

HAMILTON COUNTY LIBRARY PERSONNEL POLICY

Approved December 31, 2019

WELCOME

We welcome you to our staff! Good employee relations require plans and policies. This manual contains information you will need to know regarding the expectations of each employee of Hamilton County Library. Please take the time to read it carefully and ask questions to receive clarification.

We hope your experience here will be challenging, enjoyable, and rewarding.

MISSION STATEMENT

Hamilton County Library delivers quality and equal educational opportunities, offered through services and resources, for the benefit of the community.

AUTHORITY

The information contained in this personnel policy manual applies to all employees of the Hamilton County Library. The contents of this personnel policy are not intended to and do not constitute any sort of contract employment, either expressed or implied. Although these policies do not constitute any type of employment contract, all employees are expected to be knowledgeable of such policies and abide by such policies.

The library's board of trustees expressly reserves the right to change any of their policies without prior notice, including those covered here, at any time. Employees will be notified of any changes by appropriate means. Amendments or new policies will be effective on dates determined by the board. Only the board of trustees in consultation with the director has the authority to change any policy. This policy supersedes all previous personnel policies.

POSTED NOTICES

Required notices relating to federal, state, or local employment regulations will be posted in the library. It is the responsibility of each employee to read these notices.

CONFIDENTIALITY OF PERSONNEL RECORDS

All request for information about current or former library employees will be referred to the library director. This includes requests for verification of employment, credit checks,

government investigations, and routine references. Staff will not discuss current or former employees or answer questions concerning such, no matter how harmless these questions appear to be.

The library will comply with the right to privacy provisions and Kansas open record statutes, which require that only hire date, term of employment, position and verification of salary within range need be disclosed. Additional employee information disclosed in accordance with State and Federal law may be released upon receipt of a proper request at the discretion of the director.

POSITION INFORMATION

A. Job Descriptions

Job descriptions will be provided for all staff positions (Appendix). The job description for each position will be reviewed for needed changes or updates at least annually.

B. Job Classifications

Each employee is classified in one of the following categories based on the conditions under which he or she is employed:

Full-time: an individual who is performing the duties of a full-time, 40 hour per week job, on a regular and continuing basis.

Part-time: an individual whose regular schedule provides less than 40 hours per week, on a regular and continuing basis.

Provisional/Temporary: an individual who is hired under special circumstances at the discretion of the Director.

Volunteer: an individual who performs services but receives no wages or salaries; they are volunteers. Library employees may not volunteer to perform, on a nonpaid basis, duties tasks, or jobs for which they are employed to perform.

The employee's job classification, or a change in classification, in no way effects the employee's status as an at will employee. Consequently, any employee may be terminated, with or without cause or prior notice, at any time regardless of the employee's job classification or job performance.

C. Recruitment and Application Procedures

Recruitment to fill open positions may be made through internal and external postings or advertisements. A position may be advertised in the local newspaper, through electronic means, or as needed. The Director reserves the right in unusual situations to fill positions without posting or advertisement.

D. Employment Records

Upon acceptance of position, an employee is required to complete the listed employment forms by contacting the library director. *Forms: W-4 Employee Withholding Allowance Certificate; K-4 Kansas Withholding Form; I-9 Immigration Eligibility Verification Form; Employee Emergency Notification List; KPERS Membership Information; Group Health Insurance Information; Personnel Policy Manual Receipt Acknowledgment.*

Employees shall notify the Director promptly of a change of name, address, or telephone number.

Any change in number of dependents or change in marital status must be reported to the Director so that Federal Withholding Exemption Certificate files can be updated and maintained.

All employment records and personal information are the exclusive property of the Hamilton County Library.

EMPLOYMENT

A. Equal Opportunity Policy

Hamilton County Library is an equal opportunity employer. The library is committed to non-discrimination in all phases of employment, including (but not limited to) recruitment, application, hiring, promotions, compensation, training and development, discharge, layoff, benefits, and all other conditions and privileges of employment. No aspect of employment with the library will be influenced by race, color, religion, gender, age, national origin, veteran status, disability or any other basis prohibited by law.

Nothing contained in this policy is intended to limit or expand the requirement of any applicable federal, state, or local law.

B. Nepotism

It is the policy of the Hamilton County Library, that two or more individuals, who are related as family, will not be employed for full or part time positions within the organization. The library board of trustees has final discretion to deviate from this policy.

For the purpose of this policy, a relative is any person who is an immediate relative. Immediate relative is defined to include an employee's parents, stepparents, spouse, children, sister/brother, grandparents, grandchildren, mother/father-in-law and sister/brother-in-law.

In the event an immediate family relationship develops between employees after employment, the library board of trustees is authorized to take whatever action appears to be in the best interest of the library, including but not limited to, termination of either or both.

C. Employment Relationship

Your employment with Hamilton County Library is “at will,” meaning either you, or the Library, may terminate the employment relationship at any time, with or without cause or reason, and with or without advance notice.

D. Unlawful Harassment

The Library strongly supports the right of all its employees to work in an environment free from all forms of harassment, including harassment on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, veteran status, or any other protected category. Harassment of any kind will not be tolerated; employees have the obligation to report all incidents of harassment, and those reports will be promptly and thoroughly investigated. Any employee who has engaged in harassing conduct will be subject to immediate discipline, up to and including immediate discharge from employment.

Harassment is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward others because of their, or their relatives’, friends’ or associates’, race, color, religion, gender, sexual orientation, national origin, age, disability, veteran status or other protected characteristics, and which creates an intimidating, hostile or offensive working environment; unreasonably interferes with an individual’s work performance; or otherwise adversely affects an individual’s employment opportunities.

Generally speaking, harassing conduct includes, but is not limited to, the following acts or conduct when those acts or conduct relate to race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status or other protected characteristics:

- Epithets;
- Slurs;
- Negative stereotyping;
- Threats; and,
- Written or graphic material that denigrates, or shows hostility or aversion toward, an individual or group because their race, color, religion, gender, sexual orientation, national origin, age, disability, veteran status or other protected characteristics, when such material is distributed or circulated in the workplace, placed on walls, bulletin boards, or elsewhere on the library premises.

Reporting Incidents of Harassment. Again, the Library prohibits harassment of any kind. Immediately report any incidents of harassment to the library director. Reports of harassment involving the director shall not be reported to that person; instead, make the report to the library board of trustees’ chair. The Library does not retaliate against, and does not tolerate retaliation against, those who report harassment in good faith, or those who cooperate with harassment investigations. Complaints must include detailed information concerning the harassing conduct; the names of all persons involved; the names of any witnesses; and any other information deemed helpful to an investigation. See further information about complaints and investigations, below.

All reports will be treated, to the extent possible, confidentially and will be promptly investigated. If the result of the investigation indicates that corrective action is called for, such action will be taken in accordance with the seriousness of the event and may include disciplinary measures up to and including immediate discharge from employment of the offender. When an investigation is complete, involved employees will be informed of the results. All employees have a duty to cooperate fully and truthfully in harassment investigations, and are subject to discipline, up to and including discharge from employment, if they fail to do so.

Sexual Harassment. Sexual harassment is expressly prohibited. The Library defines sexual harassment as:

Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, physical or written conduct of a sexual nature. Sexual harassment also includes, but is not limited to, the following acts, whether committed by library employees, or other persons on library premises but not employed by the library, including customers and visitors:

- Unwelcome sexual flirtations;
- Unwelcome sexual advances or propositions;
- Verbal abuse of a sexual nature;
- Subtle pressure or requests for sexual activities;
- Unnecessary touching of an individual;
- Graphic or vulgar commentaries about a person's physical appearance, body, or clothing;
- Sexually degrading words used to describe a person;
- Displays in the workplace or on library premises of sexually suggestive materials, including objects or pictures;
- Sexually explicit or offensive jokes, whether written or spoken;
- Physical assault or battery;
- Verbal harassment or abuse;
- Accusations of sexual preference;
- Demands for sexual favors, including demands accompanied by express or implied promises or threats concerning an individual's employment status;
- Conditioning any term or benefit of employment upon sexual favors;
- Sexual slurs or innuendoes;
- Suggestive or insulting sounds;
- Touching, leering, whistling, and obscene gestures;
- Displaying derogatory or offensive posters, cartoons or drawings; and,
- Any other conduct that unreasonably interferes with an employee's performance of his or her job, that creates an intimidating, hostile or offensive working environment, or otherwise adversely affects an individual's employment opportunities.

Sexual harassment occurs when the conduct described above may:

- Be construed as being a term or condition of an individual's employment, i.e., when a supervisor or other employee threatens or insinuates, either explicitly or implicitly, that another employee's or applicant's refusal to submit to sexual advances or demands will adversely affect that person's employment in any way, or when the employee's or applicant's agreement to submit to sexual advances or demands will positively affect that person's employment in any way;
- Be used as a basis for making employment decisions affecting an employee or applicant, depending upon the employee's or applicant's submission to, or rejection of, improper conduct; or,
- In purpose or effect, substantially interfere with an employee's work performance or create an intimidating, hostile, or offensive working environment.

Employees are reminded to report all instances of sexual harassment by non-employees. These reports are to be made in the same way as all other reports of harassment.

Again, the Library prohibits, and will not tolerate, sexual harassment. Any Library employee who engages in sexual harassment shall be subject to immediate discipline, up to and including immediate dismissal. All incidents of sexual harassment shall be reported immediately to the library director. Reports of sexual harassment involving the library director shall not be reported to that person; instead, make the report to the library board of trustees' chair. The Library does not retaliate against, and does not tolerate retaliation against, those who report harassment in good faith, or those who cooperate with harassment investigations.

Sexual Harassment Complaints. Any employee who feels he/she is being subjected to sexual harassment shall immediately contact the library director or library board of trustees' chair (if complaint involves the director). Complaints may be made orally or in writing.

Employees making a complaint shall provide the following information:

- Their name and position title;
- The name of the person/persons committing the harassment;
- Date(s) and approximate time(s) of the harassment;
- The specific nature of the harassment; its duration; and any employment action (for example, demotion, failure to promote, promotion, dismissal, refusal to hire, transfer, etc.) taken against the employee, or for the benefit of the employee, as a result of the harassment, or any other threats made against him/her as a part of, or as a result of, the harassment; and,
- The names of any and all witnesses to the harassment.

The person receiving the complaint shall document the incident in writing.

Sexual Harassment Investigations. Investigations shall be conducted promptly and confidentially as possible by the library director. The library board of trustee's chair and/or board may assist when needed.

Other complaints of unlawful harassment. All other complaints of unlawful harassment shall be reported and investigated in the same manner as reports of sexual harassment are reported and investigated.

E. Drug Abuse in the Workplace

The Hamilton County Library has an obligation to its employees, members, and the public at large to take reasonable and appropriate steps to prevent drug abuse by its employees in or affecting the workplace. This policy is based upon the Library's concern regarding the safety, health, and welfare of its employees, their families, its member libraries, and the community.

Consistent with this commitment, the Hamilton County Library strictly prohibits:

- The presence of employees on the job while under the influence of intoxicants, drugs or any other controlled substance;
- The use, possession, transfer, or trafficking of intoxicants, illegal drugs, or controlled substances in any amount, in any manner, or at any time, either on Library premises or while conducting Library business;
- The use of library property, or employee's position, to make, transfer, or traffic intoxicants, illegal drugs, or controlled substances; and
- Any other use, possession, or trafficking of intoxicants, illegal drugs, or controlled substances in a manner which has an adverse impact on the System.

Any employee who is under medication or taking any drug which may affect the employee's ability to perform his or her job in a safe and productive manner must report such use to the library director. The director will determine if the employee should remain at work, be restricted in his or her duties, or be sent home.

Any employee convicted (includes guilty or no contest pleas) of a criminal drug offense shall notify the Library Director of such within five days of conviction. Failure by the employee to provide such notice shall result in immediate termination of employment.

Any employee who violates this policy shall be subject to disciplinary action up to and including termination. Depending on the circumstances, and employee violating this policy may be provided an opportunity to retain or return to employment if the employee voluntarily commits to and successfully completes a substance abuse program acceptable to the Library Director. In such cases, the employees remaining employed or returning to employment shall be under such conditions as established by the director.

The employer may periodically develop and provide employees with awareness programs to inform employees concerning the damages of drug abuse in the workplace.

F. Changes in Position

The Library reserves the right to reassign any employee at any time when such action is determined by the Library Director to be in the best interest of the library.

G. Layoffs

Whenever a layoff of personnel is determined, by the Library Board of Trustees or Director, to be necessary, those employees affected will be given as much advance notice as possible under the circumstances. The Library reserves the right to reduce hours or to reassign job tasks as deemed necessary by the Library Director.

H. Resignation

An employee of the Hamilton County Library who desires to terminate his or her service with the Library is requested, but not required, to submit a written resignation to the Library Director. The Library would appreciate, but does not require, at least a (2) two-week notice of the employee's resignation. This is done as a professional courtesy. Employees who do not give at least (2) two weeks notice forfeit their unpaid PTO up to 240 hours.

I. Retirement

Employees planning to retire are requested to provide (30) thirty day notice to insure that KPERS retirement forms are submitted in a timely manner. This will assist in prompt payment of KPERS benefits.

Under current regulations employees covered by KPERS may receive full retirement benefits through KPERS at age 62 with ten years of service credit or when age plus years of service equal 85 points or in the event of permanent disability. Reduced benefits may be received at age 55 with ten years of service.

Employees who are mentally or physically able to adequately perform their job responsibilities and wish to continue employment may do so past the age of eligibility for KPERS retirement.

J. Return of Library Property

Any employee, who is leaving employment whether through resignation, retirement or termination, is responsible for returning any Library property which is in the employee's possession at the time of termination. Such property may include but is not limited to keys, personnel policy manual, laptop, wireless device, etc.

K. Pay on Termination

Employees leaving Library employment for any reason shall receive their final paycheck on the payday immediately following their departure.

Upon termination the employee will receive pay for any accrued but unused Comp Time and PTO up to the maximum limit. If the employee was fired, or voluntarily terminated employment without giving (2) weeks notice they are not entitled to receive their PTO benefit.

COMPENSATION

It is the policy of the Hamilton County Library to establish and maintain compensation programs that are equitable, personally motivating, and effectively administered under federal and state law.

A. Payroll Procedures

Employees are required by law to maintain an accurate time sheet noting hours worked and any type of leave taken. Time sheets are to be completed daily in the provided spreadsheet sent by the Director. Timesheets will be collected on the first work day following the end of the pay period. Each employee will print out a copy of his or her timesheet, write their signature on the document, and hand it to the Director. The Director will keep all official payroll records. The payroll week begins on Monday and ends on Sunday. Employees will receive a printed check. **Employees are paid monthly.**

The law requires that the Library make certain deductions from every employee's compensation, including federal and state taxes and the employee's share of Social Security (FICA) and Medicare on that employee's earnings, and any court ordered withholdings. In addition, eligible employees may authorize deductions from their paychecks to cover costs of participation in certain benefit programs.

B. Comp Time (Overtime Compensation)

Full-time employees may opt-in at the beginning of each year to receive comp time benefits in lieu of overtime pay, as laid out in the federal Fair Labor Standards Act (FLSA). Employees will accrue paid time off at a rate of 1.5 hours for each overtime hour worked. Comp time hours accrued must be used within the calendar year, with the exception of hours earned in December, which may be carried over to the next calendar year. All other unused hours accrued will be forfeited.

Upon termination of employment for any reason the employee will receive pay for any accrued but unused comp time at the employee's current base rate. This amount will be included in the employee's last paycheck to be paid no later than the next scheduled payroll.

C. Travel Reimbursement

It is the policy of the Hamilton County Library to reimburse employees for expenses incurred while on approved Library business or attending library functions. Employees are expected to use good judgment and to make related travel expenditures in a prudent manner.

When possible, the Library budgets funds for representation at state or regional meetings, conferences, seminars, and other continuing education events. All such attendance must be approved in advance by the Library Director. Travel costs, lodging, meals and compensatory time for travel will be granted for attendance at these occasions. Time will be computed at actual travel time and actual time in attendance.

Mileage will be reimbursed at the current IRS standard mileage rate. The per mile compensation paid by the Library to an employee for the use of his or her personal vehicle in the interest of the Library is considered reimbursement for wear, tear, use, gas, depreciation, liability and physical damage insurance. The Library will therefore not be responsible for any damage to an employee-owned vehicle while it is being used in the interest of the library.

D. Holidays and Leave

The following holidays will be paid holidays for all full-time library employees:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day (July 4th)
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day and Friday Following
- Christmas Eve and Christmas Day

In addition to these holidays, the Library Board of Trustees may, from time to time and within its sole discretion, designate other specific days as paid holidays. Holiday pay will be paid at the employee's regular pay rate and at the regular hours the employee would have been scheduled to work on that day. When a holiday falls on a Saturday or Sunday, the preceding Friday or following Monday will be declared the holiday.

E. Paid Time Off (PTO)

Full-time employees are entitled to Paid Time Off (PTO). This time is to be used at the discretion of the employee for vacation, sick (personal or immediate family), doctor or dentist appointments, and other personal matters.

The PTO begins at the time of employment. In the first year, if an employee starts after the first quarter of the calendar year, they will receive a prorated portion based on the quarter employment begins (2nd qtr = $\frac{3}{4}$ of first year hours; 3rd qtr = $\frac{1}{2}$ of first year hours; 4th qtr = $\frac{1}{4}$ of first year hours). The second and following years PTO hours will be awarded, in full, at the beginning of each calendar year. All employee's PTO benefit will accrue indefinitely. Employees will be awarded annual PTO as outlined below:

Year 1	80 hours
Year 2	120 hours
Year 3	160 hours
Year 4	160 hours
Year 5	160 hours

Year 6	176 hours
Year 7	176 hours
Year 8	192 hours
Year 9	192 hours
Year 10 and On	208 hours

PTO must be used in quarter hour (15 minute) increments. The PTO benefit will be paid based on the employee's current base pay rate.

Part-time employees are not eligible to receive PTO benefits.

All PTO must be requested, scheduled, and approved by the Director before PTO is used. It is preferred that employees take no more than one (1) week at a time. With the Director's approval, an employee may be permitted to take a longer time period off. In case of illness or an emergency situation, employees shall notify the Director no later than one hour after the beginning of the workday for which the time off is taken. The Director must be contacted each additional day of absence. No employee shall be permitted to use PTO for any period spent on unauthorized leave. Conflicts in PTO requests shall be resolved by decision of the Director.

Upon termination the employee, will receive pay, at the employee's current base pay rate, for any accrued, unused PTO time up to 30 days (240 hours). This amount will be included in the employee's last paycheck to be paid no later than the next scheduled payroll. If the employee is fired, does not give (2) two weeks notice upon resignation, or has not been employed a full calendar year, they are **not** entitled to receive their PTO benefit.

F. Family and Medical Leave

The Family and Medical Leave Act (FMLA) 29 U.S.C. 2601-2654 allows employees to take up to twelve weeks per twelve months of unpaid, job-protected leave to care for a new baby, an ailing family member, or the employee's own illness.

The library will continue the employee's health benefits (if applicable) during the leave period at the same level and conditions as if the employee had continued to work. If the employee chooses not to return to work for any reason other than a continued serious health condition, the library may recover from the employee those premiums that the library paid for the employee's health coverage during the leave period.

Spouse will be defined as the employee's husband or wife as defined by state law. A common-law marriage spouse is included but domestic partners are not.

An employee returning from family and medical leave will be entitled to return to his or her position or to a position with equivalent benefits, pay, and other terms and conditions of employment. Provided however that if the employee would not otherwise have been employed at the time reinstatement is requested, the library is not obligated to reinstate the employee.

The Director will communicate with the employee during the leave to determine the employee's intention to return to work, and they will be informed immediately if the medical condition changes or the employee's status changes to that he or she will not be returning to work.

Reduced or Intermittent Leave. The employee and the library may work out an agreement by which leave may be taken intermittently or as a reduced work schedule. This would not alter the employee's twelve-week entitlement but would enable him or her to spread the leave over a longer period of time.

The employee requesting leave must provide a minimum of 30 days advance notice for leaves that are foreseeable, and notice as soon as practicable for unforeseen emergency leaves.

G. Maternity and Paternity Leave

Maternity/Paternity leaves of absence for up to twelve weeks for new parents will be granted automatically to any employee according to FMLA requirements. Accrued PTO and Comp Time can be used during maternity/paternity leave. Additional time may be granted upon approval of the Director.

H. Bereavement Leave

All full-time employees suffering a death in the immediate family (as defined in the Nepotism policy) may take up to three (3) days leave with pay.

This leave, at the discretion of the Director, may be extended up to a maximum of 5 days.

All full-time employees may also attend without loss of pay funerals for fellow employees, former employees, or immediate family of employees.

I. Civil Leave

Civil leave with pay shall be given to employees when performing jury duty, or when appearing in court as a witness in answer to a subpoena or as an expert witness when acting in official capacity in connection with the Library. The Library Director may require a copy of the letter calling for jury duty to be filed with the time sheet for the affected pay period. Any jury compensation belongs to the employee.

J. Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services, including the National Guard and reserve units, in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. The leave will be unpaid. However, employees may use any available PTO or Comp time for the absence.

Continuation of health insurance benefits will be as required by and in accordance with USERRA based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Employees on military leave up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

K. Special Leave

Special leave with or without pay may be granted in unusual circumstances and when it is to the mutual benefit of the library and the employee. Request for special leave must be made in writing to the Library Director and approved by the Library Director.

L. Leave Without Pay

Leave without pay may be requested and approved by the Library Director.

M. Absence Without Leave

Any absence in which the employee has failed to secure prior approval or, in the case of illness or emergency, has failed to notify the Library director will be construed to be "absent without leave." An employee who is absent without leave and who fails to return to duty within 24 hours after having received notice to do so, or who is absent without explanation for three work days will be deemed to have abandoned his or her employment as of the first day of such absence. Such abandonment shall be deemed to be resignation with employment not in good standing.

N. Inclement Weather

The Hamilton County Weather will follow the USD 494 and/or county closings in cases of inclement weather. If the Library is closed due to weather conditions, employees will be notified, and compensated at their regular pay for normal hours worked. If the Library is open, employees may work remotely with approval from the Library Director.

EMPLOYEE BENEFITS

A. Health and Dental Insurance

Health and Dental insurance is available to all full-time library employees. The Library will pay the full premium for full-time employees. Employees may enroll in the plan at the time of hire, but employees who choose not to at that time cannot participate until they enroll at the next group open enrollment date.

All costs for health insurance shall be paid by the employee during any period the employee is on leave without pay, on suspension without pay, is on unauthorized leave, or is participating in any unlawful work stoppage.

Insurance coverage shall be extended to an individual who is temporarily disabled and drawing workers' compensation while serving as a Library employee. The employee's share of the cost shall be deducted from any compensation due the employee in addition to workers' compensation payments. In the event no additional compensation is due, insurance may be extended at the option of the Library Board of Trustees. The term "temporarily disabled" refers to an employee who is disabled for six (6) months or less.

Retirees of the Library, under age 65, shall be eligible for continued participation in the Library's health care plan, upon payment of all the costs thereof, in accordance with the provisions of K.S.A. 12-5040.

B. Kansas Public Employees Retirement System (KPERS)

Employees whose job descriptions include working more than 1000 hours annually will be enrolled in the Kansas Public Employees Retirement System and are subject to all laws and regulations governing such participation.

C. Other Insurance

The Library makes available, but does not pay the premiums for, other insurance plans such as life insurance, cancer policies, disability insurance and medical and child care reimbursement plans. Payroll deduction plans are available for these policies.

The Library Director will provide information about additional insurance upon hire and open enrollment opportunities.

D. Other Retirement Funds

The Library makes available, but does not pay the premiums for, additional retirement plans. Payroll deduction plans are available for these policies.

The Library Director will provide information about additional retirement plans upon hire and open enrollment opportunities

E. Benefits Continuation

Federal law gives employees and their qualified beneficiaries the opportunity to continue, for a specific period of time, health insurance coverage under the Library's health plan when a 'qualifying event' would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under federal law, the employee or beneficiary pays the full cost of coverage at the Library's group rates plus an administration fee. The Library provides each eligible

employee with a written notice describing rights granted under federal law when the employee becomes eligible for coverage under the Library's health insurance plan. The notice contains important information about the employee's rights and obligations. For additional details, employees should consult the terms of individual plan involved. This information is available with the Library Director.

F. Workers Compensation

Employees injured on the job are covered by the Kansas Workers Compensation Act. This law provides specific statutory benefits which are paid by the library's Workers Compensation Insurance carrier. The cost of this insurance is paid entirely by the employer. To initiate a claim, please file with the Library Director.

Any injury, however slight, occurring on the job must be promptly reported to the Library Director. This is for the employee's protection under Kansas Workers Compensation regulations and is a requirement under the Occupational Safety and Health Act Regulations.

The employee who is absent due to a compensable work-related injury may use PTO and/or Comp Time before Workers Compensation benefits become effective but not while the employee is receiving temporary total benefit payments from the insurance carrier.

G. Unemployment Compensation

All employees receive the benefits of the Kansas Employment Security (unemployment compensation) Act, in accordance with such laws and guidelines. The cost of this benefit is paid entirely by the employer.

H. Continuing Education

The Hamilton County Library encourages all personnel to continually upgrade their personal knowledge and job proficiency through ongoing education. Therefore, the Library will pay for fees and material for employment related education or training outside of the regular schedule of work activities. The education activity chosen must be approved by the Director prior to enrollment or registration.

When travel is required to attend a training or continuing education event, employees are expected to use good judgement and to make related expenditures in a prudent manner (see Travel Reimbursement Section under Compensation). When considering a combination of personal and business travel, consult with the Director.

OUTSIDE EMPLOYEMENT/CONFLICTS OF INTEREST

Employees may hold outside jobs as long as doing so does not in any way interfere with their ability to fulfill their Library job-related duties and obligations. If the Library Director determines that an employee's outside work interferes with performance or their ability to meet applicable Library requirements, the employee will be asked to terminate or modify the outside

employment if he or she wishes to remain employed by the Library. If the Library Director deems a conflict and the employee is not in agreement the employee should appeal to the Library Board of Trustees in writing within 10 days.

Outside employment or other relationships that conflict with Library interests or business are prohibited. For example, employees may not receive any individual income or material gain from individuals or business other than the Library or otherwise for materials produced or services rendered by them while performing their Library jobs. In addition, employees shall not act in any matter or be involved in any decision where their judgment may be affected because of personal, financial, or family considerations, or the presence of any conflict of interest.

PROFESSIONALISM

The image and work environment of any organization is conveyed through the attitudes and working relationship of its employees. Employees are expected to work in a courteous and cooperative manner with all individuals. It is the responsibility of each individual to make every effort to solve problems through open, positive communication.

A. Punctuality

Employees, upon realizing that a delay in their arrival for work will be after 9:00 am, will call or text the Library Director. Late arrival will be marked appropriately on the employee's timesheet. Unexcused or unreported lateness, as determined by the Library Director, will result in the filing of a written report in the employee's personnel file. Unexcused lateness may be penalized by deductions from PTO and/or Comp Time or other disciplinary action, including termination.

B. Appearance and Grooming

Employees are expected to take pride in their appearance and pay close attention to neatness, appropriate dress and personal hygiene. Employees are expected to dress in a manner that will reflect professionalism and inspire respect in their ability to perform their job functions.

The Library Director has the responsibility and the right to send employees home to change their clothes (without pay) if they are not creating an acceptable image for the organization due to inappropriate clothing.

Violations of the dress code will be documented and placed in the employee's file.

C. Breaks

Employees working three consecutive hours or more may take a 15-minute break during such period. Breaks may not be added to lunch periods. Breaks may not be used to leave work early or arrive late and may not be accumulated. The Library will not be held liable for any incident that occurs if an employee leaves the premises on his or her break time.

D. Notification

Employees who leave the library for any reason during regularly scheduled work hours should notify another employee as to how long they expect to be gone.

E. Communications and Equipment Use

Employee use of internal and external communications systems, such as internet, e-mail, voice mail, and telephones, must be aware that their use of such systems must be consistent with the Library's policies regarding professional conduct, harassment, discrimination and other work conduct policies. At no time may Library resources be used to convey or communicate obscene, threatening, harassing, or abusive messages to others, either inside or outside the Library.

Library electronic mail and other communications. All e-mail sent and received on the employee's work email is considered property of the Library. Accordingly, there is no expectation of privacy in anything created, sent, or received on any of the Library's information or communications systems. All e-mails are considered to be Library records; therefore, the Library reserves the right to monitor, review, access, delete, and/or disclose all messages and documents transmitted over its e-mail systems.

Again, use of e-mail is restricted to Library business. No harassing, indecent, profane, abusive, obscene, vulgar, intimidating, or otherwise offensive or inappropriate language or material may be sent on Library e-mail, voice, or computer or other communications systems. The use of e-mail for transmission of information disparaging to others based on race, origin, sex, sexual orientation, age, disability, religion, or political beliefs is not allowed under any circumstances. Electronic mail may not be used to solicit or evangelize others for commercial ventures, religious or political causes, or personal gain. Any employee who receives or encounters such material shall immediately report it to the Library Director. Reports involving the Library Director should be reported to the Library Board of Trustees Chair.

Computer use. Employees should not consider as their own any files stored or maintained on Library computers. They are Library property. There is no right to privacy in such files, and they may be accessed, read, downloaded, or deleted in the Library's regular course of business. Such events may include, but may not be limited to, detecting breaches of Library policies, procedures, rules, regulations or any law, and accessing needed files when an employee on whose computer the file is stored or maintained is absent.

Employees shall comply with all software licenses, copyrights and laws governing intellectual property. Employees found to be in violation shall be subject to immediate discipline, up to and including immediate discharge.

Employees may not, without Library or SWKLS permission, lock or password-protect any document or electronic transmission on Library equipment.

Audio-visual equipment. Limited personal use of Hamilton County Library equipment is permitted upon approval by the Library Director. Any damages that occur to the equipment while being used for personal use will be expected to be paid by the employee.

Violation of this policy can result in disciplinary action up to and including termination.

DISCIPLINE/TERMINATION

The following types of disciplinary actions are officially recognized but are not exclusive and other circumstances may result in termination. Disciplinary action is not required to be administered in sequential manner.

1. Verbal Warning: a verbal warning is an oral reprimand given to an employee by the Director. A record of the warning will be recorded in the employee's file.
2. Reprimand: a reprimand is a written criticism to an employee by the Director, a copy of which will be recorded in the employee's file.
3. Performance Improvement Plan: a performance improvement plan is a period of a specific length of time during which an employee is required to fulfill a set of conditions, to improve work performance, or to improve on-the-job behavior. Failure to meet the requirements of the performance plan may result in additional disciplinary actions or termination. A performance improvement plan is not a required pre-condition for termination.
4. Suspension: a suspension is the removal of an employee from service for a specific period of time with or without pay. An employee may be suspended when he or she has been charged with misconduct and an internal investigation is being conducted. Following such investigation, the employee may or may not be reinstated at the discretion of the Library Director.
5. Any other form of action deemed necessary by the Library Director.
6. Termination.

GRIEVANCE PROCEDURE

A grievance is a complaint involving misuse or misinterpretation of a rule, practice or policy under the personnel rules or board policies. A sincere attempt should be made between the employee and Library Director to resolve any grievance through explanation and counseling before it becomes necessary to file a written form.

If a grievance fails to be resolved through such counseling the employee may, within ten working days of the occurrence which give rise to the grievance, file a written appeal with the Library Director. A grievance committee of three comprised of the Library Director (unless

he/she is filing the complaint), the library board of trustees chair, and another library board member selected by the filing party should meet to consider the situation. The committee will prepare a written report to be presented to the full library board of trustees. The library board of trustees will make the final decision and a written report plus decision will be put in the personnel file of all involved in the grievance.

The grievance procedure does not alter the status of employees as employees at will.

The grievance procedure is not available to former employees including employees who have been dismissed or terminated. Current employees may exercise grievance rights as set forth above for other forms of disciplinary actions taken against the employee, but the written statement of grievance must be submitted within ten working days of imposition of the complained of disciplinary action

MISCELLANEOUS INFORMATION

A. Incident Notification

Employees observing an accident, incident, vagrancy, or other behavior that could present concern for personnel will fill out an incident report. Name, description of person, time, date, and a description of the incident need to be written and given to the Library Director. Incident reports will be prepared immediately to insure retention of all known details. The police should be called in the case of an accident or incident which warrants their intervention or when safety of the staff or citizens is involved.

B. Personal Property

The Hamilton County Library will not be held liable for loss or damage to employee's personal items kept on the Southwest Kansas Library System premises.

C. No Smoking/Tobacco

Smoking, including e-cigarettes, and the use of tobacco is prohibited in the library and on library premises.

RECEIPT AND ACKNOWLEDGEMENT

I have received a copy of Hamilton County Library's Personnel Policy Manual. I have read the above information and I acknowledge that it is a correct statement of my employment status. I understand that this personnel manual is not a contract for employment and does not affect my employment status in any way. I understand that this manual is Library property and must be returned to the Library at the end of my employment with the Library.

(Signature)

(Date)

APPENDIX

Job descriptions for all positions are available upon request from director.