

# Silver Lake Public Library

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## Personnel Policy

### I. Employment

#### A. Equal Employment

The library maintains a policy of nondiscrimination with employees and applicants for employment. No aspect of employment with the library will be influenced in any manner by race, religion, gender, age, national origin, disability, veteran status, or any other basis prohibited by applicable law. Nothing in the previous paragraph is meant to limit or expand the library's obligation pursuant to all state, local and federal laws, rules and regulations in all phases of employment including but not limited to, recruitment, hiring, training, promotion, compensation, benefits, transfer and dismissal.

#### B. Non-Harassment

Harassment is contrary to basic standards of conduct between individuals and is prohibited by federal and state law. It will therefore constitute a violation of library policy for any employee to engage in any form of harassment based upon race, color, religion, gender, age, national origin and disability. Any act, physical, verbal or visual that has the effect of unreasonably interfering with a person's work performance or creates an intimidating, hostile or offensive work atmosphere is prohibited. Harassment on the basis of sex is a violation of federal law. The library will not tolerate sexual harassment in any form. No employee shall threaten or imply that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, pay promotion, job assignment, or any other aspect or condition of employment. Any employee who violates this policy will be subject to having job action taken against him or her. No employee, whether supervisory or non-supervisory, may sexually harass another employee. Sexual harassment includes, but is not limited to:

1. Touching or making improper or proposition advances
2. Abusive, vulgar language of a sexual nature
3. Suggestive jokes or comments about an employee's body or wearing apparel
4. Display of sexually suggestive cartoons, pictures, or photographs

Personnel should report immediately any such behavior or incident to the library director (or to the board member should the director be involved) in writing with date, location, and names of individuals involved. If, after investigation by the

director or board member, the issue is not resolved to the satisfaction of the employee, the unfavorable decision may be appealed in writing to a higher authority, such as the entire board of trustees. An employee may ask a member of the board, another employee, or supervisor to be present at a complaint discussion with the director. In its effort to prevent discrimination or harassment of any kind, the library shall maintain an open-door policy. All complaints will be investigated promptly and confidentially.

**C. Employment of People with Disabilities**

No employee or applicant for employment will be discriminated against on the basis of disability. Reasonable accommodations will be made unless to do so would cause undue hardship to the parties involved.

**D. Alcohol and Drugs**

The use, possession, sale, transfer, purchase, or being under the influence of illegal drugs, illegal intoxicants or controlled substances by employees at any time on library premises or while on library business is prohibited. Employees must not be on duty, on library property, or operating library equipment while under the influence of any alcoholic beverage, marijuana, or illegally obtained drugs, narcotic, or other controlled substance.

**E. Smoking**

To support the health and well-being of our employees and patrons, the Silver Lake Public Library is committed to providing a smoke-free environment. The library is designated as a no-smoking institution in accordance with the K.S.A 1-4009.

**F. Injury**

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

**G. United States Citizenship**

The library intends to hire only citizens of the United States of America or those who have valid permits to work in the United States. Employees may be required to provide proof of citizenship or proof of a United States work permit before they can receive their first paycheck.

**H. Nepotism**

It is the policy of the library that persons who are of immediate relation to current library employees shall not be employed in the library unless the library board has reviewed and approved the proposed employment. Further, it is in the best interest of the library that members of the immediate family of board members or the library director not be considered for employment with the library.

**I. Child Labor**

The library will comply with the Child Labor Laws provisions of the Fair Labor Standards Act and related Kansas Statutes.

**J. Posted Notices**

Notices relating to federal, state or local regulations will be posted in a conspicuous place in the staff area of the library. It is the responsibility of each employee to read these notices.

**II. Staff**

**A. Staff Conduct**

The library staff shall show impartial and courteous service to all persons using the library and no distinction between library users shall be shown because of age, race, religion, sex, disability, economic status, national origin or ancestry. As a staff it should be remembered that we project the library's image to the individuals we assist. All library users have the right to expect the best service possible regardless of the request. If you are indifferent, disrespectful, or have a superior attitude, you threaten the good will that other staff has created throughout the years. Remember that the library users fund all services and all jobs that exist in the library through taxpayer support. Some specifics to follow are:

1. Staff should not gather in groups and engage in personal conversation while leaving library users to search out assistance. Do not keep a customer waiting for your services and attention. Be at the station assigned to you and be alert to customers needing assistance. Ask the customer whether he/she needs your help. Avoid being immobile in your assistance.
2. Food should be kept in the staff area in the back or underneath the circulation desk. Food wrappers or containers should not be left out on the top of the circulation desk during business hours. Eating at the circulation desk is allowed, but should be done when patrons are not around.
3. Staff should dress appropriately and sensibly while on duty. All employees are expected to be neat, well-groomed and to wear suitable, clean clothing. Failure to dress appropriately will result in corrective action, and a staff member may be sent home and directed to return to work in proper attire before continuing their scheduled work hours.
4. All staff should wear the employee nametags given to them upon hire.
5. Private use of the library phone and personal cell phones during library work hours should be limited by employees. Employee's phones should be kept on silent/vibrate while they are in the library.

6. It is the responsibility of library staff to acquaint users with tools of the library, such as the online catalog, and other reference materials. In this way the public is provided with the knowledge needed for self-service when they so desire. It is also the responsibility of library staff to provide assistance when the user needs it. Pointing a finger in the general direction of the desired material should be avoided in favor of actually escorting the customer to the location when possible.
7. If a staff member is unable to find the information or material which the user wants, the staff member should seek out assistance from any other staff who may be helpful to the user. The staff member should take the user directly to the person who can assist them best.
8. Negative answers should be avoided when more effort may provide another source or service which can provide the desired information. Information networking and community referrals should be made whenever needed. All possible sources of information should be exhausted before telling a user we are unable to help them.
9. Staff members should consider the customers' point of view on why they choose to come to the library. The customer must consider the library visit important enough to take time away from other possible activities. Staff should remember that while they are in comfortable and familiar surroundings, library users may be unfamiliar with the library and strange to the library atmosphere. Staff may help customers by greeting them promptly, pleasantly, and courteously, and by treating their requests sympathetically.
10. Computers, computer files, email, internet accounts and software furnished to employees are either library property or are licensed to the library for business use only. The library prohibits the use of computers in any ways that are disruptive, offensive, or harmful to morale.
11. Always treat customers with a positive attitude and demeanor.
12. Ignoring these guidelines could lead to a staff member's eventual dismissal.

**B. Performance Evaluation/Job Review**

All employees may expect at least one performance review a year. Reviews will be held at the beginning of the year and will be scheduled by the employee and the library director. The board of trustees have the responsibility of conducting an annual job performance review for the library director once a year.

**C. Probation Period**

New employees will be required to serve a probationary period of two months. After the probationary period is finished and a successful job performance review is completed, the employee is considered a permanent employee.

#### **D. Disciplinary Action**

The library director has the authority to discipline and dismiss employees for the willful violation of personnel policies. It is important that complete and clear records be maintained of all disciplinary processes for the protection of the employee and the library. The primary objective of the disciplinary program of the library is to return the employee to the status of a satisfactory employee. The procedures for disciplinary action contain the following steps:

1. Verbal Warning: The individual should be told in private about the problem. This discussion should be noted for the personnel file.
2. Written Warning: This should state incident, date and should end with a warning that any further unacceptable conduct can result in disciplinary probation.
3. Disciplinary Probation: This should be in writing and should indicate consideration for termination will follow if the situation does not improve by a specific date.
4. Termination

While notice of intent to terminate can be expected, the library reserves the right to dismiss an employee without notice in cases involving theft, drug or alcohol abuse, criminal activity, or in instances of significant misconduct.

#### **E. Termination**

An employee who refuses or is unable to improve will be considered for termination for poor work performance. An employee who fails to appear at work for three consecutive days that he or she is scheduled to work without providing prior notification to his or her supervisor may be immediately considered for job dismissal. An employee who is terminated will be notified in writing by the library director via hand delivery or Certified U.S. Mail.

#### **F. Grievance**

Employees have the right to present a grievance concerning interpretation of personnel rules, working conditions, relationships with co-workers and supervisors, or application of the equal opportunity laws. The following method is provided to ensure rapid and fair hearing of a grievance:

1. Discuss grievance with the library director. She/he has (5) five business days to work towards a resolution.
2. If complaint is not resolved through ordinary dialog in the time frame given above, the employee may file a written complaint to the board of trustees.
3. A grievance committee of three, comprised of the director (unless she/he is filing the complaint), a trustee member and a fellow employee, volunteer or other trustee selected by the filing party shall meet to consider the situation. The

committee will prepare a written report to the board of trustees. The board will make the final decision and a written report including the decision will be placed in the personnel file of all involved in the grievance.

**G. Resignation/Notice**

The library requests one month's notice of resignation from library director and two weeks' notice from all other employees. All resignations shall be in writing, and given to the library director or board of trustees. The termination date—the final work day—shall be stated in the letter of resignation.

**III. Schedule**

**A. Work Schedule**

Library staff may expect to receive a regular schedule of the time they are expected to work. The library director will determine the work schedule for all employees, as necessary to maintain service to the community. Approval of work schedule changes must be made by the library director.

**B. Start and End Time**

Employees are expected to begin work at the scheduled time. If something occurs to prevent an employee from arriving at the time scheduled, the employee must notify the supervisor as soon as possible, preferably before the employee normally reports to work. Fifteen minutes are allowed before opening and 15 minutes after closing for opening and closing tasks. Employees should not show up earlier or stay later unless asked by the director.

**C. Tardiness and Absences**

All employees are required to report to work punctually. Excessive tardiness disrupts the quality of service provided to the public and employees should make every attempt to report to work on a timely basis. If employees are unable to report to work, the employee is responsible for contacting the director by telephone to indicate anticipated absence from work or late arrival to work and the reason. If an employee is unable to report to work, the absence may be charged as vacation leave for those staff members that have vacation hours to take, or the employee may elect to take this time off without pay.

**D. Lunch and Rest Breaks**

Employees who work eight (8) hours a day are designated a one (1) hour lunch break during their shift. Employees assigned shifts of four (4) to six (6) hours are entitled to one (1) fifteen-minute rest period. Rest periods will be informal and taken as work allows. Staff is considered to be on duty during rest periods and may not leave the building, therefore, will be compensated for this time. Employees assigned shifts of

seven (7) hours are entitled to one thirty-minute break. These employees are not considered on the clock and may leave the building. These breaks will be unpaid.

**E. Request for Leave**

In order to use leave earned, it is the responsibility of the employee to give proper notice to the library director.

Vacation Leave requires advance planning with the library director, which is initiated by the employee filling out a request for leave form. Employees should give the director two weeks' notice for their time off request. It should be noted that while the library director will attempt to honor leave requests of employees, adequate staffing for the library is the first priority.

Sick Leave Usually, advance planning for leave of this type is not possible. The employee notifies the supervisor as soon as possible (preferably before the scheduled hours of work), that they cannot report to work as scheduled.

**IV. Compensation**

**A. Definitions**

Full-time employee: A salaried position regularly scheduled on an annual basis for 40 hours in a standard workweek of seven days.

Part-time employee: A position regularly scheduled on an annual basis for less than 40 hours in a standard workweek of seven days.

**B. Payroll Procedure**

Time sheets are reviewed by the end of each month. The library director prepares the payroll from the approved time sheets. Paychecks should be ready for trustees to sign on the 1<sup>st</sup> of the month, unless the first day of the month falls on a Saturday, Sunday, or a Monday holiday. The library director has until the 5<sup>th</sup> of the month for checks to be ready for staff members.

**C. Timesheets**

Timesheets should be completed daily with accurate time-in and time-out records. Employees are required to turn in their signed time sheet on the last working day of the pay period.

**D. Mandatory Deductions**

The library will pay the employer's portion of FICA and Medicare withholding. The employee's portion will be deducted from the employee's gross wages. Each employee shall complete a W-4 Form upon hire; such form will be used to determine

the amount of federal and state withholding that will be deducted from gross wages on each paycheck.

**E. Overtime/Compensatory Time**

Overtime only applies to those working more than 40 hours per week. In lieu of paying an eligible employee at the time-and-a-half rate for overtime worked, the employee will be granted compensatory time off at the rate of one and a half hours off for each hour of overtime worked. The maximum amount of accumulated compensatory time allowed is 24 hours. The time must be noted on the time sheet when earned and when used. The Library Director is responsible for scheduling compensatory time.

**F. Vacation Leave**

Full-time and part-time employees will receive one (1) week vacation after first year of employment; two (2) weeks after two years of employment; three (3) weeks after five years of employment. Actual vacation time will correspond to the hours normally worked during the regular work week. Vacation will be calculated from the anniversary date for the first year; vacation time will be figured on a calendar basis for following years. Request for vacation time must be filed with Library Director in advance to facilitate scheduling. Vacation time must be used within the calendar year and does not accumulate. Paid holidays falling in a vacation period will not be counted as vacation. An employee shall not be compensated for unused vacation pay upon leaving employment of the Library.

**G. Sick Leave**

Full-time and part-time employees shall be entitled to sick leave with pay for absences resulting from doctor visits, illness, injuries, accidents, or other incapacities, occurring either on or off the job. An employee may use his/her sick leave allowance when personally sick or for time off in case of illness in the immediate family. Sick leave must be earned before it is taken. An employee shall not be compensated for unused sick leave pay upon leaving employment of the Library. An employee who improperly claims sick leave shall be subject to disciplinary action, including loss of pay or dismissal.

- Full-time employees will receive eight (8) hours per pay period. Sick leave may accrue to a maximum of 40 hours.
- Part-time employees that work 6-8 hours in a regular work day will receive six (6) hours of sick leave per pay period. Sick leave may accrue to a maximum of 30 hours
- Part-time employees that work 5 hours in a regular work day will receive five (5) hours of sick leave per pay period. Sick leave may accrue to a maximum of 25 hours.



## H. COVID Compensation

All eligible employees will be paid for the time they are usually scheduled to work if they are required to isolate for a 10-day quarantine period. If an employee becomes ill due to exposure during the quarantine period, the salary coverage can be extended, not to exceed a total of 20 days. Eligible employees are those that have been employed with the Silver Lake Public Library for at least 30 days and are actively scheduled for work. In the event that the library must close due to a COVID related exposure, all employees will be paid their regularly scheduled hours.

## I. Family and Medical Leave Act (FMLA)

Full-time and regular part-time employees are entitled up to a total of twelve (12) weeks during a twelve (12) months period of unpaid, job-protected leave for one or more of the following reasons:

1. Birth of a child
2. Placement of a child for adoption
3. Caring for a spouse, child or parent with a serious health condition
4. A serious health condition of the employee

Any requests for FMLA time should be made to the Library Director with 30 days' notice if possible. A serious health condition is defined as an inpatient care at a hospital, hospice, or residential medical care facility, or continuing care by a doctor of medicine or osteopathy. The director may require an employee to provide a doctor's certification of the serious health condition.

## J. Bereavement Leave

Employees suffering a death in the family will be granted up to three (3) days leave with pay. Family is defined as spouse, child, sisters, brothers, or other relative residing in the employee's household. The Library Director may use **their** discretion in more broad applications of the bereavement leave policy, as is applicable.

## K. Holidays

The holiday schedule shall be set by the Library Board of Trustees by the December meeting for the following year. When a holiday falls on Saturday or Sunday, the Friday before or the following Monday may be designated as the work holiday. Employees that are regularly scheduled to work on a weekday or weekend that end up falling on a holiday will be compensated for the number of hours that they would normally work on that day. For example, if a staff member is regularly scheduled to work on Thanksgiving Thursday for 5 hours, they will be paid 5 hours of holiday pay.

**[Bold indicates set Holidays; others are at the discretion of the Board on an annual basis]**

Possible holidays are:

**New Year's Day – January 1**

Martin Luther King Jr. Birthday – Third Monday in January

Presidents Day – Third Monday in February

**Memorial Day – Last Monday in May**

**Independence Day – July 4**

**Labor Day – First Monday in September**

Veteran's Day – November 11

**Thanksgiving Day – Fourth Thursday in November**

Friday after Thanksgiving

**Christmas Eve Day – December 24**

**Christmas Day – December 25**

New Year's Eve Day – December 31

**L. Civil Leave**

Employees shall be granted leave with pay for jury duty and when subpoenaed as a witness for a criminal case or an expert witness when acting in an official capacity in connection with the library. The employee will assign the juror's fee to the library. A military leave of absence will be granted when an employee serves in the uniformed services of the United States of the State Kansas in accordance with the federal and state military leave laws.

**M. Continuing Education**

The Board of Trustees encourages library staff to participate in CE activities within the limits of the annual budget. Participation in CE events must have advance approval by the Library Director. Library staff will be paid regular salary/wages while participating in CE activity. Library staff will be reimbursed for CE expenses as outlined:

1. Registration
2. Mileage
3. Meals
4. Overnight accommodation

**N. Inclement Weather**

If the Silver Lake schools are closed due to inclement weather, the library will also be closed. The library director will make a judgment call whether or not to close the library early, open late, or be closed all day. Key considerations are staff transportation safety, the ability to keep sidewalks and general library areas in a nonhazardous condition. If there is no electricity, the library will be closed. Staff and patrons are to be considered foremost. Staff will be paid for their scheduled hours that the library closed due to severe weather conditions.

**O. Acknowledgement of Personnel Policy**

Each library employee shall receive a copy of the personnel policy and confirm with signature that s/he has read it. The director shall maintain these forms within employee files.

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