in writing as soon as possible. Failure to do so may disqualify you from receiving worker's compensation benefits, or an excused absence may result in disciplinary action.

An employee will be paid at his or her regular rate for time actually and necessarily lost from available work during the first eight (8) hours of any shift during which he or she suffers and occupational disability compensable under the Worker's Compensation and Occupational Diseases Law of the State of Indiana while at work for the Library.

In order to protect you and other employees, the Library may require a physician's statement releasing you to work following any injury or illness for which you receive a doctor's care or which resulted in your absence for three or more consecutive scheduled working days. The doctor's release must state that you are released to work either, without limitation, or with limitations, listing them specifically.

502 - SAFETY RULES

Below are some general safety rules. Each manager or department head may also post other safety procedures in specific departments or work areas.

1. Horseplay is strictly prohibited; do not behave recklessly or carelessly on Library premises at any time.
2. Use caution and correct techniques in lifting loads and do not attempt to lift excessive loads without assistance.
3. Use only appropriate steps and ladders for climbing and exercise caution.

4. Clean up liquid spills and broken glass immediately.
5. Keep work areas and aisles free of tripping hazards.
6. Do not overload electrical outlets or extension cords.
7. Use and store flammable items with caution

503 - VISITORS IN THE WORKPLACE

To provide for the safety and security of employees and the facilities at the Library, employees should not entertain excessive visitors in working areas. Restricting visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

If an individual is observed in an unauthorized area, employees should immediately direct the individual to the public area.

The Library encourages employees to invite their children to use the Library's services. Library employees are reminded however that if their children elect to visit the Library during their working hours, the Library expects that the task of supervising and assisting their children not conflict with the discharge of their regular Library duties and responsibilities. Employees should also insure that the supervision and assistance required by their children by other employees not exceed the level of service provided to any other regular Library patrons.

504 - SUPPLIES, EQUIPMENT AND TELEPHONE USE

No employee shall be permitted to use Library supplies for personal use. The Library's tax-exempt purchasing status shall not be used for the pass-through purchasing of personal supplies or equipment. Employees are asked to limit their use of the telephone for personal calls and are prohibited from charging long distance personal calls to the Library.

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using Library property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, or tools appear to be damaged, defective, or need repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

505 - WORK SCHEDULES

New Library employees will be assigned to a department supervisor who will schedule the employee's working hours. All work schedules and variations in work schedules for new and regular employees must be approved by the Director. In no instance should an hourly employee exceed their maximum approved hours or work in excess of a forty (40) hour work week without the specific approval of the Director.

506 - VOTING

The Library encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees should be able to find time to vote either before or after their regular work schedule.

507 - SMOKING

In keeping with the Library's intent to provide a safe and healthful work environment, smoking inside the workplace is prohibited. Smokers will be directed to smoke in only designated smoking areas outside the library buildings.

508 - STAFF BORROWING

Library staff members are invited to borrow materials from the Library just like any other Library patron. Although staff members are not charged fines for overdue materials, Library staff members are asked to observe the same circulation policies as other patrons. Please check out all materials borrowed, return materials within the normal length of time, and reserve materials in the normal manner. Violation of borrowing policies may be grounds for the revocation of borrowing privileges, discipline, or dismissal.

509 - EMERGENCY CLOSINGS

The Director is empowered to close Library buildings due to unhealthy conditions, unsafe conditions or other emergencies such as heating or cooling problems. Library employees may be required to work their scheduled hours at a closed facility or at another library facility, even though a facility may be closed to the public. If a closing is made for unsafe conditions, employees may receive full payment for the hours scheduled to be worked that day at the discretion of the Library Director.

510 - TRAVEL AND EXPENSES

All travel and related expenses outside of the Library district must be authorized by the Director and are subject to the approval of the Board.

511 - MILEAGE AND TOLLS

Board members and employees traveling outside of the Library district in their own vehicles on official Library business may be reimbursed for mileage at the rate currently approved by

the Internal Revenue Service. Parking fees, tolls, and other travel expenses will be reimbursed at actual cost. Claims for mileage, tolls and parking fees must be presented on the appropriate mileage form, accompanied by appropriate receipts, and are payable upon approval at the next regular meeting of the Board. Mileage will only be paid to the operator of the vehicle. Car pooling or public transportation is encouraged whenever possible.

512 - MATERIAL TRANSPORTATION

Employees authorized to perform material transportation between libraries with their own vehicles will be eligible for mileage reimbursement at the rate approved by the State of Indiana. Mileage reimbursement may also be provided to employees who are required to use their own vehicles for delivery of materials to homebound patrons and who use their own vehicles for the collection of homebound or overdue library materials. Actual mileage must be recorded and submitted on the prescribed mileage form.

513 - MEALS

Board members and employees taking meals outside of the Library district while on official Library business may be reimbursed for actual meal expenses from the regular library appropriation that would otherwise have been borne by the individual if traveling had not been necessary. Meals taken under these circumstances are expected to be of moderate and reasonable cost. Reimbursement will not be made for alcoholic beverages. Accounts payable vouchers for reimbursement must be accompanied by an appropriate receipt. In some instances meals may be paid as part of conference pre-registration fees.

514 - LODGING

Employees and Board members may be reimbursed for lodging expenses when circumstances dictate that they be absent from their homes for Library business. Lodging expenses are expected to be moderate and reasonable.

600 - LEAVE OR ABSENCE

601 - LEAVE OR ABSENCE

Full-time regular employees will be eligible to earn paid sick, holiday, vacation, and personal business leave credits to be taken at the convenience of the Library.

Part-time employees will not be eligible to earn paid sick, holiday, vacation, and personal leave.

All requests for leave or absence from the Library must be made and approved before any leave or absence credit may be given. Employees are to submit their requests for leave or absence in advance if possible, giving a minimum of two (2) weeks notice to supervisors for vacation and other anticipated absences.

All leave credits and leave taken will be calculated in no less than two (2) hour increments or one-quarter (1/4) of a day.

An employee must work the required hours for the entire calendar month in order to qualify for leave credits, and additional credits will be added at the end of the month they are earned.

602 - BENEFITS DURING ABSENCE

Employees on jury duty leave, reserve service leave, compassionate leave, vacation leave, holiday leave, personal business leave, or sick leave will continue participation in the Library's insurance benefit program providing they continue to contribute their normal share of the premium payment.

Employees on paid family and medical leave (using all other available accrued paid leave in a family and medical leave situation) will continue participation in the Library's insurance benefit program providing they continue to pay their normal share of the premium payment.

Employees on unpaid maternity, paternity, disability or personal leave in excess of thirty (30) days may continue participation in the Library's insurance benefit program at their own expense, paying the entire insurance premium.

The Library will resume contributing payments for insurance premiums thirty (30) days after an employee has returned to work following an unpaid leave of absence.

Employees on jury duty leave, reserve service leave, compassionate leave, vacation leave, holiday leave, personal business leave, or sick leave will continue to accrue vacation, holiday, sick, and personal business leave credits in accordance with their regular schedules.

A professional employee may be compensated for consultation or other efforts on behalf of the Library during maternity, paternity, personal or disability leave at the discretion of the Board of Trustees.

603 - COMPASSIONATE LEAVE

The Director may give up to five (5) days of paid compassionate leave to a staff member in the event of the death of a parent, spouse, child or sibling. The Director may also grant reasonable time off with pay for those attending services for other relatives or close friends.

604 - JURY DUTY LEAVE

A staff member who is called for jury duty will be entitled to paid leave for such duty during the required absence. Any compensation received from such duty will be subtracted from the employee's regularly scheduled pay. The employee's supervisor should be notified of the possibility of such absences as soon as possible.

605 - MILITARY AND RESERVE SERVICE LEAVE

Any regular employee who is called into the military service or who enlists in the armed forces of the United States in time of war will be placed on unpaid military leave of absence. Such employee retains employment rights to a position of similar duties and salary providing that the employee's discharge is honorable, but must seek re-employment with the Library within sixty (60) days of discharge.

Regular employees are eligible for an unpaid military leave of absence for reserve and National Guard duty as required by Indiana law, but must provide a copy of official orders in order to receive such leave.

606 - FAMILY AND MEDICAL LEAVE - (FML)

The Family and Medical Leave Act of 1993 provide employees with an unpaid leave of absence for up to twelve (12) weeks per year for certain family or medical reasons. All family and medical leave taken by an employee will be counted against the employee's annual entitlement for Family and Medical Leave. Employees are eligible for family and medical leave if they have completed at least one (1) year of service and have worked at least one thousand two hundred fifty (1,250) hours during the previous twelve (12) months.

Family and medical leave will be granted should the need arise for any of the following qualifying reasons:

1. Birth of the employee's child, or the placement of a child for adoption or foster care;
2. To care for the employee's spouse, child or parent who has a serious health condition;
3. For a serious health condition that causes the employee to be unable to perform his or her job.

A serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves in-patient care at a hospital, hospice or residential medical care facility; or involves continuing treatment by a physician.

Leave may begin before the birth of a child if a medical condition exists that makes the employee unable to perform their job; or prior to the placement of a child for adoption or foster care if circumstances require absence from work for the placement to proceed. An employee's entitlement to leave for the birth or placement of a child expires at the end of the twelve (12) month period beginning on the date of the birth or placement.

Leave for the birth or placement of a child cannot be taken intermittently or on a reduced schedule basis unless approved by the Library. If leave is taken for an employee's own illness or the care of an ill spouse, child or parent, it may be taken intermittently or on a reduced workday or workweek schedule if it is medically necessary to do so.

The employee must provide thirty (30) days notice if the need for the leave is foreseeable. Failure to provide thirty (30) days notice for a foreseeable leave may cause the leave to be denied until thirty (30) days after the employee first gave the required notice of the foreseeable leave. If the need for leave is not foreseeable, the employee must give notice to the Director as soon as possible.

The employee may be required to provide medical certification to support the request for any leave based on a serious health condition. The employee must provide the requested medical certification within fifteen (15) calendar days after the request is made. Failure to submit the required medical certification may result in the denial of the leave or the denial of the continuation of the leave. The employee may be required to submit two additional medical examinations in order to obtain second or third medical opinions (at the Library's expense) to verify the need for leave.

The twelve (12) month period in which twelve (12) weeks of family and medical leave entitlement occurs will consist of a rolling twelve (12) month period measuring forward from the date the particular employee's family and medical leave begins.

If both a husband and wife work for the Library, they are entitled to an aggregate leave of twelve (12) weeks between them if the leave is for the birth or placement of a child or to care for a sick parent. If they seek leave for their own illness or to care for an ill child or spouse, each of them is entitled to twelve (12) weeks.

The Library requires the substitute use of all available accrued paid leave in a family and medical leave situation before unpaid family and medical leave will be provided up to the maximum twelve (12) weeks of entitlement. Available accrued paid leave includes sick leave, vacation leave, holiday leave and personal business leave. For example, an employee may have accrued four (4) weeks of paid sick leave credits. These four (4) weeks of paid credits will be used in a family and medical leave situation and an additional eight (8) weeks of unpaid family and medical leave entitlement will be available should circumstances require.

During the family and medical leave, the employee's medical benefits will be continued at the same level as they existed prior to the leave. Employee will be required to pay their share, if any, of the premium payments in the following ways:

1. If accrued paid vacation, holiday, sick, or personal business paid leave is substituted for all or part of the family and medical leave taken, the employee's share of the insurance premiums will be paid by payroll deduction.
2. If the employee has exhausted all available paid leave, payment must be made by the employee at the same time as the employee's share of the premium payment would be made if by payroll deduction.

Failure to make payments in a timely manner may cause a lapse in coverage or benefits.

During family and medical leave, employees may be required to provide periodic reports on his or her status and intent to return to work following the leave. Requested information must be provided within fifteen (15) days of the request.

Upon the employee's return from family and medical leave, the employee will be restored to his or her former position or an equivalent position with equivalent pay, benefits and other employment terms.

607 - MATERNITY AND PATERNITY LEAVE

It is Library policy to treat pregnancy, childbirth and related medical conditions according to the leave requirements outlined in the Family Leave and Medical Act of 1993. Paternity leave is also covered under the act.

In order to qualify for maternity leave, the employee must submit a written request to the Director within the first six months of pregnancy. Your physician's verification of condition, and expected date of delivery must be included in the request.

Employees may continue to work up to the expected delivery date, depending upon medical circumstances and the nature of job responsibilities.

If an employee is physically unable to perform her regular job duties at any time during pregnancy with reasonable accommodations having been made by the Library, the employee and/or the supervisor may request that the employee be placed on immediate maternity leave.

The return to active employment is determined by the employee and the physician. It may be necessary for the Library to consult with an employee's physician regarding medical conditions.

After the maximum family and medical leave legal leave period is exhausted, an extension may be granted through the use of any additional available accrued paid leave, or unpaid leave.

Upon the recommendation of the Director and with the approval of the Board of Trustees, extended unpaid maternity leave may be granted for up to six (6) months, dating from the time that the leave becomes effective.

608 - ADDITIONAL DISABILITY LEAVE

If, because of a disability, an employee's ability to perform his or her duties has been impaired beyond accommodation after the maximum family and medical leave legal leave period is exhausted, an extension may be granted through the use of any additional available accrued paid leave, or unpaid leave.

Upon the recommendation of the Director and with the approval of the Board of Trustees, extended unpaid disability leave may be granted for up to six (6) months, dating from the time that the leave becomes effective.

Disability shall include, but not be limited to disability arising from major surgery, physical illness, mental illness or severe emotional disturbance. The Library reserves the right to require a physician's statement to determine the beginning and ending dates of such a disability.

609 - SICK LEAVE

Full-time employees will receive 8 hours of sick leave credit for each full month of work.

Employees must have worked a minimum of thirty (30) days to be eligible to use sick leave credits.

An employee must work or be eligible to be paid for the required hours for the entire calendar month in order to qualify for the benefit.

Sick leave may only accrue up to a maximum of 120 days and is to be used for reasons of personal sickness or for the illness of a parent, spouse, child, or sibling when the employee is the only other practical care provider. Sick leave is not to be used for any reason other than illness.

When ill or required to provide care, employees are to contact their immediate supervisor as soon as possible to insure that their duties and responsibilities can be covered. If an employee's supervisor is not available, the employee should contact the Library office.

The Library reserves the right to require a physician's statement from employees who are off three (3) or more consecutive days for reasons of illness before allowing the employee to return to work.

610 - HOLIDAY LEAVE

The following are designated as holidays and the Library will be closed:

New Year's Day President's Day

Good Friday Memorial Day

Independence Day Labor Day

Thanksgiving Day Christmas Eve

Christmas Day New Year's Eve

Full-time employees will earn 8 hours of leave credit for each holiday.

The Library will also be closed on Easter Sunday, but full-time employees will not earn any leave credits for the closing.

An employee must work the required hours or be eligible to be paid for the entire calendar month in order to qualify for the benefit.

An employee must have been employed by the Library for at least thirty (30) calendar days prior to the actual date of the holiday to qualify for the benefit.

Employees not scheduled to work during holiday closings who have earned holiday credits must use their credits within one week immediately before or immediately after the closing date of the holiday.

611 - RELIGIOUS HOLIDAYS

Members of religious groups may use vacation or holiday credits to observe religious holidays which are not regular Library holidays.

612 - VACATION LEAVE

Full time professional employees shall receive twenty (20) days vacation per year. Full-time professional employees shall receive twenty-five (25) days vacation per year beginning with the twentieth (20th) year of continuous service.

Full time supervisory, clerical, and janitorial employees shall receive ten (10) days vacation per year. Full time supervisory, clerical, and janitorial employees shall receive fifteen (15) days vacation beginning with the fourth (4th) year of continuous employment and twenty (20) days vacation beginning with the seventh (7th) year of continuous employment.

613 - VACATION CREDITS

Vacation credits will be evenly credited during the months of February, March, April, May, June, August, September, October, November, and December. No vacation credits will be awarded during January or July.

An employee must work the required hours or be eligible to be paid for the entire calendar month in order to qualify for the benefit, and vacation credits will be added at the end of the month.

Earned vacation may be used at the convenience of the Library after the first six (6) months of continuous employment.

Vacation leave may only accrue up to a maximum of thirty (30) days.

614 - PERSONAL BUSINESS LEAVE

Full time employees may arrange to be absent from the Library one day per year to conduct personal business.

The credit will be added at the beginning of the calendar year after a minimum of thirty (30) days of employment.

Unused personal business days shall accumulate as sick leave.

615 - PERSONAL LEAVE

An unpaid personal leave for reasons other than those listed under other types of leave may be granted by the Director for unique or unusual circumstances. Employees may continue participation in the Library insurance benefit program at their own expense during a period of personal leave. Sick leave may not be used as personal leave.

700 - EMPLOYEE CONDUCT AND DISCIPLINE

701 - GENERAL RULES AND REGULATIONS

We believe that our employees are and will continue to be good citizens, both in the community and on the job and they ordinarily will not engage in acts contrary to the best interests of themselves, other employees, patrons or the Library. However, in instances in which employees do engage in conduct contrary to these interests, they will receive discipline appropriate for such misconduct. The degree of discipline in each case, up to and including discharge, will be determined by the severity of the situation involved.

If during the course of your employment a performance problem is detected, your supervisor will discuss the problem with you and offer any appropriate assistance needed to remedy the situation. If the performance problem continues, the normal steps of disciplinary action by the Library may include oral correction, written reprimand, probation, and, ultimately, termination of employment. The library also reserves the right to suspend an employee from employment with or without pay. If you have successfully completed a probationary period but revert to the problem that warranted the probation, you may be subject to immediate termination. Furthermore, if you engage in misconduct deemed serious enough by the Library, in its sole discretion, you may be subject to immediate termination.

The following set of rules and regulations is intended to serve as a general guideline in governing appropriate employee behavior. The list is not intended to include all offenses for which an employee may be disciplined or discharged.

PERFORMANCE RULES

1. Always make your best effort in your work.

2. You are expected to meet reasonable standards of efficiency, productivity, and performance.
3. Do not restrict production.
4. Do not produce excessive waste.
5. Do not leave the library during scheduled working hours without notifying your supervisor.
6. Always work until the end of your shift or the beginning of your break and lunch periods.
7. Always be at your assigned workstation ready to work at the start of your shift and at the end of your break and lunch periods.

BEHAVIOR TOWARD OTHERS

1. Insubordination is prohibited. Insubordination includes the failure or refusal to obey the orders or instructions of a supervisor or manager, the use of threatening language towards such individuals, or any conduct that undermines supervisory authority.
2. Do not threaten, harass, intimidate, coerce, provoke, interfere, or fight with employees, supervisors, managers, patrons, visitors, or suppliers at any time.
3. Do not make false or malicious statements about employees, supervisors, managers, the Library, or its services, patrons, suppliers, or visitors at any time.
4. The use of profane or abusive language is not permitted in any situation.

PROPERTY OF OTHERS

1. Do not abuse, misuse, damage, destroy, sabotage, or steal Library property, machines, tools or equipment, or the property of employees, supervisors, patrons, suppliers, or visitors.
2. The use of Library equipment or tools or personnel for personal purposes is not permitted.

HONESTY

1. Do not falsify or fail to disclose completely all information requested or recorded on any employment, personnel, production, or other record of the Library or its suppliers, patrons, or insurance carriers.
2. Do not alter, misuse, or remove from Library premises, without proper authorization, Library records or confidential information of any nature.
3. Do not falsify employee time records by recording hours as worked that are not actually worked. Do not complete any employee time records other than your own.

CONDITION OF LIBRARY PREMISES

1. Do not create or contribute to unsanitary conditions on company premises.
2. Keep your work area clean and safe at all times.

OTHER RULES

1. Gambling on Library premises is prohibited. Gambling includes lotteries, punch boards, check pools, and raffles.
2. The possession of guns or other lethal weapons in Library buildings by employees is strictly prohibited.
3. Do not post or remove notices, signs, or any written or printed material on or from bulletin boards or elsewhere on Library property at any time without advance permission.
4. Always report any mistake by yourself or another person that could affect the Library's operations or the quantity or quality of its services.

PARKING AND ACCESS TO PREMISES

1. Park only in the area designated for you by the Library.
2. Do not permit or invite non-employees to enter non-public work areas.

702 - HARASSMENT BASED ON RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, OR DISABILITY

In providing a productive working environment, the Westchester Public Library believes that its employees should be able to enjoy a workplace free from all forms of discrimination, including harassment on the basis of race, color, religion, gender, national origin, age, and disability. It is the Library's policy to provide an environment free from such harassment.

It is against the policy of the Library for any employee, whether a manager, supervisor, or coworker, to harass another employee. Prohibited harassment occurs when verbal or physical conduct defaming or showing hostility toward an individual because of his or her race, color, religion, gender, national origin, age, or disability, or that of the individual's relative, friends or associates, creates or is intended to create an intimidating, hostile, or offensive working environment; interferes or is intended to interfere with an individual's work performance; or otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to:

Epithets; slurs; negative stereotyping; or threatening, intimidating or hostile acts; which relate to race, color, religion, gender, national origin, age, or disability.

Written or graphic material that defames or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability and that is placed on walls, bulletin boards, or elsewhere on the Library's premises, or that is circulated in the workplace.

Any employee who believes he or she has been harassed in violation of this policy should report the conduct immediately to the Library Director, or if the Director is responsible for the harassment, to the President of the Library Board.

A thorough and impartial investigation of all complaints will be conducted in a timely and confidential manner. Any employee of the Library who has been found, after appropriate investigation, to have harassed another employee in violation of this policy will be subject to disciplinary action up to and including termination.

703 - SEXUAL HARASSMENT

The Westchester Public Library does not condone, nor will it tolerate sexual harassment.

Repeated unwelcome sexual advances, which may be verbal or physical, requests for favors and other verbal or physical conduct of a sexual nature, constitute sexual harassment when:

1. Submission to such conduct is either an explicit or implicit term or condition of employment;
2. Submission to or rejection of the conduct is used as a basis for making employment decisions; or,
3. The conduct has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile or offensive work environment.

To avoid misunderstanding about what might constitute sexual harassment, the following guidelines should be followed. Sexual harassment is not limited to those specifically prohibited here.

1. Requests for sexual favors;
2. Unwanted physical contact, including touching, pinching, or brushing the body;
3. Verbal harassment, such as sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, and threats;
4. Non-verbal conduct, such as display of sexually suggestive objects or pictures, leering, whistling, or obscene gestures; and
5. Acts of physical aggression, intimidation, hostility, threats, or unequal treatment based on sex (even if not sexual in nature).

Any incident of sexual harassment must be reported immediately to the Director. Incidents of sexual harassment involving the Director must be reported to the President of the Library Board. A thorough and impartial investigation of all complaints will be conducted in a timely and confidential manner.

Sexual harassment is a form of misconduct which constitutes a serious offense and offenders who have been found, after appropriate investigation, to have sexually harassed another employee will be subject to disciplinary action up to and including termination.

704 - NON-FRATERNIZATION

While the Library does not wish to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct and relationships may interfere with the Library's interests. To prevent unwarranted sexual harassment claims, uncomfortable working relationships, morale problems among other employees, and even the appearance of impropriety, managers and supervisors of the Library are prohibited from engaging in consensual romantic or sexual relationships with any managers, supervisors, or lower-level employees of the Library.

705 - DRUG-FREE WORKPLACE

It is Library's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Library premises and while conducting Library business-related activities off Library premises, no employee may use, possess, manufacture, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or the Director to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all Library policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the Library any undue hardship.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the Library Director of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

The Library will in turn, notify any appropriate Federal granting agencies of the conviction within ten calendar days of receiving said notice.

The Library will take appropriate action against said employee, up to and including termination, within 30 calendar days of receiving notice.

706 - STATEMENTS CONCERNING STAFF

Statements of a negative nature concerning Library employees must be submitted to the Director in writing, except when being made by Library Board Members. The Director shall review the matter and, when appropriate, resolve the situation in conference with the employee or person submitting the statement. In all instances, the complainant will receive a reply. Complainants, who are not satisfied with the decision of the Director, may appeal in writing to the Board. Oral and unsigned statements shall be disregarded.

Statements of a negative nature concerning the Director must be submitted in writing to the President of the Library Board. The Board shall consider the matter in Executive Session. Oral and unsigned statements shall be disallowed during regular public Board meetings and otherwise disregarded.

707 - DISCIPLINE

Discipline of Library employees is usually a very unpleasant, although often necessary function of Library administration. Discipline should not be administered arbitrarily, but only when the employee in question has demonstrated an unwillingness to work at an expected level of performance or is guilty of impeding the various services provided by the Library.

Discipline should be administered for the purpose of correcting unsatisfactory employee conduct and performance, but not at the expense of the safety or security of Library as an organization. If, in the opinion of the Director, the situation cannot be improved with reasonable indulgence, it is the responsibility of the Library to sever the employee-employer relationship.

The Director has the authority to take any of the following disciplinary actions:

1. Reprimand a staff member.
2. Place a staff member on probation.
3. Place a staff member on suspension with or without compensation.
4. Demote a staff member.

5. Dismiss a staff member.

708 - EMPLOYEE RESPONSE

An employee has the right to place explanatory statements in his or her personnel file in response to disciplinary action.

709 - ORAL CORRECTION

When appropriate, the Director and/or the supervisor of an employee perceive that an employee's conduct or performance is substandard, the Director or supervisor is empowered to administer the necessary verbal corrections to the employee.

710 - WRITTEN REPRIMANDS

In the event of a serious breach of Library policy or, if a verbal correction has already been made, an employee's conduct or performance continues to fall below acceptable standards, the Director may issue a written reprimand to the employee in question. The reprimand must contain the specifics of the conduct for which it is issued and a copy given to the employee. A copy is also to be placed in his or her personnel file.

711 - PROBATION

Two reprimands in any twelve (12) month period automatically place the employee in question on probation for a maximum of ninety (90) days. A further reprimand during the probationary period is cause for dismissal. This section in no way limits the authority of the Director to dismiss a staff member for misconduct at any time.

712 - SUSPENSION

An employee may be suspended from work with or without compensation for unsatisfactory conduct or performance for a length of time to be determined by the Library.

713 - DEMOTION

The Director may demote a staff member where annual or other performance evaluation reveals that the staff member's job performance has fallen below the requirements of his or her position. Demotions for reason of unsatisfactory performance may be appealed to the Board in the same manner as appeals for dismissals.

714 - DISMISSAL

Dismissal is the termination of employment by the Library of any employee with unsatisfactory conduct or job performance. The Director shall determine the appropriate period of notice if any. In all instances, the supervisor or the Director will inform the employee in writing of the reason for dismissal.

Immediate dismissal without prior notice may be made for misconduct, which shall include, but not be limited to; criminal activity, theft, intoxication, substance abuse, insubordination, refusal to perform assigned tasks, misrepresentation of facts to obtain leave, willful endangerment of persons or property, or actions in opposition to the regulations, policies, purposes, or programs of the organization.

Employees dismissed from employment with the Library will not receive payment for accumulated sick leave, vacation leave, personal leave, or holiday leave credits.

715 - HEARING PROCEDURES

An employee may appeal a dismissal or a demotion to the Board at its next regular meeting by submitting a written request for a hearing, providing that there is adequate time to place the matter on the agenda. The hearing shall be made in Executive Session unless otherwise requested. The employee may be represented by counsel and provide witnesses provided that their names are filed with the statement requesting the hearing. The decision of the Board will be final.

716 - EMPLOYEE GRIEVANCES

A grievance is defined as a request or complaint which has not been resolved through discussion with the immediate supervisor.

An employee who wishes a response to an unresolved grievance must submit their request or complaint in writing to the Director. If the employee is not able to receive satisfaction from the Director, he or she may request the Board review the issue in Executive Session, at which time the staff member will be afforded time to present the issue. The decision of the Board on the grievance will be final.

717 - EMPLOYEE CONDUCT AND APPEARANCE

Employees are expected to dress and conduct themselves in a professional manner. Although there is no detailed dress code for Library employees, the appearance and overall demeanor of each and every staff member contributes significantly to the manner in which the public perceives the Library.

718 - ATTENDANCE

Punctual and regular attendance is an essential function of each employee's job at the Westchester Public Library. Any tardiness or absence causes problems for fellow employees and supervision. When an employee is absent, his or her work must often be performed by others.

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees are also expected to remain at work for their entire work schedule, except for break periods or when required to leave on Library business. Late arrivals, early departure, or other absences from scheduled hours are disruptive and must be avoided.

In all cases of absence or tardiness, employees must provide their supervisor with an honest reason or explanation. Documentation of the reason may be required. Employees also must inform their supervisor of the expected duration of any absence. Absent extenuating circumstances, an employee must call in advance of his or her regular starting time on any day on which the employee is scheduled to work and will not report to work.

Excessive absenteeism (excused or not) may be grounds for discipline up to and including termination of employment. Each situation of excessive absenteeism or tardiness will be evaluated on a case-by-case basis. However, even one unexcused absence may be considered excessive, depending on the circumstances.

Any employee who fails to report to work without notification to his or her supervisor for a period of three days or more will be considered to have voluntarily terminated the employment relationship.

719 - PUBLIC STATEMENTS

Library employees should not presume to make official public statements on the behalf of the Library without first consulting with the Director. When designated by the Director as a spokesperson for the organization, the employee should at all times be factual, accurate, exercise proper restraint, and show respect for the opinion of others.

Employees should always make a clear distinction between their personal opinions and official Library positions, never misrepresenting one for the other. Employees who do misrepresent statements may be subject to immediate dismissal.

720 - SOLICITATION OR DISTRIBUTION

The Westchester Public Library does not permit employees to make commercial, political, or religious solicitations or distributions during working time. Prohibited solicitations include the sale of commercial products or union solicitations; and distribution of political or religious literature of any kind. Employees may sell tickets to other employees for programs and projects that benefit local nonprofit organizations during break periods or meal times. Employees may not solicit sales from any members of the public on library property. Each employee should observe the following basic, common-sense policies.

Do not solicit or distribute any unauthorized printed material to any other employee during your working time or that employee's working time. Working time includes any time that an employee is on the clock, but does not include break periods and meal times or other similar specified periods during the workday when an employee is properly not engaged in performing his or her work tasks.

Do not post on the premises any unapproved notices, signs, or printed material; or remove from the premises any approved notices, signs or printed materials.

Non-employees are prohibited from making any solicitations or distributing any written or printed materials in unapproved areas or in literature distribution racks reserved for Library purposes.

721 - POLITICAL ACTIVITY

The Library's employees may not use their organizational authority or influence to interfere with the result of an election or a nomination for office. Nor may an employee coerce, attempt to coerce, command, or advise another employee or Library patron to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes. An employee is not, however, precluded from engaging in political management or political campaigns in his or her personal capacity.

722 – RELIGIOUS ACTIVITY AND DISCRIMINATION

The Library and Library employees may not treat patrons or other employees unfavorably or preferentially because of his or her religious beliefs. Nor should the Library or its employees coerce, attempt to coerce, command, or advise another employee or patron to contribute anything of value to a religious organization.

The Library and its employees may not discriminate on the basis of religion or religious nonbelief when it comes to any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoff, training, fringe benefits, and any other term or condition of employment.

The Library and its employees may not harass a patron or other employees because of his or her religion. Harassment can include, for example, offensive remarks about a person's religious beliefs or practices. Although the law doesn't prohibit simple teasing, offhand comments, or isolated incidents that aren't very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted).

The Library will attempt to reasonably accommodate an employee's religious beliefs or practices unless doing so would cause more than a minimal burden on the Library. This means the Library may make reasonable adjustments to the work environment that will allow an employee to practice his or her religion. Examples of some common religious accommodations include flexible scheduling, voluntary shift substitutions or swaps, job reassignments, and modifications to workplace policies or practices.

Other accommodations may include leave for religious observances, but also such things as dress or grooming practices that an employee has for religious reasons. When an employee or applicant needs a dress or grooming accommodation for religious reasons, he or she should notify the employer that he needs such an accommodation for religious reasons.

723 - REWARDS, FAVORS AND GIFTS

No reward, favor, emolument, gift or other form of remuneration in addition to regular compensation should be accepted by any employee for the performance or non-performance from any vendor, contractor, individual, or firm, or from any other source having or proposed to have relations with the Library.

800 - MISCELLANEOUS

801 - RECYCLING

The Library supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. This support includes a commitment to the purchase, use, and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impact on the earth's environment.

The simple act of placing a piece of paper, can, or bottle in a recycling container is the first step in reducing demand on the earth's limited resources. Success of this program depends on active participation by all of us. Employees are encouraged to make a commitment to recycle and be a part of this solution.

The Library encourages reducing and, when possible, eliminating the use of disposable products. Source reduction decreases the consumption of valuable resources through such workplace practices as:

- communication through computer networks with E-mail
- posting memos for all employees
- two-sided photocopying
- computerized business forms
- routing slips for reports
- minimum packaging
- eliminating fax cover sheets
- reusing paper clips, folders, and binders
- turning off lights when not in use

Whenever possible, employees of the Library are encouraged to purchase products for the workplace that contain recycled or easily recyclable materials. Buying recycled products supports recycling and increases the markets for recyclable materials.

By recycling, the Library is helping to solve trash disposal and control problems facing all of us today. If you have any questions or new ideas and suggestions for the recycling program contact the Director.

802 - MEMBERSHIP IN OTHER ORGANIZATIONS

The Director or his or her appointed representative is responsible for representing the Library to the following organizations:

- 1) Chesterton/Duneland Chamber of Commerce
- 2) Advisory Board of the Chesterton Adult Learning Center
- 3) Northwest Indiana Library Directors
- 4) Northwest Indiana Library Administrators Round table
- 5) Indiana Library Federation

803 - STAFF COMMITTEES

The Board of Trustees hereby authorizes the creation of both permanent and ad hoc committees to assist the Director in maintaining social relationships between staff members, recognize staff and volunteer achievements, and to improve the morale of the Library family. The Board authorizes the Director to provide staff time for meetings, functions, celebrations, and other arrangements at his or her discretion.

804 - VOLUNTEERS

The Library welcomes the assistance of volunteers who wish to help the Library provide its services in the community and the Director will appoint one staff member to serve as the Volunteer Assistance Coordinator. The Volunteer Coordinator will supervise the recruitment, orientation, training, placement, and evaluation of all Library volunteers. Volunteers will be subject to background checks.

Library volunteers are to be given meaningful job assignments, but are not to be used on public service desks without the immediate supervision of a regular staff member.

Although Library volunteers are eligible to apply for regular staff positions when vacancies occur, volunteers are not to be given the idea that their volunteer work will insure them a future position as a paid staff member.

Volunteers are not eligible for monetary compensation for their work or the benefits provided to paid employees.