

The current official version of this policy will be maintained on the Boyd County Public Library internal website. Downloading and printing of this policy will produce an uncontrolled copy which may not be current.

# PERSONNEL POLICY MANUAL

Adopted by

BOYD COUNTY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES

Adopted January 2004

Updated March 16, 2015

## TABLE OF CONTENTS

<b>Library Mission</b> .....	5
<b>Review Committee</b> .....	5
<b>1. General Practices</b>	
1.1 Future Policy Changes .....	6
1.2 Equal Opportunity Employer .....	6
1.3 At-Will .....	6
1.4 Anti-Harassment and Anti-Retaliation .....	7
<b>2. Employment Practices</b>	
2.1 Recruitment .....	8
2.2 Nepotism .....	8
2.3 Former Employees .....	9
2.4 Employee Status .....	9
2.5 Work Schedules .....	11
2.6 Accommodation of Religious Beliefs .....	12
2.7 Job Descriptions and Standards .....	12
2.8 References .....	12
2.9 Employment Eligibility Verification .....	12
<b>3. Wage and Salary Administration</b>	
3.1 Salary Administration .....	14
3.2 Exempt/Non-exempt Status .....	14
3.3 Pay Periods .....	14
3.4 Pay and Deductions .....	15
3.5 Overtime Pay and Compensatory Leave .....	16
3.6 Differentials .....	17
<b>4. Employee Benefits</b>	
4.1 Benefits .....	18
4.2 Medical, Dental, and Vision Insurance .....	18
4.3 Workers' Compensation .....	18
4.4 Retirement Benefits .....	19
4.5 Holidays .....	19
4.6 Vacation Leave .....	20
4.7 Sick Leave .....	21
4.8 Continuing Education and Certification .....	22
4.9 Flexible Spending (FSA) and Health Reimbursement Accounts (HRA) .....	24
4.10 Other Miscellaneous Benefits .....	24
4.11 COBRA .....	24
4.12 Library Privileges .....	25
<b>5. Leaves of Absence</b>	
5.1 Personal Leave .....	26
5.2 Jury Duty .....	26
5.3 Military Service .....	26
5.4 Bereavement Leave .....	27
5.5 Maternity and Parental Leave .....	27
5.6 Family Medical Leave Act (FMLA) .....	27

5.7 Voting .....	31
5.8 Discretionary Leave .....	32
<b>6. Travel</b>	
6.1.Travel Reimbursement.....	33
6.2.Local Travel.....	33
6.3.Mileage Reimbursement for Use of Personal Vehicle .....	33
6.4.Distance Travel .....	34
6.5.Airline Travel (or other form of commercial travel) .....	34
6.6.Expenses Connected with Air Travel (or...commercial travel) .....	34
6.7.Travel To and From the Airport (or...commercial travel) .....	35
6.8.Lodging .....	35
6.9.Car Rental.....	36
6.10 Business Meals .....	36
6.11 Combined Business and Personal Trips .....	38
6.12 Duration of Trip .....	38
6.13 Cash Advances .....	39
6.14 Reimbursable Expenses .....	39
6.15 Non-Reimbursable Expenses.....	39
6.16 Reporting Expenses .....	40
<b>7. Performance Development, Promotions, and Transfers</b>	
7.1 Performance Development and Management.....	41
7.2 Compensation Adjustments .....	42
7.3 Promotions .....	43
7.4 Transfers .....	43
7.5 Reclassification .....	43
<b>8. Employee Discipline and End of Employment</b>	
8.1 Disciplinary Warnings and Performance Improvement Plan .....	44
8.2 Unacceptable Conduct.....	44
8.3 Termination .....	46
8.4 Layoffs.....	46
8.5 Resignation .....	47
<b>9. Employee Conduct</b>	
9.1 Reporting to Work .....	48
9.2 Unauthorized or Excessive Absences and Tardiness .....	48
9.3 Resignation Due to Non-attendance .....	48
9.4 Business Ethics.....	48
9.5 Sexual Harassment Policy .....	49
9.6 Drug and Alcohol Abuse Policy .....	51
<b>10. Miscellaneous Work Rules</b>	
10.1 Borrower's Accounts .....	57
10.2 Building Access.....	58
10.3 Computers, Email, Internet Use, and Library Network .....	58
10.4 Confidentiality.....	61
10.5 Customer Relations.....	62
10.6 Dress Code .....	62
10.7 Driving while on Library Time .....	64

10.8 Emergency Closing .....	65
10.9 Employment Records .....	66
10.10 Equipment Use.....	67
10.11 Guests and Family Members .....	67
10.12 Inappropriate Conversations .....	67
10.13 Media Contacts .....	68
10.14 Notice to Employees .....	68
10.15 Outside Employment.....	68
10.16 Off-Duty Work .....	68
10.17 Privacy .....	69
10.18 Reporting On-the-Job Accidents or Injuries.....	69
10.19 Safety.....	69
10.20 Smoking/Tobacco .....	70
10.21 Social Networking .....	70
10.22 Solicitation and Distribution .....	70
10.23 Staff Lounge.....	71
10.24 Telephone and Cell Phone.....	71
10.25 Time Reporting.....	71
10.26 Violence or Threatening Behavior .....	71
10.27 Weapons Policy .....	72
10.28 Work Areas and Service Desks.....	72
<b>11 Grievances</b>	
11.1 Grievances.....	73
11.2 Letters of Grievance.....	73
11.3 Grievance Hearings .....	73
<b>Appendix A</b>	
Master's in Library Science Program Request Guidelines .....	75
<b>Index</b> .....	78

## **Library Mission**

---

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

## **Review Committee**

---

This Personnel Policy Manual is updated annually or as required. The 2015 review was completed by:

Debbie Cospers, Library Director  
Kristin Mastin, Human Resource Officer

Along with input from staff throughout the year and by regulations as required.

## 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, electronic, or 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 a 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 Library Director. No supervisor, manager, or employee 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 on professional job sites.

All prospective employees are required to fill out an appropriate employment application online. The applications are reviewed by Human Resources and department supervisors. All employment applications will be reviewed periodically and remain on file for two years. 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, driving record, reference, credit check, and/or a background investigation on applicants for employment. Successfully passing a criminal background review, driving record, reference check, and/or, 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 managing 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 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, or immediate in-laws. Other relationships may be approved on a case-by case basis by the Library Director without setting precedent.

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 will be given the same opportunity 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 unless rehired into the same position within six months.

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

- Promotions and Transfers

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

- Temporary and Seasonal 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. A seasonal employee is one who is hired for less than two months during particularly busy times of the year. In addition, seasonal employees must be former trained staff who are eligible for rehire.

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

Temporary and Seasonal employees shall be employed on an at-will basis and are subject to termination with or without cause or prior notice. Temporary and Seasonal employees are bound by the terms and conditions set forth in The Library's *Personnel Policy Manual* (excluding those applicable only to regular employees or exempt staff).

- Regular Employees

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

A regular employee shall be deemed to have been hired for an indefinite period, 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.

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, for any reason, with or without cause or prior notice.

- Minor (17 years of age or younger) Employees

The minimum age to work 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 17 years of age or younger.

## 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 per week.

Part-time employees may not work more than 94 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 meal breaks.

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

## *2.6. Accommodation of Religious Beliefs*

The Library respects the rights of its employees to practice and observe religious customs. It is the responsibility of the employee to inform the Library of any religious observations that may conflict with the Library's normal conduct of business. This stipulation includes conflicts with scheduling and other attendance issues. Such notification must be in writing and will become a part of the employee's personnel file. The Library will offer reasonable accommodation where possible. The needs of the Library remain paramount, however, and the employee's ability to meet those needs is a condition of employment.

## *2.7. Job Descriptions and Standards*

A written job description summarizing the duties, responsibilities, and minimum qualifications for the job will be maintained for each position. Written standards further describing expectations for each position will also be maintained.

Employees will be provided with a copy of their job description and standards when they are hired. Periodically employees may be asked to review and suggest necessary updates. Current job descriptions and standards are available on the Library's internal website.

## *2.8. 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
- Dates of employment; and
- Current or final hourly rate or salary
- Type of termination (voluntary/involuntary)

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

## *2.9. Employment Eligibility Verification*

Proof of U. S. citizenship is required under "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. Newly hired employees have three working days, from starting date, to complete the form with Human Resources. Failure to complete the form within three days will result in termination.

### 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. [See Also Compensation Adjustments under Performance Development.]

In addition to salary, employees should also consider the other monetary compensations that are provided, such as matching contributions to Medicare and Social Security, workers' compensation, unemployment insurance, employer contributions to the state retirement system, and health care premiums.

#### 3.2. *Exempt/Non-Exempt Status*

In accordance with the Federal Fair Labor Standards Act, employees are classified as "exempt" or "non-exempt".

- Exempt employees shall be paid on a salary basis.
- Non-exempt employees shall be paid on an hourly basis.

#### 3.3. *Pay Periods*

- Pay Periods

Pay periods are the 1<sup>st</sup> through 15<sup>th</sup> and 16<sup>th</sup> through last day of the month.

- Pay Disbursement

All regular employees shall be paid by direct deposit on a bi-monthly basis. Pay statements will be distributed on pay days as listed below.

- Pay Days

The Library will attempt to adhere to the following schedule for direct depositing pay and distributing pay statements.

When payday falls on:

- *Normal working day*: pay statements will be distributed by 11 a.m.
- *Saturday*: distributed by 11 a.m. the Friday before
- *Sunday*: distributed by 11 a.m. the following Monday
- *Holiday*: distributed by 2 p.m. the previous business day

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.

- Statement Distribution

On payday, Human Resources, or someone designated by the Director, will distribute pay statements to department supervisors at the Main Library. The Facilities Supervisor, or someone designated by the Director, will distribute pay statements to the Branch Manager, or someone designated by the Director. The Branch Manager will distribute pay statements to individual employees at the branches.

Any pay statements not distributed will be secured by the supervisor or returned to Human Resources. Any pay statements not picked up by noon the following business day will be mailed to the employee's home address.

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

- Staff may call Human Resources to have the pay statement delivered to another location or mailed home. Human Resources must receive the call no later than 10 a.m. on payday.
- If someone else is to be designated to pick up the pay statement, staff must present a signed written note or email from a library email addressed to Human Resources designating the person by name. The staff member must present the note no later than 10 am on payday.

### *3.4. Pay and Deductions*

Non-exempt employees shall be paid for the actual time worked during each pay period. 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 statement will reflect all deductions.

Pay statements may indicate vacation, sick, and other types of leave accrual. In all cases, the Library's own records will be considered the final authority in determining the amount of leave accrued by each employee. Strict attention to these balances is encouraged.

### *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. Mealtime and any form of leave (such as vacation, sick, personal, or compensatory) 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. Any election change must be made in writing and authorized by Human Resources.

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.

Exempt employees are not eligible for compensatory or overtime pay.



### *3.6.Differentials*

In some cases, the Library may provide specific compensation in addition to regular salary based on the ongoing performance of specific duties which are outside of the employee's regular work requirements.

The Library may also provide an allowance in addition to regular salary to offset the employee's use of personal funds for ongoing work-related purposes (such as maintaining cell phone service).

## 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 the first of the month following 60 successful days of service.

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 Human Resources.

### *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) 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 in the Kentucky Retirement System, by payroll deduction, once they have successfully completed the training period. Employee 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 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 scheduled leave, 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)	35 hours
13 to 59 months (2 up to 5 years)	70 hours
60 months to 119 months (5 to up to 10 years)	105 hours
120 months + (10 + years)	140 hours

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 is earned in the current fiscal year then 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 used within the year awarded and vacation days may not be carried over from year to year unless prior permission is given by the Director.

Minimum increments:

- Non-Exempt: vacation may be taken in half-hour (30 minute) increments.
- Exempt: vacation may be taken in two hour increments.

In all cases, vacations should be scheduled in advance to receive a

desired vacation time. Vacation requests may be denied due to needs of the Library.

Employees are entitled to be paid for accrued and unused vacation at the time of separation.

#### 4.7. Sick Leave

Regular full-time employees hired after January 12, 2004 accumulate sick leave at the rate of seven (7) hours per month. Regular full-time employees hired prior to January 13, 2004 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 the training period.

Sick Leave may be used for the following reasons:

- Temporary illness or disability;
- Pregnancy or childbirth;
- Medical or dental appointments;
- Attend to temporary illnesses, temporary disabilities, medical appointments or dental appointments of the employee's immediate family members where the employee's assistance is required.

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, or immediate in-laws. Other relationships may be approved on a case-by-case basis by the Library Director without setting precedent.

#### Minimum increments

- Non-Exempt: sick leave may be taken in half-hour (30 minute) increments.
- Exempt: sick leave may be taken in two hour increments.

#### Extended Sick Leave

Sick leave beyond three days requires a physician's note. Extended sick leave requires a physician's note with explanation and expected return date. A physician's note, indicating the employee's ability to return to work, is required prior to the return to the employee's shift.

Employees are not entitled to be paid for unused sick leave if their employment terminates. 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 this 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 year. The Library will measure the twelve (12) month period as a rolling twelve (12) month period measured backward from the date an employee uses leave under this policy.

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 Boyd County Public Library's internal website.

#### *4.8. Continuing Education and Certification*

The Library supports The Kentucky State Board for the Certification of

Librarians assert 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.

Therefore, all regular full-time and part-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. Exempt from certification are human resources, facilities, networking, and public relations staff, technical services clerks, and library pages.

Certification/recertification fees, 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. Coursework, when directly related to obtaining certification, 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.

- Temporary and Regular Certification
  - New employees are expected to apply for Temporary or Regular Certification (as appropriate) at the end of their training period.
  - Regular employees with certification should work with their supervisor to earn sufficient continuing education points to obtain Regular certification or recertification in a timely manner.
  - Regular employees with Temporary Certification should work with their supervisor to complete required classes and coursework within the timeframe allotted.

Failure to obtain initial certification within six months of employment, earn Certification by the end of Temporary Certification, or to be recertified at the end of Certification will result in termination.

- Continuing Education and Classes

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. [See Travel Policy for complete details].

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.

An employee taking coursework must maintain a “B” and/or 3.0 grade point average in each class. Any employee who fails to maintain a “B” will be required to refund the Library for any course cost paid by the library.

To improve the overall quality, experience, and service Boyd County Public Library provides to the community, the library offers tuition reimbursement to staff pursuing a Master’s in Library Science. Reimbursement may be up to the federal maximum within a calendar year, within the context of the budget and at the discretion of the Director. [See the “Master’s In Library Science Program Request” in Appendix “A” further details.]

#### *4.9. Flexible Spending (FSA) and Health Reimbursement Accounts (HRA)*

The library contributes funds to a FSA and/or HRA for each regular employee on a monthly basis within the context of the budget and as approved by the board. The funds are for allowable health reimbursements and for some supplemental insurance. A complete list of allowable expenses is available from Human Resources.

#### *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
- Contribution to Flexible Spending (FSA) and Health Reimbursement Accounts(HRA)

#### *4.11. COBRA*

Employees and eligible dependents, who are enrolled in the Library’s group medical insurance plan, may be eligible for COBRA continuation benefits if employment is terminated. If terminated for any reason, eligible employees and 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.



#### 4.12. *Library Privileges*

Employees are given a special status in the Library's automation system that prevents late fees from accruing on their accounts (excluding interlibrary loan fines and/or lost/damaged fees).

## 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. New hires, or anyone promoted to full-time, receive hours prorated based on start date but are not eligible to take such leave until they have successfully completed the training period.

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.

Minimum increments:

- Non-Exempt: personal leave may be taken in half-hour (30 minute) increments.
- Exempt: personal leave may be taken in two hour increments.

In all cases, leave should be scheduled in advance to receive a desired vacation time. Leave requests may be denied due to needs of the Library.

### 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 not required to reimburse the library for any Jury payments.

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. Official orders, signed by the commanding officer,

must be submitted with start and end dates.

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 staff members are eligible for paid bereavement leave upon the death of an immediate family member. Employees may request up to five consecutive workdays though only regularly scheduled work hours will be compensated. If additional time is necessary, full-time employees may elect to use Vacation or Personal Leave with the approval of their supervisor.

Immediate family is defined as a spouse, child, parent, sibling, grandparent, grandchild, or immediate in-laws. Other relationships may also be approved on a case-by-case basis by the Library Director without setting precedent. Employees may be required to submit proof of their relationship to the deceased.

#### *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. Family Medical Leave Act (FMLA)*

The Library provides leaves of absence in compliance with the Family and Medical Leave Act. The Library posts the mandatory FMLA Notice and, upon hire, provides all new employees with notices required by the United States Department of Labor on Employee Rights and Responsibilities under the Family and Medical Leave act in Kentucky. This policy provides employees with a general description of their FMLA rights.

Under this policy, the Library will grant up to twelve (12) weeks, or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness, during a twelve (12) month period to eligible employees. FMLA Leave is unpaid leave. Employees must use accrued leave (Vacation, Personal, Sick, and Comp Leave) concurrent to the use of FMLA Leave.

To qualify as FMLA leave under this policy, the employee must be taking leave due to:

- A serious health condition of their own or of an immediate family member;
- The birth of a child or to care for a newborn child;
- The placement of an adopted/foster care child with the employee;
- Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty; or
- Military caregiver leave (also known as covered service member leave) to care for an ill or injured service member or veteran.

Serious health conditions are defined for this policy as those which meet one of the following criteria:

- A condition that requires inpatient care at a hospital, hospice, or residential care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.
- Illnesses of a serious and long-term nature resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three (3) consecutive days of incapacity with the first visit to the health care provider within seven (7) days of the onset of the incapacity and a second visit within thirty (30) days of the incapacity would be considered a serious health condition. For chronic conditions requiring period health care visits for treatment, such visits must take place at least twice a year.

- Immediate Family

Immediate family is defined as a spouse, child, parent, sibling, grandparent, grandchild, or immediate in-laws. (Note: in-laws are not required by federal law but are allowed by the Library). Other relationships may also be approved on a case-by-case basis by the Library Director without precedent being set.

- Eligibility

All employees who have been employed by the Library for twelve (12) months and who have worked at least 1250 hours in the twelve (12) months prior to the Leave are eligible for FMLA Leave.

The employee must provide certification for all eligible types of leave.

When FMLA Leave is requested for a condition involving a family member, certification from the health care provider must indicate the necessity of the employee's presence during treatment or care.

- Amount of Leave

An eligible employee may take up to twelve (12) weeks of leave under this policy during any twelve (12) month period. The Library will measure the twelve (12) month period as a rolling twelve (12) month period measured backward from the date an employee uses any leave under this policy.

An eligible employee may take up to twenty-six (26) weeks for military caregiver leave during a single twelve (12) month period. FMLA leave already taken for other FMLA circumstances will be deducted from the total of twenty-six (26) weeks available.

FMLA Leave may be taken continuously or intermittently as required by the condition. FMLA Leave taken for childbirth, foster care, or adoption may not be taken intermittently. FMLA Leave taken for these purposes must occur within the first twelve (12) months of the birth or placement.

- Continuation of Benefits

For the duration of FMLA Leave, the Library will maintain the employee's health benefits at the same level and under the same conditions as if the employee had continued to work. The employee may continue coverage of family members at their own expense through the Library's insurance providers if desired. If an employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the Library will require the employee to reimburse any amount paid for the employee's health insurance premiums during the leave period.

Regular types of leave will continue to accumulate while the employee is on FMLA Leave. Employees on FMLA Leave will not be paid for holidays or other days that the Library is closed.

- Employee Status after Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty clearance from the health care provider. This requirement will be included in the employer's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay,

benefits, and other employment terms. The Library may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

- Requesting FMLA Leave

Employees should make a written request for FMLA Leave to the Human Resources Officer as far in advance as possible. When the need is foreseeable, the employee must provide at least thirty (30) days' notice. When an employee becomes aware of a need from FMLA leave less than thirty (30) days in advance, the employee must provide notice of the need for the leave either the same day or the next business day.

- Designation of FMLA Leave

Within five (5) business days after the employee has submitted the appropriate certification form, the Human Resources Officer will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice.

- Certification

The Library will require certification for leave in cases of a serious health condition of the employee or the employee's family member, qualifying exigency, or injury or illness of a covered service member for military family leave. The employee must respond to such a request within fifteen (15) days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Certification will be provided using the appropriate DOL certification form as provided by the Human Resources Officer.

The Library may request recertification no more frequently than every thirty (30) days that the employee is on FMLA Leave and only when circumstances have changed significantly, or if the Library receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of leave. Changes in certification must be reported to the Library immediately.

The Library may directly contact the health care provider for verification or clarification purposes using a health care professional, Human Resources professional, or management official. The Library will not use the employee's direct supervisor for this contact. Before the Library makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPPA Medical Privacy Rules, the Library will obtain the patient's permission for clarification of individually

identifiable health information.

The Library has the right to ask for a second opinion if it has reason to doubt the certification. The Library will pay for the certification from a second doctor, which the Library will select. If necessary to resolve a conflict between the original certification and the second option, the Library and the employee will mutually select a third doctor at the Library's expense.

- Return to Work

Employees should notify their supervisors as soon as possible of the date they will be able to return to work. Employees returning from FMLA must submit a health care provider's verification of fitness to return to work if applicable.

Employees who elect not to return to work will be offered the continuation of health benefits under COBRA.

- Falsification of Documentation

Falsification of documentation associated with FMLA Leave will result in disciplinary action up to and including termination.

FMLA Leave is granted solely for the purposes set forth in this policy. Use of family or medical leave for other purposes is prohibited and could result in disciplinary action up to and including termination.

### *5.7. Voting*

The Library encourages the active participation of its employees in elections. Employees are allowed a minimum of four (4) hours of time away from work in order to fulfill their voting needs in all general elections, primaries, special elections, and runoff elections. A minimum of four (4) hours of time away from work is also allowed for absentee voting. As with other leave, taking time to vote should be scheduled in advance. Supervisors will attempt to grant the specific times requested; however, due to the needs of the library those times may be shifted to later/earlier in the day to ensure the library is covered.

The Library will compensate full-time staff who vote in general elections a maximum of two (2) hours of paid time (without use of any accrued leave). Voting in primaries or other partisan elections is not compensated by the Library. Voting in special elections, runoffs, or other local elections is not compensated. Absentee voting is not compensated.

Employees may use Vacation, Personal, or Compensatory Leave to fulfill voting duties in excess of the allotted two (2) hours of paid time in general elections, when necessary, upon advance approval by their supervisor. Employees may also use leave for voting in special elections, primaries, runoff elections, absentee voting, or other local elections as needed with prior approval by their supervisor.

- Election Officers

Employees may use leave when serving as an election officer in any election. The Library does not provide paid time off without the use of leave to serve as an election officer. Employees who choose to serve as an election officer and use Vacation Leave or other paid time off during the absence may retain any compensation for their election officer duties.

Any required training for being an election officer that requires time away from work will also be allowed with prior approval. Vacation Leave or PTO may be used to cover any hours that are not worked at the Library.

#### *5.8. Discretionary Leave*

Any regular employee, not covered by FMLA or other policy, 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 may not accrue and the employee may be 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.

CE Request Distance and CE Request Local ("Travel Request") forms must be submitted and approved by the employee's supervisor and the director in advance of travel. Library Director's expenses shall be approved by the Board of Trustees. Expenses must be documented and receipts retained and turned in with a completed Travel Voucher (expense report) within four business days of return to work. 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 consists of travel within Boyd County, webinars, and teleconferences. In most cases, it entails mileage reimbursement and/or program costs.

### *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 Library's intranet with the most recent information from 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. See Distance Travel for mileage paid beyond Boyd County.

The Library credit card should not be used for gasoline expenses except for vehicles owned or rented/leased by the Library.

#### *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 each way of

a roundtrip flight, which 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 Vehicle

Private vehicle may be used. 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 priced, 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 a guest, 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 a rental car 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 will be provided with a copy of The Library's insurance from Human Resources.

### 6.10. *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:	\$7
Lunch:	\$8
Dinner:	\$15

- 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.

It is necessary to list on the travel report, breakfast, lunch and/or 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, alcohol, and/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.*

#### 6.11. *Combined Business and Personal Trips*

If an employee, while traveling for business purposes, decides to take leave 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 (either before or after), 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.

#### 6.12. *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.

### 6.13. *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.

### 6.14. *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. If the cost of calls is unusually high the traveler must explain the nature of the calls.
- 3) Internet services: Internet connection expenditures are fully reimbursable for business purposes. Internet services should not exceed \$15 per day. The Library provides access to a portable Wi-Fi hotspot; staff are encouraged to check it out when traveling for business. [See Equipment for details.]
- 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.

### 6.15. *Non-Reimbursable Expenses*

The Library will not reimburse the following expenses:

- 1) Maid tips at lodging facilities;
- 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 his/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/or entertainment expenses;
- 7) Coffee break or snacks items;

- 8) Any items bought for personal use (such as toiletries, personal care items, etc.).

#### 6.16. *Reporting Expenses*

Expenses must be documented and receipts retained and turned in with a Travel Voucher (official expense report) within four business days of return. 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.

Any unsupported or non-reimbursable expense must be paid when the Travel Voucher is submitted.

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



## 7. PERFORMANCE DEVELOPMENT, PROMOTIONS, AND TRANSFERS

---

### *7.1. Performance Development and Management*

The purpose of the performance development and management system is to insure that all employees are given the opportunity to be successful in their job and to create a work environment that encourages communication, accountability, professional growth, and achievement.

- Objectives
  - Every employee understands his/her responsibilities and is meeting performance expectations
  - Every employee receives appropriate and relevant feedback on performance
  - Every employee is given opportunities to discuss barriers to their success, to request assistance or training/education, and to offer suggestions for work place improvements
  - Supervisors communicate regularly with every employee in their department
  - Supervisors recognize and acknowledge employee achievement
  - Supervisors are aware of and address workplace issues and obstacles that limit the ability of the employee and/or department to perform effectively
  - Supervisors address performance issues as they arise
  
- Process
  1. HAT [How Are Things] Meetings
    - The supervisor meets quarterly with each employee. More frequent meetings may be appropriate if the employee is involved in a new project or has taken on new responsibilities
    - Discussion focuses on current projects, recent accomplishments, issues or obstacles that affect employee performance
    - The supervisor takes notes, particularly on action items and goals, and keeps a file for each employee; the employee may request a copy of the supervisor's notes for their own files
    - For additional performance feedback, employees may also elect to meet with another manager or with a coworker, depending upon current projects/ assignments
  2. Annual Meeting
    - The fourth quarterly meeting during the employee's year is the 'annual meeting' and must take place before any salary increase can be approved.
    - The meeting should occur two [2] weeks prior to the employee's anniversary date.

- The employee receives a copy of his/her job description, the library's mission and goals, and the HAT topic list one [1] month before the meeting date.
  - Discussion includes an overall look at performance expectations and the current year's activities, review of the job description, and possible activities or goals for the coming year.
  - Supervisor and employee complete and sign the Annual Piece of Paper [APOP].
  - APOP is submitted to HR
3. New Hire / Transfer / Promotion
    - The employee attends an orientation session and receives and reviews the personnel manual, job description, performance expectations, and job competencies.
    - The employee completes a series of training modules that specifically address performance expectations and job competencies; successful completion is determined through competency/skill testing
    - The supervisor assigns a mentor [coworker at the branch or in the same position elsewhere]
    - The employee meets with the supervisor weekly during the first 90 days of employment; a TPOP (Training Piece of Paper) is submitted at the end of the first and second months
    - The employee meets with the supervisor monthly during the second 90 days of employment
    - Then quarterly schedule starts
  4. Performance Improvement Plan
    - Anyone who does not successfully meet goals and standards may be put on a Performance Improvement Plan (PIP)
    - PIP will include what is not being met, steps needed to improve, and timeline for improvement
  5. Anyone who does not successfully participate in the process by meeting goals and standards, or successfully completing a Performance Improvement Plan, will face disciplinary action, up to and including termination.

### *7.2. Compensation Adjustments*

The compensation of all regular employees will be reviewed annually. Any salary increase will be tied to performance. Participating in performance development and successfully achieving goals and standards will be the way annual raises are awarded. Increases will be awarded on anniversary dates.

Staff who are not participating in the process by meeting goals and standards will be placed on a performance improvement plan to help them to meet expectations. Any employee on a performance improvement plan

will not receive a raise until successfully meeting all requirements of the plan. Once requirements have been met, the employee will receive a prorated amount only. (They will not be eligible for the entire amount.)

Any salary adjustment is dependent upon such factors as the Library's financial situation, the cost of living, and the rate of pay for similar jobs in the marketplace and subject to Board approval. Increases are not guaranteed. [See also Salary Administration under Wage and Salary Administration.]

### *7.3.Promotions*

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

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 is on a Performance Improvement Plan 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 supervisor. For transfers conducted within a current posted opening, there is a three-month training 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.

## 8. EMPLOYEE DISCIPLINE AND END OF EMPLOYMENT

---

### *8.1. Disciplinary Warnings and Performance Improvement Plan*

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 or a performance improvement plan. [See also Performance Development and Management.] Such a warning or plan is intended to make the employee aware of the seriousness of the problem and the need for immediate corrective action. Warnings and plans will be delivered privately, orally, and/or written form. The employee will be asked to sign the written warning or plan and will be given a copy. In addition, a copy of the written warning or plan 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.

### *8.2. Unacceptable Conduct*

To ensure orderly operations and provide the best possible work environment, the Library expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. Employees are expected to conduct themselves in a manner conducive to goodwill and good public relations.

It is not possible to list all the forms of behavior that are considered unacceptable. The following are examples rules of conduct infractions that may result in disciplinary action, up to and including termination:

#### Alcohol and Tobacco

- Use of tobacco inside any Library facility or vehicle is prohibited.
- Alcohol or drug testing may be required at the discretion of the Library. Refusal to submit to such testing may lead to termination.

#### Discrimination

- Opportunity for promotion and professional growth will not be denied on the basis of race, color, age, sex, religion, national origin, or disability.
- Any suspected act of discrimination should be reported immediately to Human Resources.

#### Insubordination or Other Disrespectful Conduct

- Concerns about work assignments should be thoroughly

discussed. A supervisor is required to make assignments to achieve the work of the department. These assignments may cross branch responsibilities. Refusal to accept an assignment is insubordinate behavior.

- Specific directions from a supervisor require strict adherence. Refusal to follow specific instructions is insubordinate behavior.
- Disagreements may occur between staff members. Resolutions should be sought calmly. If consensus is not reached, the supervisor is responsible for making the final decision. The employee must respect the authority and position of the supervisor at all times.

#### Negligent or Unsafe Behavior

- Employees may not violate safety or health rules, including agreed-upon work restrictions provided by a physician.
- Negligence or improper conduct leading to damage of Library-owned or patron-owned property will not be tolerated.
- Failure to react appropriately during emergencies or to observe established procedures during drills/exercises will not be tolerated.

#### Theft or Deception

- Theft or inappropriate removal/possession of property including library materials is not permitted.
- Employees may not inappropriately alter patron records or inappropriately administer/waive fines or other charges within a patron account.
- Falsification of personnel records in order to obtain employment, maintain employment, or to procure/use benefits (including any type of leave) provided by the Library is not permitted.

#### Threats, Harassment, or Violent Acts

- Fighting or threatening violence in the workplace is not permitted.
- Boisterous or disruptive activity in the workplace is not permitted.
- Employees may not exhibit unlawful/unwelcome harassment that might create a hostile work environment.
- Employees may not possess dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
- The Library will not tolerate these behaviors and will immediately terminate any employee who violates these guidelines.

#### Use of Force

- The use of force by employees is forbidden, except as a last resort to protect the life of a patron, fellow employee, or one's self. In such a situation, only the minimum force necessary is permissible.
- Protection of property is not considered grounds for the use of

force.

- Those violating this policy may also be subject to criminal and/or civil prosecution in addition to disciplinary measures.

#### Habitual Absences and Tardiness

- Excessive absenteeism or any absence without notice is not permitted.
- Repeated or unreported tardiness will not be tolerated.

### *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
- Failure to obtain certification or be recertified
- Refusal to work without medical or policy stipulated reason
- Any other reason deemed appropriate by the Library

### *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.

The needs of the Library dictate all decisions regarding assignment of personnel, retention of personnel, and staffing of branches/departments. Financial restrictions, changes in Library service, realignment of functions, or adoption of new methods may require the elimination of positions.

In such cases, the Library will provide as much notice as possible. Severance packages may be offered that are within the restrictions of the budget.

The Library is an "at-will" employer.



### *8.5. 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.



## 9. EMPLOYEE CONDUCT

---

### *9.1. 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. Employees are expected to report absences or tardiness to their supervisor as soon as possible before the start of the scheduled work period.

### *9.2. Unauthorized or Excessive Absences 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 at the beginning of their shift. 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 Human Resources 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.

Excessive absenteeism or any absence without notice is not permitted. Unauthorized absence from an assigned work station during the workday or failing to adhere to scheduled work hours will not be tolerated. Repeated absences or tardiness over a period, for any reason not governed by a written leave policy, will result in disciplinary action, up to and including termination.

### *9.3. Resignation Due to Non-attendance*

When an employee fails to come to work for two (2) consecutively scheduled days without notifying the Library, the Library will assume that the employee has resigned. If extenuating circumstances are later discovered and the position has not been filled, the employee may be allowed to return to work.

### *9.4. 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.
- Employees are required to sign and uphold the library ethics policy. A copy is kept in the employee's Personnel File.
- 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.

#### *9.5. 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 Human Resources or Library Director. Any supervisor who receives a report of sexual harassment is required to advise either Human Resources or the 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.

#### *9.6. 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. Borrower's Accounts

Accessing the staff side of the Integrated Library System (checkout/cataloging database) is limited to library business. Staff have a responsibility to maintain the confidentiality and security of information in the database, particularly patron information.

- Personal Accounts

Staff are prohibited from accessing their own Boyd County Public Library borrower's account directly through a staff module. This includes, but not limited to: checking out/in materials, modifying due dates, removing fines or fees, changing the status of an item, issuing/reissuing a library card, etc.

Access to personal accounts is limited to the public side of a Front Desk, any self-check kiosk, the library's mobile app, or the library's online public access catalog.

Any unauthorized access to personal borrower's account may result in disciplinary action, up to and including dismissal.

- Individual Borrower's Accounts

Staff may only access borrowers' accounts as part of the normal course of business. Altering an account, adding/deleting materials, or modifying information may only be done through permission of the user, Public Services or Branch Managers, or other authorized person.

Staff are required to maintain the confidentiality of all borrowers' account information and may not disclose borrower's account information outside of the organization. (See *Section 10.4. Confidentiality* for addition information.)

- Family and Friends Borrower's Accounts

The library recognizes that family, friends, and favorite patrons will seek out particular staff. Staff should be diligent when handling accounts of personal acquaintances and family members in order to avoid the appearance of favoritism. These account holders should be treated like regular borrowers with the same fees, limits, and adherence to Library Policies.

## 10.2. *Building Access*

Each location requires a four-digit security code and key in order to open/close a building. Key and code assignment 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.

## 10.3. *Computers, Email, Internet Use, and Library Network*

All employees have the responsibility to use Library resources in a professional, ethical, and lawful manner. Access to the internet and an email account are provided to employees to assist them with their job duties. Computer and telecommunications equipment belong to the Library. By using these resources, employees agree to these provisions.

- **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 Supervisor, 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 Supervisor 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 Supervisor or library director. Once shared, staff are required to promptly change the shared password.

- Laptops, tablets, notebooks, etc.

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 Human Resources, Network Supervisor, or Library Director at least a week in advance.
- All laptops and corresponding equipment must be checked out and returned through the Human Resources, Network Supervisor, or Library Director.
- Checkout requires return of laptop by anticipated return date. Failure to return equipment by return date or to inform Human Resources 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 external memory.
- Staff are required to inform Network Supervisor 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.

- Communicating Information

Employees should exercise the same care in drafting email or communicating in any electronic format that they would for any other written communication. All messages, sent or retrieved on Library resources, remain the property of the Library and should be considered public information.

Access to an employee's email account may be disabled and denied at the discretion of the Library. The Library is under no obligation to provide access to the data to the employee nor to retain any data for the employee in the event that access is denied.

Employees are discouraged from using the Library's email system for the communication of personal information of any kind.

- 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. Examples of prohibited access by non-staff includes:

- Checking materials in/out, accessing patron information, accessing the internet, or checking email;
- Use 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 Supervisor, department supervisor, or library director immediately will also be subjected to disciplinary action, up to and including dismissal.

- Prohibited Activities

Sending, receiving, displaying, printing, or otherwise disseminating material that is fraudulent, harassing, illegal, demeaning, sexually explicit, obscene, intimidating, or defamatory is prohibited. Employees who encounter such material should report it to their supervisor immediately. Harassment of any kind is strictly prohibited. The use of email or the internet in ways that may be harmful or disruptive, offensive to others, or harmful to morale is prohibited.

Employees may not use the Library's internet or email resources for commercial purposes or personal advertisements. Solicitations, promotions, or the purposeful dissemination of destructive viruses is prohibited. Political, religious, and/or sexual material is likewise not to be dispersed using Library resources. Use of the Library's resources may not disrupt the Library's network or the networks of other users.

#### 10.4. 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 Information*

Gathering and/or using personal information on staff or patrons, without written permission, is prohibited and subject to disciplinary actions. This includes using the library's database to look up addresses, emails, and

telephone numbers on any patron or staff for anything other than normal library business.

### *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.

## *10.5. 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, disability, etc.) is strictly prohibited and will be grounds for disciplinary action, up to and including termination of employment.

## *10.6. 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. In addition, employees are expected to dress according to the standards set by the Library. Supervisors are responsible for ensuring that standards of dress are maintained. Supervisors should be consulted when an employee is unsure of appropriate attire.

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;
- Skirt hemlines must be a maximum of two (2) inches above the knee, or longer;
- 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 that include staff member's name may be worn in lieu of a name tag.

- Inappropriate attire

Employees who dress inappropriately may be asked to leave and return in appropriate attire. Employees will not be paid during that time. Repeated occurrence of inappropriate attire may result in disciplinary action, up to, and including termination.

A complete list of inappropriate attire is impossible to provide as styles and personal choices in clothing vary greatly; however, a short list of examples of inappropriate attire includes

- 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 or programming imprints except as allowed below);
- Athletic and casual wear such as yoga pants, cotton/fleece pants, jogging suits, "hoodies" and sweat shirts, sweats, tank tops, or shorts;
- Clothing with narrow straps or halter tops; clothing revealing bare backs, midriffs, or shoulders.
- 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;



- Tight fitting clothing worn under dresses/skirts/shirts, such as yoga pants, stretch pants, or tights, must be worn with shirts/dresses that have hemlines that are maximum of two (2) inches above the knee, or longer.

- 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.

#### 10.7. *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, including texting, by a driver while the vehicle is moving should be limited to hands free use or when the driver has safely pulled over and stopped.
- Failure to observe these rules and regulations may result in disciplinary action, up to and including termination.

#### 10.8. *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). This does not include exempt staff

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.

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 Public Services Manager 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.

#### *10.9. Employment Records*

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

Only the Library Director, Human Resources, and the employee have a right to view an employee's file. The individual's immediate supervisor may access current and past performance documents.

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 office at all times. In most cases, the files are accessible weekdays during normal office hours. 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.

#### *10.10. 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 Human Resources, Network Supervisor, or Library Director at least a week in advance.
- All equipment must be checked out and returned through Human Resources, Network Supervisor, or Library Director.
- Checkout requires return of equipment by anticipated return date. Failure to return equipment by check-in date or to inform Human Resources of 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 Supervisor 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. Any equipment that is used inappropriately or becomes missing will be reported to the Board of Trustees.

#### *10.11. 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.

#### *10.12. Inappropriate Conversations*

Common sense should be used in conversation with the public and other staff members. Staff members are expected to be friendly and pleasant to patrons and to each other but not to the extent that work is neglected. Conversations of a personal nature should be avoided in public areas.

Remarks about coworkers, Library patrons, or members of the community are never appropriate in public areas. Staff members should avoid conversations about sensitive personal information including but not limited to politics, religious beliefs, sexual topics, inappropriate language, and performance issues and associated corrective measures.

#### *10.13. Media Contacts*

Employees should refer media inquiries to Public Relations Supervisor or Library Director.

At times, select staff may be requested to speak on behalf of the library. If an employees does interact with the media, he/she is 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 Library Director or Public Relations Coordinator.

#### *10.14. Notice to Employees*

The Library's official method of providing notice to employees is by posting on the Library's internal website. In addition, the library also utilizes email and memos, either in print or electronic. Employees are presumed to have been notified of any item that is posted on the Library's internal website, through official library email, or by memo.

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

#### *10.15. 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.

#### *10.16. Off-Duty Work*

The Library recognizes the importance and value of time away from the

organization. If a serious situation arises, 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 include exempt staff and department heads. Additional staff and times are determined and authorized by the director or his/her designee.

Staff discovered working off the clock or unauthorized are subject to disciplinary action up to and including termination.

#### *10.17. Privacy*

The Library requires all employees to respect the privacy rights of others. 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.

#### *10.18. Reporting On-the-Job Accidents or Injuries*

Employees are required to report any work-related illness, accident, or injury within 24 hours. 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.

#### *10.19. 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 Human Resources, and a copy is available on the Library's internal website.

If an employee has any questions or concerns relating to safety or health requirements, should be brought to the attention of any supervisor or the Library Director. Employees may be required to attend workshops on safety training issues.

#### *10.20. Smoking/Tobacco*

The Library District is a smoke and tobacco free environment. Smoking/tobacco use, including vapor cigarettes, electronic cigarettes, or other types of smoking devices, are permitted in designated areas only. Any violation of this policy may be cause for disciplinary action.

#### *10.21. 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*

- 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*

- 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 must abide by confidentiality policies;
- 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.

#### *10.22. Solicitation and Distribution*

The Library's internal website has a "classified" option that staff are encouraged to use for solicitation and distribution of personal items.

Employees are encouraged to exercise caution in soliciting donations or purchases from their coworkers. Pressure or coercion is not permitted. Political and/or religious literature may not be distributed at any time.

When items are offered for sale for individuals or outside organizations, any bookkeeping or distribution duties must be done on the employee's personal time and without the use of the Library's resources.

#### *10.23. Staff Lounge*

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

#### *10.24. Telephone and Cell Phone*

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 and/or text during their breaks or at lunchtime away from public service areas. This applies to library telephones as well as personal cell phones. Employees must reimburse the Library for any charges on personal long-distance calls made from a library telephone.

#### *10.25. 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.

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. Falsification of this record is cause for disciplinary action.

#### *10.26. 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.



#### *10.27. Weapons Policy*

Unless permitted by law, employees of the Library and any other person coming onto the Library's premises are prohibited from carrying any concealed, dangerous weapon.

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 or department supervisor.

#### *10.28. 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.

## 11. GRIEVANCES

---

### 11.1. *Grievances*

The Library strives to ensure that all employees are treated fairly.

Employees are expected to seek resolution prior to bringing a grievance. This involves making a good faith attempt to find a solution with the other person(s) involved. Communicating to the supervisor and/or director the steps involved in the attempt and following the guidance of the supervisor and/or director.

After following these procedures, a staff member who stills believes that they have been treated unfairly may choose to write a letter of grievance to the Board of Trustees. Employees may also choose to request a hearing before the Board.

Regardless, employees are expected to seek resolution through appropriate supervisory channels within the Library before bringing a concern to the Board.

### 11.2. *Letters of Grievance*

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

- Any written communication between the employee and their supervisor concerning the matter;
- The employee's written communication with the Library Director giving notice of the concern; and
- The Library Director's written response to the concern.

Grievance letters should be addressed to the president of the Board of Trustees. A copy of any letter of grievance must be sent to the Library Director. The president of the Board will reply within thirty (30) days. The grievance letter and the Board's reply will become a part of the employee's personnel file.

### 11.3. *Grievance Hearings*

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

- Any written communication between the employee and their supervisor concerning the matter;
- The employee's written communication with the Library Director giving notice of the concern; and
- The Library Director's written response to the concern.

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

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

If a grievance hearing is granted, the employee will appear before the Board of Trustees at the next regularly scheduled meeting. If the employee intends to provide witnesses, the names of such witnesses will be communicated to the president no later than three (3) calendar days prior the meeting.

Grievance hearings will be limited to a maximum of thirty (30) minutes unless further allowance of time is requested in writing three (3) calendar days prior to the meeting. The hearing may be curtailed by the president at any time.

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

After the hearing, the president of the Board of Trustees will provide a written response to the employee within thirty (30) days. Any decision or response by the Board is final.

## APPENDIX A

### MASTER'S IN LIBRARY SCIENCE PROGRAM REQUEST GUIDELINES

---

To improve the overall quality, experience, and service Boyd County Public Library provides to the 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 every class.

## 7. Application

Staff applying to pursue a BCPL sponsored MLS must

- Submit a “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 are expected to fulfill any practicum requirement at a library other than BCPL.
    - 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 are 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.

## INDEX

---

Absenteeism .....	48	Computers, Email, Internet Use, and Library Network.....	58
Accidents, Reporting .....	69	Computers, securing SEE Unauthorized Use .....	60
Accommodation for Religious Beliefs .	12	Computers, staff use .....	58
Actual time worked SEE Pay and Deductions.....	15	Confidentiality .....	61
Airline Travel .....	34	Confidentiality SEE ALSO .....	7, 56, 57, 60, 61, 67, 70
Alcohol Abuse Policy.....	51	Consecutive day termination SEE Resignation Due to Non-attendance .....	49
Alcohol and Drug use.....	51	Continuing Education .....	22
Annual Piece of Paper .....	42	Continuing Education and Certification	22
Anti-Harassment .....	7	Continuing Education and Classes .....	23
Anti-Retaliation.....	7	Customer Relations.....	62
APOP .....	42	Deductions .....	15
Appendix A.....	75	Deferred Compensation .....	24
At-Will.....	6	Dental Insurance .....	18
Background checking SEE Recruitment .....	8	Differentials .....	17
Baggage allowance SEE Expenses Connected with Air Travel .....	34	Direct deposit SEE Pay Disbursement	14
Benefits .....	18	Disciplinary Warnings .....	42, 44
Bereavement Leave .....	27	Disciplinary Warnings and Performance Improvement Plans .....	42, 41
Birthday, Employee .....	20	Discount on materials.....	24
Blogging, non-workplace.....	70	Discretionary Leave.....	32
Blogging, workplace.....	70	Distance Travel .....	34
Board hearing of grievance SEE Grievance Hearing.....	73	Doctor's note SEE Sick Leave .....	21
Borrower's Accounts .....	57	Dress Code .....	62
Breaks SEE Work Schedules .....	11	Dress Code Exceptions.....	64
Building Access.....	58	Driving while on Library Time.....	64
Business and Personal Trips, combined .....	38	Drug Abuse Policy.....	51
Business Ethics.....	48	Drug and Alcohol Abuse Policy.....	51
Business Meal Allowances .....	36	Duration of Trip.....	38
Business Meals .....	36	Election Officers SEE Voting.....	31
Car Rental .....	36	Electronic cigarettes .....	70
Cash Advances (for travel) .....	39	Email .....	59
Casual Days (dress code).....	64	Emergency Closing .....	65
CE SEE Continuing Education and Certification.....	22	Employee Benefits .....	18
Cell phone use .....	71	Employee Conduct .....	48
Cell phone use in vehicle SEE Driving While on Library Time .....	64	Employee Discipline .....	44
Certification .....	22	Employee Discipline and End of Employment .....	44
Check distribution SEE Pay Days.....	14	Employee discount .....	24
Checks SEE Pay Statements .....	14	Employee Status .....	9
COBRA.....	24	Employment Eligibility Verification .....	12
Combed Business and Personal Trips.....	38	Employment Practices.....	8
Commercial travel .....	34	Employment Records .....	66
Commonwealth Credit Union SEE Other Miscellaneous Benefits.....	24	End of Employment .....	44
Compensation Adjustments .....	42	Equal Opportunity Employer .....	6
Compensatory Leave .....	16	Equipment Use .....	67
Computer use.....	58	Equipment Use SEE ALSO Laptops ...	59
		Evaluations SEE Performance Development and Management....	41

Exceptions to Dress Code.....	64	Meal Allowances for travel SEE	
Exempt Status.....	14	Business Meal Allowance .....	36
Expenses Connected with Air Travel..	34	Meal Breaks .....	11
Extended Sick Leave .....	21	Meal Breaks, Minors.....	11
Family and Friends Borrower's		Media Contacts .....	68
Account.....	57	Medical, Dental, and Vision Insurance	18
Family Medical Leave Act (FMLA) .....	27	Medical Insurance .....	18
Family Members.....	8, 38, 57, 67	Mileage .....	33
Flexible Spending Accounts (FSA) .....	24	Mileage Reimbursement for Use of	
FMLA SEE Family Medical Leave		Personal Vehicle .....	33
Act.....	27	Military Service .....	26
Former Employees SEE New		Minimum leave increments.....	20, 21, 26
Employees .....	9	Minors, Employees .....	10
FSA SEE Flexible Spending Account .	24	Miscellaneous Work Rules .....	57
Full-Time Work .....	11	Mission of the Library .....	5
Future Policy Changes.....	6	MLS Program Request Guidelines.....	75
Grades, minimum See Continuing		Modification to staff computers SEE	
Education and Classes .....	24	Staff Computers .....	58
Grievance hearing.....	73	Name tags .....	63
Grievances .....	73	Nepotism .....	8
Guests .....	67	New Employees .....	9
Guests and Family Members .....	67	Non-attendance, Resignation due to...	48
Harassment.....	7, 49, 62, 71	Non-exempt Status.....	14
HAT Meetings .....	41	Non-Reimbursable Expenses .....	39
Health Insurance SEE Medical,		Non-reimbursable meal expenses .....	38
Dental, and Vision Insurance.....	18	Notice to Employees .....	68
Health Reimbursement Account SEE		Off-Duty Work.....	68
SEE Flexible Spending Accounts .	24	On-the-Job Accidents, reporting .....	69
Holidays .....	19	On-the-Job Injuries, reporting .....	69
Holidays, working before/after .....	20	Other Miscellaneous Benefits .....	24
How Are Things Meetings .....	41	Other Overtime .....	16
I-9 form .....	12	Outside Business Associations .....	37
Inappropriate attire .....	63	Outside Employment .....	68
Inappropriate Conversations .....	67	Overtime .....	16
Individual Borrower's Account.....	57	Overtime, "Other" .....	16
Injuries, Reporting on the Job .....	70	Overtime Pay.....	16
Insurance SEE Medical, Dental, and		Overtime Pay and Compensatory	
Vision Insurance .....	18	Leave .....	16
Internet .....	60	Parental Leave .....	27
Job Descriptions.....	12	Part-Time Work .....	11
Jury Duty .....	26	Passwords .....	60
Kentucky Deferred Compensation .....	24	Passwords, unauthorized use .....	60
Laptops, tablets, notebooks .....	59	Pay and Deductions .....	15
Layoffs.....	46	Pay Checks SEE Pay Distribution.....	15
Leave increments.....	20, 21, 26	Pay Days .....	14
Leaves of Absence.....	26	Pay Distribution .....	14
Letters of Grievances .....	73	Pay Periods .....	14
Library Mission .....	5	Pay Statements SEE Statement	
Library Network, accessing .....	58	Distribution .....	14
Library Privileges.....	25	Per Diem Allowance for travel.....	36
Local Travel.....	33	Performance Development and	
Lodging .....	35	Management .....	41
Master's in Library Science Program		Performance Development,	
Request Guidelines .....	74	Promotions, and Transfers .....	41
Maternity and Parental Leave .....	27	Performance Improvement Plan ...	42, 44
Maternity Leave.....	27	Personal Borrower's Account.....	57



Personal Leave .....	26	Staff Computers .....	58
Personal Vehicle, reimbursement		Staff computers, securing SEE	
for use .....	33	Computers, Email, Internet... ..	58
Personnel Records SEE Employment		Staff Lounge .....	71
Records .....	66	Staff use of equipment SEE	
Policy changes .....	6	Equipment use .....	67
Privacy.....	69	Standards .....	12
Prohibited computer/network		Statement Distribution .....	15
activities .....	61	Supplemental insurance plans .....	24
Promotions .....	10, 43	Tardiness.....	48
Promotions and Transfers.....	10	Telephone .....	71
Proof of US Citizenship .....	8, 12	Temporary and Regular Certification ..	23
Raises SEE Compensation Adjustments		Temporary Certification .....	23
and Salary Administration.....	14, 42	Temporary Employees .....	10
Recertification .....	23	Termination .....	46
Reclassification .....	43	Threatening Behavior .....	71
Records, Personnel SEE		Time Reporting.....	71
Employment Records .....	66	Tobacco use.....	70
Recruitment.....	8	Training period, existing employees....	10
Reference checking SEE Recruitment..	8	Training period, new employees .....	9
References (requests for) .....	12	Transfers SEE ALSO Promotions	
Refusal to work SEE Termination .....	46	and Transfers.....	10
Regular Certification.....	23	Transfers .....	43
Regular Employees.....	10	Travel.....	33
Reimbursable Expenses .....	39	Travel Reimbursement.....	33
Reimbursement, Mileage .....	33	Travel Request SEE Travel	
Reporting Expenses (travel) .....	40	Reimbursement.....	33
Reporting On-the-Job Accidents or		Travel To and From the Airport .....	35
Injuries .....	69	Travel Voucher SEE Reporting	
Reporting to Work .....	49	Expenses .....	40
Reporting to Work SEE ALSO		Unacceptable Conduct.....	44
Resignation Due to		Unauthorized or Excessive Absences	
Non-attendance .....	49	or Tardiness .....	48
Reporting to Work SEE ALSO		Unauthorized use of computers .....	60
Unauthorized or Excessive		Unused Sick Leave .....	22
Absences and Tardiness .....	49	Use of Personal Vehicle .....	33
Resignation .....	48	Vacation Leave.....	20
Resignation due to Non-attendance ...	49	Vapor cigarettes .....	70
Resolution procedures SEE		Verification of employment.....	12
Grievances.....	73	Violence.....	71
Rest Periods .....	11	Violence or Threatening Behavior .....	71
Retirement Benefits.....	19	Vision Insurance.....	18
Return to Work SEE Sick Leave .....	21	Voting .....	31
Review Committee .....	5	Wage and Salary Administration.....	14
Safety .....	69	Weapons Policy.....	72
Salary Adjustment .....	14, 42	Work Areas.....	72
Salary Administration .....	14	Work Areas and Service Desks .....	72
Seasonal Employees .....	10	Work Schedules .....	11
Service Desks .....	72	Work week.....	11
Sexual Harassment Policy .....	49	Workers' Compensation .....	18
Sick Leave.....	21		
Sick Leave Sharing Pool.....	22		
Sick Leave, unused.....	22		
Smoking/Tobacco .....	70		
Social Networking .....	70		
Solicitation and Distribution.....	70		