

**Personnel Policies**  
**Wells Branch Community Library**

**Updated November 2019**

# Approval

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Faye Cormier  
President, Board of Trustees  
Wells Branch Community Library

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Date

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Ralph Simon  
Vice President, Board of Trustees  
Wells Branch Community Library

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Date

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Lindsay Martinez  
Treasurer, Board of Trustees  
Wells Branch Community Library

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Date

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Christine Bloemsma  
Secretary, Board of Trustees  
Wells Branch Community Library

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Date

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Kim Belcik  
Board of Trustees  
Wells Branch Community Library

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Date

## ACKNOWLEDGMENT

I have received a copy of the personnel policy of the Wells Branch Community Library District, and I accept the policies stated therein and agree to abide by them. I understand that the Library may find it necessary from time to time to review and make amendments to the above mentioned policy statement and other library documents as well. I will accept and abide by those amendments and/or new policies or procedures.

As Director of the Wells Branch Community Library, I understand it is my responsibility to ensure that the policies stated herein are uniformly implemented, without bias. When amendments to the policies in this document occur, I will inform the staff in an expeditious manner and ensure compliance with the policies.

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Director  
Wells Branch Community Library

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Date



# **INTRODUCTION**

## **Part I**

This policy is intended to outline and explain the Wells Branch Community Library's ("WBCLD") practices and to summarize current WBCLD benefits. Please refer to the actual plan documents for information and answers to specific benefit questions. This is not a contract. Neither the information in this manual, nor any other written or verbal communication by a WBCLD representative is intended to create a contract of employment or a warranty of benefits. The information in this policy may be amended, modified, deleted or otherwise changed by WBCLD's Board of Trustees without prior notice.

## **AT-WILL EMPLOYMENT**

Wells Branch Community Library District has an at-will employment policy, which means that the term of employment is for no definite period and may be terminated by Wells Branch Community Library at any time and for any reason, with or without cause or advance notice.

# PROFESSIONAL ATTITUDE AND CONDUCT

## Part II

### **Responsibilities towards the Community**

The staff's primary responsibility is to serve the public in a pleasant and efficient manner. Every employee plays an important role in developing and maintaining good public relations with the community. Each staff member has an important set of assigned duties; however, these duties should never be given priority when a patron is waiting to be served. All patrons regardless of race, color, religion, gender (including pregnancy, childbirth or related medical conditions), national origin, ancestry, age, physical disability, mental disability, veteran status, gender identification, genetic information, or sexual orientation

### **Responsibilities towards the WBCLD**

All employees owe a degree of loyalty to the WBCLD and should avoid making derogatory remarks about its staff, services or policies to the general public, including posts to social media. Any dissatisfaction should be resolved within the library setting and should be made known following the procedures set forth in this policy.

### **Responsibilities towards the WBCLD Board**

The WBCLD Board of Trustees, when in formal session, is the policy-making apparatus of the library district. The WBCLD Board welcomes input from individual staff members, but requests that it be directed through the Library Director.

### **Equipment**

All staff members should take care of library equipment, furnishings, and property.

### **Politics**

Federal and state laws prohibit an employee from using any official authority or influence to interfere with or to affect an election or nomination. WBCLD representatives may not legally coerce, command, or advise anyone to lend or contribute time, money, or anything else of value for political purposes. Advocacy for legislation that would benefit the WBCLD and the library is encouraged, but not required.

### **Fraud**

The WBCLD expects all employees, trustees, volunteers, associates, suppliers and contractors to be honest and fair in their dealings with WBCLD. Dishonest and/or illegal activity of any kind will not be tolerated.

The WBCLD will not tolerate the use of unethical business practices or violation of any law. All activity should stand the closest possible public scrutiny.

Employees are expected to report any suspected fraud, theft or corruption to the Library Director or a member of the Board of Trustees. All information will be dealt with fairly and confidentially, and WBCLD will make every effort to protect the identity of the person(s) providing the information.

WBCLD will process all information as efficiently as possible, conducting any and all investigation deemed necessary by the Board of Trustees. Anyone found to be responsible for fraud, theft or corruption will be dealt with firmly and quickly.

Abuse of this process, including the intentional raising of unfounded or malicious allegations, will be addressed as a separate disciplinary matter.

### **Confidentiality**

The WBCLD subscribes to the Library Bill of Rights adopted by the American Library Association, which affirms that rights of privacy are necessary for intellectual freedom and are fundamental to the ethics and practice of librarianship. Therefore, no confidential information will be given to unauthorized persons without the individual's or district's written consent. Information concerning clients acquired from any source will be kept confidential and discussed only with appropriate staff. Failure to adhere to this policy is grounds for immediate disciplinary action.

### **Accidents and Emergencies**

All accidents or emergencies must be reported immediately to the Library Director or to the Board President or Vice President if the Director is unavailable. The appropriate accident/incident form will be filed within 48 hours. Any unsafe conditions that may be potential hazards should be corrected if possible and reported to the Library Director immediately. Each employee is responsible for following the proper procedures in case of fire or building evacuation, as well as knowing the location of the fire extinguisher and the first aid kit. The Library Director will conduct fire and/or safety drills and provide training on accident and emergency procedures.

# ORGANIZATION OF THE LIBRARY

## Part III

### Position Classification

Each position of the library system is classified according to levels of responsibility. Entry rate of pay will be made on the basis of the responsibilities of the position and the education and work experience required by the position.

### Review

All job descriptions found within the library system are subject to regular review at the initiative of the Director. Employees may also request a review of their job description and/or classifications by filing a written request with the Director.

### Definitions

Part-Time Employee — One who works less than 35 hours per week for more than three consecutive months.

Full Time Employee — One who works 35 hours per week for more than three consecutive months.

Probationary Employee — An employee who has not completed the initial probationary period.

Other Employee — One who works on a non-regularly scheduled basis.

Exempt Employee — An employee who is salaried and not eligible for over-time compensation as determined by the provision of the Fair Labor Standard Act.

Non-exempt Employee — An employee who is paid on an hourly basis and is eligible for overtime compensation (one-and-one-half times the normal hourly rate) after working 40 hours in a week. The WBCLD classifies the work week as Sunday to Saturday.



## **PROVISIONS FOR STAFF CONVENIENCE**

### **Part IV**

#### **Breaks**

One uncompensated fifteen-minute break is required for employees scheduled to work six sequential hours or more. The Library is a no smoking facility.

#### **Excused Absences**

The employee must contact the Director or manager as early as possible if he is unable to work his assigned shift and, if possible, arrange for appropriate coverage. The employee is responsible for following this procedure each day of absence in order to receive compensation. In exceptional cases, with the permission of the Director, this requirement may be waived.

#### **Paid Time Off (PTO)**

All PTO is accrued and measured based on an employee's Full Time Equivalent (FTE) as compared to a forty (40) hour work week. An employee who is scheduled to work 40 hours per week has an FTE of eight hours per day. An employee who is scheduled to work 15 hours per week has an FTE of 3 hours per day.

Full-time and part-time employees accrue 0.0577 hours of PTO per hour worked (15 FTE days per year) for year 1 through year 3; 0.0847 hours per hour worked (22 FTE days per year) for years 4 through 10; and 0.1155 hour per hour worked (30 FTE days per year) for years 11 or more.

Any employee who does not work their scheduled shifts must use earned PTO unless they are able to switch with another employee within the pay period. PTO can be used for vacations, illness, special observances, court leave, child care, bereavement, or any other personal reason.

Employees who will be absent from the library during a scheduled shift must get approval from the library director or designee in advance and make adequate coverage arrangements.

Employees who are unexpectedly absent due to illness or emergency must contact the library as early as possible. Emergency absences of three or more days or recurrent unexpected absences may require a doctor's certificate.

Employees may accumulate a maximum of 40 days of PTO. After the completion of three months of employment, upon employee resignation or termination for any reason other than cause, unused PTO will be compensated subject to the WBCLD's policy on notice of resignation. Any employee can request a print out of unused PTO.

Due to the nature of library work, certain departments have periods of time during which staff cannot take PTO. Additionally, PTO approval will be limited by management to periods when adequate coverage can be ensured and regular functioning and budgeting of the WBCLD will not be compromised. All PTO will be scheduled at the convenience of the library system and will not be officially confirmed until the Director approves a written request form.

PTO cannot be taken in increments of less than two hours and cannot exceed the employee's regularly scheduled hours for a pay period.

### **Transitioning from Vacation Time, Personal Time and Sick Time to PTO**

On December 29, 2019, all employees will transition from vacation and sick time to PTO. At that time, all vacation hours accrued that were eligible to carry over into 2020 will be transitioned into PTO at a rate of 1:1 (2 hours of vacation time become 2 hours of PTO). All sick hours accrued that were eligible to carry over into 2020 will be transitioned at a rate of 2:1 (2 hours of sick time become 1 hour of PTO).

### **Extended or Unpaid Leave of Absence**

The WBCLD Board has determined that employees are eligible for unpaid leave of absence if they have been employed by the WBCLD for the preceding 12 months, and have worked at least 1,250 hours during the past 12 months. Eligible employees are entitled to 12 workweeks of leave during a rolling 12-month period measured backward from the date the employee uses any extended leave for one or more of the following reasons:

- a. The birth of a child and to care for the newborn child within one year of birth;
- b. The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- c. To care for the employee's spouse, child, or parent who has a serious health condition;
- d. A serious health condition that makes the employee unable to perform the essential functions of his or her job;
- e. Any qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a covered military member on active duty or to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, child, parent, or next of kin.

Leave taken for serious health conditions may be taken on an intermittent basis when medically necessary. Intermittent leave and reduced schedule leave cannot be taken for birth, adoption, or foster care purposes, unless the employee and the Director agree otherwise in writing. The board must approve intermittent leave and reduced schedule leave for the Director.

The employee must use any accrued PTO for the first weeks of the absence.

An employee requesting leave is required to give 30 days' notice before the date leave is to begin, except when the need for leave is not foreseeable. When leave is related to a serious health condition, the employee must make a reasonable effort to schedule treatment(s) so as not to unduly disrupt the library's operations.

The WBCLD may require that a leave related to a serious health condition be supported by a certification issued by the health care provider of the employee or the employee's spouse, domestic partner, son, daughter, parent, or other individual for which the employee is the legal guardian, as appropriate.

If required by the federal Family and Medical Leave Act (the "FMLA") or under extraordinary circumstances, the WBCLD will hold a position for permanent staff who need to be absent for an extended period of time or beyond the employee's accrued time off. If an employee would have been laid off had the employee not been on a leave of absence, any right to reinstatement will be whatever it would have been had the employee not been on a leave of absence when the layoff occurred.

An employee on leave may remain a participant in the WBCLD's employee benefit plans throughout the duration of the leave, as if actively employed. The employee will be required to pay the same cost of coverage as if actively at work.

Employees should complete and submit for Director approval a written request for an extended or unpaid leave of absence.

Total time off, paid or unpaid, cannot exceed 12 workweeks in any rolling 12-month period.

The WBCLD is a public agency and, as such, meets the definition of a "covered employer" under the FMLA. However, by federal law the District cannot designate leave as "FMLA leave" because the FMLA only allows an employee's leave to be designated as FMLA leave if the employer employs 50 or more employees within 75 miles of that employee's worksite. The WBCLD is not required to offer extended, unpaid, family, or medical leave. Nevertheless, the WBCLD Board desires to provide such benefits and, therefore, has elected to voluntarily offer an extended or unpaid leave policy that is modeled on the FMLA. For this reason, there may also be some differences between the WBCLD's extended or unpaid leave of absence policy and FMLA leave under federal law.

## **Schedule Changes**

While recognizing that it is sometimes difficult to schedule personal obligations around work schedules, the administration's first priority is to maintain a high level of library service to the community. It is expected that staff will work their normal schedules, but exceptions in special circumstances may be approved in advance by the Director if the following criteria are met:

- A staff member provides the same level of service to the public without overtime.
- Assigned tasks are completed in the normal time frame.
- Schedule changes are limited to four hours or less.
- "Make up" time is scheduled within the two-week pay period of the schedule change to rebalance hours covered by other staff.

## **Staff Development**

The WBCLD encourages the development of staff members through attendance at professional or job-related workshops. Attendance at such activities, including travel time as necessary, will count as time on the job when approved in advance by the Director. The WBCLD will underwrite registration costs associated with attending professional conferences and seminars, which are

approved by the Library Director. Each year, the WBCLD may pay the membership dues of approved professional associations for specific librarians. The WBCLD may also underwrite expenses for appropriate staff associated with attending conferences and seminars for professional development. These expenses and hours worked must be in writing in advance by the Library Director.

Full-time, professional staff who have been employed at the WBCLD for a minimum of 6 months may, upon approval of the Director (or, in the Director's case, the Board of Trustees) be reimbursed for actual costs (less grants and scholarships) associated with higher education related to employee's position at the WBCLD. All costs must be included in the "Tuition Reimbursement Request" that is approved before the beginning of the course. Reimbursement will be made based on the pre-approved cost of the course(s) after proof of course credit has been submitted along with all applicable receipts. Associated administrative costs, such as transcript requests and application fees, are non-reimbursable. Potential students are encouraged to seek grants and/or financial aid and must submit a "Free Application for Federal Student Aid" to the school. If the employee leaves WBCLD employ within a year of reimbursement, the employee is expected to pay back any tuition-related reimbursement received within the last 12 months.

## **Expenses Reimbursement**

Employees will be compensated for reasonable expenses they incur while carrying out their official duties. For automobile mileage expenses, the rate will be the current IRS allowed rate. The option of a rental car should be researched and documented for all trips estimated to incur at least \$80 in reimbursement. If this research is not documented, an employee might not be reimbursed for the difference in cost. The employee must have a receipt for all expenses. All expenses must be turned in not more than 30 days after money is expended. The employee may obtain reimbursement forms from the Library Director.

## **Workplace Safety**

WBCLD is committed to providing and maintaining a healthy and safe work environment for all employees. The employees are required to know and comply with WBCLD's General Safety Rules and to follow safe and healthy work practices at all times. All employees must be familiar with and able to access the Safety and Disaster Plan documents, a copy of which is at each public desk. The employees also are required to report immediately to the Director (or a Trustee if the Director is unavailable) any potential health or safety hazards and all injuries or accidents. First aid supplies are located in the staff workroom in a first aid box. A fire evacuation plan is posted and extinguishers clearly identified.

## **Safety Rules**

Safety is to be given primary importance in every aspect of planning and performing all WBCLD activities. The WBCLD wants to protect the employee against injury and illness, as well as minimize the potential loss of productivity. Please report all injuries (no matter how slight) to the Director immediately, as well as anything that needs repair or is a safety hazard. The Director may post safety procedures in the work area.

## **BENEFITS PLANS**

### **Part V**

#### **Retirement Plan**

The IRS allows the WBCLD to offer a tax saving program, known as a Section 457 program, to eligible employees. With this program, employees may set aside earnings on a before-tax basis. The WBCLD makes a Section 457 program available to all full-time and part-time employees. All full-time employees are enrolled in the plan and 3% of their wages are automatically deducted. Part-time employees may enroll in the plan. Employees must declare the level of their contribution upon enrollment and may make 1 change during any calendar year. Employees may contribute up to 25% of their salary. The WBCLD will match 100% of employee contributions, up to 7.5% of the employee's salary. The plan vests over a four-year period. Contributions are made to the account generally one week after the pay date. The carrier who assists the WBCLD with this option can furnish details to any interested employee.

#### **Insurance**

All employees have the opportunity to participate in group insurance programs as offered by the WBCLD. Availability of the programs is conditioned upon funding and the existence of an eligible group of employees.

Eligibility will begin on the 1st day of the month following ninety days of employment.

NOTE: The following brief explanations of coverage do not replace the authentic plan descriptions and plan documents. Consult these sources and follow guidelines there or check with the insurance agent if any questions, problems, or disputes arise.

#### **Health Insurance.**

When possible, the WBCLD provides group health and dental coverage for permanent employees. Eligible employees who choose to participate will have a percentage of the premium deducted from their paycheck each pay period as dictated by the plan. Family members may also participate as long as the employee assumes 100% of the cost of the additional premium.

#### **Dental Insurance**

The WBCLD offers dental insurance coverage for eligible employees. Those who choose to participate will have a percentage of the premium deducted from their paycheck each pay period as dictated by the plan. Family members may also participate as long as the employee assumes 100% of the cost of the additional premiums.

#### **Vision Insurance**

The WBCLD offers vision insurance coverage for eligible employees. Those who choose to participate will have a percentage of the premium deducted from their paycheck each pay period as dictated by the plan. Family members may also participate as long as the employee assumes 100% of the cost of the additional premiums.

### **Life & Disability Insurance**

The WBCLD will offer life insurance and disability insurance for eligible employees. The standard life insurance benefit amount will be \$20,000. Disability insurance covers a portion of the employee's salary after a waiting period when the employee is unable to work as a result of a disability. These coverages are only available to employees who participate in the WBCLD's health and dental insurance plans. Eligible employees who choose to participate will have a percentage of the premium deducted from their paycheck each pay period as dictated by the plan.

### **Employee assistance plan**

The WBCLD shall provide for enrollment in the employee assistance plan ("EAP") for all permanent employees.

### **Workers' Compensation**

Workers' compensation coverage is provided to all employees for injury and illness that is a result of a job-related accident or conditions. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period. When an injury occurs on the job, the employee must notify the Director, manager on site, or a Trustee (first the President, then the Vice President) of the accident as soon as possible so coverage can be qualified.

Neither the WBCLD nor the insurance carrier will be liable for payment of workers' compensation benefits for injuries sustained during voluntary participation in off-duty recreational, social, or athletic activities.

### **Health Reimbursement Accounts**

When possible, the WBCLD provides health reimbursement accounts to eligible permanent full-time and part-time employees.

### **Holidays**

The following are paid holidays for scheduled full-time and part-time employees:

- January 1
- Easter Sunday
- Memorial Day
- 4th of July
- Labor Day
- Thursday & Friday of Thanksgiving
- December 24, 25 and 26

Holidays that fall within an approved absence period will not be charged to PTO.

Permanent employees will receive pay for a proportional number of hours (8 hours for a 40-hour per week employee) per holiday. Holiday hours will not accrue additional PTO or qualify the employee for overtime pay.

Upon management approval, the Library may close for additional dates, including the days surrounding a holiday or circumstances (such as inventory) that require the Library to be closed to the public. These dates are not eligible for regular holiday pay. Employees may request to use accrued PTO or to work at another time within the pay period for these dates.

Any employee who performs Library work on a day the Library is closed should record those hours on the employee's time sheet. This time is in addition to any hours for which the employee might be paid for the holiday.

### **Extreme weather or circumstances**

The Library Director, or in her absence the Board President or Vice President, has the option of closing the Library when extreme weather conditions occur or the facility is otherwise unsuitable for library services. No employee is paid for hours missed during these closings. Employees may submit a written request to the Director to put in extra hours on another day during the pay period, but this is not guaranteed. Employees may also use accrued PTO to make up the time.

# **EMPLOYMENT PRACTICES**

## **Part VI**

### **Recruitment**

The authority and responsibility for the selection and appointment of the Library Director rests solely with the WBCLD Board of Trustees. The Director recruits, selects, and supervises all other personnel and contractors or delegates these tasks to others.

### **Equal Employment Opportunity**

It is WBCLD's policy to provide equal employment opportunity for all applicants and employees meeting the minimum requirements for the position. WBCLD does not discriminate in hiring on the basis of race, color, religion, gender (including pregnancy, childbirth or related medical conditions), national origin, ancestry, age, physical disability, mental disability, veteran status, gender identification, genetic information, or sexual orientation. WBCLD also makes reasonable accommodations for qualified disabled employees. Finally, WBCLD prohibits the harassment of any individual based on the above criteria.

### **Performance Evaluations**

All permanent employees will receive regular written evaluations. Evaluations will be based on the employee's unique job description, critical success factors, and mutually agreed upon goals. Written reports will become permanent additions to the personnel file.

### **Accountability**

Each employee is responsible for certain assigned tasks. When tasks are not performed in a timely way by the designated staff member, fellow employees and the productivity of the Library are affected. While it is the responsibility of the Director to ensure that the employee has the necessary training and equipment to perform the task, it is the employee's responsibility to be a productive team member and to communicate to the Director any barriers to effectively accomplishing assigned tasks.

When an employee is not performing in a satisfactory manner, as determined by the Director, the following procedures may be followed:

- The Director schedules a private meeting with the employee to discuss the problem and to agree on a solution. The Director will summarize this discussion with a memo of record. Both the Director and the employee will sign this written document.
- If the Director and the employee cannot agree on a solution, the Director will provide the employee with a written description of the problem, and the Director's expectations of how it should be resolved.
- If the situation continues or is repeated, the employee may be disciplined appropriately. (See also Dismissals and /or Grievance Procedure)
- At any point in the process, the employee could be referred for evaluation to the EAP.

Nothing in this procedure will limit the right to terminate an employee at will.



## **Probation**

The probationary period will last for a minimum of three months from the date of employment. Time worked during the probationary period will count towards accumulation of PTO; however, no PTO may be used during the first three months of employment.

## **Punctuality and Timecards**

All employees should be in position at the Library and ready for work on time. Staff members going off duty should clearly and completely explain the work left to the staff members replacing them. If a staff member is to be absent from the duty area, coworkers should be notified. Timecards should indicate a start time that coincides with the employee's first act of business for the day and ends with the last. Employees are welcome to attend programs and make use of Library services in their personal time, but it is incumbent upon the employee to avoid work tasks outside of the assigned work schedule. Specific prior approval is necessary to work more than 15 minutes beyond an employee's regular work hours. Employees cannot volunteer their time to the Library.

## **Staff Computer and Other Devices Policy**

Employees are expected to use the e-mail, voicemail, and computer network systems for Library related work. Personal use should be limited and must not affect job performance. Library computers may not be used for illegal purposes or in support of illegal or harassing activities. Staff may not download files or software programs (freeware, shareware, or otherwise) to the Library's system without specific permission from the Director and may not load files or programs of any kind onto the system that are not necessary for library functioning. Staff may not use the computers for other inappropriate activities or to access inappropriate sites, including but not limited to: solicitations not related to the job, such as commercial ventures, promoting religious or political causes, accessing sexually explicit sites, online gaming, or online dating.

The WBCLD recognizes that other incidental or occasional personal communications may occur, including use of the Internet. Such occasional personal use is not prohibited if: it does not interfere with regular work; it does not generate a cost to the WBCLD or the Library; it does not have the appearance of being an official communication of the WBCLD or the Library; it is not disruptive or offensive to others; and it does not constitute the transmission of confidential information to unauthorized persons.

Personal use of computers or other devices that affects job performance will be handled at management's discretion. Inappropriate use of devices will be dealt with through disciplinary action.

Staff must consider the visibility of the computers at the circulation, information, and kids' desks and move to machines in the workroom or office if research is required on a subject that may not be appropriate for minors to view.

The WBCLD and the Library reserve the right to limit electronic communications, internet searching, copier use, library phone use, personal cell phone use, or other devices during work hours.

## **Disciplinary Action**

Employees may be disciplined for incompetence, rudeness to patrons and/or staff, noncompliance with the library's policies and procedures, unexcused/ excessive absences from duty, consumption of alcoholic beverages or illegal drugs while on duty at the library, or conduct which is deemed criminal under applicable law. Employees are also subject to disciplinary action for falsification of time records, or for the misrepresentation of information on their applications, or for other misrepresentation of job related responsibilities. If an employee is dismissed for cause, then all benefits, including accrued PTO, are forfeited.

Employees may also be dismissed at will.

A dismissal decision may be appealed by the employee through the grievance procedure.

## **Resignation**

The employee relationship is based upon mutual consent. The employee is free to terminate employment at any time, with or without reason. An employee who intends to resign should submit a written resignation to the Director. Employees must pass along to the director or designee all pertinent information, access codes and the status of ongoing projects. A four-week notice before the last working day for all exempt positions, and two-week notice for non-exempt positions, is required in order to receive payout of unused PTO. No paid leave may be taken during the notice period without approval from the Director.

## **Final Payroll**

Final check -- An exit interview will be conducted for all departing employees. Final payroll calculation will include hours worked, unused PTO, and reimbursements. Employees must return all library keys, other library property (including information and reports), and monies owed the library before departure.

## **Personnel Records**

For each staff member, a confidential personnel file will be kept in a locked cabinet and maintained according to the library's Record Management Schedule. It will contain documents relating to the employee's recruitment and appointment, requests for leave, performance evaluations, written grievances, letters of reference, and memoranda concerning performance. Records of attendance at job-related workshops or courses will also be included in the file.

## **Salaries**

Remuneration will be made on the basis of the library's resources as well as the responsibilities of the job itself, the education and work experience of the person, the quality of work performed, and the staff member's experience at the library.

The Director will annually submit recommendations for staffing needs and salary levels to the Library Board of Trustees. The Library Board of Trustees has final approval on all budget decisions.

## **Compensation**

Deductions for income tax, Medicare, Social Security, and wage garnishments will be made as required by law.

Pay periods are bi-weekly. All employees are responsible for submitting a time sheet to the Director (or designee) by 10:00 a.m. on the Monday after end of the pay period unless otherwise instructed by the Director. This form should indicate all hours worked, as well as any leave of absence and PTO. Failure to submit an accurate time sheet could result in an employee's pay being delayed to the next pay period. Overtime must be authorized in advance in writing by the Director.

Paychecks are delivered through direct deposit on alternate Thursdays except in special circumstances such as bank holidays.

## **Handguns**

The library prohibits employees from bringing handguns into the workplace according to Texas Labor Code 52.062 (a)(b)

# **GRIEVANCE POLICY**

## **Part VII**

The Wells Branch Community Library District is responsible for providing fair and equitable treatment to its employees. The District also recognizes that on occasion some employees may believe they have not received proper treatment. Therefore, the District provides orderly means to allow a prompt, fair, and judicious review of employee complaints.

Every employee of the Wells Branch Community Library District has the right to present a grievance or appeal, free from interference, restraint, coercion, discrimination or reprisal, when the employee feels they have been subjected to unfair, discriminatory, derogatory, or abusive treatment.

Employees shall be entitled to such time off from regular duties as may be necessary and reasonable for the resolution of the grievance or appeal without loss of pay, PTO, or other work credits.

Employees who have not completed the initial three months' probationary period are entitled to all rights of grievance and appeal except the right of appeal of involuntary separation, reassignment, or demotion.

### **Grievance Procedure**

A grievance is an allegation by an employee that there has been a breach, misinterpretation, or improper application of a library policy, practice, or procedure. A grievance may also be a claim that there has been an arbitrary or discriminatory application of terms and/or conditions of employment.

This procedure is designed to facilitate a uniform and equitable resolution of a problem. All official grievances must be in writing and should contain appropriate documentation. The Director reviews all official grievances, except those files against the Director, which are reviewed by the Board President.

- Misunderstandings and problems arise from time to time in any employment situation. The vast majority of these problems can be handled in an informal manner by discussing the problem with the immediate supervisor, the Director, or the Board President. All possible informal channels of communication should be explored before a formal grievance is filed.
- If a solution cannot be reached, or if an employee cannot discuss the problem with the other party, a written and documented complaint should be hand-delivered to and discussed with the Director, except in the case where the grievance is against the Director, in which case the aggrieved party should transmit the complaint document to a trustee.
- The Director (or trustee) must reply in writing to the aggrieved party within 3 working days.
- The employee may submit a written appeal to the Library Board of Trustees within 10 working days of the Director's (or trustee's) decision.

- The Board will address the grievance at its next meeting and provide all parties an opportunity to be heard. When the appeal is submitted, if the agenda has already been posted for the next Board meeting, the Board will address the appeal at the following meeting. The decision of the Board is final.
- Copies of all official documents used in the grievance procedure will be filed in the employee's personnel file.

## **NO HARASSMENT POLICY**

### **Part VIII**

The Wells Branch Community Library District prohibits all forms of harassment, and is committed to taking all reasonable steps to prevent harassment from occurring.

All employees have the responsibility to maintain a working environment free of sexual harassment. "Sexual harassment" is defined as unwanted sexual advances, requests for sexual favors, display or distribution of sexually oriented materials, or verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of employment;
2. Submission to or rejection of such conduct is used as a basis for employment decisions affecting an individual; or
3. Such conduct is intended to or has the effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment.

The following is a partial list of conduct that could be sexual harassment:

1. Making offensive, flirtatious sexual advances or sexual propositions.
2. Offering employment benefits in exchange for sexual favors.
3. Making or threatening reprisals after a negative response to sexual advances.
4. Leering, making sexual gestures, displaying or distributing sexually suggestive or obscene objects, pictures, cartoons, suggestive or obscene letters, notes, invitations, or other documents.
5. Making sexually derogatory or degrading comments to or about an individual, telling sexually explicit jokes, making continued or repeated comments about an employee's body or dress.
6. Uninvited touching or using the body to impede or block the movement of others.

Sexual harassment is not limited to problems involving male and female relationships. It may involve problems between employees of the same gender.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that (a) denigrates or shows hostility or aversion toward an individual because of race, color, religion, sex (including pregnancy), age, orientation, national origin, disability or any other characteristic protected by law, and that (b): (i) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

This policy applies to all applicants and employees, and prohibits harassment, discrimination, and retaliation whether engaged in by fellow employees, by a supervisor or manager, or by someone not directly connected to the library (e.g., an outside vendor, consultant, volunteer, or client).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and business-related social events.

The library prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action

The library strongly urges the reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to the library's policy or who have concerns about such matters should file their complaints with the Director or the President of the Board of Trustees. Individuals should not feel obligated to file their complaints with the Director first before bringing the matter to the attention of one of the other designated representatives identified above.

Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. Failure to fulfill this obligation could affect an employee's rights in pursuing legal action.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender a behavior is unwelcome and requesting that it be discontinued.

The library director or board president, as applicable, will promptly undertake an effective, thorough, and objective investigation of the harassment allegations. The investigation will be conducted in as confidential a manner as possible consistent with an effective investigation.

# ACKNOWLEDGMENT OF ACCEPTANCE

## Part IX

I have received a copy of the personnel policies of the Wells Branch Community Library District, and I accept the policies stated therein and agree to abide by them. I understand that the Library may find it necessary from time to time to review and make amendments to the above mentioned policy statement and other library documents as well. I will accept and abide by those amendments and/or new policies or procedures.

Date \_\_\_\_\_ Employee Signature \_\_\_\_\_

Date \_\_\_\_\_ Presented by \_\_\_\_\_