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PERSONNEL POLICY MANUAL

Adopted by

BOYD COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES

January 13, 2004

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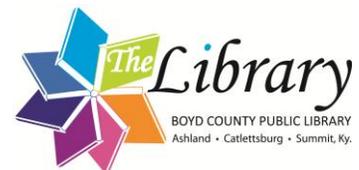


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Library Mission

Boyd County Public Library District's mission is to provide quality resources and access to information.

Revision Committee

This Personnel Policy Manual is updated annually or as required. The 2009 review was completed by:

Debbie Cospers, Library Director
Pam Holmes, Administrative Assistant
Deborah Jonas, Information Specialist
Jim Kettel, Genealogy Supervisor
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Along with input from staff throughout the year.

1. GENERAL PRACTICES

1.1. *Future Policy Changes*

Boyd County Public Library District reserves the right to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by law.

This handbook is intended to be a general source of information and is not a contract. The Library reserves the right to modify or change any portion of the handbook at any time.

1.2. *Equal Opportunity Employer*

Boyd County Public Library is an Equal Opportunity Employer. The Library will consider applicants for all positions regardless of race, color, national origin, sex, age, veteran's status, religion, disability, sexual orientation, or any other legally protected status.

It also is the Library's policy to provide equal employment opportunities to all employees with respect to hiring, compensation, promotion, benefits, and all other privileges, terms, and conditions of employment. Opportunities for pay increases, promotion, and advancement are based entirely on individual merit and qualifications.

The Library will not tolerate any form of discrimination in hiring or in employment. Any employee, manager, or supervisor determined to have violated this policy in any respect will be subject to immediate discipline, up to and including discharge from employment.

1.3. *At-Will*

Except where provided in a written contract of employment signed by the President of Boyd County Public Library District Board of Trustees and by the employee, all employees of the Library are employed on an at-will basis and are not guaranteed employment for any length of time.

This means that the employee is free to terminate his or her relationship with the Library at any time, for any reason, with or without notice. Similarly, the Library retains the right to terminate any employee at any time, for any reason, with or without notice.

1.4. *Anti-Harassment and Anti-Retaliation*

- *Anti-Harassment*

Boyd County Public Library will neither tolerate nor condone the harassment of any employee based on the individual's race, color, national origin, sex, age, veteran's status, religion, disability, or sexual orientation.

This policy applies to all forms of conduct by and contact between library employees, including, but not limited to, on and off site meetings, e-mail, voicemail, and all other types of verbal and written communications.

It is the responsibility of any employee who believes that he or she, or any other employee, is being subjected to such harassment, to bring the matter to the attention of the immediate supervisor. If they feel that they cannot talk directly to their manager, they should notify the Library Director. Notification may be either verbal or in writing.

The library director or her designee will investigate any such concerns promptly and will take reasonable steps to maintain the confidentiality of the investigation and its findings.

To the extent warranted by those findings, the library will take immediate and appropriate action (up to and including termination) against any employee who is found to have violated this policy.

- *Anti-Retaliation*

No employee will be subject to any form of reprisal or retaliation for having made a good-faith complaint under this policy. It is prohibited to retaliate against those who report, oppose, or participate in the investigation of alleged wrongdoing in the workplace.

The Library will take disciplinary action up to and including termination of any employee who retaliates against another employee for engaging in any of these activities.

2. EMPLOYMENT PRACTICES

2.1. Recruitment

The hiring of library personnel comes under the authority of the Board of Trustees and Library Director. No supervisor, manager, etc. has the authority to enter into an agreement for any specific period or for employment terminable only under specified conditions.

All vacancies will be posted on the Library's internal website. Library vacancies will be announced locally. In addition, all professional librarian positions may be advertised in professional journals.

All prospective employees and volunteers are required to fill out an appropriate application form and return to the Director's attention. The applications are reviewed by Director and departmental supervisors. All employment applications will be reviewed periodically and remain on file for 90 days. Every effort will be made to hire the most qualified candidate.

Proof of U. S. citizenship is required under the National Immigration and Nationality Act of 1986.

Boyd County Public Library reserves the right to conduct criminal history, reference, credit check, and a background investigation on applicants for employment. Successfully passing a criminal background review, reference check, and, if applicable, a credit check may be required as a condition of employment.

2.2. Nepotism

The Library prohibits anyone in a supervisory position from employing immediate family members or members of the same household.

Employees should neither initiate nor participate, directly or indirectly, in employment actions (initial employment or appointment, retention, promotions, salary, work assignments, leave of absence, etc.) involving members of their immediate family or household.

For the purposes of this policy statement, immediate family includes all relatives, such as, but not limited to the following: spouses, domestic partners, children (including stepchildren and foster children), parents, stepparents, grandparents, grandchildren, in-laws, siblings (including stepbrothers and stepsisters), cousins, nieces, nephews, aunts, and uncles. If two employees become members of the same household, both may retain their positions, provided one is not under the direct or indirect supervision of

the other. It is the responsibility of the supervisor/manager to advise the Library Director if such a relationship is established. Exceptions to this policy require the approval of Director.

2.3. Former Employees

Former employees are eligible to be re-employed if they left library employment as employees in good standing. Any employee who is terminated for workplace misconduct is ineligible for rehire.

Former employees who are on inactive status due to lay-off will have first consideration over other candidates. All former employees will be given the same opportunities and will need to comply with the same requirements as other applicants.

If hired, former employees will be treated as new employees for purposes of orientation and training.

Benefits based on length of service will be calculated using the rehire start date as their first date of employment unless a benefit plan provides other methods of calculation.

2.4. Employee Status

- **New Employees**

There is a probationary period of six months for new employees. This trial period is intended to provide the newly hired employee with an opportunity to demonstrate his or her job skills and ability to work with others.

Since this trial period is a learning and orientation experience for both the newly hired employee and the Library, the employee is expected to work closely with his or her supervisor. The employee is also encouraged to seek answers to any questions that he or she may have concerning his or her work for the Library or any related matters.

During the trial period, the newly hired employee is not a regular employee of Boyd County Public Library. Upon satisfactory completion of the trial period, the newly hired employee shall become a regular employee of the Library.

- Promotions and Transfers

The probationary period for promotions and transfers within Boyd County Public Library is three months (current staff).

- Temporary Employees

A temporary employee is one who is hired for either full-time or part-time work for a period of less than twelve months.

Nothing in this handbook is intended to create or reflect a promise on the part of the Library to employ a temporary employee for any particular period.

Temporary employees shall be employed on an at-will basis and are subject to termination with or without cause or prior notice. Temporary employees are bound by the terms and conditions set forth in The Library's *Personnel Policy Manual* (excluding those applicable only to regular employees) in addition to those set of work rules, policies, or procedures issued by the temporary placement agency.

- Regular Employees

Any employee who is not a newly hired employee or a temporary employee shall be considered a regular employee of Boyd County Public Library.

Unless the employee is hired pursuant to a written employment contract signed by the President of Boyd County Public Library District Board of Trustees, and by the employee, a regular employee shall be deemed to have been hired for an indefinite period.

Nothing in this handbook is intended to create or reflect a promise on the part of the Library to employ a regular employee for any particular period.

Regular employees shall be employed on an at-will basis and are subject to termination with or without cause or prior notice.

- Minor (17 years of age or younger) Employees

The minimum age to work or volunteer at Boyd County Public Library is 16 years of age. In order to work at the Library, proof of age is required for an employee or volunteer 17 years of age or younger.

Minors shall not be permitted to work over five hours continuously without a 30-minute meal break.

2.5. Work Schedules

- Full-Time Work

"Full-time work" means that the employee works a minimum of 35 hours per week.

- Part-Time Work

"Part-time work" means that the employee works an average of 20 hours or less per week.

Part-time employees may not work more than 100 hours per month, depending upon the discretion of the Director and within the framework of the budget.

- Work Schedules

- Work week

The normal workweek runs from 12:00 a.m. Sunday through 11:59 p.m. Saturday. Unless otherwise designated by management, the normal workweek for all employees will include some nights and weekends.

- Rest Periods

For every three and one half (3-1/2) hours worked, an employee is allowed a ten (10) minute break. Employees will be compensated for their ten (10) minute breaks. The scheduling of rest breaks is the responsibility of the employee and his or her supervisor. Rest periods are not cumulative.

- Meal Breaks

For all time worked over six (6) hours a minimum 30 minute meal break is required. Meal breaks are not compensated. The scheduling of meal breaks is the responsibility of the employee and his or her supervisor.

Meal periods may start no sooner than the third or later than the fifth hour of the work shift unless arrangements are made with the department supervisor.

The employee must be completely relieved from duty for the purpose of eating regular meals.

- Staff Lounge

A staff lounge is available at each location for break times. A refrigerator and cabinets are for short-term storage (one day). The Library does not provide dishwashing service. Staff is expected to wash, dry, and put away all dishes and utensils. Abuse of lounge privileges will lead to stricter usage or non-usage.

2.6. Job descriptions

A written job description summarizing the duties, responsibilities, and minimum qualifications for the job will be maintained for each position.

Employees will be provided with a copy of their job description when they are hired. Periodically employees may be asked to review and suggest necessary updates for their job descriptions.

Current job descriptions are available on the Library's internal website.

2.7. References

Any response to a request for reference information for a current or former employee will be limited to the following information, unless the employee requests, in writing, that additional information be provided:

- Current or last position;
- Job duties in current or last position;
- Dates of employment; and
- Current or final hourly rate or salary.

No employee other than the Library Director or someone specifically designated by the Director is authorized to respond to reference requests.

2.8. Employment Eligibility Verification

Proof of U. S. citizenship is required under the National Immigration and Nationality Act of 1986. The Library is responsible for completion and retention of Form I-9, *Employment Eligibility Verification*, for each individual hired for employment. The Library must verify the employment eligibility and identity documents presented by the employee and record the document information on the Form I-9. (Acceptable documents are listed on the form.)

All current employees are required to have a completed I-9 form on file and to keep it updated. All newly hired employees have five working days to complete and return the form to the Administrative Assistant.

3. WAGE AND SALARY ADMINISTRATION

3.1. Salary Administration

Salaries and wages are based upon position classification and responsibilities. An effort is made to ensure comparable work within the context of the library and the community. Professional salaries are compared with those offered nationally and throughout the Commonwealth of Kentucky. Annual salary/wage increases are reviewed and given, if the budget allows. There is no set minimum.

All salaries and wages are additionally arrived at within the context of job responsibility, performance, and budgetary constraints.

3.2. Exempt/Non-Exempt Status

In accordance with the Federal Fair Labor Standards Act, employees are classified as “exempt” or “non-exempt”. Currently the only exempt position is Library Director. All other positions are considered “non-exempt”.

Exempt employees and regular full-time non-exempt employees shall be paid on a salary basis. Regularly part-time non-exempt employees shall be paid on an hourly basis. Employees on probationary status shall be paid on an hourly basis for the duration of the probationary period.

3.3. Pay Periods

- Pay Periods

Pay periods are the 31st/1st through 15th and 16th through 30th of each month.

- Pay Checks

All employees shall be paid by check or direct deposit on a bimonthly basis.

- Pay Days

The Library will attempt to adhere to the following schedule for distributing paychecks. Payday falls on:

- *Normal working day*: checks will be distributed at 11:00 a.m. that morning
- *Saturday*: checks will be distributed at 11:00 a.m. the Friday before
- *Sunday*: checks will be distributed at 11:00 a.m. the Monday following
- *Holiday*: checks will be issued at 2:00 p.m. the day before

The Library reserves the right to modify or change this schedule as needed. Employees will be notified of any deviation or change as soon as possible.

- **Pay Distribution**

Employees may elect to receive their pay through direct deposit. (See the Administrative Assistant for details.) Otherwise, checks will be distributed directly to or picked up by individual staff.

On payday the Administrative Assistant, or someone designated by the Director, will distribute checks to individual employees at the Main Library. The Facilities Supervisor, or someone designated by the Director, will distribute checks to the Branch managers, or someone designated by the Director. The Branch managers will distribute checks to individual employees at the branches.

Any checks not distributed

- by the Administrative Assistant, or designee, will be available for pick up in her office until 4:00 p.m. on payday. Any checks not picked up by 3:00 p.m. the following business day will be mailed to the employee's home address.
- by Branch Manager, or designee, will be available for pick up from that person until the end of the scheduled shift on payday. Any checks not picked up by 3:00 p.m. the following business day will be mailed to the employee's home address.

Staff members may have their check sent to another location for pick up, designate someone to pick it up, or mailed home.

- Staff may call the Administrative Assistant to have the check delivered to another location or mailed home. The Administrative Assistant must receive the call no later than 10:00 a.m. on payday.
- If someone else is to be designated to pick up the check, staff must present a signed written note to the Administrative Assistant designating the person by name. The staff member must present the note no later than 10:00 a.m. on payday.

3.4. Pay and Deductions

Part-time non-exempt or probationary employees shall be paid for the actual time worked during each pay period. Full-time non-exempt employees shall be paid based on 1,820 hours per year (35-hour workweek) divided equally over twenty-four pay periods. Exempt employees shall be paid based on their annual salary divided equally over twenty-four pay periods. [See "Overtime Pay and Compensatory Leave" for hours worked over 35 in a workweek.]

The Library is required by law to make deductions from an employee's paycheck, for such items as federal and state income taxes and Social Security taxes as well as other required items. Also, the Library offers group plans such as medical and supplemental insurance and payments for such plans will be deducted from an employee's paycheck if the employee chooses to participate in the plans. The employees pay stub will reflect all deductions.

3.5.Overtime Pay and Compensatory Leave

Non-exempt employees will be paid for the hours worked up to and including 35 hours in a workweek. (Exempt employees are ineligible for compensatory or overtime pay.) Mealtime, vacation, sick, personal, or compensatory leave will not be counted as "hours of work" for any type of overtime.

The employee's supervisor must authorize all overtime in advance. Employees may not work any type of overtime without obtaining prior authorization.

For time over 35 hours there are two types of overtime recognized—"other" overtime and overtime

"Other Overtime": Hours worked beyond 35 and up to and including 40 hours in a workweek is considered "Other" overtime. For time worked beyond 35 hours and up to and including 40 hours in a workweek, an employee may elect either to be paid his/her regular rate of pay or to receive compensatory leave at one and one-half hours for each hour worked between 35 and 40. Twice a year, in December and June, employees may change their election. This election will remain in effect until the next election cycle or by authorization of the director.

The maximum amount of compensatory leave that may be accumulated is 35 hours. Any compensatory leave must be taken within six months of the date on which it was earned. As with other leave, compensatory leave should be scheduled in advance and may be denied due to needs of the Library. Compensatory leave may be taken in a minimum of half hour increments.

Upon termination, an employee who has accrued compensatory leave shall be paid for any unused time at the employee's final regular rate received.

Overtime: Defined as hours worked in excess of forty hours in a workweek. Unless otherwise required by applicable law, overtime pay shall be one and one-half times the employee's normal hourly rate of pay for the time worked in excess of 40 hours in any workweek.

4. EMPLOYEE BENEFITS

4.1. Benefits

The Library provides and offers many different benefits to regular full-time employees. A few are also offered to regular part-time employees and are indicated in each section as applicable.

The Library recognizes the value of the benefits offered to employees and seeks to maintain as competitive an offering as possible. In all instances, benefits are dependent on revenue and subject to Board approval.

4.2. Medical, Dental, and Vision Insurance

Boyd County Public Library makes available group medical, dental, and vision coverage for all regular full-time employees and their dependents.

An employee is eligible to participate as approved by the health insurance carrier. Eligibility begins after the successful completion of the probationary period.

The Library pays the full cost of the premium for individual medical, dental, and vision coverage. Employees are responsible for the additional cost of coverage for eligible dependents. Details regarding insurance costs and payments will be provided at the time of enrollment.

The Library provides major medical, dental, and vision insurance to regular full-time employees through a third party provider. The specific benefits, restrictions, and limitations of the medical plan are detailed in the contract governing the plans. An employee may obtain a copy from the Administrative Assistant.

4.3. Workers' Compensation

All employees of Boyd County Public Library are subject to, and protected by, Kentucky laws relating to workers' compensation. Workers' compensation benefits provide medical benefits for work-related injuries or illness, and also provide weekly disability payments to replace lost income. These benefits are provided through a workers' compensation insurance policy purchased by the Library. Insurance premiums for this coverage are paid by the Library. No employee contribution is required.

All questions relating to eligibility for workers' compensation benefits, the computation of benefits, or the amount of benefits are determined by the insurance carrier. Employees may contest any determination of the

insurance carrier by filing an application for adjustment of claim under the Kentucky Workers' Compensation Act.

Employees are required to report as soon as possible but within 24 hours of any work-related accident, illness, or injury.

No employee will be harassed, coerced, intimidated, retaliated against, discharged, or otherwise subjected to any adverse employment action by Boyd County Public Library for reporting an on-the-job accident or injury or a work-related illness or for filing and pursuing a lawful claim under the Kentucky Workers' Compensation Act.

4.4. Retirement Benefits

Boyd County Public Library provides a defined contribution retirement plan for regular full-time employees through the Kentucky Retirement System.

Employees are required to participate once they have successfully completed the probationary period. Contribution is set by the Commonwealth of Kentucky Legislature based on year employed. Employees receive detailed information about the plan when they enroll.

The Library contributes a percentage of the gross annual salary of an eligible employee to his or her retirement account. The percentage is determined each year by the Commonwealth of Kentucky Legislature.

Employees shall also receive the benefits of the Standard Unused Sick Leave Program, KRS 786.16 (1) (2) (3) (4), (When an employee retires any unused sick leave, up to 120 days, may be added to his or her service time).

4.5. Holidays

The following holidays are paid holidays for regular full-time employees:

New Year's Day	January 1
Presidents Day	Third Monday in February, taken as a floating holiday
Memorial Day	Last Monday in May
Fourth of July	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day following Thanksgiving Day	Fourth Friday in November
Christmas Eve Day	December 24
Christmas Day	December 25

The following holidays are paid holidays for all regular employees:

Employee's birthday	Regular full-time employees
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receive seven (7) hours and
regular part-time employees
receive 3.5 hours of pay

The Board of Trustees approves actual closed dates. In some cases, holidays may become floating holidays based on the needs of the library.

If a holiday falls during a scheduled vacation, the employee will receive one day of pay for that holiday requiring one less day of leave. If a holiday falls on an employee's regularly scheduled day off, the day off will be rescheduled within the pay period.

An employee must work the day before and the day following any holiday in order to be entitled to holiday pay, unless leave has been approved in advance of the holiday.

4.6. *Vacation Leave*

Regular full-time employees accrue annual vacation time as follows:

<u>Months of service</u>	<u>Days earned</u>
One to 12 months (1 year)	5 days
13 to 59 months (2 to 4 years)	10 days
60 months to 119 months (5 to 9 years)	15 days
120 months + (10 + years)	20 days

Employees accrue vacation from the first day of service but are not eligible to take vacation until they have completed 12 months (one year) of continuous service. Vacation must be earned in the current fiscal year before it can be taken the following fiscal year. For new employees or employees reaching a new service level, this may mean that less than a full annual accrual is available at the beginning of a new year.

Since Vacation Leave is on a fiscal year accrual basis, any vacation must be taken within twelve months of the date on which it was earned and vacation days may not be carried over from year to year unless prior permission is given by the Director. Vacation may be taken in half-hour (30 minute) increments. Vacations should be scheduled in advance to receive a desired vacation time. Vacation request may be denied due to needs of the Library.

Employees are entitled to be paid for accrued and unused vacation if at least one year's service has been completed and the employee has given notice of terminating his/her employment.

4.7. *Sick Leave*

Regular full-time employees hired after January 12, 2004 are entitled to

accumulate sick leave at the rate of seven (7) hours per month. Regular full-time employees hired prior to January 13, 2004 are entitled to accumulate sick leave at the rate of fourteen (14) hours per month. The maximum amount of sick leave accumulated for all regular full-time employees is 840 hours (120 days).

Regular Full-Time employees accrue sick leave from the first day of service but are not eligible to take such leave until they have successfully completed their probationary period.

Sick leave may not be used as personal leave for non-medical purposes. Sick leave may be granted to care for members of an employee's immediate family. For purposes of this policy, the term "immediate family" shall include the employee's spouse, domestic partner, parents, siblings, children (including foster), grandparents, grandchildren, stepparents, stepchildren, and the parents or grandparents of the employee's spouse.

Employees may take sick leave in half-hour (30 minute) increments.

Sick leave beyond three days requires a physician's note. Extended sick leave requires a physician's note indicating the employee's ability to return to work.

Employees are not entitled to be paid for unused sick leave if their employment terminates for any reason. The exception to this is the Standard Unused Sick Leave Program [KRS 78.616 (1) (2) (3) (4)] which allows an employee to add any unused sick leave, up to 120 days (840 hours), to his or her service time when they retire.

During periods of extended illness in which sick leave is exhausted, any remaining leave shall be utilized, followed by leave without pay.

- *Sick Leave Sharing Pool*

In the event of a prolonged or catastrophic illness or injury, or an extended absence due to illness of a family member, eligible employees who accrue sick leave and who have exhausted their leave balances may apply for hours from the Sick Leave Sharing Pool.

A Sick Leave Sharing Pool Committee, comprised of staff who have contributed to The Pool, evaluates all requests. Eligible staff members applying for Sick Leave Sharing leave must submit their completed forms and accompanying documentation to the Committee. The Committee will present their recommendation to the Director for final approval.

The maximum request at one time is 30 working days. The maximum requests are two per fiscal year.

An employee who utilizes the Sick Leave Sharing Pool will continue to accrue regular benefits during use. Once an employee (or family member) is released by a doctor's note, any remaining Sick Leave Sharing Pool time will be returned to the Pool.

An employee may donate only if they have accumulated a minimum of 77 hours. The minimum donation is seven (7) hours.

Employee donation forms, employee request forms, and forms for documentation are available on The Library's internal Website.

4.8. Continuing Education and Certification

All regular full-time public service employees, department heads, branch managers, and library director are required to obtain and maintain Public Librarian Certification administered by The Kentucky State Board for the Certification of Librarians. The Library supports the Certification Board's assertion that library staff must increase their skills and knowledge through continuing education in order to keep abreast of developments in the information age. This, in turn, upgrades the library profession, enriches the individual librarian, and promotes quality library service.

New regular full-time employees are expected to apply for Temporary or Regular Certification (as appropriate) by the end of their probationary period. Regular full-time employees should work with their supervisor to earn sufficient continuing education points to obtain Regular certification or recertification in a timely manner. Employees are expected to attend continuing education opportunities such as conferences, workshops, meetings, and educational coursework; in some cases this may include out-of-town or overnight travel.

An employee's attendance at any continuing education event must be pre-approved by his or her supervisor and the Library Director. Registration fees, accommodations, and related expenses may be paid in advance by the Library, within limitations of the budget. All employee expenses and receipts must be documented and submitted within two weeks of attendance.

Coursework and/or related costs, when directly related to the job, will be paid either in full or in part by the Library within the context of the budget and at the discretion of the Director. An employee taking coursework must maintain a 3.0 grade point average in each class.

In most cases, attendance at library related continuing education events is considered work time and the employee will be paid his or her regular salary during the course of the program.

To improve the overall quality, experience, and service Boyd County Public Library provides to our community, the library encourages staff to pursue a master's in library science. See the "Master's In Library Science Program Request Guidelines and Form" in Appendix "A" of this document for complete details.

4.9. Flexible Spending Accounts

The library contributes funds to a Flexible Spending Account for each regular employee on a monthly basis. The funds are for allowable health reimbursements and for some supplemental insurance. A complete list of allowable expenses is available from the Administrative Assistant.

4.10. Other Miscellaneous Benefits

All of these benefits are voluntary, employee-contributed plans unmatched by the Library.

- Kentucky Deferred Compensation: a portable 401K plan.
- Supplemental medical, dental, cancer plan, and portable life insurance plans.
- Employee discount on materials
- Commonwealth Credit Union: checking, savings, and loans.

4.11. COBRA

Employees and their eligible dependents, who are enrolled in The Library's group health and medical insurance plan, may be eligible for COBRA continuation benefits if the employee's employment is terminated. If employment is terminated for any reason, you and your eligible beneficiaries will receive written notification of the right to purchase continued health insurance under COBRA. The full amount of the COBRA premium is paid by the employee.

5. LEAVES OF ABSENCE

5.1. *Personal Leave*

Regular full-time employees shall be entitled to twenty-five hours of personal leave off with pay each fiscal year.

Personal leave may be used for an employee's absence due to personal illness, personal time off, or in the event of personal and/or immediate family well-being.

Personal leave does not accrue nor is it reimbursable upon resignation, retirement, or any other leave of absence. Leave may be taken in half-hour (30 minute) increments.

5.2. *Jury Duty*

All employees shall be entitled to take a leave of absence for jury duty. Regular employees shall be paid regular wages and salaries while serving as a juror up to a maximum of twelve weeks while serving on jury duty, or for any longer period authorized in writing by the Library Director.

To be eligible for jury duty pay, an employee must provide advanced notice to his or her supervisor and must submit written evidence documenting jury service.

Employees are expected to complete their workday if they are released from jury duty with at least two hours remaining in their shift.

5.3. *Military Service*

All employees shall be entitled to take an unpaid leave of absence for active military service with any branch of the United States military or for military reserve duty.

On returning from such leave, an employee may be reassigned to any existing vacancy within the same classification and rate of pay.

5.4. *Bereavement Leave*

All regular full-time employees may request a leave of absence with pay for a period of up to five days due to the death of a member of the employee's immediate family. Any available leave may be used beyond the five-day period if approved by the employee's supervisor.

For purposes of this policy, the term "immediate family" shall include the employee's spouse, domestic partner, parents, siblings, children (including foster), grandparents, grandchildren, stepparents, stepchildren, and the parents or grandparents of the employee's spouse.

5.5. Maternity and Parental Leave

Maternity leave is granted for pregnant women and/or new mothers. Parental leave is granted to both men and women for use in caring for new children, including birth and adoption. Leave may be arranged upon advance notice and is granted for up to six weeks. Sick leave may be used for maternity or parental leave. On returning from such leave, an employee may be assigned to any existing vacancy within the same classification and rate of pay.

5.6. Discretionary Leave

Any regular employee (who has completed the probationary period) may request an unpaid leave of absence. The intent of such leave is to provide employees with an opportunity to take care of uncontrollable events that interfere with the employee's ability to meet their employment responsibilities.

During this time, benefits will not accrue and the employee is responsible for any medical premiums (if applicable). The request must be submitted to the employee's supervisor in writing. The Library Director will approve or deny such requests based on the needs of the library, duration of the request, and the points of each request.

6. TRAVEL

6.1. Travel Reimbursement

Boyd County Public Library will reimburse employees for the expenses of library related business travel, including the cost of transportation, meals, and lodging, provided that such travel is approved in advance and is required by Library business. All expenses must be ordinary, reasonable, necessary, and have a valid business purpose.

Distance Continuing Education Request Form ("Travel Request") forms must be submitted and approved by the employee's supervisor and the director in advance of travel. Expenses must be documented and receipts retained and turned in with a completed Travel Voucher (expense report) within two weeks of attendance. Library Director's expenses shall be approved by the Board of Trustees President. Forms are available on the Library's internal website.

This policy covers items normally encountered as business or travel expense. The Library expects its employees to use good judgment. The Library recognizes there will be times when "normal" expenses must be exceeded. Such occasions should be the exception and not the rule and should be adequately explained on the Travel Request and/or Travel Voucher. The employee should always keep track of his/her exact expenditures.

6.2. Local Travel

Local travel is considered travel where the employee returns either to work or home on the same day as the event. In most case it entails just mileage reimbursement.

6.3. Mileage Reimbursement for Use of Personal Vehicle

Mileage will be paid for actual miles traveled in a personal vehicle. All local mileage must be recorded on a Mileage Reimbursement form and approved by the department supervisor. Mileage should be turned in monthly but must be turned in at least once a quarter.

Mileage reimbursement rates are based on the Commonwealth of Kentucky Office of the Controller's Travel Reimbursement Rates for each quarter. Rates are posted on the Kentucky Finance and Administration Cabinet website.

Mileage will be paid for travel between branches, within Boyd County, and

outside of Boyd County. However, mileage will not be paid from the employee's home (or other starting base) to a branch or place of business, school, etc. in Boyd County when the employee begins the work day within Boyd County, even if it is not the normal work location. Nor will mileage be paid from a branch or place of business to the employee's home at the end of the work day.

6.4.Distance Travel

In most cases, distance travel is considered travel requiring an overnight stay or more than 200 miles round trip.

There are many options for out-of-town or distance travel. It is expected that each employee use the best means of traveling to and from an event, taking into consideration cost, time, and transportation availability.

6.5.Airline Travel (or other form of commercial travel)

Employees are expected to travel Coach or on the various special low fares offered whenever possible. To obtain the lowest possible prices, the following will be enforced:

- 1) Reservations must be made a minimum of fourteen (14) days in advance of travel date;
- 2) Saturday night stays will be used when the fare saves at least \$150;
- 3) Non-refundable tickets should always be used;
- 4) Alternate airports/airlines will be used if the difference is greater than \$250;
- 5) Try to schedule all travel on Tuesday through Thursday.

Penalty charges for lost tickets, travel changes, or other such penalties are the responsibility of the employee unless approved by director.

6.6.Expenses Connected with Air Travel (or other form of commercial travel)

Expenses incurred while in flight for such things as wine, liquor, or earphones are not reimbursable and are the responsibility of the employee. Food and other beverages are to be absorbed as part of the per diem allowance.

Baggage allowance will be paid for one (1) checked bag per roundtrip that does not exceed airline allowance for size and weight. These charges are to be listed separately under "other" on the expense report and explained. Additional bags and weight charges are the responsibility of the employee.

The purchase of insurance to provide life and accident coverage while in travel status is not reimbursable.

6.7. Travel To and From the Airport (or other form of commercial travel)

It is expected that each employee use the best means of traveling to and from the airport, taking into consideration cost, time, and transportation availability.

1) Public Transportation

Use of public transportation is reimbursable and does not require a receipt. Since this is usually the least expensive, it is to be considered first. It is understood that this method of transportation is the most time consuming and sometimes the least available.

2) Airport or Hotel Shuttle

The preferred mode of transportation to and from the airport because it is usually the best balance between cost and time. All shuttle charges, one way, in excess of \$10 must be presented with a receipt.

3) Taxi

A taxi may be used to and from the airport. Cost must be considered when choosing this method. Where this cost exceeds the cost of a shuttle and a shuttle is available, the shuttle should be selected. All taxi charges in excess of \$25 must be presented with a receipt.

4) Private Auto

Private auto may be used in all cases. Payment for this type of transportation will be made on the Commonwealth of Kentucky Office of the Controller's Travel Reimbursement rates. Rates are posted on the Kentucky Finance and Administration Cabinet website. Parking charges and tolls require a receipt.

6.8. Lodging

Lodging accommodations are made for the cost of single-room accommodations. Hotels selected should be those that are well established, reasonable in price, and conveniently located in relation to the traveler's event. Normally, rooms should be at single rates and at a price no higher than mid-range of the hotel's published rates. Reservations should be made well in advance so that The Library can obtain tax exempt rates by prepaying (though some taxes are not exempt).

Room rate should be verified upon checking in. Upon checking out, a receipt should be obtained and verified, regardless of the amount of the bill.

When accompanied by your spouse, be sure to determine the single room rate plus tax and note the rate on hotel receipt for purposes of reimbursement.

Employees are not expected to share a room but may do so if mutually agreed upon. Cost should be recorded on only one Travel Request with a

note on the other that the room will be shared.

6.9. Car Rental

The cost of rental cars is allowed only if the nature of the trip or the location of the places of business to be visited is such that use of local transportation is not practical or would be more expensive or when reimbursement or use of a personal vehicle is not practical.

Employees are to rent from Ashland Enterprise Rent-A-Car. The Library's rate should be requested.

The Library carries accident insurance for employees on company business. Employees should waive collision and damage liability insurance when offered. The cost of any additional insurance in connection with the use of rental cars is not reimbursable. Any employee renting a vehicle may obtain a copy of The Library's insurance for the Administrative Assistant

6.10. Accidents While Driving Rental Cars

If you are involved in an accident with a rental car, fill out all forms required by the agency. (If you are involved in an accident with your privately owned vehicle, the cost involved for the repair or any claims are the responsibility of the traveler.) The Library maintains travel insurance and Major Medical coverage for all employees of the library. The employee's or the auto agency's insurance will protect the traveler in case of accidents.

All accidents must be reported to the Administrative Assistant as soon as possible but not later than the return of the traveler. It is necessary for the Library to report all accidents involving employees traveling on library business to its insurance carriers. A copy of the employee's report to the auto rental agency or to the traveler's insurance company and the police accident report is sufficient for the Library's purposes. The Admin Assistant will provide any additional forms necessary.

6.11. Business Meals

- Business Meal Allowances
 - 1) Per Diem Allowance is a specific daily amount. No documentation is needed to substantiate the expense, which simplifies record keeping and places a firm ceiling on the expense.

The per diem rate of \$30.00 is provided to cover the cost of all meals, tips and incidental expenses, including items not covered under other sections of this statement. The allowance is broken down as follows:

Breakfast:	\$6
Lunch:	\$8
Dinner:	\$16

- 2) Actual Expense: Employees are requested to be reasonable and submit receipts for all meal expenses incurred.

Meals included in price of event: A traveler should always take advantage of included meals or in the price of transportation. If a meal is provided free of charge to the traveler, the cost of that meal should be eliminated from the per diem allowance except to the extent of tips and incidental expenses.

It is necessary to list on the travel report, breakfast, lunch and dinner in the amount allowed per meal. It is not necessary to support any part of the \$30 daily allowance with receipts.

It is understood that certain locations are extremely expensive and would cause undue hardship on the traveler to secure meals and pay for incidentals at this per diem allowance. The traveler may be allowed, in this special case, to disregard the per diem allowance and submit for reimbursement, actual expenditures or to negotiate a higher per diem rate in advance of the trip, with the library director. If the traveler has selected this option, receipts must support the actual cost of these meals; and these expenditures will be reviewed as to reasonableness and necessity. A statement is necessary describing the circumstances that forced this situation.

- Outside Business Associates

Business meals provided for outside business associates for the purpose of a business discussion or the promotion of goodwill which are furnished in an atmosphere conducive to a business discussion such as in a restaurant, hotel dining room or similar place not having a floor show or other entertainment are generally considered to be directly related to the active conduct of business and therefore reimbursable. Business lunches or dinners which are part of a business program or which are officially sponsored by business or professional associations are also considered directly related to the active conduct of business and accordingly are reimbursable. The meal should be paid for and reported by the most senior employee in attendance from the organizational hierarchy hosting the event.

- Library Employees Only

Business meals involving employees only are not reimbursable by The Library except in special circumstances. Such circumstances would include special situations wherein a time limitation factor and/or the

nature and sensitivity of the matters to be discussed were such that a luncheon or dinner meeting was clearly in the best interest of The Library. Such business luncheons or dinners should, if possible, take place on The Library premises or if that is not practical, should take place at a club or restaurant which is conducive to a business discussion.

- **Non-Reimbursable Meal Expenses**

The Library will not reimburse employees for any personal expenses, which include, but are not limited to, entertainment, or meal expenses not directly related to or associated with the active conduct of the Library's business. Nor will the Library reimburse business entertainment or meals expenses that are lavish or extravagant.

- *It is Library policy that employees refrain from drinking alcohol during the normal workday.*

6.12. Combined Business and Personal Trips

If an employee, while traveling for business purposes, decides to take a vacation either before or after the business trip or brings along family members, the cost of the trip must be split appropriately between business and personal expenses. Only business expenses will be reimbursed.

Hotel Accommodations

If the traveler extends the trip beyond the number of days required to complete the business purpose of the trip, those days are considered personal and will be charged to the traveler at the full rate of the room plus tax. If the traveler has family members along on the trip, the difference between single accommodations and multiple accommodations will be charged to the traveler including the proportionate tax.

6.13. Duration of Trip

Generally, travel events should be planned to enable the traveler to remain at or in the vicinity of the trip destination for the period of time required to conclude the event.

The Library encourages Saturday night stays and travel on weekends/holidays to get lower airfares. The Library will pay normal and reasonable travel costs (lodging, meals, etc.) up to the cost if the lower airfare had not been obtained.

In the event of an unexpected or unplanned layover or trip delay beyond the control of the employee, the Library will pay normal and reasonable travel

costs (lodging, meals, etc.). Any such delay must be reported to the employee's direct supervisor or the library director as soon as conditions allow. All expenses must be documented and recorded, along with authorized expenses, on the Travel Voucher upon return.

6.14. *Cash Advances*

All travelers may obtain cash advances via an authorized Travel Request. All requests must be made far enough in advance to coincide with bi-monthly check issuing. If reservations or tickets are also requested, they should be made at the same time.

6.15. *Reimbursable Expenses*

In certain circumstances, incidental expenses may be listed for reimbursement. However, they must fall within the criteria set forth in this paragraph or be specifically approved through submission of a Travel Request. The inclusion of the incidental charges is subject to review for reasonableness and necessity:

- 1) Tips: Tips are reimbursable for those services considered normal. Such services include baggage handling, food service, and errand services for business connected purposes. Tips should not exceed 15% of the total charges.
- 2) Telephone: Telephone expenditures are fully reimbursable for business purposes and allowable for personal calls on a reasonable basis. If the cost of calls is unusually high, whether for business or for personal reasons, the traveler must explain the nature of the calls.
- 3) Internet services: Internet connection expenditures are fully reimbursable for business purposes and allowable for personal use on a reasonable basis. Internet services should not exceed \$15 per day.
- 4) Parking/Tolls: The Library will reimburse the cost of parking fees incurred on library business. Acceptable parking charges include fees charged at hotels, offices visited, and airport parking lots.

6.16. *Non-Reimbursable Expenses*

The Library will not reimburse the following expenses:

- 1) Maid tips at lodging facilities; [continued]
- 2) Credit, travel, airline, and/or entertainment card annual membership or card fees;
- 3) Flowers, gifts, or cards for special recognition days (such as Secretary's day). The only exception is that flowers may be bought to express condolences to employees when a sickness or death occurs, if approved by the library director or her designee;
- 4) Excessive personal phone calls or internet use;

- 5) In-room services such as movies, mini-bar, room service (beyond the per diem), etc.;
- 6) Alcoholic beverages and entertainment expenses;
- 7) Coffee break or snacks items;
- 8) Any items bought for personal use (such as toiletries, personal care items, etc.).

6.17. *Reporting Expenses*

Expenses must be documented and receipts retained and turned in with a Travel Voucher (official expense report) within one week of attendance of any event. All Travel Vouchers must be approved by department supervisor and director. The director's expenses are approved by the board president.

It is intended that this policy cover all aspects of reimbursement of costs incurred during trips on Library business. As with any statement of procedures, exceptions are expected; authorization for exceptional expenditures may be granted in advance through a Travel Request but must be made on a Travel Voucher (trip expense report). However, request for such exceptions must be made in a full written explanation and are subject to review.

Failure to observe these rules or to reimburse the library for unreimbursed expenses will result in disciplinary action, up to and including suspension or termination.

7. EVALUATIONS, PROMOTIONS, AND TRANSFERS

7.1. Evaluations

The library intends to evaluate all regular employees at least once during each fiscal year. Evaluations will be utilized to determine employees work performance, ability, and competency level.

An annual evaluation may be given both orally and in writing. Departmental Supervisors will conduct their respective employee evaluation performances and the Director will evaluate the Administrative Staff, Departmental Supervisors, and Branch Heads.

Prior to the annual evaluation each employee may be required to conduct a written self-evaluation, which would then be turned into his or her supervisor. The employee's supervisor will meet privately with the employee to discuss the evaluation. At that time, the employee will be given a copy of his or her written evaluation.

The employee will be given an opportunity to respond in writing to the evaluation and to challenge any portion of the evaluation with which the employee disagrees. The employee's response to the evaluation will be reviewed by the Library Director as soon as possible after receipt.

Evaluations and responses are maintained in the employee's personnel file.

7.2. Compensation Adjustments

The compensation of all regular employees will be reviewed annually. However, it is possible that not all employees will receive an increase. Eligibility for an increase will depend primarily on the individual's performance and, in addition, upon such factors as the Library's financial situation, the cost of living, and the rate of pay for similar jobs in the marketplace. Increases are not guaranteed.

7.3. Promotions

It is the policy of Boyd County Public Library to promote from within whenever possible.

When job vacancies occur, the Library will provide notice of the vacancy and allow employees to apply for any such vacancy. The Library reserves the right to undertake outside recruitment at the same time that it provides notice to existing employees of the vacancy.

In determining whether to fill a position by promoting an existing employee, the Library will consider the employee's ability to perform the duties of the position after a reasonable training or introductory period, as indicated by the employee's education, experience, and past performance as an employee of Boyd County Public Library.

An employee who has received an overall rating of "less than satisfactory" during his or her most recent evaluation is not eligible for promotion.

7.4. Transfers

At any time, an employee may request a transfer to another department or may be transferred based on the needs of the Library. A transfer occurs when an employee moves from one position, department, and/or branch to another at the same rate of pay.

An employee's request for transfer, outside of a current posted opening, is subject to availability and at the discretion of the Director and department supervisors. For transfers conducted within a current posted opening, there is a three-month probationary period.

Employees who are transferred retain their current leave balances and accrual rates.

7.5. Reclassification

A reclassification involves a change in job title and/or pay range and is initiated by Boyd County Public Library.

8. EMPLOYEE DISCIPLINE AND END OF EMPLOYMENT

8.1. Disciplinary Warnings

Whenever an employee's breach of work rules, misconduct, poor performance, or other unacceptable conduct comes to the attention of the Library, the employee may receive a disciplinary warning. Such a warning is intended to make the employee aware of the seriousness of the problem and the need for immediate corrective action. Warnings will be delivered privately, in oral and/or written form. The employee will be asked to sign the written warning and will be given a copy. In addition, a copy of the written warning will be placed in the employee's personnel file.

The Library reserves the right to take other disciplinary action deemed appropriate under the circumstances, including demotion, suspension, or termination of employment in lieu of a warning.

If an employee believes a warning is not justified, the employee is entitled- and encouraged-to discuss freely the situation with his or her supervisor. If the matter cannot be resolved through such discussion, or if the employee believes that such a discussion would be unproductive, the employee may make a written report to the Library Director and request that the Director review the warning and investigate all relevant circumstances. Any such request will be given prompt attention by the Library Director or the Director's designee.

Examples of some causes for discharge include, but are not limited to:

- Neglect of duty
- Habitual tardiness or absenteeism
- Theft
- Abusive treatment of the public or employees
- Incompetence
- Drug or alcohol abuse
- Insubordination
- Sexual harassment

8.2. Resignation

Any employee may resign at any time, but the Library requests that he or she notify the Library in writing of his or her intent to resign and the effective date of resignation. If possible, this notice should be given at least two weeks prior to the effective date of resignation.

Whenever an employee desires to resign, the Library may choose to either:

1. Allow the employee to continue to work until the effective date of resignation, or
2. Request that the employee cease work immediately and pay the employee until the effective date of resignation or through the end of the employee's normal pay period, whichever is less, or
3. Any mutually acceptable combination of the above.

8.3. Termination

Boyd County Public Library may terminate any employee, with or without prior notice, for any of the following reasons, or for any similar reasons; this list is provided solely for purposes of illustration, is not intended to be comprehensive and does not limit the Library's right to terminate employees for reasons not included on the list or otherwise in any way affect the at-will status of any employee.

- Grossly, intentionally, willfully, or repeatedly violating or disregarding the established rules of the Library
- Dishonesty
- Insubordination
- Incompetence or inability to learn or perform the assigned work
- Misconduct
- Uncooperativeness, unwillingness, or inability to work with co-workers and supervisors
- Excessive absenteeism or tardiness
- Any other reason deemed appropriate by the Library.

In addition, any employee who fails to notify his/her supervisor, the administrative assistant, or library director, and fails to work three consecutive working days shall be terminated from his/her position, with no leave of absence, vacation, or other pay allowed. Refusal to work without medical or policy stipulated reason is considered an automatic termination.

8.4. Layoffs

Layoffs may occur whenever it is necessary to reduce the workforce for any reason, or when a particular position or job function is no longer required.

For each position to be eliminated or to be cut back, the most recently-hired employee in that position shall be laid-off first; provided, however, that the employees retained are, in the opinion of the Library, qualified to do the available work. Temporary employees shall be laid-off before newly hired employees, and newly hired employees shall be laid-off before regular employees.

Whenever possible, any employee laid-off shall be given two weeks notice

prior to layoff, although it may not be possible for the Library to provide such notice in all circumstances.

Employees laid off shall be held in a layoff pool for possible recall. That recall period will not exceed one year.

9. EMPLOYEE CONDUCT

9.1. Absenteeism and Tardiness

Boyd County Public Library encourages and expects the regular and dependable attendance and punctuality of each employee. In order for the Library to operate productively and efficiently, employees must be available for work on a regular basis. At the same time the Library recognizes the need for employees to be absent from work for various personal reasons.

Employees are expected to contact their immediate supervisor, or his/her designee, directly if they are to be absent or tardy. If the immediate supervisor is unavailable, then the administrative assistant or library director should be contacted. In all cases an employee is expected to speak directly to a person (no email, text messaging, or voicemail) unless directed by the supervisor.

Repeated absences or tardiness over a period, for any reason not governed by a written leave policy, may jeopardize continued employment of an employee. The Library reserves the right to take disciplinary action, up to, and including termination, for excessive absenteeism or tardiness.

9.2. Business Ethics

Boyd County Public Library's reputation for honesty and integrity is extremely important to its continued success and ability to provide effective services. The Library currently enjoys an excellent reputation with regard to business ethics and intends to preserve that reputation. All employees are required to adhere to the guidelines set forth in this policy. If an employee has any doubts as to the propriety of a particular situation, he or she should discuss the situation with his or her supervisor or with any other member of Library management as soon as possible. The following conduct is prohibited:

- An employee may not act on behalf of the Library in any transaction involving persons or organizations with whom he or she, or any member of his or her immediate family, has any significant connection or financial interest.
- No employee may accept personal fees or commissions from any transactions on behalf of, related to, or involving the Library or its property.
- Employees are prohibited from accepting compensation, services, benefits, payment, remuneration, or any other type of consideration from any organization doing business or seeking to do business with the Library.
- Employees are prohibited from knowingly violating any state or federal

statute or violating any procedures adopted by the Library relating to contracts, bidding, accounting, financial reporting, and disclosure procedures.

- Any employee who has any reason to believe that any officer, director, or employee of Boyd County Public Library has violated or intends to violate any provision of this policy is required to report his or her concerns to management as soon as possible. The failure to disclose a violation or possible violation of this policy is in itself a violation of the policy.
- Any violation of this policy may be grounds for immediate discipline, up to and including termination of employment.

9.3. Sexual Harassment Policy

It is the policy of Boyd County Public Library to strive to maintain a working environment for its employees that is free from sexual harassment by supervisors, co-workers, or third parties. The Library will not tolerate any act of sexual harassment by any person in violation of this policy.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other 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 an individual's employment;
2. Submission to or rejection of any such conduct by an individual is used as a basis for employment decisions; or
3. Such conduct has the result of unreasonably interfering with an individual's work performance or creating an intimidating or offensive working environment.

Examples of specific conduct that would violate this policy include, but are not limited to, the following activities on Library premises or during work hours:

1. Visual displays of sexually suggestive or sexually explicit materials, such as posters, postcards, catalogs, drawings, cartoons, magazines, or photographs;
2. Sexually suggestive or explicit comments, jokes, epithets, name-calling, etc.;
3. Sexually suggestive or explicit gestures;
4. Sending or receiving sexually suggestive or sexually explicit e-mail;
5. Logging onto, viewing, or downloading sexually suggestive or sexually explicit material from the Internet;
6. Viewing or showing sexually suggestive or sexually explicit films or videotapes;
7. Touching any co-worker or other person in a sexually suggestive or sexually explicit manner;

8. Any act of "hazing" that involves the removal of any item of clothing from a co-worker, that involves actual or threatened physical contact of any sort, or that involves any sexually suggestive or sexually explicit element.

Please note that men as well as women can be victims of sexual harassment, and that sexual harassment may involve persons of the same sex. In addition, conversations or activities that are purely voluntary and consensual may make third persons feel uncomfortable, and thus, may be a violation of this policy.

It is the responsibility of every supervisor employed by the Library to ensure that this anti-harassment policy is enforced strictly. Every supervisor is responsible for ensuring that each employee under his or her supervision is aware of this policy. It is the further responsibility of all supervisors to ensure that any work sections under his or her responsibility are free from sexual conduct that causes, or reasonably can be considered to cause, an intimidating or offensive working environment. In addition, supervisors are required to comply with all reporting requirements in this policy, including the obligation to promptly report to senior management any complaint made under this policy or any possible violation of this policy.

It is the responsibility of all employees to conduct themselves in ways that ensure that others are able to work in an atmosphere free from sexual harassment. It is the responsibility of all employees to comply with this policy in all respects and at all times.

It is the further responsibility of all employees, including in particular all supervisors, to bring to the Library's attention any evidence of sexual harassment, and to promptly report any act or event that is believed to be a violation of this policy (or that may be a violation of this policy) so that the matter can be investigated as soon as practicable and appropriate action taken. Further, all employees are required to cooperate fully, honestly, completely, and truthfully in any such investigation.

If you believe that you or any other employees have been subjected to sexual harassment in the workplace in violation of this policy, we ask that you immediately report your concerns to the Library. You may report your concerns to your supervisor, any other supervisor with whom you feel comfortable in making such a report, or to the Administrative Assistant or Library Director. Any supervisor who receives a report of sexual harassment is required to advise either the Administrative Assistant or Library Director immediately. All such reports shall be treated confidentially, and will be investigated by the Library in a prompt and responsible manner.

No employee shall be subject to any form of reprisal or retaliation for having

made a good faith complaint under this policy.

Any employee who is determined to have violated this policy by engaging in or condoning the sexual harassment of a fellow employee will be subject to immediate discipline up to and including termination of employment.

9.4. Drug and Alcohol Abuse Policy

- I. **STATEMENT OF POLICY:** Boyd County Public Library is committed to providing a workplace free from drug and alcohol abuse. We are concerned about the well-being of employees whose drug or alcohol abuse or dependency may affect their job performance, their job safety, the safety and well-being of co-workers, and the expectations of our customers.

To meet these goals, we have adopted this policy prohibiting drug and alcohol abuse on the part of all employees. This policy is applicable to all employees of the Library.

Nothing in this policy should be construed to create a contract of employment between the Library, and any individual, and the Library reserves the right to change or modify these policies at its sole discretion with or without prior notice.

DEFINITIONS:

- Controlled substances. The term "controlled substances" includes mind-altering and/or addictive substances included under the provisions of the United States Government's Controlled Substances Act of 1970, as amended. Examples include:
 - Opiates (e.g., heroin, morphine, codeine, methadone)
 - Cocaine
 - Cannabinoids (e.g., marijuana, hashish)
 - Amphetamines
 - Barbiturates
 - Other narcotics and hallucinogens (e.g., phencyclidine [PCP], methaqualone [Quaalude], peyote, LSD)
 - Benzodiazepines (e.g., Valium)
- Also encompassed by this definition are substances not sold as drugs or medicines but which are used for mind or behavior-altering effect.
- Illegal drugs. The term "illegal drugs" means any controlled substance other than one purchased and used pursuant to a prescription written by the employee's medical doctor or treating physician.
- Library and customer premises. The term "Library and customer premises" includes work sites, vehicles, or offices owned, rented, used, or serviced by the Library or by any customer of the Library; employee-

owned or employee-rented vehicles on the property of the Library or of any customer of the Library; and any other locations where the employee represents the Library in any capacity.

- Library time. The term "Library time" includes all working hours as well as meal periods and break periods, regardless of whether on Library or customer premises.

PROHIBITED ACTIVITIES:

The possession, use, sale, or distribution of illegal drugs on Library time or on Library or customer premises is strictly prohibited. Any illegal drugs or drug paraphernalia will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

The unauthorized possession, use, sale, or distribution of alcoholic beverages on Library time or on Library or customer premises is strictly prohibited.

Reporting to work at any time under the influence of alcohol or any controlled substance is strictly prohibited. The only exception will be for a controlled substance prescribed for the employee by the employee's physician.

Off-the-job illegal drug use is prohibited. Such use could adversely affect an employee's job performance or could jeopardize the safety of other employees or the public. Off-the-job illegal drug use could also jeopardize customers' or the public's confidence in the Library and its employees.

TESTING FOR THE PRESENCE OF ILLEGAL DRUGS:

The Library reserves the right to test any employee for the presence of illegal drugs under the following circumstances:

- Newly Hired Employees. The Library may test all newly hired employees for illegal drugs. Any offer of employment with the Library is contingent upon testing negative for the use of illegal drugs. Any newly hired employee who tests positive for illegal drugs will be subject to immediate termination.
- Random Testing. The Library may test a percentage of all of its employees for illegal drugs at least once during every twelve-month period from the date of the implementation of this substance abuse program.
- Suspected Influence. The Library may require a test whenever an employee's work performance, attendance, conduct, appearance, speech or other behavior on the job creates a reasonable question of whether the employee is under the influence of illegal drugs.

- Accidents. The Library will test all persons involved in any accident occurring on Library premises for illegal drugs if there is a reasonable basis to believe that drug use caused or contributed to the accident. In addition, all persons who sustain a work-related injury requiring medical treatment by a physician or other licensed health care provider will be subject to testing for illegal drugs.

CONSEQUENCES:

- Refusal to Take Test. Any employee who refuses to take a Library required drug and alcohol test or who does not authorize disclosure of test results to the Library will be subject to immediate termination.
- Unauthorized Use. Any employee who violates the Library's policy against the possession, use, sale, or distribution of illegal drugs or alcoholic beverages or who engages in off-the-job illegal drug use will be subject to disciplinary action up to and including termination.
- Positive Test. Any newly hired employee who tests positive for illegal drugs will be subject to immediate termination. Any other employee who is found to be under the influence of alcohol or a controlled substance or who tests positive for illegal drugs or alcohol use will be subject to the following procedures:
 - A review of the circumstances of the incident and of the employee's total employment record, which may result in discipline up to and including termination of the employee, and
 - Mandatory referral, enrollment, and participation in a rehabilitation program recommended or approved by the employee's personal physician, except in cases where the employee is terminated. Any employee required to participate in a rehabilitation program must sign a written agreement concerning the terms and conditions of his or her participation in the rehabilitation program.
 - Employees who are required to participate in a rehabilitation program will be fully responsible for all costs and expenses associated with the program. However, the Library's group health insurance may cover some of these costs and expenses for employees who are enrolled in the group health insurance program.
 - Rehabilitation programs requiring in-patient care will necessitate an absence from work for the duration of the rehabilitation period. Other types of rehabilitation programs may not necessitate any absence from work.

Employees who miss work as a result of their participation in a rehabilitation program will not be compensated during the time they are off work, but may use any remaining vacation or personal days available to them, or seek any benefits that may be available through the Library's Short Term Disability

Program. For further information concerning the terms and conditions of the Library's group health insurance policy and Short Term Disability Program, please refer to your benefits booklets.

The option of mandatory referral to a rehabilitation program will be offered at the sole discretion of the Library and will not be an available option in all circumstances.

RETURN TO WORK:

An employee who has been referred to a rehabilitation program requiring an absence from work will be eligible to return to work only under the following conditions:

- Undergoing a drug and/or alcohol test that is negative for illegal drugs/alcohol.
- Signing an agreement authorizing periodic and unannounced follow-up testing, at the Library's sole discretion, for one year after return to work. If a subsequent test is positive, the employee will be dismissed.
- Producing written documentation showing enrollment and full participation in a rehabilitation program.
- Providing a doctor's release confirming that he or she is physically and mentally able to return to work and perform his or her regular job duties.

Generally, an employee will be given up to 30 days to meet these requirements.

Second Offenses. A second offense will result in immediate dismissal. An employee dismissed for violation of the Drug and Alcohol Abuse policy is not eligible for rehire.

ALCOHOL:

The Library reserves its right to discipline, discharge, or deny employment to any individual whose use of alcohol impairs job performance to the point where he or she is not qualified to perform the essential functions of his or her job. The Library may require successful participation in a rehabilitation program as detailed in Section V(C) of this policy.

Employees who use alcohol will be required to meet the same standards of performance and conduct that are required of other employees. Unsatisfactory behavior such as absenteeism, tardiness, poor job performance, or accidents caused by the use of alcohol will neither be accepted nor accommodated.

The Library reserves the right to test any employee for the presence of alcohol whenever the employee's performance, attendance, conduct, appearance, speech or other behavior on the job creates a reasonable question of whether the employee is under the influence of alcohol. In addition, the Library may test any employee involved in any accident occurring on Library premises or who sustains a work-related injury requiring medical treatment by a physician or other licensed health care provider.

TREATMENT PROGRAMS:

The Library recognizes that alcohol and drug problems are treatable in many cases. Confidential assessment, counseling, treatment, and specialized help are available through numerous programs in the local area.

Voluntary participation in such programs will not jeopardize employment or future advancement, but will not exempt employees from disciplinary action for substandard job performance or rules infractions.

The Library encourages employees who think they may have a drug or alcohol dependency problem or are concerned about the drug or alcohol dependency of a family member to seek help voluntarily as soon as possible by contacting an appropriate care provider or social service agency.

TEST RESULTS, RECORDKEEPING, and CONFIDENTIALITY:

- Notification of test results. Any employee is entitled to be notified of the results of any substance abuse test administered to him or her under this policy.
- Recordkeeping. All records related to the administration and results of the substance abuse testing program, including the test results of any individual whose test is positive, will be maintained for a minimum period of five years, except that individual negative test results will be maintained for a minimum of twelve months. Any individual's test results will be maintained solely by the medical doctor used by the Library to conduct its substance abuse testing program.
- Content of records. The Library will maintain records containing the following information relating to the substance abuse testing program: (1) the fact that the employee submitted to a substance abuse test; (2) the date of such test; (3) the location of such test; (4) the identity of the person or entity performing the test; and (5) whether the test finding was "positive" or "negative." This information will be maintained in confidential files separate and apart from the employee's personnel file.
- Access to individual test results or test findings. No person may obtain the individual test results retained by the medical doctor who

administers a drug test, and no such doctor may release the individual test results of any employee to any person, without first obtaining written authorization from the tested employee. However, nothing in this paragraph will prohibit a medical doctor from releasing to the Library any of the information that the Library is permitted to retain pursuant to the preceding paragraph.

- Confidentiality. No person may obtain from the Library any information relating to an employee's participation in the substance abuse testing program without first obtaining written authorization from the tested employee.

10. MISCELLANEOUS WORK RULES

10.1. *Building Access*

Each location requires a four-digit security code and key in order to open (and in the case of the branches to close) a building. Key and code access is determined by the department supervisor or library director.

Keys are issued by the Facilities Supervisor upon authorization of the department head. Staff must provide the Facilities Supervisor with a four-digit code either in writing or verbally; electronic submissions are not allowed. Codes will be changed annually or as needed. Codes and/or keys may not be shared under any circumstances, including with the supervisor.

Any unauthorized use of keys and/or codes may result in disciplinary action, up to and including dismissal.

10.2. *Computers, Email, Internet Use, and Library Network*

- **Staff Computers**

Many employees use one of the Library's computers in the performance of their day-to-day activities. The computers are the property of the Library and should not be used for personal matters unless prior authorization is obtained from the supervisor.

It is particularly important for employees not to perform any business activities for themselves or other persons or entities on the Library's computers, as the confidentiality of the work performed for the third party cannot be guaranteed by the Library.

In order to maintain consistency and minimize maintenance, employees are not to modify computer settings, including firewall and anti-virus settings, add software, or download programs from the Internet unless authorized by the Network Administrator, or the Library Director. Employees may change desktop settings using the settings provided within the current operating system and utilize the task bars that come with preloaded software.

Passwords

Public Service computers and staff use computers require a minimum ten-digit password set by department heads and staff respectively. The network will prompt for a password change every six months. It is required that all passwords be changed at this time or as required by the network administrator or library director.

Public Service computers passwords are not to be shared beyond library staff. Individual staff passwords are not to be shared with anyone, including, but not limited to the employee's supervisor, or other staff unless directly authorized by the network administrator or library director. Once shared, staff are required to promptly change the shared password.

- Laptops

The library makes available a limited number of laptop computers for use by staff who are taking continuing education classes, conducting library business, or while at conferences and workshops. They are for use by library staff only and are subject to the same rules and conditions as Staff Computers. In addition:

- In order to insure availability, an email request should be sent to the Administrative Assistant, Network Administrator, or Library Director at least a week in advance.
- All laptops and corresponding equipment must be checked out and returned through the Administrative Assistant, Network Administrator, or Library Director.
- Checkout requires return of laptop by anticipated return date. Failure to return equipment by return date or to inform Administrative Assistant of delay will result in denial of future use.
- Staff is responsible for any repair and/or replacement costs incurred while the laptop is checked-out (beyond normal wear and tear of equipment).
- All documents, etc., should be saved to a flashdrive.
- Staff are required to inform Network Administrator of any problems encountered before turning in the laptop.

- Email

Any material entered into the Library's staff computers or sent through the Library's e-mail system is the property of the Library and is subject to review at the sole discretion of the Library. Employees are required to use judgment and discretion when using Library computers to compose documents or to send or receive e-mail.

External e-mail is transmitted through the Internet. Under existing technology, it is impossible to maintain the confidentiality of such information. Consequently, external e-mail should not be used to transmit any confidential information.

- Internet

Internet access through the Library's staff computers should be limited to library business purposes. If an employee is unclear whether a particular use constitutes a business purpose, he or she should consult with the supervisor.

- Unauthorized use

Any use of computers, e-mail, or Internet access may be disclosed through electronically stored activity histories.

Any unauthorized use of computers, e-mail, or Internet access may be charged to the responsible employee and result in disciplinary action, up to and including dismissal.

Under no circumstances is anyone other than a Boyd County Public Library employee permitted to use a staff computer. Only regular full-time and part-time employees may access the library's database and staff network. This includes, but not limited to:

- Checking materials in/out, accessing patron information, accessing the internet, or checking email;
- By volunteers, Friends members, teen or family volunteers, interns, or any other non-library staff.

A staff member may bring up information for a user but should never allow a user direct access to a staff computer.

In order to maintain confidentiality of patron information and the security of the Library's network, employees must secure any staff computer before leaving the work area unattended. This may include logging off any computers, locking offices, or obtaining staff assistance in securing the area.

Any employee who willingly or due to reckless behavior compromises the library network by uploading, installing, or downloading damaging software (in any form) or hardware or allowing unattended access will be subjected to disciplinary action, up to and including dismissal.

In addition, any employee who observes or allows another employee or patron to compromise the library network and does not inform the network administrator, department supervisor, or library director immediately will also be subjected to disciplinary action, up to and including dismissal.

10.3. Confidentiality

Library Business

Library activities, operations, and business affairs may not be disclosed to anyone outside of the organization except when required in the normal course of business, through a properly executed court order received by the Library Director, or by permission of the user, staff member, or other authorized person. Any questions regarding the maintenance of confidentiality should be discussed with the employee's immediate supervisor or the Library Director.

Personal

Gathering and/or using personal information on staff or patrons, without written permission, is prohibited and subject to disciplinary actions.

Reporting

Management is required to report information about any kind of harassment, discrimination, threats of violence, violation of policy, drug-use violations, and unethical or illegal conflicts of interest. Information will be kept as confidential as possible.

10.4. Customer Relations

Over the years, The Library has developed a favorable reputation in the community. This reputation is based in large part upon the perception of customers, vendors, suppliers, and others who visit our premises. Continued good community relations and reputation depend on what such persons see and hear when they visit our premises, and this in turn depends on how our employees conduct themselves on the job or whenever they are acting on behalf of, or representing, The Library.

Each employee is required to conduct his or herself in a courteous, cooperative, and professional manner at all times when representing Boyd County Public Library.

Employees are expected to handle any complaints, suggestions, questions, or concerns expressed by customers to the best of their ability. Staff members are encouraged to obtain assistance from other staff or to hand the customer over to a supervisor or the director if that would best assist the customer. It is always appropriate to bring the interaction with the customer to the director or supervisor's attention as soon as possible.

Discrimination against any customer for any reason (e.g., race, color, national origin, sex, age, religion, or disability) is strictly prohibited and will

be grounds for disciplinary action, up to and including termination of employment.

10.5. Dress Code

All employees of Boyd County Public Library are expected to present a clean and professional appearance when representing the Library, whether on premises or during outreach activities.

The personal appearance of employees is to be directed by the following:

- Clean, pressed, properly fitting business casual attire is required;
- Hair should be clean, combed, and neatly trimmed or arranged;
- Sideburns, moustaches, and beards should be neatly trimmed;
- Good personal hygiene must be maintained;
- Use perfume or cologne sparingly or not at all, many individuals are sensitive to various scents;
- Use of sweaters and jackets during work time are subject to inappropriate dress guidelines.

Name tags

Each employee is expected to wear a library provided name tag while representing the library, whether on premises or during outreach activities. Monogrammed library logo shirts may be worn in lieu of a name tag.

The following are some examples of inappropriate dress:

- Denim wear, cargo wear, and overalls, regardless of color, style, or design (except as allowed below);
- Shirts displaying slogans, advertising, or writing (except as allowed below);
- T-shirts or flannel shirts of any type (including those with BCPL logo or programming imprints except as allowed below);
- Athletic and casual wear such as cotton/fleece pants, jogging suits, "hoodies" and sweat shirts, sweats, tank tops, or shorts;
- Clothing with spaghetti straps or halter tops; clothing revealing bare backs or midribs.
- Sheer garments must be worn with appropriate jacket, shirt, or covering;
- No loose shoes such as flip-flops (including all styles of shoes with a thong between the toes), beach sandals, etc.;
- With the exception of headgear for religious purposes, all staff must remove hats, caps, or other headgear while indoors;
- No extremes in make-up, hair style, or jewelry

Exceptions

Due to the nature of the work involved maintenance, networking, outreach, and page staff may be permitted to wear jeans and more casual clothing. Employees in these positions are cautioned to use good sense when "dressing down". In addition, they are expected to maintain a good personal appearance and follow the rest of the "inappropriate dress" guidelines set out in this policy.

Under special circumstances (e.g., severe weather), the dress code policy may be relaxed.

Staff may wear current BCPL logo embroidered shirts (except T-shirts) during the work week. Business type capris are acceptable.

Employees are expected to maintain the dress code when attending continuing education events unless stated otherwise in event publication.

Casual Days

The Library provides for Casual Days throughout the year. These days are announced by the Library Director. Employees are cautioned to use good sense when "dressing down". On Casual Days, employees are expected to maintain a good personal appearance. Denim and Boyd County Public Library T-shirts will be permitted; however, the other examples of inappropriate dress will be enforced.

Enforcement

Department supervisors shall enforce the dress code. The Library Director will be the final authority on the appropriateness of an employee's attire.

Anyone wearing inappropriate clothing may be asked to go home and change. Repeated violations over a period, without prior approval, may result in disciplinary action, up to, and including termination.

10.6. *Driving while on Library Time*

Any employee who drives either a personal vehicle or a library provided vehicle for library business is required to abide by the following rules and regulations:

- A vehicle operator of a library owned or provided vehicle OR a personal vehicle used for library business shall be an employee of Boyd County Public Library and hold a valid operator's license.
- Operator agrees to have a periodic Motor Vehicle Report obtained and kept on file.
- Operator shall drive in a legal, safe, and courteous manner; obeying the rules in the *Kentucky Driver's Manual* [latest edition is available online from the Kentucky Transportation Cabinet].
- Library owned vehicles shall be used solely for performing the official business of Boyd County Public Library; any other use is prohibited.
- Library owned vehicles shall not be driven to or parked at a place of residence unless specifically authorized.
- Passengers in library owned or provided vehicles OR in a personal vehicle used for library business shall be limited to library employees and persons connected with official library business.
- All speeding and/or traffic violations and any resulting fines are the sole responsibility of the operator.
- All employees and other occupants shall wear safety belts at all times while operating or being transported as a passenger in any vehicle used for library business, whether the vehicle is library owned, library provided, or a personal vehicle used for library business.
- Cell phone use by a driver while the vehicle is moving should be limited and, in most cases, used only when the driver has safely pulled over and stopped.
- Failure to observe these rules and regulations will result in disciplinary action, up to and including suspension or termination.

10.7. *Emergency Closing*

The Director, or his/her designee, has the authority to close, delay opening, or close early the library when conditions warrant. Such conditions might include severe weather, failure of library utilities, or any event that renders basic library services impossible for an extended period. The primary factor of any decision made will be the safety of the staff and the library patrons. Under most conditions, the library will open and remain open according to its regular schedule.

Whenever the library is officially closed due to such conditions, employees will be paid only if scheduled to work at that time and only for those hours that the employee would normally work. If the library is officially open, all employees will be expected to make reasonable efforts to get to work.

During periods of inclement weather and when the Library has not been officially closed, only those employees who arrive at the Library will be considered as present for that day. All others will be considered absent and will be required to take leave or leave without pay. Regular full-time

employees will be allowed to charge time used for late arrival, early departure, or absence to vacation, personal, or compensatory leave, or discretionary leave.

Employees who are dismissed from work early due to prevailing conditions will be paid for the remainder of their scheduled time.

When the library is closed for normal business or has a delayed opening or early closure, some personnel in "emergency or essential" positions may be asked or required to report to or remain at work as scheduled or as otherwise specifically directed while other employees are excused. The employee will be informed if he or she is designated as "emergency or essential" and will be compensated at time and a half (either pay or time off, as elected).

An attempt will be made to make the decision to delay opening or to close at least two hours before the official opening time of the library. Staff notification of emergency closings will primarily be through department supervisors. If feasible, such announcements will be posted on The Library's web page at www.thebookplace.org.

In the event the director or his/her designee is unavailable, the supervisors on duty are responsible for making a collective decision. If there are no supervisors on duty the Maintenance Supervisor then Circulation Supervisor should be contacted.

In the event of a site-specific emergency, the Branch Manager is responsible for making a decision with respect to the operation of the branch.

10.8. Employment Records

All employment records are maintained by the Administrative Assistant. Employees should inform the Administrative Assistant of any changes in name, address, telephone number, dependents, and/or the person to notify in case of an emergency.

Only the Library Director, Administrative Assistant, and the employee have a right to view an employee's file. The individual's immediate supervisor may access current and past evaluations.

Excluded from inspection are records pertaining to future promotion, third-party references, criminal investigations, and information that might violate the privacy of other people.

A written request is required to access an employee's file. Forms are

available on the Library's internal website. All files must remain in the Administrative Assistant or Director's office at all times. In most cases, the files are accessible weekdays from 9:00 a.m. to 5:00 p.m. Employees may request a copy of their files.

Former employees may have access to and copy their files for up to three months after termination or as required by a court order.

10.9. Equipment Use

The library makes available a variety of equipment for staff use and evaluation. Staff are encouraged to check out and try new and existing equipment. In all cases, equipment is for use by library staff only and subject to the same rules and conditions as "Staff Computers". In addition:

- In order to insure availability, an email request should be sent to the Administrative Assistant, Network Administrator, or Library Director at least a week in advance.
- All equipment must be checked out and returned through the Administrative Assistant, Network Administrator, or Library Director.
- Checkout requires return of equipment by anticipated return date. Failure to return equipment by check-in date or to inform Administrative Assistant if delay will result in denial of future use.
- Staff is responsible for any repair and/or replacement costs incurred while the equipment is checked-out (beyond normal wear and tear of equipment).
- Staff are required to inform Network Administrator of any problems encountered before turning in equipment.

Any employee using The Library's property or equipment has a responsibility to employ full care in its use and in safeguarding it from theft or vandalism.

10.10. Guests and Family Members

Visits from outside guests or family members should be limited to necessary situations, be of limited duration, and during normal library hours.

Due to safety and operational concerns, when employees attend library programs and events with their children they should attend as patrons not employees.

10.11. Media Contacts

An employee may talk to the media about the Library's practices without the prior approval of the Community Relations Coordinator or Library Director.

Employees are expected to maintain a professional attitude and uphold the best interests of the library when interacting with any media representative.

After such contact, the employee is expected to inform the director or community relations coordinator.

10.12. Notice to Employees

The Library's official method of providing notice to employees is by circulating a memo, either in print or electronically, or by posting on the Library's internal website. Employees are presumed to have been notified of any item that is circulated by memo or posted on the Library's internal website.

In accordance with federal and state law, some information will be posted on physical bulletin board at each location.

10.13. Outside Employment

The Library recognizes the right of employees to spend non-working hours away from the job without restriction. However, the Library requires that activities away from the job must not compromise the Library's interests, adversely affect the employee's job performance and ability to fulfill all responsibilities to the Library, or create liability for the Library.

An employee who is in doubt whether outside work would violate this policy should submit a written request for authorization to the Library Director. In all cases, employees shall inform the Director of any outside employment.

10.14. Off-Duty Work

The Library recognizes the importance and value of time away from the organization. If a situation arises that is serious, employees will be contacted.

When staff are off the clock and off-duty, they are expected not to be working. This includes sending and checking email, conducting library business on the telephone, checking and blogging on the Library's internal website, and checking voicemail after scheduled work time, on weekends, and while on leave. If an employee conducts such business, the library is required to pay the employee for time worked.

There are some employees and some situations where there are exceptions. These people include the exempt staff and department heads. Additional staff and times are determined and authorized by the director or her designee.

10.15. Privacy

The Library requires all employees to respect the privacy rights of others at all times. However, offices, storage areas, desks, lockers, email, computers, and equipment are the property of the Library, and the Library reserves the right to search any such areas at any time, with or without prior notice, at the sole discretion of the Library.

10.16. Reporting On-the-Job Accidents or Injuries

Employees are required to report immediately any work-related illness, accident, or injury. The proper reporting of such matters is necessary to insure the employee's receipt of all benefits to which he or she may be entitled under the Kentucky Workers' Compensation Act and is an important part of the Library's safety program.

10.17. Reporting to Work

Employees are expected to be at their workstations, ready to work, at the beginning of the assigned shift or workday. This is particularly important for positions that involve direct contact with customers, visitors, or vendors. Except in emergencies, employees are expected to report absences or tardiness to their supervisor at least 30 minutes before the start of the scheduled work period, or, in the case of an unforeseen absence or tardiness, no later than 60 minutes after the start of the work period.

10.18. Safety

It is the goal of Boyd County Public Library to provide a safe and healthy environment for all employees and customers. Doing so requires the cooperation and active participation of every employee. All employees are expected to use common sense when working with library materials and equipment.

Also all employees are expected to be familiar with and to meet, follow, or comply with, all safety and health requirements established by the Library. A copy of the Library's Emergency Procedure Manual is available in each department and branch, a copy may be requested from the Administrative Assistant, and a copy is available on the Library's internal website.

If you have any questions or concerns relating to safety or health requirements, please bring them to the attention of any supervisor or the Library Director. Employees may be required to attend workshops on safety training issues.

10.19. Smoking/Tobacco

The Library District is a smoke and tobacco free environment. Smoking/tobacco use is permitted in designated areas only. Any violation of this policy may be cause for disciplinary action.

10.20. Social Networking

Any employee who maintains, makes entries to, or uses social networking sites (such as, but not limited to a blog, Facebook, Twitter, or Instant Messaging) is required to abide by the following rules and regulations:

Workplace Blogging

- Library equipment, including computers and electronic systems, is limited to business use only;
- Employees must abide by confidentiality policies;
- Employees must comply with other library policies (such as rules against sexual harassment).

Non-Workplace Blogging

- Use of the library logo or other branding used to identify the library may only be used with permission of the library director or his/her representative;
- Employees must make clear that the views in their social networking site are their own and not those of the employer;
- Employees are prohibited from making discriminatory, defamatory, libelous or slanderous comments when discussing the employer, the employee's superiors, co-workers, patrons, and/or competitors in a personal or workplace social networking tool ;

The Library reserves the right to take disciplinary action against an employee if he or she violates the Library policies.

10.21. Telephone

Employees are requested to discourage personal in-coming phone calls, except for emergencies. Outgoing personal calls should be reasonably limited. Any such calls must not interfere with the employee's work or disrupt service to customers. Employees are encouraged to make personal calls during their breaks or at lunchtime away from public service areas. This applies to library telephones as well as personal cell phones.

Employees are expected to adhere to the library's policy on cell phone use established for patrons (see Library Policies, section "Library Conduct, paragraph 3. Cell Phones).

Employees must reimburse the Library for any charges on personal long-distance calls made from a library telephone.

10.22. Time Reporting

All employees are required to fill out a time sheet for each pay period; all employees are expected to record time in/out on a daily basis. Each employee time sheet must accurately show the actual hours worked and any paid or unpaid absences. The time sheet must be signed by the employee and verified by his or her supervisor, who will separately verify the accuracy of the time sheet.

Falsification of this record is cause for disciplinary action. Employees are permitted to record time only on their own time sheet and are not permitted to use or enter time on the time sheet of any co-worker.

10.23. Violence or Threatening Behavior

The Library will not tolerate violence or threats of violence by any employee against any other person on Library premises. Violence or threats of violence should be reported immediately to any available manager or supervisor of the Library. Any employee who engages in on-the-job violent or threatening behavior will be subject to immediate disciplinary action up to and including termination of employment.

10.24. Weapons Policy

All employees of the Library and any other person coming onto the Library's premises are prohibited from carrying any concealed, dangerous weapon of any sort. An employee who has obtained a license to carry a concealed, dangerous weapon may carry his or her weapon while in his or her personal motor vehicle, but may not do so in a motor vehicle owned by the Library.

Any employee with personal safety concerns (e.g., parking in a remote location, working alone after hours, etc.) should discuss those concerns with the Director. The Library reserves the right to grant complete or partial exemptions from this policy if the circumstances warrant an exemption. Any exemptions shall be at the sole discretion of the Library.

Any employee violating this policy shall be subject to immediate disciplinary action, up to and including termination of employment. Any employee having questions concerning this policy should contact his or her supervisor

or the Library Director.

10.25. Work Areas and Service Desks

Employees are required to maintain their work areas in a clean and orderly manner at all times. Every employee has a responsibility to assist in this effort, to maintain his or her own work area, and to refrain from any act or activity that would adversely affect the work area of another employee. This also includes use of shared areas, such as the break room, restrooms, or service desk areas.

Personal valuables, such as purses, briefcases, electronic equipment, etc., should be secured in a locker or locked desk drawer. The Library is not responsible for lost or stolen personal or Library issued items.

Staff are not permitted to have food of any kind (this includes but is not limited to candy, gum, and meals) in a work area or at service desk. Food should be consumed in break rooms or away from the library. Beverages may be allowed in these areas provided they are kept out of direct service areas and care is taken when bringing them to the area.

The Library has special events throughout the year when food is permitted. These days are announced by the Library Director.

APPENDIX A

MASTER'S IN LIBRARY SCIENCE PROGRAM REQUEST GUIDELINES and FORM

To improve the overall quality, experience, and service Boyd County Public Library provides to our community, the library encourages staff to pursue a master's in library science.

1. Funding

- Funds for classes, fees, and/or textbooks are dependent on the budget and Board approval of such funds and are not guaranteed for the duration of the program.
- The IRS allows \$5,250 in tax-free employer provided educational assistance benefits. Staff will be required to pay taxes on any amount over the IRS limit.
- A maximum of \$15,750 is set for all eligible fees for each individual. (\$5,250 per year for three years.) The employee is responsible for any costs over the annual maximum.

2. Reimbursement of fees

Eligible fees for reimbursement:

- Initial admissions fee
- Tuition
- Class fees
- Usage fees
- Textbooks and instructional materials

Ineligible fees for reimbursement:

- Readmission fee after restarting a program
- Late registration and supplemental fees such as student fees and administrative charges
- Entrance, exam and testing fees, transcript, graduation, and lab fees
- Class supplies (other than textbooks or instructional materials)
- Travel, accommodation or other incidental expenses
- Fees paid through grants, scholarships, or other gifts

3. Basic Requirements

To pursue a BCPL sponsored MLS staff must be:

- Regular full-time;
- Hold a valid bachelor's degree;
- Willing and able to commit to three years additional employment beyond the

completion of the degree, based on three months per each semester hour, or, for three months for each course taken if the program is terminated, for any reason, prior to finishing all degree requirements (additional employment does not run concurrent with classes.);

- Willing and able to complete degree within three years from commencement of degree work.

4. Program Selection

Boyd County Public Library will reimburse for graduate classes under the following parameters (within the context of the budget and at the discretion of the Director):

- Classes must be taken from an American Library Association accredited program;
- It is recommended, though not required, that classes be available through distance learning. All travel costs are the responsibility of the employee and must be attended on the employee's own time;
- The number of academic credit hours required for a master's degree should not exceed 36 semester hours unless approved by director; any costs associated with additional hours are the responsibility of the employee;
- A "Master's in Library Science Program Request" form must be submitted and approved prior to registration.

Other considerations:

- Preference will be given to in-state institutions and schools that participate in programs where non-residents pay in-state or reduced fees.
- Overall cost of program will be a significant factor.

5. Time to Attend Class

- Individuals are normally expected to take graduate courses outside their regular working hours. However, with the consent of the supervisor, graduate course work may be done during working hours. In such cases, three hours per week may be on Library time with the individual being required to make up the balance of any time lost. In all other cases, all time lost from work must be made up by the individual.
- Staff who do not have access to a computer at home may make a request for a library laptop. There are a limited number of these available. Staff must provide their own internet access or use the library's wireless access.

6. Repayment of Fees

Repayment of costs, on a prorated basis, for any classes, fees, and materials paid by Boyd County Public Library will result for any and all of these actions:

- Employment is terminated prior to the end of a course;
- Failure to meet these requirements;
- Failure to maintain a "B" average (80%) in each class.

7. Application

Staff applying to pursue a BCPL sponsored MLS must

- Submit the attached “Master’s in Library Science Program Request” form plan
- Submit completed forms and accompanying documentation to the supervisor for recommendation to the director for final approval.

Forms are available on The Library’s internal website.

8. Other

- Class requirements
 - Practicum
 - In order to provide for diverse viewpoints staff is expected to fulfill any practicum requirement at another library.
 - Staff will be paid regular salary during the practicum period.
 - Travel expenses are the responsibility of the individual.
 - Library/Librarian interviews
 - Again, to provide alternative viewpoints, staff is expected to fulfill any class assignments involving interviewing, visiting, evaluating, or observing libraries and/or librarians outside of Boyd County Public Library District.
 - Travel expenses are reimbursable with a preapproved “Travel Requisition”.
- Periodic Evaluation
 - Staff will be required to submit a report at the end of each semester to include course taken, grade received, progress made on degree, and any impact class had or will have on work performance in current position.
- Completion of degree/classes
 - Completion of the degree or of classes does not guarantee continued employment, rise in salary, or additional responsibilities.

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