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EMPLOYEE HANDBOOK

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TABLE OF CONTENTS

| | |
|---------------------------------------|----|
| TABLE OF CONTENTS | 2 |
| INTRODUCTION..... | 4 |
| Welcome to Boone County Library | 4 |
| Handbook Purpose | 4 |
| EMPLOYMENT | 5 |
| Equal Employment | 5 |
| Background Checks | 5 |
| At-Will Notice | 5 |
| Introductory Period | 6 |
| Job Vacancies | 6 |
| Job Postings | 6 |
| Transfers | 6 |
| Employment of Relatives | 7 |
| CONDUCT AND BEHAVIOR | 7 |
| General Guidelines | 7 |
| Anti-Harassment | 8 |
| Complaint Procedure | 9 |
| Performance Evaluation | 10 |
| Corrective Action | 10 |
| Promotions | 11 |
| Demotions | 11 |
| Work Assignments | 11 |
| Grievance Procedures | 12 |
| BENEFITS | 13 |
| Holidays | 13 |
| Vacation | 13 |
| Sick Leave | 13 |
| Jury Duty or Witness Leave | 13 |
| Maternity Leave | 13 |
| Military Leave | 13 |
| Personal Records | 13 |
| Employee Benefits | 13 |
| Medical Insurance | 13 |
| Retire | 13 |
| Bereavement Leave | 13 |
| Family Medical Leave | 13 |
| Temporary Disability Leave | 13 |
| Terms of Employment | 13 |
| WORKPLACE GUIDELINES | 14 |
| Overtime/Compensatory Time | 14 |
| Meal Periods | 14 |
| Breaks | 14 |
| Attendance/Tardiness | 14 |
| Inclement Weather | 15 |
| Personal Appearance & Conduct | 15 |
| Confidentiality | 16 |
| Conflict of Interest | 16 |
| Inspections/Searches | 17 |
| Reporting Irregularities | 17 |
| Personal Property | 17 |

| | |
|---|----|
| <u>HEALTH, SAFETY, AND SECURITY</u> | 18 |
| <u>Drug and Alcohol</u> | 18 |
| <u>Safety</u> | 18 |
| <u>Workers' Compensation</u> | 19 |
| <u>Security</u> | 19 |
| <u>EMPLOYMENT SEPARATION</u> | 19 |
| <u>Resignation</u> | 19 |
| <u>Termination</u> | 19 |
| <u>Return of Library Property</u> | 20 |
| <u>Computer Equipment Policy</u> | 20 |
| <u>ACKNOWLEDGEMENT</u> | 22 |

INTRODUCTION

WELCOME TO BOONE COUNTY LIBRARY!

We want you to feel that your association with the Library will be a mutually beneficial and pleasant one. You have joined an organization that has established an outstanding reputation for quality services. Credit for this goes to every one of our employees. We hope you too, will find satisfaction and take pride in your work here.

HANDBOOK PURPOSE

This Employee Handbook has been prepared to inform you about the Library's philosophy, employment practices, policies, the benefits provided to you as a valued employee, as well as the conduct expected from you. While this handbook is not intended to be a book of rules and regulations, it does include some important guidelines about which you should know. Except for the at-will employment provisions, the Handbook can be amended at any time.

This Employee Handbook will not answer every question you may have, nor would we want to restrict the normal question and answer interchange among us. It is in our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

The Library maintains a Policy Manual covering such things as the Facilities Use Policy, Circulation Policy, Collection Development Policy, Computer Use Policy and others. A paper copy of these policies is kept at the Circulation Desk and is accessible in the Library Supervisors office, and on the staff information bulletin. A current version is also available on the staff share drive of the Library's network. All employees are responsible for reading and following these policies in transacting Library business.

We hope this guide will help you feel comfortable with us. We depend on you – your success is our success. Please don't hesitate to ask questions. Your supervisor will gladly answer them. We believe you will enjoy your work and your fellow employees here. We also believe you will find the Library a good place to work.

No one other than the Boone County Library Board and the Library Director may alter or modify any of the policies in this Employee Handbook. No statement or promise by a supervisor, manager, or department head is to be interpreted as a change in policy, nor will it constitute an agreement with an employee.

Should any provision in this Employee Handbook be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Handbook, but only the subject provision.

We ask that you read this guide carefully, become familiar with the Library and our policies, and refer to it whenever questions arise.

EMPLOYMENT

EQUAL EMPLOYMENT

It is the established policy of Boone County Library to provide equal employment opportunities to all qualified persons and to administer all aspects and conditions of employment without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical or mental disability, medical condition, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. Equal employment opportunity includes, but is not limited to, employment, training, promotion, demotion, transfer, leaves of absence, and termination.

Applications. Applications for employment will be accepted from any person who wishes to apply upon approved forms provided by Boone County Library. Applicants who are residents of the county will be given consideration over non-residents, all other qualifications being equal.

BACKGROUND CHECKS

Prior to making an offer of employment, the Library may conduct a job-related background check. A comprehensive background check may consist of prior employment verification, professional reference checks, education confirmation, and / or criminal record and credit checks. Third-party services may be hired to perform these checks.

AT-WILL NOTICE

The contents of the Employee Handbook are presented as a matter of information. Except for the at-will employment provisions, the Handbook can be amended at any time. The Handbook, the plans, policies, and procedures described herein and the language used herein, are not intended to create, or is it to be construed to constitute, a contract between the Library and any or all of its employees. Likewise, neither is this Employee Handbook, the plans, policies and procedures described herein, nor the language used herein, intended to be or is, a guarantee or promise of employment or continuing employment.

You are not hired for any definite or specified period of time even though your wages are paid regularly. You are an at-will employee of the Library and your employment can be terminated at any time, with or without cause and with or without prior notice. Library policy requires all employees to be hired at-will. There have been no implied or verbal agreements or promises to you that you will be discharged only under certain circumstances or after certain procedures are followed. There is no implied employment contract created by this Handbook or any other Library document or written or verbal statement or policy.

INTRODUCTORY PERIOD

Your first ninety (90) days of employment at the Library are considered an introductory period. This introductory period will be a time for getting to know your fellow employees, your supervisor and the tasks involved in your job position, as well as becoming familiar with the Library's policies, procedures, collection and services. You will receive a Job Description, and a supervisor will work closely with you to help you understand the needs and processes of your job.

During this introductory period, the Library will evaluate your suitability for employment, and you can evaluate the Library as well. At any time during this first ninety days, you may resign. If, during this period, your work habits, attitude, attendance, performance, or other relevant factors do not measure up to our standards, we may release you.

Please understand that completion of the introductory period does not guarantee continued employment for any specified period of time, nor does it require that an employee be discharged only for cause. Please also understand that completion of the introductory period does not imply that you now have a contract of employment with the Library, other than at-will. Completion of the introductory period does not alter the at-will employment relationship.

A former employee who has been rehired after a separation from the Library of more than one year is considered an introductory employee during their first 90 days following rehire.

If an employee has any question as to whom the supervisors are and their role at the Boone County Library, they should immediately ask the Director. Supervisors are Director, Assistant Director, Library Manager, Children's Department Manager & Clerk I in that order.

JOB VACANCIES

It is the policy of the Library to promote qualified individuals from within when appropriate rather than to select persons from outside the organization to fill vacancies in established positions or to fill newly created positions.

JOB POSTINGS

When job openings occur, the Library will, at its discretion, post those openings in order to provide Library employees the opportunity to submit their applications.

TRANSFERS

Management reserves its right to place employees where and in whatever jobs it deems necessary. All job transfers, job changes, reassignments, promotions or lateral transfers are at the discretion of the Director.

EMPLOYMENT OF RELATIVES (NEPOTISM)

The Library does not have a general prohibition against hiring relatives. However, a few restrictions have been established to help prevent problems of safety, security, supervision and morale.

While we will accept and consider applications for employment from relatives, close family members such as parents, grandparents, children, spouses, brothers and sisters, or in-laws, generally may not be hired into positions where they have access to sensitive information regarding a close family member, or if there is an actual or apparent conflict of interest.

CONDUCT AND BEHAVIOR

GENERAL GUIDELINES

Orderly and efficient operation of the Library requires that employees maintain proper standards of conduct and observe certain procedures. These guidelines are provided for informational purposes only and are not intended to be all-inclusive. Nothing herein is intended or shall be construed to change or replace, in any manner, the "at-will" employment relationship between the Library and you. The Library views the following as inappropriate behavior:

- (1) Negligence, threatening, carelessness or inconsiderate treatment of fellow employees, Library users and / or their matters / files.
- (2) Theft, misappropriation, misuse or unauthorized possession or use of property, documents, property, records or funds belonging to the Library, or any library user or employee; removal of same from Library premises without authorization.
- (3) Divulging confidential information, of any kind, to any unauthorized person(s) or without an official need to know.
- (4) Unauthorized access to Library records or property
- (5) Obtaining unauthorized confidential information pertaining to library users or employees.
- (6) Changing or falsifying Library records, personnel or pay records, including time sheets without authorization.
- (7) Willfully or carelessly damaging, defacing or mishandling property of a library user, the Library or other employees.
- (8) Taking or giving bribes of any nature, or anything of value, as an inducement to obtain special treatment, to provide confidential information or to obtain a position. Acceptance of any gratuities or gifts must be reported to Management.
- (9) Entering Library premises without authorization outside of normal operating hours.
- (10) Willfully or carelessly violating security, safety, or fire prevention equipment or regulations.
- (11) Failure to observe safety rules or procedures
- (12) Rude, discourteous, or unprofessional behavior; creating a disturbance on Library premises or creating discord with Library users or fellow employees; use of abusive language.
- (13) Insubordination or refusing to follow instructions of the immediate supervisor or

- management; deliberate attempts to undermine a supervisor's or Library Director's authority; unsatisfactory work performance; refusal or unwillingness to accept a job assignment or to perform job requirements.
- (14) Failure to observe scheduled work hours, failure to contact supervisor in the event of illness or any absence within thirty (30) minutes of the scheduled start of work; failure to report to work when scheduled; excessive absenteeism; unauthorized or excessive use of sick leave or any other leave of absence.
 - (15) Leaving the office during scheduled work hours without permission; unauthorized absence from assigned work area during regularly scheduled work hours.
 - (16) Sleeping or loitering during regular working hours.
 - (17) Recording time for another employee or having time recorded to or by another employee.
 - (18) Use or possession of intoxicating beverages or illegal use or possession of narcotics or drugs, on Library premises during working hours or reporting to work under the influence of intoxicants or drugs so as to interfere with job performance.
 - (19) Unauthorized possession of a weapon on Library premises.
 - (20) Falsification of Library records, including employment applications, time sheets, medical or employment history.
 - (21) Unlawful or unprofessional conduct, on or off Library premises, which adversely affects the Library services, property, reputation or goodwill in the community, or interferes with work.
 - (22) Eavesdropping will not be tolerated.
 - (23) Employees responsible for purchasing are required to obtain prior approval from the Director or designated supervisor. Receipts are to be submitted to the Director, Assistant Director or other designated supervisor within 48 hours.

ANTI-HARASSMENT

The Library affirms its commitment to provide a work environment free from intimidation and harassment. Abuse of the dignity of anyone through ethnic, racist or sexist slurs or through other derogatory or objectionable conduct is offensive behavior. If you harass a fellow employee or Library user because of race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, age, or any other protected classification, in accordance with applicable federal, state, and local laws, you will be subject to disciplinary action, including discharge. Likewise, if you feel you have been the object of harassment or intimidation based upon the aforementioned, you are to advise your supervisor, follow the normal open-door policy or, in the event of sexual harassment, institute the procedure indicated below.

Sexual harassment is a form of sex discrimination, which includes gender-based harassment of a person of the same sex as the harasser. It is the express policy of the Library that sexual harassment of employees or Library users, by you or agents of the Library, is unacceptable and will not be tolerated. Unwelcome or unwanted sexual advances, requests for favors or other visual, verbal or physical conduct will be deemed sexual harassment when:

- (1) Submission to such conduct is explicitly or implicitly a condition of employment;
- (2) Submission to or rejection of such conduct is used as the basis of employment decisions; and
- (3) Such behavior has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Whether a particular action or incident is a purely personal, social relationship without a discriminatory employment effect requires a factual determination. The Library further recognizes that allegations of this type of discrimination may have serious effects on innocent women and men. Therefore, the Library has devised two procedures to process a sexual harassment complaint. First, the normal complaint procedure as set forth herein may be utilized. Second, if the employee desires confidentiality, the following procedure may be requested:

- (1) Any employee who believes he or she has been the subject of sexual harassment should report the alleged act(s) promptly (within two working days) to a member of management or designee, giving details as related to the complaint.
- (2) Management or designee, upon receipt of the complaint, shall take immediate and appropriate steps to investigate the complaint. Confidentiality is mandatory to the maximum extent possible.
- (3) Following the investigation of the complaint, management or designee shall weigh the facts and determine the validity of the charge. If the complaint is determined to be valid, the offender(s) shall face immediate and appropriate disciplinary action based upon the severity of the charge. This may include written warning and/or suspension, and /or discharge. If the offender is a supervisor he / she may be demoted and/or discharged. If the complaint is found invalid, the complaining party may request Step 2 of the normal complaint procedure.

COMPLAINT PROCEDURE

The Library Director subscribes to the open door policy. You may bring a particular complaint to the Library Director and your supervisor for resolution. When matters cannot be handled on an informal basis, the Library has established a formal procedure for a fair review of any work related controversy, dispute or misunderstanding. A complaint may be brought by one or more employees concerning any work-related problem where the complaint has not been satisfactorily resolved in an informal manner.

Step 1 – The complaint must be submitted in writing to the Director or designee within three (3) working days of the incident. The complaint must specify details of incident/complaint. A written request for a meeting must be submitted simultaneously. Generally, a meeting will be held within three (3) working days of the employee's request depending upon scheduling availability. Witnesses will be allowed as necessary. If the problem is not resolved during this meeting the Director or designee will give the employee a written resolution within three (3) working days. If the employee is not satisfied, the employee may proceed to Step 2.

Step 2 - If the employee is not satisfied after Step 1, the employee may submit a written request for review of the complaint and Step 2 solution to the Library Board Chair. Such a request must be made within three (3) working days following the receipt of the Step 1 resolution. The Library Board will review the complaint and proposed solution and may call a further meeting to explore the problem. When a meeting is required the issue will be placed on the agenda for the next board meeting with consideration of the following: room size, files or evidence required and witnesses for all parties involved availability. The meeting will be attended by the Board, the Director, the employee concerned, the employee's immediate supervisor, and any other employee of the Library whom the aggrieved employee, director or supervisor chooses. The Library Board will render the final decision within ten (10) working days after receiving the Step 2 request, assuming scheduling availability. The decision will be given to the employee in writing and will become part of the employee's record.

PERFORMANCE EVALUATION

Job Description. All employees will receive a Job Description at the time of employment. The Job Description is a general outline of job responsibilities. It is not all-inclusive and may contain items for which an employee is not assigned. You will receive an appraisal of your job performance based on your Job Description upon the completion of one year of employment and annually thereafter. This evaluation may be either written or oral. Such evaluation may not occur exactly on the anniversary date, but thereabout, at the discretion of management.

If in this appraisal you are given an evaluation sheet or other written document, you will be required to sign it. Your signature does not necessarily indicate that you agree with all the comments, but merely that you have had the opportunity to examine the evaluation and fully discuss the contents of it with your supervisor. The completed and signed evaluation form will be placed in your personnel file. You will receive a copy of the performance evaluation.

Pay increases are based on Quorum Court rulings. Performance evaluations are an important element in the employees review. In addition to the formal annual review, informal counseling sessions may be conducted from time to time.

CORRECTIVE ACTION

A high level of job performance is expected. You will be evaluated annually based on the performance of your duties as outlined in your Job Description. In the event that your job performance does not meet the standards established for your position, you should seek assistance from your supervisor to attain an acceptable level

of performance. If you fail to respond to or fail to make positive efforts toward improvement, corrective action may ensue, which can include termination of employment.

It is the policy of the Library to regard discipline as an instrument for developing total job performance rather than as punishment. Corrective action is one tool the Library may select to enhance job performance. The Library is not required to take any disciplinary action before making an adverse employment decision, including discharge. Corrective action may be in the form of a written or oral reprimand, notice(s) of inadequate job performance, suspension, discharge or in any combination of the above, if the Library so elects. The Library reserves its prerogative to discipline, and the manner and form of discipline, at its sole discretion.

If you violate established Library procedures, guidelines, or exhibit behavior that violates commonly accepted standards of honesty and integrity or creates an appearance of impropriety, the Library may elect to administer disciplinary action, such as being written up, given the day off without pay, and or dismissed.

When employees are written up; the procedure taken is as follows:

1. Written Verbal Warning
2. First Formal Warning
3. Second Formal Warning
4. Disciplinary action: demotion, suspension or termination

Disciplinary action is to be administered by the Library Director. Any supervisor may write up an employee. As soon as possible, the supervisor must inform the Director of the event and submit the write up to the Director. The Director will place the write up in the employees personnel file.

PROMOTIONS

The Library provides opportunity for your advancement within the Library if advancement opportunities are available. Accordingly, present employees of the Library may be considered for promotions and may be preferred for promotion before any new employees are hired to fill vacancies that may arise. Of course the Library retains sole discretion to determine the factors to be applied in any promotion decision, and the relative weight of the factors.

DEMOTION

Demotion is a reduction in responsibility accompanied by a reduction in salary. If and when a demotion occurs, you may maintain your seniority with the Library.

WORK ASSIGNMENTS

In addition to specific duties that may accompany an individual's job responsibilities, each job also includes "and other assigned duties." From time to time, you may be required to perform duties or tasks of a fellow employee who is absent or for a position that is temporarily vacant. You will be compensated at your regular rate of pay while performing other assigned duties on a temporary basis.

Grievance Procedures Policy

Grievances

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

Letters of grievance

All employees may communicate a grievance to the Board at any time. Such letters must be signed and must include:

- Any written communication between the employee and his/her supervisor concerning the matter.
- The employee's written communication with the Director giving notice of the concern.
- The Director's written response to the concern.

Grievance letters will be addressed to the president of the Board of Directors. A copy of any letter of grievance must be sent to the Library Director. The president of the Board will reply within thirty days. The grievance letter and the Board's reply will become a part of the employee's personnel file.

Grievance hearings

Before a grievance hearing will be granted by the Board, the staff member must produce evidence that the staff member has attempted to resolve the matter within the Library's established organizational structure. All such attempts will be documented in writing and will include:

- Any written communication between the employee and his/her supervisor concerning the matter.
- The employee's written communication with the Director giving notice of the concern.
- The Director's written response to the concern.

The employee's written request for a hearing before the Board must:

- Clearly state the issue that will be discussed with the Board.
- Establish that no reasonable and satisfactory solution has been reached.
- Suggest a reasonable solution for the Board to consider.

If a grievance hearing is granted, the employee will appear before the Board of Directors at the next regularly scheduled meeting. If the employee intends to provide witnesses, the names of such witnesses will be communicated to the chairman no later than three calendar days prior the meeting.

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

Grievance hearings concerning personnel matters may be held in open or closed session at the Board's discretion.

After the hearing, the chairman of the Board of Directors will provide a written response to the employee within thirty days. Any decision or response by the Board is final.

All parties are bound by confidentiality and will not share information about grievances except with those persons who in the discretion of the Library Director have a legitimate need to know. All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

BENEFITS

HOLIDAYS

Normally Boone County Library is open six days a week to serve its users; however, it does close for the following holidays:

| | |
|---------------------------------------|--|
| New Year's Day | January 1 st |
| Martin Luther King, Jr. Birthday..... | Third Monday in January |
| President's Day..... | Third Monday in February |
| Memorial Day..... | Last Monday in May and the preceding Sunday |
| Independence Day..... | July 4th |
| Labor Day | First Monday in September and the preceding Sunday |
| Veteran's Day | November 11 |
| Thanksgiving..... | Fourth Thursday in November and the following Friday |
| Christmas..... | December 24 and 25 th |
| Employee's Birthday..... | Birth Month |

The Boone County Library follows Boone County Employment Policy for all categories below. The Policy is stored at the Circulation Desk, Directors Office, Boone County Judges office and Boone County Clerk's office.

VACATION

SICK LEAVE

JURY DUTY OR WITNESS LEAVE

MATERNITY LEAVE

MILITARY LEAVE

PERSONNEL RECORDS

EMPLOYEE BENEFITS

MEDICAL INSURANCE

RETIRE

BEREAVEMENT LEAVE

FAMILY MEDICAL LEAVE

TEMPORARY DISABILITY LEAVE

TERMS OF EMPLOYMENT

WORKPLACE GUIDELINES

OVERTIME/COMPENSATORY PAY

The Library must pay overtime at a minimum in accordance with the Fair Labor Standards Act, 29 U.S.C. 201, et. Seq. ("FLSA"). Employees will be granted compensatory time off at the rate of one hour off for each overtime hour worked. Time and one-half for all hours worked in excess of a 40-hour workweek. For purposes of calculating the forty (40) hours, only those hours actually worked, excluding all paid time off will be included. Overtime may be worked by non-exempt employees only with prior approval of the Library Director, immediate supervisor or other designated employee. Employees working unauthorized overtime may be disciplined. In the sole discretion of the Library, overtime compensation may be paid or granted as compensatory time. Employees must try to use all compensatory time within the pay period earned. All compensatory time due shall be taken within the calendar year it is earned. Compensatory time may be used with the approval of the Library Director, immediate supervisor or other designated employee. When compensatory time is accrued, employees must provide documentation with their timesheets specifying reason, date and amount of pay accrued. The Boone County Library adheres to the policy of the Boone County.

MEAL PERIODS

Employees working more than (7) hours are entitled to take a non-compensated meal period each workday of one (1) hour. Your one-hour meal period should be taken between the hours of 11:30 p.m. and 2:30 p.m. as scheduled by your supervisor.

No employee will be scheduled to work more than five (5) consecutive hours in a workday without taking a meal period. Any employee who is scheduled to work not more than six (6) hours in any workday may, by mutual agreement between the Library and the employee, work without a meal period.

BREAKS

Employees may take a fifteen-minute rest period during each 3.5 hours; it is the employee's responsibility to seek their supervisor for appropriate times.

ATTENDANCE / TARDINESS

Your attendance is important. Unsatisfactory attendance, including tardiness and leaving work early, is unacceptable.

If you are ill, injured or an unexpected emergency arises which prevents you from coming to work, you must notify your supervisor no later than thirty (30) minutes prior to the start of your scheduled work day. If your supervisor is not available, you should

contact a member of management. If you are physically unable to contact the Library, you should direct another person to make the contact on your behalf.

When you call in absent, you are to advise the Library of your expected date of return. Management reserves the right to require proof of illness, injury or accident, including a doctor's statement(s) or notice(s), for any temporary disability.

Repeated absences, excessive absences (excused or unexcused) or a pattern of absences are unacceptable. If you are absent for three (3) consecutive days and have not provided proper notification, the Library will assume that you have abandoned your position and you may be treated as having voluntarily terminated your employment with the Library.

If you become ill at work, notify your supervisor immediately. If you are unable to perform your job, you will be either sent to a doctor or your home. You will be paid only for time actually worked and may receive paid sick time if eligible.

Excessive tardiness, whether excused or unexcused, is unacceptable. The Library does not categorize tardiness as excused or unexcused. If you are tardy, your wages will be reduced by the amount of time you are tardy, calculated in whole minutes according to the Library's time clock.

All absences are to be arranged for as far in advance as possible. This includes vacations and time off for other reasons.

Employees who use all of their allotted sick time for the year may not make up the time (including doctor's appointments). Vacation time pay may be used for sick leave when all sick leave has been used.

INCLEMENT WEATHER

In case of inclement weather, the Boone County Library Director will determine whether or not the Library will close, taking into consideration the safety of employees and Library users. Opening may be delayed in the interest of staff and patron safety when the parking lot will not be cleared by normal opening time. Delayed opening, closing, or early closing to enable employees to reach home safely will be called in to local news media and will be posted on the website and in the Library when possible.

Library staff must use their own judgment as to whether they can travel safely. Full time employees will be paid for days when the Library is closed; but if they are unable to travel safely when the Library is open, they may use vacation or comp time to make up for the time lost. Part-time employees will have the opportunity to make-up missed time.

PERSONAL APPEARANCE & CONDUCT

Library users are entitled to be treated with courtesy, patience and appropriate deference. You are to treat all Library users with the utmost courtesy. You will not under any circumstance treat any co-employee or patron with disrespect, if a patron is beyond control the Supervisor and or the Director must be called.

Since Library users tend to think in terms of the individual employees with whom they come in contact with at the Library, the way you perform your job and treat the individual will determine, in part, his/her satisfaction with the Library. A good employee will approach his/her job duties and responsibilities with a positive attitude and respect. A neat personal appearance and good grooming habits reflect respect for yourself and your workplace.

Expensive clothing is not necessary for a well-groomed appearance. You are to wear clothing appropriate for a professional business office. If you have any questions, you should contact your supervisor.

CONFIDENTIALITY

The rule of thumb to remember is that all information gathered by, retained or generated by the Library is confidential. There shall be no disclosure of any confidential or personnel information to anyone outside the Library without the appropriate authorization. Library databases are confidential. Employees are allowed to view records for work purposes only. They are not allowed to view any records for personal reasons or any non-work related reason. You will not discuss or divulge any Boone County Library matters among Employees, Volunteers, family, or friends.

It is your duty and responsibility to safeguard all confidential information. This includes the dissemination of information by any available means, including but not limited to telephone, fax and e-mail or any other social media. When any inquiry is made regarding an employee or any former employee, the inquiry must be forwarded to your supervisor without comment on your part. When any inquiry is made regarding any library user, the inquiry must be forwarded to management.

Confidential information shall be disclosed and/or discussed only on a "need to know" basis. Conversation of a confidential nature must never be held within earshot of the public or Library users. Employees may not purposefully eavesdrop on supervisors.

Gossip will not be tolerated; all information pertaining to the operation of the library or staffing matters will remain with the Director or your supervisor.

CONFLICT OF INTEREST

The Library is judged by the collective and individual performance of its officers and employees. The Library has a particular interest in preserving its reputation and the reputation of its employees for the utmost honesty and integrity. Thus, the Library holds itself and its employees to the highest standards of lawful and ethical conduct.

Therefore, you must be very careful that your relationship with Library users or vendors or other activities do not subject you or the Library to question or undue criticism. You must refrain from engaging in any activity that could be in conflict with your status as a Library employee. This includes the use of your position with the Library for personal profit or advantage or entering into transactions or relationships where it may appear you have a conflict of interest, are improperly benefiting from your affiliation with the Library, or are violating laws governing fiduciary relationships. Good

judgment and common sense are to supplement these provisions to avoid even the appearance of impropriety. To the extent there is a conflict or ambiguity between permissive conduct and that which is not permitted, the latter shall have precedence.

If you question the propriety of a transaction or activity, you should seek guidance from your supervisor or a member of management of the Library. If necessary, you should seek written approval.

INSPECTIONS / SEARCHES

Any items or parcels taken out of or off Library premises or property are subject to inspection/search. Your desk, workstation, work area, computer terminal, memory, files, etc. and your voice mail are subject to inspection/search at any time. The Library may monitor any telephone conversation you have on Library owned or controlled equipment, premises or property. While on Library premises or property, your vehicle, meal containers, purse, etc., as well as your person, are subject to inspection/search at any time without notice.

You are prohibited from placing any passwords or restrictors on any document, computer or computer software without the prior authority of management. Any password or restrictor must be revealed to and maintained by a second authorized source. Removing, changing, deleting or erasing any Company information, without the appropriate authorization, is strictly prohibited.

REPORTING IRREGULARITIES

It is the responsibility of each employee of the Library to report, immediately, any and all irregularities indicating actual or suspected existence of a loss, fraud, embezzlement or similar impairment of Library funds or property, or suspicious persons or activity.

If you have actual or constructive knowledge of any irregularity, and do not report it to your supervisor, you have engaged in unacceptable job performance.

PERSONAL PROPERTY

The Library is not liable for lost, misplaced or stolen property. You should take all precautions necessary to safeguard your personal possessions. You should refrain from having your personal mail sent to the Library because mail may be automatically opened.

Your work area and any other Library property are subject to inspection / search at any time, with or without notice. Desks and office areas are to be kept as neat and organized as possible.

HEALTH, SAFETY, AND SECURITY

DRUG AND ALCOHOL

Substance abuse is incompatible with health, safety, and efficiency, and discourages drug and alcohol abuse by its employees. The Library has a vital interest in maintaining safe and efficient working conditions for its users and employees. Employees who are under the influence of a drug or alcohol on the job compromise Library interests, endanger the health and safety of others, and can cause a number of other work-related problems, including absenteeism and tardiness, substandard job performance, increased workloads for coworkers, and disruptive behavior. Any identified abuse of drugs or alcohol, or being under the influence of same during working hours will be grounds for discipline up to and including termination.

For the safety of employees and Library users, the Library reserves the right to test any employee for the use of illegal drugs or alcohol. This may be done in cases where the employee's job carries a risk of injury or accident due to such use, or there is an apparent inability to perform the requirements required of that position. Specific jobs may, at the Library's discretion, require regular drug testing. Such a test may be conducted after an accident or with probable cause of impairment while on the job. Under those circumstances the employee may be driven to a certified lab, at the Library's expense, for the drug test.

Any employee found to use, sell, possess or distribute any illegal or unauthorized drugs (including excessive quantities of prescription or over-the-counter drugs) while on the Library premises, performing Library-related duties, or while operating any Library equipment, is subject to immediate termination. Any suspected illegal drug confiscated will be turned over to the appropriate law enforcement agency.

Any employee taking medication should consult a medical professional to determine whether the drug may affect his or her personal safety or ability to perform the essential functions of the job and should advise his or her supervisor of any job limitations. Upon notification of job limitations, the Library will make reasonable efforts to accommodate the limitation.

SAFETY

In the event you become injured or witness an injury during your work hours, you are to report it immediately to the nearest available management personnel. You are to render any assistance requested by your management. Any questions asked by law enforcement or fire officials making an investigative report should be answered giving only factual information and avoiding speculation. Liability for personal injury or property damage should never be admitted in answering an investigatory question asked by law enforcement or fire officials. You must report all nonfunctioning hazardous equipment to supervisors immediately.

WORKERS' COMPENSATION

The Library provides insurance for all work-related injuries or illness. The name of the Library's workers' compensation insurance carrier and other pertinent information is available in the Administrative Office. The carrier governs all insurance benefits provided by the Library. These contracts shall not be limited, expanded or modified by any statements of Library personnel or Library documents. Any discrepancies shall be determined by reference to the insuring contracts.

SECURITY

It is the intent of the Library to provide a safe workplace for employees and to provide a comfortable and secure atmosphere for Library users and others with whom we do business. The Library has zero tolerance for violent acts or threats of violence.

The Library expects all employees to conduct themselves in a non-threatening, non-abusive manner at all times. No direct, conditional or veiled threat of harm to any Library user, employee, or Library property will be considered acceptable behavior. Acts of violence or intimidation of others will not be tolerated. Any employee who commits, or threatens to commit a violent act against any person while on Library premises will be subject to immediate discharge.

Employees within the library share the responsibility in identification and alleviation of threatening or violent behaviors. Any employee who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, should immediately report this information to their supervisor or a member of management. Any threat reported to a supervisor should be brought to the attention of the Boone County Director or designated person in charge. All reports will be carefully investigated by the Boone County Director, and employee confidentiality will be maintained to the fullest extent possible.

EMPLOYMENT SEPARATION

RESIGNATION

Employees are requested to provide a minimum of two (2) weeks written notice of their intent to resign. Your notice of resignation to voluntarily terminate employment with the Library should be submitted to your supervisor or a member of management. An exit interview may be requested.

TERMINATION

All employment with the Library is "at will" employment. This means that you have not been hired for a specified duration, but that you can terminate your employment or the Library can terminate your employment at any time, with or without cause, and with or without prior notice. Your at-will employment status can only be changed by a written agreement between you and the Library, signed by both you and an Officer of the Library.

Upon separation of your employment you are to remove your personal possessions. You will be paid for all unused vested vacation time. Upon separation, you are not entitled to severance pay or grievance proceedings.

RETURN OF LIBRARY PROPERTY

Any Library property issued to employees, such as computer equipment, keys, or tools, must be returned to the Library at the time of termination. Employees will be responsible for any lost or damaged items. Items checked out during employment must be returned. Previous employees may then check out items as a patron of the library. Any item not returned could result in legal action, and/or final check withheld.

COMPUTER EQUIPMENT POLICY (ELECTRONIC ASSETS USAGE)

Library computer workstations and resources are provided for use by the library employees to further the library's mission and enhance productivity. All employees are responsible for using the library's computing resources in an efficient, ethical, and lawful manner.

The Library provides computer equipment E-mail to facilitate business communications. Employees are encouraged to use the Library's computer and E-mail systems in a professional manner in order to improve business efficiency, subject to the terms set forth herein. Although the computer and E-mail systems are intended for business use, the Library recognizes that computers and E-Mail may occasionally be used for personal reasons. The use of the Library's computer and E-Mail systems for personal reasons should be kept to a minimum, should not interfere with the Library's business operations, and should conform to the terms of this policy. Misuse of computer and E-Mail systems may result in disciplinary action up to and including termination, as well as legal action. Computer systems hardware, as well as all messages composed, sent or received on the E-Mail system are the exclusive property of the Boone County Library. All documents, information, and data created, stored, and/or copied to the Library's computer system are the property of the Library and may not be copied or in any form transmitted to any third party, other than in the ordinary course of business on behalf of the Library. Employees are cautioned that E-Mail systems do not provide complete confidentiality, and that Library employees have no right to privacy when they use the Library's computer equipment or E-Mail system. Library employees are personally responsible for content they publish on blogs and social networking sites, and can be held responsible for defamation, libel, harassment, etc. The Library has the right to require employees to immediately remove any postings harmful to the Library or which represents the Library, its board, trustees, employees or patrons in an unfavorable light. Employees who publish such content may be held responsible by the Library, even when the published content is not related to work.

The Library has the right to access, monitor and disclose the materials viewed, the contents of any file or electronic message composed, sent, received, or in any way stored in the Library's computer and E-Mail systems, for any business purpose, including to determine whether there have been any breaches of security, violations of Library policy, or other computer or E-Mail system misuse. The Library's policies against harassment and discrimination apply fully to the use of the E-Mail system. Employees are further prohibited from using the Library's computer or E-Mail systems to display or

transmit sexually explicit images, messages or cartoons, or any electronic communication that is political or religious in nature. Violations of this prohibition will result in disciplinary action up to and including termination of employment. Use of the Library's computer and E-Mail systems must be in accordance with the law. The EMail system shall not be used to send or receive copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization. No software licensed to the Library shall be copied, loaned or otherwise duplicated without the express written permission of the Library. Violations of applicable laws may result in civil or criminal prosecution, and will result in disciplinary action up to and including termination of employment.

The use of the Library's computer equipment and E-mail system constitutes an employee's consent to all of the terms set forth herein. E-mail, voice mail, and print information on Library stationery are all considered to be the property of the Library, no matter what the original intent of the information. Personal messages, notes or information are not be stored on the computer, left in one's desk, or left on voice mail are property of the Library. Any document created by the employee is the property of the employer including but not limited to time sheets, desk logs, designs, artwork, displays and memos between employees. No other communication may be copied or removed from the building.

Computer and E-Mail passwords are the confidential and proprietary information of the Library. To prevent unauthorized access to computers and E-Mail messages, passwords should not be shared with anyone but the authorized user (s) and management.

ACKNOWLEDGEMENT

The undersigned acknowledges receipt of the Library's Employee Handbook.

The contents of the Employee Handbook are presented as a matter of information. Except for the at-will provisions, the Handbook can be amended at any time. I agree to read the Handbook and to follow the guidelines and policies set forth in the Handbook and any amendments to the Handbook along with the other policies and procedures of the Library.

It is specifically understood and agreed that the Handbook is for informational purposes only and is not intended to create a contract, nor is it a contract, of employment or continuing employment between myself and the Library. It is further understood that neither the Handbook nor any policy of the Library is a guarantee or promise of employment or continuing employment.

I understand that I am not being hired for any definite period of time even though my wages are paid regularly. I further understand that I am an at-will employee and my employment can be terminated at any time, with or without cause and with or without prior notice either by the Library or myself. No promises or representations have been made to me that I can be disciplined or discharged from my employment with the Library only under certain circumstances or after certain events.

Library policy requires all employees to be hired at-will and this policy cannot be changed except by a written document signed by me and an appropriate officer of the Library, specifically changing my at-will employment status. I have neither been requested nor have I signed any such document.

My at-will employment status with the Library has been fully explained and I have been given an opportunity to ask any questions regarding Library policies and my at-will employment status. No representative of the Library has made any promise or other statements implying employment will be other than what has been stated above.

Dated

Signature

Print Name

CELLULAR PHONES

Personal cell phones must be turned off or put away during an employee's working time. Employees may make and/or receive calls on personal cell phones during non-working time (i.e., the employee's scheduled break time/lunch time); however, these calls must be received and placed away from working and patron areas. Employees may make and receive local personal calls on the library's telephone during working hours if an emergency arises. If an employee has a family emergency situation where they need access during working hours to their cell phone, they should immediately discuss this with their supervisor. Some jobs require use of a cell phone; this will be at the discretion of the Director. These job positions will be allowed to have a cell phone on and with the employee during working hours; however, the phone is not to be used during this time for personal use (see above exclusions).

Employees while on duty must refrain from using cellular phones while operating a motor vehicle in a school speed zone or in a construction/maintenance speed zone. Drivers should not remove their eyes from the road to look for, reach or answer the phone. Avoid intense, emotional or complicated conversations while driving. Assess traffic conditions before making/answering a call. Do not utilize a cell phone in heavy traffic conditions, inclement weather or in unfamiliar terrain. Give driving your full attention. Do not take notes or look up phone numbers while driving. Do not compose, send, or read electronic messages while operating a motor vehicle.

Failure to adhere to this policy, including the safety rules, can result in severe discipline, up to and including termination of employment.

Approved 7-27-17