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INTRODUCTION

SECTION 1.00

1.01 PURPOSE OF THE PERSONNEL MANUAL

Westlake Porter Public Library (WPPL) believes in an informed and knowledgeable staff. The WPPL Personnel Manual is made available to all employees of WPPL so that:

- every employee can read and understand the guidelines for employee work rules and conduct,
- policies and procedures can be applied uniformly,
- arbitrary interpretations of policy are minimized.

1.02 INTERPRETATION OF MANUAL

In accordance with the Ohio Revised Code, Article 3375.40, the WPPL Board of Trustees is empowered to make and publish rules for the proper operation and management of WPPL, to set compensation of employees, and to establish employee benefits.

This manual, approved by WPPL's Board of Trustees, became effective January 1, 1994; underwent extensive revision in December of 1996; and additional revisions throughout 2011. This current manual supersedes any previous policy, rules, regulations, benefits or practices, whether written or unwritten, affecting WPPL employees.

WPPL's Board has authorized rules that are lawful; that are consonant with guidelines set by agencies such as OPERS and Ohio Bureau of Workers Compensation; that promote the health, safety, and productivity of employees; and that ensure responsible stewardship of public property and public funds.

These policies and procedures are intended to cover most library practices and problems, by providing general summaries of the predominant benefits, work rules, and policies adhered to by WPPL. Those, which arise, that are not specifically or clearly covered are referred to the Director for final interpretation.

This manual does not, however, constitute a guarantee that employment will continue for any specified period of time or end only under certain conditions, i.e., it does not constitute a contract of employment. Ohio is an employment-at-will state. Employment at WPPL is a voluntary employment-at-will relationship, for no definite period of time. Nothing in this manual constitutes an express or implied contract of employment or warranty of any benefits. Regardless of anything which may appear in this manual or any other WPPL publication, each employee has the right to terminate his or her employment relationship for any reason, with or without cause, and the library reserves the right to do the same.

WPPL Board of Trustees may, from time to time, unilaterally, at its discretion, amend, supplement, modify, or eliminate one or more of the benefits, work rules, or policies. Although as much notice will be given as possible, no prior notice is required to be given.

Because WPPL fosters an atmosphere of open communication, each employee has access to a copy of the Personnel Manual. Every employee should read the manual thoroughly for a better understanding of the predominant work rules and obligations of his or her employment.

1.03 SOME INFORMATION ABOUT WPPL

PURPOSE

WPPL serves to meet the informational, educational, and recreational reading and library needs of Westlake (Ohio) and the surrounding communities. Specifically, the library provides books, information, technology and other materials and service resources, in a friendly, cooperative library environment.

WPPL's "mission" is: to educate, empower, enlighten, and excite the public by providing accessibility to and instruction in an array of resources in multiple formats on-site, and by linking individuals with resources and agencies off-site, that meet their information needs." Every employee's job description states how his/her position is linked to that mission.

HISTORY

Library service began in Westlake (originally known as Dover Township) as a result of the generosity of an eminent citizen, Leonard G. Porter. Mr. Porter, a teacher and politician, left a bequest of \$ 1,000 and his private library in 1884 *"...for the purpose, and in the hope of founding and establishing a public or township library that may prove a lasting benefit and blessing to the people of Dover..."* To that end, on December 15, 1884, the Porter Library and Literary Association were incorporated. Any resident of "Dover" could pay one dollar to register and one dollar annually for membership privileges. In 1885, an already existing group (and their library of 150 to 200 books) known as the Dover Literary Society merged with the Porter Library and Literary Association. In 1886, the first library building was purchased.

On August 27, 1938, the Porter Library and Literary Association was dissolved, and a school district library known as WPPL was created. The library purchased and moved to a 2,362 sq. ft. new building in 1950. In 1958 - 1960, a 3,000 sq. ft. addition was constructed. In 1974, a second addition was completed. In 1983, a \$ 2.9 million dollar bond issue was passed and in 1985, the library moved to the current building of about 30,000 square feet. In 1997, a \$7.25 million dollar bond issue as passed. A renovation and expansion project ensued, and the current 75,000 square foot facility opened in July of 2002.

GOVERNANCE

WPPL is a school district library. This means that the Westlake School District boundaries serve as the library's legal service area. It also means that the Westlake Board of Education is legally required to assume an "overseer" role: The Board of Education approves the library's budget each year and, as vacancies occur, appoints Porter's trustees. In addition, a formal resolution by the

Board of Education is necessary before the library can place a tax levy or bond issue on the ballot.

WPPL is actually governed, however, by a separate Board of library Trustees. Porter's Board of Trustees conducts a search and selection process and makes recommendations to the Board of Education regarding new members. Members are officially appointed by the Westlake Board of Education and serve for a seven-year term. Porter has seven Board members altogether, with terms expiring on a rotating basis. Trustees serve without remuneration. Ohio law states that a majority of the trustees must live in the school district (i.e., Westlake), but a minority may reside outside the school district.

Legal responsibility for policy is vested solely in the Board of Trustees by Ohio law: The Ohio Revised Code specifies that the Board be empowered to determine the rules for the proper operation of the library. This includes policies covering both public services and personnel. The Board is also responsible for the selection and appointment of the Director and Clerk-Treasurer for control of library funds, property, and equipment; and for setting compensation and benefits of employees.

Regular meetings of the Board of Trustees are scheduled at the January organizational meeting each year. Special meetings can be scheduled at any time. Meetings of the Board of Trustees are open to the public.

A current list of Trustees is available in the Administration office. Minutes of Board meetings are maintained in the Administration office and at the Reference desk. Library staff is kept apprised of Board activities and actions at general, department and special staff meetings.

ORGANIZATIONAL STRUCTURE OF WPPL

The Board of Trustees is the legal governing body for WPPL.

The Director is appointed and evaluated by the Board and is responsible to them for the overall administration of the library.

The Board annually appoints the Fiscal Officer. The Fiscal Officer is responsible for financial input to both the Director and the Board.

The Director officially appoints all other WPPL staff, which work together to achieve the common goal of providing quality library service to the community. Though appointed to a position in a specific department, each employee is encouraged to look beyond his or her own individual job to problem-solve, to make decisions, and to make suggestions that reflect and promote "the larger picture," i.e., the overall goal of superb library service for patrons.

FUNDING

WPPL is supported by two primary sources of income.

State: Through Ohio's Library and Local Government Support Fund (LLGSF), all Ohio residents pay taxes to support all public libraries in Ohio: A portion of the state income tax is set aside each year specifically for the support of public libraries. A formula is used to distribute these funds to each county in Ohio. The Budget Commission in each county (County Auditor, County Prosecutor, and County Treasurer) determines how best to distribute the state funds among all public libraries in the county. The funds are distributed via a formula that is re-established regularly to Cleveland Public Library system, Cuyahoga County Public Library system, and the seven other independent public libraries in the county. WPPL is one of the seven independent libraries.

Local: Within each community in Ohio, additional local funds for the library are sometimes supplied by a tax levy on property. Westlake residents have voted to provide this type of tax revenue to support Westlake's WPPL. Residents of most other surrounding communities also pay a local tax to provide additional support to their own local public libraries.

Foundation: Long-term financial needs of the library are also periodically met by the WPPL Foundation. The Foundation was established in 1988 to provide a means for individuals, organizations, and corporations to make financial donations for the support of the library.

FRIENDS OF WPPL

The "Friends of WPPL" is a non-profit association dedicated to the support and nurturing of WPPL. Anyone, whether a Westlake resident or non-resident, can join by paying annual dues. Employees of the library can join the "Friends" organization. "Friends" volunteers run the annual book sales, work at the "Portables" Gift Shop, and coordinate and plan public programs. Each year, "Friends" provide funding to the library to purchase special items or to support programs that the library could not otherwise afford.

Friend's officers and Board members work closely with the Director and other library staff to ensure coordination of activities to the mutual benefit of the library, the Friends group, and the community.

1.04 CONFIDENTIALITY OF LIBRARY RECORDS

The American Library Association's Code of Ethics states:

"Librarians must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired."

All user records or information of any type -- registration, circulation, reading preferences, etc. -- are confidential and should not be divulged to others outside the organization.* Staff should not, formally or informally, divulge this information.

Any library staff member receiving a request to examine or obtain information relating to circulation or other records identifying the names of library users, will **immediately refer the person making the request to the supervisor**, who shall explain the confidentiality policy.

A copy of the American Library Association's "Policy Concerning Confidentiality of Personally Identifiable Information About Library Users" is appended to this manual. Employees should read it and become familiar with its tenets.

* As with any business or profession, however, WPPL reserves the right to provide information to a collection agency to pursue delinquent accounts. Such information may also be shared with another library.

Information regarding staff members who are also registered users is also confidential and protected by this policy. Abuse of protected information by staff members is subject to disciplinary action.

1.05 PRODUCTION AND INSPECTION OF PUBLIC RECORDS

In keeping with “sunshine” laws regarding the meeting and activities of public bodies, documents created by or pertaining to WPPL are a matter of public record. Minutes of all Board meetings, the annual report, bid documents and results, and any other documents that do not deal with sensitive personnel issues are available for inspection by the public at any time.

All inquiries for public records other than those readily available at the Reference Desk pertaining to the general operations of WPPL should be referred to the Director.

In order to facilitate and encourage an informed, knowledgeable staff, a notebook containing the Long-Range Plan, the Annual Report, and minutes of all Board meetings held during the year is maintained at the Reference Desk for perusal by staff at any time. This notebook is also available to the public.

EMPLOYMENT

SECTION 2.00

2.01 APPOINTMENT TO THE STAFF

RECRUITMENT

WPPL accepts applications and resumes at any time. They remain on file for a period of 6 months. However, individuals interested in a specific position at the library should watch for advertisements or check the website regularly and apply for that position accordingly.

WPPL relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentation, falsification, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

The library uses a variety of recruitment techniques, depending on the position that is open. Options include newspaper ads, job postings at colleges, information with guidance counselors at high schools (for student pages), ads in library publications, etc.

SELECTION

It is the library's policy to appoint, transfer, promote, and assign duties solely on the basis of qualifications.

This library has a strong commitment to equal employment opportunity without unlawful discrimination, retaliation, or harassment on the basis of race, color, religion, sex, age, national origin, citizenship, disability/handicap or military status. The bona fide requirements of the job shall be the determinant of appointment. This policy is in keeping with all equal employment opportunity laws, both federal and state (Ohio Fair Employment Practice Laws, Title VII of the Civil Rights Act, Age Discrimination in Employment Act, Rehabilitation Act of 1978, and Americans With Disabilities Act of 1990).¹

1) Section 4112.04(A) (10) of the Ohio Revised Code requires that the State and its political subdivisions file annual reports with the Ohio Civil Rights Commission. Information for this report is collected both at the

¹ (An employee with a question or concern about any type of discrimination in the workplace is encouraged to bring these issues to the attention of his or her immediate supervisor, Human Resource Manager or the Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.)

point of hire, and from those interviewed throughout the year, and is filed by the library by October 31st of each year.

2) The library also has made a strong commitment to Americans With Disabilities Act, and any employee may request a reasonable accommodation, if he/she feels one is appropriate/warranted.

WPPL does not knowingly hire unauthorized or illegal aliens. Every employee hired after November 6, 1986 is required to file an employment eligibility form (I-9) with the library and provide documentation establishing identification and employment eligibility, in accordance with the federal Immigration Reform and Control Act (IRCA) of 1986.

Anyone under the age of 18 must have a work permit on file to be eligible for employment at WPPL.

All candidates for employment must successfully pass a pre-employment screening. This pre-employment screening includes a detailed work reference check and criminal background check. In addition, as necessary, a credit reference check and a BMV driving record check may also be undertaken.

All appointments of personnel for WPPL are approved by the Director. The Board of Trustees is apprised of all new appointments.

EMPLOYMENT OF RELATIVES OF EMPLOYEES

(Board Approved Policy Amendment - 11/16/05 & 5/16/07, 3/16/11).

As a general rule, relatives of employees may apply for open positions in the library. They must follow the same application and interview process as all other applicants. Hiring decisions are based solely on meeting the qualifications/skills required by the position.

To prevent the perception of conflicts of interest this policy will not apply to the following positions: The Board of Trustees, Director, Assistant Director, Fiscal Officer, Senior Managers, Managers and Senior Specialists.

Furthermore and also to prevent conflicts of interest and ensure smooth and fair management, however, no employee or potential employee will be assigned, hired, promoted, or transferred to a position where that person will supervise, or be supervised by, or work within the same department as a current employee who is a relative, either directly or indirectly.

Temporary Student Pages may work within the same department as a parent staff member unless both parent and child/student will be directly supervised by the same individual. For example, the child of a Circulation Assistant may not be hired as a Circulation Student Page. In this case, both staff members would directly report to the same individual, the Stacks Facilitator.

If two employees marry or enter into a spousal relationship this policy does not require that either employee must resign or transfer unless the positions they hold are in a direct supervisor/subordinate relationship. If the two employees are employed in a direct supervisor/subordinate relationship, they will decide between themselves who will resign. If a decision cannot be jointly made, it will be at the discretion of the Director.

“Relative” is defined as spouse, child, parent, sibling, grandparent, grandchild, aunt/uncle, first cousin, or corresponding “in-law” or “step” relative. Exceptions to this policy may be granted only by the Director, upon recommendation of both the Department Coordinator and Human Resource Manager for reasons that are clearly in the best interest of the library.

BACKGROUND CHECKS

Due to increasing incidents of workplace violence; and, as part of an ongoing process designed to protect staff, patrons, and workers from physical harm, WPPL will contract with an outside, experienced agency to conduct background screening checks on all adult new hires.

Based on recommendations from background check companies that were interviewed, the library will request those checks deemed most likely to identify potentially dangerous behaviors. The screening company will provide the required forms.

WPPL’s employment application informs applicants that a background check will be performed.

2.02 REINSTATEMENT

Former employees who resigned in good standing may be eligible for rehire, provided the library determines their qualifications are suitable with a vacant position. Retirees are not eligible for reinstatement but may be eligible for re-hire.

An employee who has resigned (not including retirees) from the library and is rehired within six months is considered reinstated and receives credit for previous years of service.

Any employee who has resigned (not including retirees) from a benefit level position (20+ hours or more per week) and is rehired within six months to a benefit level position (20+ hours or more per week), will receive credit for previous years of service, toward calculations of vacation and service recognition. Sick leave accumulated (but not taken) prior to the reinstated employee’s departure date will also be reinstated.

Reinstated employees should not expect to automatically be returned to the same grade or salary held at the time of his/her departure. Nor shall the reinstated employee be entitled to any pay increases awarded during the interim.

The library will not rehire or reinstate an employee who has been involuntarily terminated by or resigned at the request of the Board of Library Trustees.

If an employee has retired, the OPERS system requires that a specific period of time must lapse before he/she can be rehired. If an employee has resigned and submitted paperwork to obtain an OPERS refund, the refund will be cancelled if the re-hire date is within 3 months of the resignation date. In both instances, upon re-hire, OPERS deductions will be made on earnings. This applies for substitute and temporary as well as regular positions.

2.03 PROMOTIONS

When a position becomes vacant or a new position is created, it will be posted on the staff bulletin board and on the intranet for a period of at least one week, so that all qualified staff members who are interested can apply, in writing.

Recognizing that mobility within the organization is advantageous to the library and is itself a vital employee incentive; applications from current library staff members will be given the utmost respect and consideration. Internal candidates are evaluated on the same criteria and job requirements as outside applicants.

An employee who is considering alternatives for mobility at WPPL is encouraged to speak with the Human Resource Manager, his or her immediate supervisor or to the appropriate Assistant Director. Information about the educational, and experiential and knowledge/skills requirements of any job will be outlined for the employee.

2.04 TRANSFERS

At the discretion of the Director, staff may be transferred laterally, from one position to another.

2.05 DEMOTIONS

An employee may be demoted to a position in a lower class or grade in one of two ways: 1) voluntary at his/her request, or 2) involuntary. In both cases, this can only be done with the prior approval of the Director.

VOLUNTARY DEMOTION

If a position is available, an employee in a higher classification may request in writing to the Human Resource Manager to be transferred to the lower classified position.

If the employee is considered to be qualified, he or she will be interviewed for the position. However, the library will be under no obligation to accept the employee for the position.

A regular (non-substitute) employee, in good standing, who voluntarily accepts a position at a lower grade/classification will have his/her current pay set at the same rate, if possible, in the new position. If no equivalent rate is available, the employee's salary shall be set at the nearest step below his current rate of pay, on the appropriate grade for the new position.

INVOLUNTARY DEMOTION

An involuntary demotion may take place as part of the disciplinary process (See section on "DISCIPLINE"). An employee who is involuntarily demoted shall have his/her pay lowered to an appropriate grade and step.

2.06 SERVICE DATE

The original date-of-hire for each employee is used as an employee's anniversary date for purposes of determining longevity status. This is used to calculate longevity awards. Vacation eligibility is based on accrual of longevity credits. (see Section 7.01 Vacation).

When an employee transfers or is promoted to a different position the date-of-hire into the "new" position is used as the anniversary date for salary increments, while the original date-of-hire is retained for purposes of longevity.

2.07 OUTSIDE EMPLOYMENT

Because WPPL hires a number of part-time employees, the library recognizes that employees may have outside employment. In such cases, the employee must provide the phone number where he or she can be reached in case of emergencies or schedule changes. Outside employment must not interfere with the scheduling needs or the performance standards of the employee's position at WPPL. All employees will be judged by the same performance standards and will be subject to WPPL's scheduling demands, regardless of any existing outside work requirements.

If WPPL determines that an employee's outside work interferes with performance or the ability to meet requirements of WPPL as they are modified from time to time, the employee will be asked to terminate the outside employment. The library reserves the right, at its discretion, to reduce hours or to dismiss, without notice, an employee who cannot meet the scheduling needs and work hours of the library due to outside employment.

Outside employment that involves a conflict of interest is strictly prohibited.

2.08 ORIENTATION

All new and promotional appointments shall have a six-month orientation. This period of orientation utilizes a great deal of one-on-one communication and on-the-job training.

During this time, performance feedback will be provided. Informal coaching and feedback are also provided regularly during this orientation time.

After successfully completing the orientation period, the employee will receive regular feedback, as needed.

2.09 PERFORMANCE EVALUATIONS

Annual performance evaluations will be conducted for employees in the Specialist and Managerial Tiers, salary grades 300 and above. Employees in the Support Tier do not receive formal performance evaluations. Support Tier performance is monitored using the Continuous Feedback Method. Additional information about the Continuous Feedback Method can be found in the WPPL Staff Orientation Manual.

2.10 SEPARATION FROM SERVICE

RESIGNATION

(Amended: 3/16/11)

The term "resignation" is defined for purposes of this policy as a "voluntary severance of service to the library taken by the employee and submitted to the Director in writing."

To resign in good standing an employee shall submit a written letter of resignation to the Director, stating the effective date, which must be no less than fourteen calendar days from the date of receipt. To resign in good standing, the Director, Assistant Directors, Fiscal Officer, all Managers and Librarians should provide four weeks notice. A copy of the resignation should be given by the employee to the supervisor. Failure to comply with this will be noted on the personnel file and shall result in the denial of re-employment. However, the Director may disallow the imposition if exceptional circumstances warrant.

Resignation in good standing will allow for the following:

Payment of accrued annual leave either in a lump sum or in salary continuance if the employee has successfully completed the initial six-month period.

Availability to continue health insurance coverage under COBRA for a period of eighteen months, if the employee is covered at the time of resignation and if desired by the employee. The employee will assume all costs of coverage.

Compensatory time should be taken during the employee's current or final pay period.

Prior to receiving any of the benefits the resigning employee shall turn in or otherwise account for all library-supplied materials and/or equipment, such as keys, fobs, laptops, etc. If these issues are not taken care of, the final lump sum check shall be withheld until satisfactory arrangements are made with the Director, or amounts for replacement of these materials will be deducted from the final check.

QUIT WITHOUT NOTICE

The phrase "quit without notice" is defined for purposes of this policy as a "severance of service to the library by the employee as a result of being absent from work for three or more days without notifying his or her department head or designee."

An employee who fails to report to work for three or more scheduled days in a row without calling or writing the department head or designee will be considered to have quit. An employee so doing will have the fact noted on the personnel file and shall be denied re-employment. However, the Director may reinstate the employee if there is a valid reason for not having communicated with his or her supervisor.

An employee who has been absent without notice for three consecutively scheduled workdays will be notified by mail (return receipt requested) that he or she is considered to have quit since he or she has been absent without notification.

An employee who quits without notice forfeits all accrued compensatory time and accrued annual leave. An employee who quits without notice may still be eligible for COBRA benefits, however; the employee will assume all costs of coverage.

REDUCTION IN FORCE

The phrase "reduction in force" (layoff) is defined for purposes of this policy as "any involuntary severance of service to the library taken by the Board of Trustees which does not involve disability, dismissals, or position elimination."

Employees affected by a reduction in force (layoff) will be given as much notice as possible by the Director, but not less than two weeks. All efforts will be made by the library to offer outplacement assistance and to provide information regarding unemployment compensation filing procedures.

Regular employees who are involuntarily separated from the library will be placed on a reemployment list for the classification they occupied at the time of separation. Those on the reemployment list will be given preference over other applicants for a period of two years should a vacancy occur, provided those on the list have kept their addresses current. Employees who have not applied for a position after three notifications will have their names deleted from the reemployment list.

Employees separated under these provisions:

- Will be given any pay due for either hours worked or compensatory time that cannot be taken before the employee's last work date;
- Will receive any accumulated annual leave in lump sum payment;
- Will have the option to continue health insurance coverage under COBRA if applicable.
- Prior to receiving final payment, the employee must turn in all library property, including keys, manuals, and circulating materials. If items are not turned in or otherwise accounted for, the final lump sum check will be withheld until satisfactory arrangements are made with the Director or the cost of replacement will be deducted.

FURLOUGH

A "furlough" is defined for the purposes of this policy as a "temporary reduction in worked hours for which no pay is received and during which leave hours of any kind cannot be used."

Furloughs, when necessary, may be either across-the-board or selective in scope as determined by the Director in concurrence with the Board of Trustees. If, and when, furloughs are deemed to be necessary, as much notice as possible will be given to the affected employees.

The Director will determine the amount of time per pay period each employee will be furloughed so as to meet the savings necessary, and will set up a furlough schedule for the library.

Furloughs not exceeding two days per pay week for full-time employees, and a prorated amount of hours equaling 2/5 for part-time employees, will have no adverse impact on an employee's benefits, with the exception of income tax and PERS contributions that must be reduced proportionately to salary.

POSITION ELIMINATION

The phrase "position elimination" is defined for the purposes of this policy as "the complete removal of a classified position from the classified system of the library." This may be necessary when a job function or department is no longer necessary or no longer a priority of the library, as determined by the Board of Trustees.

When a position elimination is necessary, the affected employee will be given as much notice as possible, but not less than two weeks notice will be given. All efforts will be made by the library system to offer outplacement assistance and to provide information regarding unemployment compensation filing procedures.

Regular employees whose positions are eliminated will be placed on a reemployment list for the class they occupied at the time of separation. Those on the reemployment list will be given preference over other applicants for a period of two years should a vacancy occur, provided those on the list have kept their addresses current. Employees who have not applied for a position after three notifications will have their names deleted from the reemployment list.

Employees separated under these provisions:

- Will be given any pay due for either hours worked or compensatory time which cannot be taken before the employee's last work date;
- Will receive any accumulated annual leave in lump sum payment;
- Will have the option to continue health insurance coverage under COBRA if applicable.

Prior to receiving final payment, the employee must turn in all library property, including keys. If items are not turned in or otherwise accounted for, the final lump sum check will be withheld until satisfactory arrangements are made with the Director or replacement cost will be deducted.

DISMISSAL

The term "dismissal" is defined for purposes of this policy as "an involuntary severance of service to the library taken by the Director as the last step in progressive discipline process or taken due to the severity of the inappropriate behavior exhibited by the employee."

Dismissal will allow for the following benefits:

- Payment of accrued annual leave in a lump sum if the employee has successfully completed the initial six month probationary period;
- Payment in a lump sum for all accumulated compensatory time and for all hours worked but not yet paid, or compensatory time which cannot be taken before the employee's last work date.
- Will have the option to continue health insurance coverage under COBRA if applicable. (Under federal law, the library is not required to extend COBRA benefits to employees who are dismissed for gross misconduct.)

Prior to receiving payment, the employee must account for all library materials and property, including keys. If items are not turned in or otherwise accounted for, the final check will be withheld until satisfactory arrangements are made with the Director or replacement cost will be deducted.

Any employee may appeal a dismissal using the grievance procedure outlined earlier in this manual.

DISMISSAL OF SUBSTITUTE EMPLOYEES

(Amended - 3/16/11)

The library hires substitute employees to fill in when needed. Supervisors rotate calls among "Sub" employees to ensure that everyone has an opportunity to be called in regularly enough to maintain skills.

When a substitute employee has not come in to work in a four month period, OR when he/she has been called four consecutive times and has chosen not to work/accept the hours, he/she will be dropped from the Substitute list, i.e., terminated.

DISABILITY/MEDICAL

The phrase "disability/medical" is defined for purposes of this policy as "any physical or mental condition that impairs the ability or effectiveness of an employee in his or her position or makes his or her continuance in the position a danger to themselves and/or others."

Disability/medical separations will allow for the following benefits:

- Payment of accrued vacation in a lump sum if the employee has successfully completed the initial six-month probationary period;
- Payment in a lump sum for all hours worked but not yet paid, or compensatory time which could not be taken before the employee's last work date;

- Availability of continuing health coverage under COBRA if applicable.
- Retirement benefits may or may not be provided, in accordance with OPERS' guidelines and review process.*

Prior to receiving any of these benefits, the employee must account for all library property, including keys. If such items are not turned in or otherwise accounted for, the final check will be withheld until satisfactory arrangements are made with the Director or replacement cost will be deducted.

* Disability benefits are available to OPERS members who become permanently physically or mentally incapacitated, provided the member is under age 60 and has at least five years of service credit (whether currently employed or not). It is the responsibility of the member or official designee to file the application for disability benefits, along with reports by the employer and personal physician. Application must be made within two years of the date that the member stopped working. If OPERS approves the disability retirement, monthly benefits will be effective for the month following the date the member stopped working or attained service credit eligibility. Health care coverage will be effective, in this case, on the first of the month following Retirement Board approval of the benefit payment, subject to the rules of OPERS.

RETIREMENT

"Retirement" is defined for purposes of this policy as a "voluntary severance of service from the library initiated by the employee for the purpose of retirement from active full time labor and the receipt of pension benefits if a participant is in such a provided plan."

The following steps must be taken prior to the separation of an employee due to retirement:

- As much advance notice as possible, but at least ninety days notice must be given to the Director.
- The retiree must report to the Human Resource Manager, as soon as possible to request and complete the necessary/required paperwork.

Retirement separations will allow for the following benefits:

- Payment of accrued vacation in either a lump sum or as salary continuance;
- Payment in a lump sum for all hours worked but not yet paid, or compensatory time which cannot be taken before the employee's last work date;

- OPER's benefits, if the employee was vested and all other requirements are met. The employee must make all contacts and arrangements for this directly through Ohio's OPERS office.
- Availability to continue health insurance coverage under COBRA if applicable.

Prior to receiving any of the benefits, the employee must turn in or otherwise account for all library property, including keys. If items are not accounted for, the final check will be withheld until satisfactory arrangements are made with the Director or replacement cost will be deducted.

DEATH

The following steps must be taken after the death of an employee:

- The Director should be advised as soon as possible.
- The Director should receive a copy of the employee's death certificate.
- On receipt of the death certificate, the Human Resource Manager will complete the necessary paperwork, and the spouse or other representative must sign the necessary papers.

In the case of an employee's death, the following benefits are given:

- Payment of accrued annual leave in a lump sum if the employee had successfully completed his or her initial six-month probationary period.
- Payment in a lump sum for all accumulated compensatory time and for all hours worked but not yet paid.
- OPERS' benefits, if the employee was vested and all other requirements are met. The representative must make all contacts and arrangements for this directly through the OPERS office.²
- Availability of dependents covered under the library's health insurance coverage to continue coverage under COBRA if applicable.
- Payment of life insurance benefits, if the employee maintained health insurance coverage with the library.

² The retirement system provides a plan of protection for survivors of members who were eligible to retire but who died while still employed. Monthly benefits to the spouse are figured as though the member had actually retired. Thus, the spouse has a choice of taking monthly survivor payments, or the spouse may elect to take a lump sum refund of the member's savings account instead of monthly benefits.

EMPLOYEE CONDUCT

SECTION 3.00

3.01 CONDUCT

The appropriate conduct of employees is critical to ensuring good internal and external customer service.

Conduct rules and the disciplinary procedures for infractions protect employee from unfair, arbitrary treatment; protect the library from unproductive or unsuitable employees; and ensures continuity and consistency for all.

It is the responsibility of the employee to, generally, report to work regularly, as scheduled and on time; to communicate with the supervisor if work assignments or expectations are unclear; to meet fair standards of productivity; to treat all colleagues ethically and with courtesy; to obey all legal rules and all policies of the library; and to provide the highest quality library services to customers courteously, fairly, and effectively.

SPECIFICALLY...

It is not possible to list all the forms of behavior that are considered acceptable or unacceptable at WPPL. However, some guidelines in several of the most common areas follow.

If a staff member cannot report to work for the day, or experiences a delay in arrival time, he or she is required to notify the supervisor **as early as possible**. He or she is expected to call in person except in a case of extreme disability. Each day of absence is to be called in unless, for an illness of some duration, the supervisor has approved other arrangements.

Fifteen minutes is allotted for breaks (paid) to any employee working at least a four-hour shift. Staff are expected to be punctual leaving for and returning from these breaks.

Appropriate professional behavior: All staff members are expected to be cooperative with their supervisors as well as with each other and the public. Staff should not make remarks, write memos or messages, or exhibit behaviors that are insulting nor should they intimidate or threaten others (see Section 3.01.1 for WPPL BLOGGING GUIDELINES). Respect for all other employees and their property is essential.

Courtesy, prompt attention, restraint and tact: Staff should be alert and approachable at all times. Patrons should never be made to feel that the staff is too busy to help them.

Responsible use of working time (both one's own and other employees' time): Personal discussions, phone calls and visits during work time are to be kept brief and reasonable.

Change of name, address, phone number, or emergency contact person: Must be reported to the employee's immediate supervisor whom will complete the appropriate documentation.

Schedule changes: For unexpected, one-time schedule changes, the employee should find another staff member who is willing to switch hours. For vacation/holiday time off, the supervisor will make every effort to accommodate requests, ensuring the schedule is covered. Employees should provide as much advance notice as possible.

Protocol and chain of command: This should be observed for customer complaints, for emergency situations and for employee discipline.

Safety and health: Smoking and alcoholic beverages are not permitted anywhere in WPPL at any time. Designated smoking areas are available outside of the library.

These rules of conduct do not contain all behaviors for which the discipline procedure can be initiated. Other areas that can involve discipline and possible penalties relate to unlawful behavior, deficient performance, insubordination, etc. See: DISCIPLINE, SICK LEAVE, SEXUAL HARASSMENT, etc.

3.01.1 WPPL Social Media

(Approved: 6/15/11)

WPPL recognizes the importance of the Internet in the exchange of ideas and information about our library and is committed to the promotion of our library through the use of social media.

Social media is defined as any website or application which allows users to share information, including but not limited to blogs, wikis, and social networking sites such as Facebook, MySpace, LinkedIn, Twitter, Flickr, and YouTube.

The Library does not collect, maintain or otherwise use the personal information stored on any third party site in any way other than to communicate with users on that site, unless granted permission by users for library contact outside the site. The purpose for contact outside the site may include program promotion, volunteer opportunities, reference help, or other similar activities. Users may remove themselves at anytime from the Library's "friends" or "fan" lists, or request that the library remove them. Users should be aware that third party websites have their own privacy policies and proceed accordingly.

Comments, posts, and messages are welcome on WPPL social media sites, provided they do not contain the following:

- Potentially libelous comments
- Profanity, Obscene, profane or racist comments
- Personal attacks, insults or threatening language
- Plagiarized material
- Private, personal information published without consent
- Comments totally unrelated to the topic of the forum
- Commercial promotions or spam
- Organized political activity
- Hyperlinks to material that is not directly related to the discussion

WPPL reserves the right to edit, modify or remove any postings or comments for space or inappropriate content, while retaining the intent of the original post.

3.02 DESIGNATED SUPERVISOR

In the absence of the Director, the Assistant Directors are in charge of the library, assuming all responsibilities thereof. In their absence, the professional department Manager with the most seniority will be responsible for the library. In the absence of a Manager, a professional Assistant Manager is in charge of the library. In the absence of all of these individuals, a full-time Librarian with the most seniority is in charge.

Responsibility for the library and its staff rests with the librarian-in-charge. She or he is expected to respond to situations and make necessary decisions. The librarian-in-charge is encouraged to confer with and rely on the advice of colleagues and, when an out-of-the ordinary or difficult situation demands it, contact an administrator at home for guidance. (See below)

Specifically, the librarian-in-charge is responsible for:

1. responding effectively to emergencies;
2. taking care of any problems arising in the opening or the closing of the library;
3. ensuring compliance of rules and regulations by the public;
4. resolving customer complaints/concerns;
5. working with maintenance to keep the building safe and comfortable;
6. making decisions concerning policies and procedures; and
7. assisting staff members in charge of individual departments.

Discipline remains the responsibility of each Department Manager; however, if a staff member behaves in a manner, which hinders or derails the library's smooth operation, the librarian-in-charge should take immediate action.

3.03 BEHAVIORS RESULTING IN DISCIPLINARY ACTION

The following behaviors are causes for counseling and can lead to discipline at the formal level. These problems, which include but are not limited to the following examples, can ultimately result in termination if not corrected **HOWEVER**, in extreme circumstances, termination may occur without prior use of the progressive discipline system.

- Habitual tardiness, excessive absences, or unsatisfactory quantity or quality of work;
- Indifference to work: loafing, carelessness, performing personal business on the job, interfering with the work of others, sleeping on the job;
- Failure to observe any of the rules of conduct itemized in the previous sections of this manual;
- Willful disregard of any library rules and policies passed by the Board of Trustees;
- Using alcoholic beverages in the building or being on duty in an intoxicated state.

The following behaviors, which include but are not limited to the following examples, are sufficient cause for termination without prior use of progressive discipline:

- Unlawful conduct on library premises, including possession of any weapon, physical violence or possession or use of illegal drugs;
- Theft, deliberate mutilation, or destruction of library or employee property;
- Sexual harassment or abuse (see separate section on **SEXUAL HARASSMENT**);
- Illegal, unethical, or unapproved personal use of library resources;
- Illegal unethical or unapproved use of public funds;
- Unauthorized possession, use, copying or revealing of confidential information about library business, library patrons, and/or activities to outside sources, or fabrication or falsification of any library or personnel records or forms;
- Incompetence;

- Acceptance of money or gifts that might influence, or be seen to influence, the employee in the performance of his or her job;
- Gross insubordination, i.e.,
 - Willful refusal to perform a valid, legal order;
 - Verbal abuse of a supervisor;
 - Improper activity in objection to rules or procedures that tend to damage morale, hurt administrative effectiveness, or undermine Board of Trustee authority;
 - Offensive conduct or language toward the public or a colleague;
 - Absence without approved leave;
 - Any other good cause that, as determined by the Director, interferes with the morale of the library, interferes with the performance of a colleague, or harms the reputation of the library.

DISCIPLINARY PROCESS

Discipline is primarily the responsibility of the immediate supervisor. Supervisors should request advice or assistance from the Human Resource Manager.

Effective discipline can best be established and maintained if problems are first considered to be evidence of the need for counseling or coaching. Normally a problem, such as tardiness, is first approached by discussing the problem and solutions with the employee, and if necessary, issuing verbal warnings. Such conversations should be documented.

If this is not effective, i.e., if the employee continues to exhibit a pattern of difficulty in meeting standards, this shall cause the supervisor to set in motion a formal, progressive discipline process. The supervisor, in conjunction with the Human Resource Manager should determine how long to work with the employee at the informal level on improvement. Factors to be considered are the employee's motivation, the seriousness and nature of the problem, and the rate of progress and improvement.

The following steps for progressive discipline are used:

- Informal conference/counseling
- Verbal warning
- Written warning (Copy to employee, to appropriate Assistant Director and to the Human Resource Manager)
- Written reprimand (Copy to employee, to appropriate Assistant Director and to the Human Resource Manager)

This disciplinary process gives employees who have violated policies or procedures the opportunity to improve by informing them of what specific actions should be taken to meet performance and behavior standards. At each stage, the specific problem(s), desired behavior(s) or action(s), and a reasonable time period for improvement should be specified. Supervisors should consult with their Assistant Director and Human Resource Manager when preparing written warnings or reprimands. The performance standards outlined in the Orientation Manual are the standards to which all employees will be held, and this document should be utilized to facilitate the discipline procedure.

Should the counseling and progressive discipline prove to be ineffective in correcting the problem, the supervisor, Human Resource Manager and Assistant Director will consult with the Director about a course of action.

Actions available, not in successive or priority order, are:

- No pay increase
- Demotion
- Suspension without pay
- Termination

The pre-stated description of the disciplinary process serves only as a generally descriptive guideline: It cannot prevent, limit, or delay WPPL from taking disciplinary action, including termination, since WPPL is an at-will employer.

3.04 SUSPENSION AND TERMINATION

SUSPENSION

(Amended: 3/16/11)

A library employee may be suspended for a specified period up to 5 working days, for any of the following reasons:

- Misconduct
- Insubordination
- Incompetence
- Willful neglect of duty

Written notification of the suspension, including the reason(s), will be given to the employee. The employee has the opportunity to reply in writing to the Director within 10 working days after he or she receives notice of the suspension. The employee may request a hearing before the Board of Trustees within 10 working days of this notice. If the employee requests a hearing within the 10-day period, the Board will hold a hearing as promptly as it can be mutually scheduled with a quorum attending.

Those leave benefits which accrue per pay period (i.e., sick and vacation leave) will be reduced proportionately for the period in which an employee's suspension occurs. Leave that is credited on an annual basis (i.e., personal or holiday leave) will not be reduced retroactively, however.

If an employee is suspended without pay and found not guilty of the reasons for the suspension, the Board will refund all pay benefits lost by reason of the suspension to the employee.

TERMINATION

On written recommendation of the supervisor and the Human Resource Manager, the Director may dismiss any library employee under its jurisdiction for any of the following reasons:

- Misconduct
- Insubordination
- Incompetence
- Willful neglect of duty

The Director will provide the employee written notification. As with any other disciplinary measures the employee may request a hearing before the Board within 10 working days. If the employee requests a hearing within the 10-day period, the Board will hold a hearing as promptly as it can be mutually scheduled with a quorum attending.

The employee will be given an opportunity to be heard publicly before the Board in his or her own defense, to appear in person or to be represented by counsel, and to bring witnesses to the hearing. The Board may also choose to have counsel present and/or to bring witnesses.

3.05 COMPLAINT PROCEDURE FOR DISCIPLINARY ACTION

The complaint procedure is a formal one. The end decision is binding on all parties. It is, in some ways, a quasi-legal procedure, not to be entered into lightly. It is designed to deal with problems and failures of communication that are serious in nature and which cannot be resolved in any other way.

The procedure is available to all employees of the library. Employees will not be criticized or punished for using the complaint procedure.

The complainant must first have discussed the matter with his or her immediate supervisor. The matter may also be taken to higher levels verbally. If the complainant is not satisfied with informal resolutions of the problem, he or she may enter the formal written complaint procedure.

The time limits set forth in the formal process are stated in working days and are counted from the beginning of the next day. These limits are to be considered maximums and every effort should be made to expedite the process. Time limits may be extended at any step when agreed upon in writing by all parties involved at that particular step.

However, during this process, the failure of the complainant to proceed to the next step within the time limits set for each step shall be deemed a waiver of any further appeal concerning the particular complaint under consideration.

ISSUES APPROPRIATE FOR USE OF THE FORMAL COMPLAINT PROCEDURE:

- Disciplinary actions (other than suspension and termination) where the validity of the charge or action is in question;
- Allegation of a breach, misinterpretation, or improper application of policy, procedure, or practice.

ISSUES THAT ARE EXCLUDED FROM THIS PROCESS:

- Termination due to a reduction in force necessitated by general cut-back in funding;
- The content of published personnel policies, guidelines, and procedures as approved by the Board of Trustees.

If an employee is not satisfied with informal, verbal negotiations of a complaint through the normal chain-of-command, he shall submit the complaint in writing, following a step-by-step procedure that is outlined below.

The library in the formal complaint procedure utilizes a Personnel Board. The Personnel Board is composed of five individuals – the Director, a Trustee, the HR Manager, an objective employee and one additional appointee.

The Trustee will service as presiding officer for each "case" and will discuss with all members any "rules" before each case is heard.

An employee appearing before the Personnel Board has the right to be represented by a person of his or her choice. The Board may do the same. The employee must be cautioned, however, that the Personnel Board conducts administrative hearings and is not bound by the rules of procedure for the Ohio Court Systems.

All parties hearing complaints may interview any person involved. The library will comply with all laws concerning the confidentiality of these proceedings. Any employee violating this policy of confidentiality will be subject to disciplinary measures.

The step-by-step complaint procedure is outlined as clearly as possible on the following page. If, at the end of any step, the complainant is not satisfied, he or she may continue to the next step. If, at the end of any step, the complainant is satisfied, the next step will not be taken.

After the final decision, all papers will be deposited in the personnel files of both parties.

If a decision is rendered against the supervisor, he or she may initiate the next step as appellant.

No retaliatory action(s) taken as a result of complaint procedure findings will be tolerated.

COMPLAINT PROCEDURE

This complaint procedure is a step-by-step, progressive process. An employee begins with Step 1, and (if unresolved at that level) proceeds to Step 2, and (if unresolved) then to Step 3.

COMPLAINANT FILES COMPLAINT IN WRITING TO:	RECIPIENT OF COMPLAINT RENDERS DECISION IN:	COPIES OF DECISION ARE SENT TO:
1. Supervisor	3 working days	Complainant Human Resource Mgr. Director
2. Director	5 working days	Complainant Human Resource Mgr. Supervisor President of Board of Trustees
3. Personnel Board	10 working days	Complainant Human Resource Mgr. Supervisor Director President of Board of Trustees

3.06 HARASSMENT AND SEXUAL HARASSMENT

Harassment, including sexual harassment, is contrary to basic standards of conduct between individuals and is prohibited by the federal Equal Employment Opportunity Commission and state regulations.

Title VII of the Civil Rights Act states that:

"...Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment 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 such conduct by an individual is used as the basis for employment decisions affecting such individual or (3) such conduct has the purposes or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."

In keeping with this federal statute, WPPL defines sexual harassment as any action, be it verbal or physical, taken by an employee toward another employee or member of the public in close business contact, or a sexual nature, which the recipient finds unwelcome, demeaning or offensive in any way. Every employee should refrain from sexual harassment and should voice immediately any evidence of such behavior in the library. All sexual harassment complaints will be fully investigated.

The following steps, where appropriate, will be taken when an employee or member of the public believes that they have been sexually harassed by an employee of WPPL.

1. Complaints of sexual harassment must be made to and received by the Human Resource Manager or Director as soon as possible after the occurrence.
2. The complaint must provide all of the following information:
 - Date(s) and time(s) of incident(s).
 - Names of persons involved, including witnesses, if any.
 - Thorough and specific descriptions of what occurred, what was said by whom, what action was taken by whom, tone of voice and whatever else the complainant feels is pertinent.
3. The Human Resource Manager or Director will initiate an investigation of the complaint immediately, by utilizing the Personnel Board described in this manual under the section on GRIEVANCE. The investigation will include the following steps:

- The accused offender should respond to the complaint;
 - An interview of complainant, respondent and whomever the Personnel Board chooses to interview;
 - Documentation of all interviews and statements;
 - Guarantee (written, if complainant so desires) of non-retaliation of the part of any employee, the Director, or the Board.
4. On completion of the investigation, the Human Resource Manager or Director will attempt to affect a mutually acceptable solution of the complaint. If such a solution can be found it will be put in writing and signed by both complainant and respondent with copies to personnel files.
5. If a mutually acceptable solution cannot be found, the following steps will be taken by the Human Resource Manager or the Director, working with the Personnel Board:
- Determination of discipline for the respondent will be based on the magnitude of the offence and any prior complaints. The full range of the disciplinary responses, including termination of employment, is possible.
 - Should the charge be determined to be erroneous or without merit, appropriate disciplinary measures will be taken against the complainant.
 - The complainant and respondent will be informed of the action taken.

All employees should behave as professionals in their dealing with each other and the public. The best defense against sexual harassment is professional behavior on the job at all times.

Sexual harassment complaints are taken very seriously by WPPL Administration and the Board of Trustees of this library.

3.07 SUBSTANCE ABUSE

This substance abuse policy has been adopted 1) to ensure a safe, secure, and health workplace for all employees; 2) to comply with federal and state health and safety regulations; and 3) to prevent accidents. Additionally as a recipient of federal funds, WPPL is required to adopt the policies and procedures specified by the federal government, consistent with the Drug-Free Workplace Act of 1988.

Some clarifications of terminology follow:

- A “substance” is any alcohol or drug.
- “Abuse” is any use of any illegal drug; intentional misuse of any over-the-counter drug, in cases where such misuse impairs job performance; use of any prescription drug in a manner inconsistent with its medically-prescribed, intended use, or under circumstances where use is not permitted; use of alcohol where such impairs job performance; and intentional and inappropriate use of any substance, legal or illegal, which impairs job performance.
- “Workplace” includes not only the mail facility/offices within the library, but also includes all locations of meetings attended by library employees and vehicles transporting employees on library duty.

All employees working or on official business, in or out of the workplace, are prohibited from unlawfully manufacturing, distributing, dispensing, possessing, using, purchasing, or transferring a controlled substance or illegal drug. They are also prohibited from abusing alcohol or prescription drugs in any way that is illegal.

All employees must report to work in fit condition to perform their duties. If an employee reports to work under the influence of drugs or alcohol or in a condition where job performance would be judged to be impaired, the employee will be considered to be violation of this policy. He or she will be subject to disciplinary action up to and including termination depending on severity, frequency, and action or inaction to correct the offence. Any impaired employee should not be allowed to drive home; a spouse or other relative should be phoned or transportation provided.

The library recognizes drug/alcohol dependency as a major health problem. Employees voluntarily seeing assistance for substance abuse problems may receive ameliorated disciplinary action. However, continued unacceptable job performance, poor attendance and/or behavioral problems will result in disciplinary action.

All employees convicted of a drug or alcohol offense will be subject to disciplinary action up to and including termination, depending on the severity and/or frequency of the offense. If convicted of such an offence, the employee must report the conviction to his or her supervisor or department head within five working days, as mandated in the Drug-Free Workplace Act of 1988.

Within thirty calendar days of receiving notice of the conviction, the Human Resource Manager or Director will take appropriate personnel action up to and including termination, consistent with the requirements of the Rehabilitation Act,

as amended. This includes the possibility of requiring the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.

The Human Resource Manager or Director is responsible for providing written notice of any employee drug-related conviction, within 10 calendar days, to grant officers of any federally-funded grant on whose grant activity the convicted employee was working.

Department heads and supervisors are responsible for adherence to, enforcement of, and monitoring of this policy.

In keeping with the certification regarding drug-free workplace requirements that is part of each federally funded grant that the library receives, the library offers a drug-free awareness program each year. This program informs employees about the library's policy, about laws regarding substance abuse, and about counseling/rehabilitative assistance that is available. All employees are required to attend this program.

3.08 DRESS AND APPEARANCE

Because this is a public service institution, and because customers' perceptions about quality of service frequently are influenced by appearances, neatness in personal appearance is essential. Clothing should be in good taste and be suitable and appropriate for work. Shorts, blue jeans, halters, "mini" shirts or skirts, T-shirts, floor length skirts, etc. are not acceptable. In addition, clothing should not be overly revealing. Chewing gum or eating while on duty are not permitted, except in the kitchen, for those eligible for a break.

Safety should also be considered in clothing choices. Shoes which are practical and safe should be worn: Slippers, thongs, and bare feet are not acceptable. Protect your feet with appropriate footwear.

3.09 ETHICS POLICY (Board Approved Policy Addition – 11/16/05)

(Amended: 3/16/11)

BACKGROUND STATEMENT:

Serving the public comes with the responsibility to abide by both general and regulated standards of ethical conduct. Westlake Porter Public Library's Ethics Policy states the values and ethical responsibilities to which Board members and library employees are committed, and it provides a framework to guide ethical decision-making.

PROFESSIONAL ETHICS CODE:

Westlake Porter Public Library has adopted the following Code of Ethics, which, with slight modifications to include employees, was developed by the American Library Association and the American Library Trustee Association, and subsequently also adopted by the Ohio Library Council:

Trustees and employees must promote the highest level of library service while observing ethical standards.

Trustees and employees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.

It is incumbent upon any trustee or employee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.

Trustees and employees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the Board and/or the library, even if they personally disagree.

Each trustee and employee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.

Trustees and employees must be prepared to support to the fullest the efforts of the library in resisting censorship of library materials by groups or individuals.

Trustees who accept appointment to a library Board are expected to perform all of the functions of library trustee.

The code of ethics should be periodically reviewed and updated.

OHIO ETHICS LAW:

The intent of the Ohio Ethics Law found in Chapter 102 of the Ohio Revised Code (R.C.2921.42, R.C.2921.421, and R.C.2921.43) and also Chapter 102 of the Administrative Code is to prevent public officials and employees with conflicts of interest from acting on those conflicts. It is available online at: www.ethics.ohio.gov/ethicslawrevisedcode.html. This law applies to all public officials and employees at every level of government in Ohio, and those who do business with them.

All public officials and employees must receive a copy of the Ethics Law within fifteen days of hire, election, or appointment, and sign for the copy (R.C. 102.09(D)).

The Ohio Ethics Law contains provisions restricting conflicts of interest that involve nepotism, post-employment, representation, influence-peddling, confidentiality, and supplemental compensation. Among other restrictions, the law provides that each public official or employee is prohibited from:

Authorizing, or using his position to secure authorization of, a contract, for himself, a family member, or a business associate;

Authorizing, or using her position to secure the authorization of, the investment of public funds in any kind of security to benefit herself, a family member, or a business associate;

Receiving any benefit from a contract entered into by his public entity;

Hiring or securing any contract benefits for her spouse, parents, grandparents, children, grandchildren, or siblings, or any other relatives living with her;

Soliciting or accepting substantial and improper things of value, including, gifts, or travel, meals, and lodging;

Participating in matters where something of value will result for the public official or employee himself, his family, his business associates, or others with whom the public servant has a close tie that could impair his objectivity;

Disclosing or using information deemed confidential by law;

Representing parties, before any public agency, in a matter in which she was involved as a public servant, both during and one year after leaving public service.

At state level appointments, absolutely no gifts valued in excess of \$75.00 are allowed. Gifts of a nominal nature, not intended to 'influence' a decision, may be accepted. "Nominal," for Westlake Porter Public Library, is considered to be anything valued at \$25 or less given to an individual. Regarding items given to departments, the manager should check with the director. Consumables, such as gifts of cookies and candy, are acceptable.

I. CONFLICT OF INTEREST:

The public trust requires that all decisions made by the Board and employees are free from conflict of interest. Even the appearance of a conflict of interest can have a strong negative impact on the library by compromising institutional integrity, directly or indirectly impacting funding, and lowering staff morale.

A potential conflict of interest exists whenever an individual's personal ties or those of his/her immediate family could unduly influence a judgment. Generally, conflict of interest can be recognized in situations where the possibility of personal gain may compromise, or appear to compromise, decisions regarding the purchasing of equipment, supplies, services, the hiring or evaluation of personnel, the selection of vendors, the operation of private business initiatives, and the letting of contracts.

The Ohio Revised Code has several statutes addressing conflict of interest (ORC 3375.35, ORX 2921.42-43, and ORC 102.03). Specifically, for trustees, ORC Section 3375.32 reads (in part): "No member of a board of library trustees shall have any pecuniary interest in any contract entered into by the board."

With any possible conflict of interest, each trustee has a "duty to disclose" such potential conflict by relaying pertinent facts to the entire Board. The remaining Board or committee members will make a determination of whether a conflict of interest exists or not. The person expressing the potential conflict will not be present for the vote. Minutes of the meeting will contain all pertinent facts as well as the final results of the vote.

WORKING CONDITIONS

SECTION 4.00

4.01 DEFINITIONS: REGULAR, TEMPORARY, AND SUBSTITUTE EMPLOYEES

REGULAR

Regular employees are designated as such on the salary schedule and the job description.

TEMPORARY

Temporary employees are those filling temporary or seasonal positions, or those hired specifically for a short-term project. High school pages are temporary employees, who are retained from hire date until their graduation from high school. [College students who return to work at WPPL only during the summer months or other holiday periods are considered temporary substitute assistants].

SUBSTITUTE

Substitute employees are employees hired specifically to work only as needed. Substitute employees cannot be guaranteed a certain number of hours per week, month, or year. They are called in as needed. Substitute employees are not on the regular salary scale: They receive an hourly wage that is set by the Board of Trustees.

4.02 HOURS OF WORK

The basic five-day workweek for regular, full-time employees of WPPL is 40 hours per week. The workweek runs from 12:00 a.m. Sunday through 11:59 p.m. Saturday.

Most positions require evening and weekend hours. The job description for each position clarifies these scheduling requirements. A normal part-time schedule includes at least two evenings per week, every other Saturday, and one or more Sundays a month. A normal full-time schedule includes at least one evening per week, one Saturday per month, and one Sunday per month.

4.03 SCHEDULES

A work schedule calendar is maintained. Once the work schedule for a particular period is posted, employees are responsible for checking it and pointing out any individual scheduling difficulties or discrepancies to their supervisors.

Any change in the normal schedule must be approved by the employee's supervisor. Changes requiring use of leave time should be submitted in writing on approved leave forms that are countersigned by the appropriate Assistant Director.

Of necessity, schedules are made to fit the needs of the library. Attempts will be made to accommodate employees' needs and requests, but library public service needs are first priority. Promises concerning indefinite, lengthy, or difficult scheduling requirements cannot be made or honored by the library. Because every effort is made to accommodate staff scheduling needs due to vacation, holidays, classes, and workshops the library cannot guarantee that any employee's schedule, once set, will not change. Staffing needs and operational demands may necessitate either short-term or long-term variations in scheduling requirements.

4.04 TIMESHEETS

Timesheets provide a record of hours worked, plus a continuing record of the use of vacation, sick leave, personal leave, etc.

Timesheets should accurately denote/record all meetings and errands that take the employee off-site for library business.

Accurately recording time worked is the responsibility of every employee. Each employee is responsible for filling out and signing his or her own timesheet. Each supervisor is responsible for checking and countersigning each timesheet and turning it in to the Fiscal Officer in a timely manner for payroll.

4.05 PAY DATES

Employees are paid on a biweekly basis, with 26 pay periods a year. Direct deposit is required of all employees.

Pay dates are every other Thursday at 8 a.m., following the end of a biweekly payroll period. Paycheck stubs are placed in each employee's individual WPPL mailbox. An employee may also have his/her check stub mailed to their home address, if an addressed envelope is provided.

4.06 TARDINESS

Employees are expected to be ready to begin work at the scheduled time, and to continue working until the scheduled time to leave. If an employee is going to be unavoidably detained, he or she must call their supervisor. Failing to reach his or her supervisor, he or she should report in to the Assistant Director in charge or his or her area.

Absenteeism and tardiness place a burden on other employees and impair service. Poor attendance and excessive tardiness are disruptive to others in the short-term and result in low morale for everyone in the long-term. Both behaviors are subject to the disciplinary process, up to and including termination of employment.

4.07 BREAKS

All employees, whether regular, temporary, or substitute, will receive a 15 minute break for every 4 hour period of work.

Break time does not cumulate if not taken and cannot be used to extend a lunch period, or to shorten a workday. It cannot, if missed for any reason, be made up or taken later.

Staff members are expected to be punctual leaving for and returning from these periods.

4.08 MEALS

(Amended 9/16/2009)

The lunch and dinner periods are scheduled as a one half hour unpaid period or a one hour unpaid period (upon supervisor/manager approval) for employees scheduled to work eight (8) hours. Employees scheduled to work less than eight (8) hours may request an unpaid lunch or dinner period. Provided that the department schedule permits, the supervisor/manager may accommodate the request.

Paid lunch or dinner periods that are skipped or missed do not entitle the employee to additional pay or compensatory time.

Any student under the age of 18 who works five or more consecutive hours must, according to Ohio statute, take a 30-minute meal period. This period is unpaid.

4.09 EMERGENCY CLOSING

(Amended November 19, 2014)

The library's service to the public is paramount and the library will remain open for normal hours, if at all possible. On occasion however, weather conditions or other situations may require closing of the library.

A decision as to whether or not to close the library will be made by the library Director, usually in discussion with the President of the Board of Trustees. A decision will be made as quickly as feasible.

The Director and the library's PR Associate will notify the media and the library's phone message will be changed to reflect the situation. The Director will begin an established call-down process so that all staff scheduled to work will be notified.

All employees who are scheduled to work will receive paid leave for the hours that they were scheduled but could not work, due to the library's closing. Unscheduled employees who are called into work on the day of closing, but who do not come in due to the decision to close the Library, will not be paid.

COMPENSATION

SECTION 5.00

5.01 REGULAR EMPLOYEES

All regular positions are graded and classified. The salary scale is set by the Board of Trustees. Each employee's job description states the classification for that particular position.

Annually, the Board of Trustees will review the salary schedule and make adjustments as necessary.

Periodically, the Board elects to review, re-evaluate, and alter the salary schedule. This ensures that the library's salaries remain comparable and/or competitive within the library field and this geographic area.

In unusual circumstances, when or if funding difficulties arise, the Board may freeze salaries. No pay increases take place during a salary freeze.

A copy of the current salary schedule is available from the Human Resource Manager at any time.

5.02 TEMPORARY AND SUBSTITUTE EMPLOYEES

Temporary and substitute employees have schedules that vary according to the needs of the library.

Temporary and substitute employees do not receive paid vacation time, sick leave, holidays, or any other paid leave offered by the library to regular employees.

Temporary and substitute employees are not eligible for pay increases on the regular salary scale. Periodically, the Board of Trustees may adjust the compensation rate.

5.03 CLASSIFICATION OF POSITIONS

All regular positions have been analyzed, classified and placed on the salary schedule so that those requiring a similar level of duties and responsibilities are grouped together. The classification schedule ensures that consistent and appropriate qualification requirements and compensation are applied to similar positions, across departments.

Job descriptions for all positions state the specific requirements of the position along with the resultant classification. Any employee who wishes to know the qualifications required of a particular position in order to better prepare himself or herself for future openings in the library should speak to the Human Resource Manager.

Temporary and substitute positions are not classified. The positions of Director, Assistant Director, and Fiscal Officer are also not classified. Salaries for those positions are set by the Board of Trustees.

Job classifications are always made based on the bona fide requirements of the position, not on the qualifications of the individual who is currently filling the position.

5.04 SOCIAL SECURITY

Though social security deductions are required in most private sector jobs, the Public Employees Retirement System (OPERS) supplants social security in Ohio (see section on OPERS) for public library employees. However, deductions for Medicare are required.

5.05 TAX DEDUCTIONS

WPPL is required by law to make deductions from employees' earned pay for federal income tax, under the Federal Income Contribution Act (FICA). Ohio law also requires WPPL to withhold state income taxes. Westlake also has an income tax on all earnings in Westlake, whether the employee is a resident or not.

Employees whose residence city belongs to the Regional Income Tax Agency (RITA) or the Central Collection Agency (CCA) may request that residence tax be deducted from their pay.

Questions about any deductions should be discussed with the Fiscal Officer or Payroll Specialist.

5.06 ANNUITIES AND OTHER EMPLOYEE-INITIATED DEDUCTIONS

ANNUITIES

Tax legislation and IRS interpretations provide employees with an opportunity to establish a retirement savings plan with substantial tax advantages for employees who participate. Should the employee wish to participate, the Fiscal Officer will make arrangements for payroll deductions. These programs are optional. For current options, employees should contact the Human Resource Manager.

COMMUNITY SERVICES DONATIONS

Payroll deductions can also be made for United Way or Community Shares. These programs are all optional for each employee. Further details can be obtained from the Human Resource Manager.

OPTIONAL INSURANCE/SERVICES

WPPL has established a flexible benefits plan in accordance with Section 125 of the Internal Revenue Code. This enables employees to choose and pay for optional payroll-deducted insurance premiums with a pre-tax salary deduction. Interested employees should contact the Human Resource Manager for the current options available.

5.07 OPERS

In Ohio, all public library staff belong to the Ohio Public Employees Retirement System (OPERS) in lieu of Social Security. OPERS is a retirement and disability pension plan, which also includes state and local government employees in Ohio. This program is in place to protect workers against loss of income caused by retirement or long-term disability.

Deductions are made in each pay period for the employee contribution, according to the percentage proscribed by OPERS. WPPL also contributes to the fund on behalf of the employee. All employees of the library are required to belong and may not request an exemption.

OPERS' deductions are tax-deferred, i.e., withholding amounts are calculated on the employee's salary level after OPERS deductions rather than on the initial gross earnings. Taxes are paid by the employee at the time the funds are withdrawn (i.e., at retirement) rather than when they are earned.

An employee's OPERS contributions may be withdrawn when he or she leaves the employ of the library and does not intend to be re-employed in another agency in Ohio that participates in OPERS (see section on RETIREMENT).

Further details on the deductions, benefits, and withdrawal of OPERS funds are available from the Human Resource Manager. OPERS has a toll-free number for members that is available from 8:00 a.m. until 4:30 p.m. on weekdays: 1-800-222-PERS (1-800-222-7377). OPERS also maintains a website at <http://www.opers.org>. The site provides basic information on membership, benefits, health care, etc.

5.08 OVERTIME COMPENSATION

The library's guidelines for compensating employees for overtime hours are in compliance with and dictated by, in fact, the Fair Labor Standards Act (Wage and Hour Law, 24 CFR, Part 553).

NON-EXEMPT EMPLOYEES

(Amended: 3/16/11)

Non-exempt employees are those employees who hold positions that are not administrative, professional or executive as defined by the Fair Labor Standards Act (see below).

In general, library employees will not work more than forty (40) hours in a single workweek. Flexible scheduling will be used to cover services within scheduled hours without incurring overtime.

On rare occasions, when overtime is necessary, it will be proposed to an employee by his/her direct supervisor. **All overtime must be pre-authorized by the employee's direct supervisor.**

In an emergency situation, if the employee's direct supervisor or administrative staff cannot be reached for approval; overtime may be worked without prior authorization. However, the situation must later be recognized as an emergency by the employee's direct supervisor or disciplinary action may be taken.

Time worked over forty (40) hours in a workweek will be compensated, through compensatory time, at a rate of one and one-half (1-1/2) hours for each hour worked.

To clarify overtime calculation:

For all employees scheduled to work fewer than forty (40) hours a week the hours worked between the employee's regularly scheduled hours and forty (40) hours in a workweek will be compensated on an hour for hour basis and paid to the employee. These are not overtime hours.

Any time in active pay status when an employee is not, actually, working (e.g., sick leave, vacation, or holiday) is not considered in establishing the 40-hour threshold for overtime.

When two full-time regular employees performing the same work, for their own convenience and at their own option, agree to substitute for one another during scheduled work hours [29 CFR, Part 553.31 - Section 7, p (3)], the time is not counted as overtime. Each employee will receive his or her regular pay for the periods affected. This type of substitution, as with all scheduled changes, must still be approved in advance on a written leave form by the Supervisor and Director. The substitute hours must be recorded on the timesheet as such.

Scheduled overtime that is subsequently canceled or is not worked will not entitle the employee to overtime compensation. Only overtime actually worked is compensable.

Approved overtime must be listed on the employee's timesheet, with a notation concerning the reason the additional time was accrued, e.g., "building emergency," "Needed to work reference desk," "called in - staffing shortage," etc.

An employee who works fewer than his/her regularly scheduled hours of pay will be paid for only those hours actually worked or covered by paid leave benefits.

EXEMPT EMPLOYEES

The Director, Assistant Directors, Fiscal officer, Managers and Assistant Managers, ALA-accredited professional librarians, and other professional level positions (as identified in the job description) are exempt from the overtime requirements established by the Fair Labor Standards Act.

The library establishes the following compensation for exempt employees who work over forty (40) hours in a workweek.

Straight compensatory time may be granted, i.e., one hour of compensatory time off for each hour over 40 worked.

The procedural requirements are the same as those established for non-exempt employees (See #s 10, 11, and 12 above).

HOLIDAY OVERTIME

(Amended: 3/16/11)

Employees who are required by the library to work on a designated paid holiday, when the library is closed, will receive compensatory time-at a rate of time and -a-half for hours actually worked on the holiday, in addition to receiving pay for his/her regular holiday hours. Compensatory time must be used during the same pay period in which the holiday falls. For instance, a full-time Building Services employee who is required to come in for one hour to empty the book drop on Christmas Day would receive 8 hours of holiday pay for that day, plus receive compensatory time at a rate of time-and-a-half for one additional hour of work on the Christmas holiday.

SUNDAY HOURS

Public service is a priority at WPPL, and Sunday library hours are important to library users in this community.

FULL-TIME

(Amended: 12/16/2009)

Regular, full-time employees are paid straight time for actual hours worked on Sunday.

PART-TIME

(Amended: 12/16/2009)

Regular, substitute and temporary employees are paid straight time for actual hours worked on Sunday.

Temporary employees, including student pages, are paid straight time for Sunday work hours.

5.09 PUBLIC PROGRAM HONORARIA

(Board Approved Policy Addition - 11/16/05)

If a staff member does a program he or she will be paid their regular hourly wage for providing the program. Full-time employees will use their normal scheduled working hours to prepare for the program. Part time employees, who do not have enough hours in their scheduled working hours to prepare for the program, can request in advance up to 2 hours of preparation time.

HEALTH AND WELFARE BENEFITS

SECTION 6.00

6.01 MEDICARE

Medicare is a federal program that provides comprehensive acute-care coverage for individuals age 65 and over and for certain younger people who are receiving social security disability benefits. All employees hired after March 31, 1986 will have deductions made for Medicare, as required by law. The employee deduction is matched by a library contribution in the same amount.

6.02 HEALTH INSURANCE

Amended December 21, 2011, November 16, 2013, November 19, 2014

Group health and life insurance is available through WPPL for regular full-time employees and regular part-time employees working an average of 25 hours per week. Details and plan descriptions can be obtained through the Human Resource Manager.

Rates for coverage are set by the provider each year. Cost of the premium is partially paid by WPPL; the employee share of the premium is deducted from/on each paycheck.

The application for coverage of a new employee must be received by the provider within 30 days of the date of hire.

Changes to an employee's family coverage resulting from birth, death, marriage, divorce, adoption or loss of other coverage may be made as the change occurs, but other changes may only occur during open enrollment, as determined by the provider.

Upon termination, according to federal CORBA* law, continuation of health coverage is made available to employees, under certain conditions. The coverage is available for a period of at least 18 months, with the employee assuming 102% of all costs of coverage. An employee who has reduced his or her hours may also qualify to continue coverage through COBRA. Notices regarding your COBRA rights are provided to all new enrollees and upon termination of coverage. Information about COBRA rights is available at anytime and may be requested from the Human Resource Manager.

6.03 LIFE INSURANCE

Amended December 21, 2011

Employees working 25 or more hours per week are eligible for life insurance policy, paid for by the library. Additional voluntary life insurance is available only to employees working 25 or more hours per week at their own expense. A current summary of benefits is available from the Administration Office.

*COBRA stands for the Consolidated Omnibus Budget Reconciliation Act of 1985. This law includes the federal mandate that requires employers to offer continuation health coverage to certain former employees, when a "qualifying event" occurs.

6.05 WORKERS' COMPENSATION

All employees are covered by Ohio Workers' Compensation. Workers' compensation is an income maintenance insurance program, paid for by WPPL, which covers employees' work-related injuries and illnesses. It covers wage loss, medical expenses, and rehabilitation. Both federal and Ohio laws dictate requirements.

In order that claims for workers' compensation injuries be processed in a timely manner, it is necessary that all such injuries be reported immediately to the supervisor. Notice of an on-the-job injury on an "Incident Form" should be given to the Human Resource Manager within 24 hours of the occurrence.

For your convenience, Injury Reporting Packets are available in the mailroom, near the staff entrance. These packets contain all of the information you will need to give to a provider in the event that medical attention is required.

WPPL will not be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activities sponsored by WPPL.

Details of benefits and exclusions, as well as forms, may be obtained from the Human Resource Manager.

OTHER EMPLOYEE BENEFITS

SECTION 7.00

7.01 VACATION

(Amended: 1/27/2010)

ACCRUAL

Vacation credit is earned every pay period. The credit is prorated for the full annual allowance, i.e., if the employee's annual allowance is 120 hours, he/she earns 1/26 of that amount per pay period. To obtain credit for the first pay period of appointment, the employees start date must be in the first week of the pay period. To obtain credit for the last pay period of employment, the last day worked must be in the last week of the pay period.

All temporary employees, all substitute employees, and all regular part-time employees working less than 20 hours per week do not earn paid vacation time. Unpaid vacation leave may be requested, however, not to exceed a maximum of two weeks per year.

Annual accrual of vacation time is based on longevity credits. Longevity credits for vacation time are based on the approved work week schedule and are only earned by employees working an approved 20 or more hour work week. (For example, an employee who transfers to a 20 hour per week position from a 12 hour per week position will start to earn longevity credits as of the date they started in the 20 hour per week position.)

Paid vacation time is allotted to **MLS Level Librarians** according to the following schedule:

ACCRUAL	POSITION	LONGEVITY	APPROVED WORK WEEK SCHEDULE	VACATION ACCRUAL	MAXIMUM ACCRUAL
.03384616	Librarians (MLS)	1+ years	20 - 25 hrs/wk	88 hours/year	132
.04384616	"	"	26 - 31 hrs/wk	114 hours/year	171
.05384616	"	"	32 - 39 hrs/wk	140 hours/year	210
.0676924	"	1 – 24 years	40 hrs/wk	176 hours/year	264
.08307693	"	25+ years	40 hrs/wk	216 hours/year	324

Paid vacation time is prorated for and allotted to benefit eligible (Non-MLS) **Managers** working 20 or more hours per week according to the following schedules:
 (Board Approved Policy Addition - 11/15/05)

ACCRUAL	POSITION	LONGEVITY	APPROVED WORK WEEK SCHEDULE	VACATION ACCRUAL	MAXIMUM ACCRUAL
.02307693	Department-level Managers (non-MLS)	1 - 3 years	20 - 25 hrs/wk	60 hours/year	90
.03	"	"	26 - 31 hrs/wk	78 hours/year	117
.03692308	"	"	32 - 39 hrs/wk	96 hours/year	144
.04615385	"	"	40 hr/wk	120 hours/year	180
.03384616	Department-level Managers (non-MLS)	4+	20 - 25 hrs/wk	88 hours/year	132
.04384616	"	"	26 - 31 hrs/wk	114 hours/year	171
.05384616	"	"	32 - 39 hrs/wk	140 hours/year	210
.0676924	"	4 - 24 years	40 hrs/wk	176 hrs/year	264
.08307693	Department-level Managers (non-MLS)	25+ years	40 hrs/wk	216 hrs/year	324

Paid vacation time is allotted to **regular** employees according to the following schedule:

ACCRUAL	POSITION	LONGEVITY	APPROVED WORK WEEK SCHEDULE	VACATION ACCRUAL	MAXIMUM ACCRUAL
0	All regular positions (except Librarian (MLS) and Dept. Level Supervisors)	Any	< 20 hours per week	0	0
.01538462	"	1 - 3 years	20 - 25 hrs/wk	40 hours/year	60
.02	"	"	26 - 31 hrs/wk	52 hours/year	78
.02461539	"	"	32 - 39 hrs/wk	64 hours/year	96
.03076924	"	"	40 hrs/wk	80 hours/year	120
.02307693	"	4 - 9 years	20 - 25 hrs/wk	60 hours/year	90
.03	"	"	26 - 31 hrs/wk	78 hours/year	117
.03692308	"	"	32 - 39 hrs/wk	96 hours/year	144
.04615385	"	"	40 hrs/wk	120 hours/year	180
.03076924	"	10+ years	20 - 25 hrs/wk	80 hours/year	120
.04	"	"	26 - 31 hrs/wk	104 hours/year	156
.04923077	"	"	32 - 39 hrs/wk	128 hours/year	192
.06153847	"	10 – 24 years	40 hrs/wk	160 hours/year	240
.07692308	"	25+ years	40 hrs/wk	200 hours/year	300

PRIOR SERVICE CREDIT (Board Approved Policy Amendment – 5/16/07)

In accordance with Section 9.44 of the Ohio Revised Code, WPPL employees will receive prior service credit when computing vacation leave for prior service with the state or any political subdivision of the State of Ohio. Service credit will only be awarded upon verification of prior service credit and in strict adherence with Section 9.44 of the Ohio Revised Code.

LONGEVITY(Board Approved Policy Amendment – 5/16/07)

As a reward for employees with extended longevity, full-time regular employees with 25 years of service at Westlake Porter Public Library are granted one extra week of vacation per year after completion of the 25th year of service.

Employees hired on or before 12/17/06 are granted one extra week of vacation per completion of the 25th year of total service as defined by the guidelines of Ohio Revised Code 9.44.

If a part-time regular employee working 20 or more hours per week is transferred to regular status, he or she is credited with the number of years worked (for purposes of calculating longevity status).

SCHEDULING

No vacation may be taken (or paid out at termination) during the employee's six-month initial orientation period. Upon successful completion of the initial six-month period, an employee may start using earned vacation.

Employees are strongly urged to request vacation at least three months in advance. Vacation may be requested with shorter notice, provided that the employee understands that it may not be approved because of schedule demands. Staff members within a department are strongly urged to communicate among themselves so that all employees within a department are not requesting vacation during the same period of time. Popular/peak vacation times (December, holiday weekends, spring break, etc.) may not be monopolized by nor guaranteed for any staff member. These peak vacation periods should be shared/rotated in the department.

Eligible staff members may request available vacation time in any increment, with a (1) hour minimum. Vacation is to be scheduled in advance and approved at the manager's discretion, given the needs of the department and the library.

MAXIMUM ACCRUAL

Vacation accrual may not exceed one and one half times the employee's annual accrual. An employee who receives 10 days annually, for instance, would have a maximum allowable vacation accrual of 15 days at any given time during the year. **Vacation time not used when the maximum is reached will be lost.**

In extremely UNUSUAL circumstances, the Director may make an exception. This must first be approved by the employee's supervisor, then requested in writing with an explanation of the circumstances, and approved by the Director. Without written approval, no vacation time above the maximum allowable will be credited.

Accruing and using vacation on an ongoing basis (rather than accumulating and "clearing it" on an annual basis) gives each employee more flexibility with his or her own vacation time. However, this also requires the employee to plan wisely, in advance, so that vacation time is not "used up." Unpaid leave of absence is not appropriate for and will not be provided to extend the vacation period for an employee who has already used up his or her total vacation accrual.

7.02 PERSONAL LEAVE

(Amended: 1/27/2010, 3/16/11)

Personal leave, with pay, is given to each regular staff member to be used for personal reasons. Each full-time regular employee accrues one day (8 hours) of personal leave per year, at the beginning of each year. Each part-time regular employee working 20 or more hours per week is allowed personal leave which is pro-rated according to the average hourly work-week that the position has been approved for that year, according to the following schedule:

APPROVED WORK WEEK	PERSONAL LEAVE
20 - 25 hours	4 hrs/year
26 - 31 hours	5 hrs/year
32 - 39 hours	6.5 hrs/yr
40 hours	8.0 hrs/yr

Eligible staff members may request available personal leave time in any increment, with a (1) hour minimum. Personal leave may be taken after the first four weeks of employment. Usage of personal leave is based upon a payroll year. Personal leave is to be scheduled in advance and approved at the manager's discretion, given the needs of the department and the library.

Personal leave is not provided to any temporary employees, to any substitute employees, or to part-time regular employees working less than 20 hours per week.

At the end of the payroll calendar year or upon resignation or termination, any unused personal leave is forfeited.

7.03 PAID HOLIDAYS

(Amended: 3/16/11)

WPPL is closed on the following holidays:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Eve
Christmas Day

A list noting specific days and dates for holidays during the year is created and distributed at the beginning of each calendar/fiscal year.

Regular employees with an approved workweek of more than 20 hours per week receive holiday pay according to the following schedule:

APPROVED WORK WEEK	PAID HOLIDAY HOURS
20 - 25 hours	4 hours
26 - 31 hours	5 hours
32 - 39 hours	6.5 hours
40 hours	8 hours

If the holiday falls on a qualifying employee's day off, the employee will be granted a compensatory day, to be taken during the same payroll period.

Holiday time is available after the first full four weeks of employment. If unused by the end of the year, holiday time is forfeited.

Paid holiday hours are not provided to temporary, substitute, or regular part-time employees working less than 20 hours per week. In the case of a starting or resigning regular employee or one who is on leave of absence or suspension, the employee must be on payroll the day before and the day after the holiday to receive paid holiday hours.

The library is also closed all day on Easter Sunday, Thanksgiving Eve and New Year's Eve evening hours. No staff will be scheduled, and no pay will be given for these hours.

7.04 COMPENSATORY HOLIDAYS

(Board Approved Policy Amendment – 5/16/07, 3/16/11, 1/27/2010)

Compensatory holiday time off will be authorized for the following holidays:

Martin Luther King Day
President's Day
Columbus Day
Veterans' Day

The library remains open on these holidays.

Regular employees working 20 or more hours per week receive pay for a pro-rated number of hours, based on the average hourly workweek that the position has been approved for that year. Paid holiday time is provided at the same level for compensatory holidays as for regular holidays when the library is closed. Refer to the table under the section on PAID HOLIDAYS.

To allow greater employee flexibility, all compensatory holiday hours for the year accrue on the first payroll of each year and are available for use at any time during the payroll year in which the holiday falls. Upon termination or resignation, if an employee has used more holiday hours than he or she has earned as of the resignation date, wages equal to the holiday hours used will be deducted from the final pay except in extraordinary circumstances as determined by the Director.

Eligible staff members may request available compensatory holiday time in any increment, with a (1) hour minimum. Usage of compensatory holidays is based upon a payroll year. Compensatory holidays are to be scheduled in advance and approved at the manager's discretion, given the needs of the department and the library.

Unused compensatory holiday time may not be carried forward into the ensuing calendar year and will be forfeited.

7.05 SICK LEAVE

ACCRUAL

WPPL recognizes that inability to work because of illness or injury may cause economic hardship. For this reason, paid sick leave is provided to eligible employees.

Regular full-time employees and regular part-time employees working 20 hours per week or more will be granted sick leave. Sick leave accrues every pay period. To obtain credit for the first pay period the employees start date must be in the first week of the pay period. To obtain credit for the last pay period of employment, the last day worked must be in the last week of the pay period.

APPROVED WEEK	WORK	SICK LEAVE
20 - 25 hours		5.0 hours/month
26 - 31 hours		6.5 hours/month
32 - 39 hours		8.0 hours/month
40 hours		10.0 hours/month

Temporary employees, substitute employees, and part-time regular employees working less than 20 hours per week do not accumulate or receive paid sick leave.

Sick leave hours will not accrue for pay periods in which the employee:

- Has been absent without pay (unexcused) for three or more scheduled workdays;
- Is on approved leave of absence without pay;
- Is receiving long-term disability benefits in lieu of pay.

USAGE

The use of sick leave is restricted to the following:

- Employee illness.
- Employee disability (inability to perform job).
- Routine/scheduled medical appointments that cannot be scheduled outside of employee's regular working hours.
- Illness of the employee's child, spouse, or parent or member of the employee's household when the employee's presence to assist or attend to specific short-term needs of the family member is necessary, i.e., when the employee is the primary caregiver. [This would be the case for young children, elderly parents, spouse's operation, etc.] Use of this time must be approved by the Supervisor and clearly identified as such on the timesheet. [For long-term family or medical needs, the employee should request Family and Medical Leave].
- Death of a member of the employee's immediate family beyond the benefit provided under Bereavement Leave subject to the approval of the Director.
- See section 7.09 (Family and Medical Leave) for serious and/or chronic medical needs, pregnancy, adoption and long term or intermittent family care absence issues.

In instances not covered above, the employee may request the use of annual leave, personal leave, compensatory time, or family and medical leave without pay. The supervisor and Director may or may not grant such a request based on the circumstances of the request. In no case and under no circumstances shall a supervisor approve sick leave use for other than those reasons listed above.

In order to use sick leave, the employee must notify his or her supervisor within an adequate time frame. See Section on RULES OF CONDUCT.

At any time a signed note from the employee's attending physician attesting to the illness or condition and the need of the employee to be absent from the job may be required. If a required note to this effect is requested but not submitted, the employee will not be paid for the sick leave taken; it will be unpaid leave. In the case of any prolonged illness, a note may also be required documenting the condition and noting the employee's ability to return to work.

ABUSE OF SICK LEAVE

Supervisors have a responsibility to be aware of the potential for and always vigilant of the abuse of sick leave. In every case appropriate action must be taken to ensure against its recurrence. Whatever action is considered must be discussed with and approved by the Human Resource Manager. Immediate progressive discipline must be taken in cases where sick leave is being abused.

Abuse of sick leave hurts library service, adds an extra burden onto other employees' work loads, destroys morale and positive working relationships among employees. It will not be tolerated.

MAXIMUM ACCRUAL OF SICK LEAVE

Eligible full-time regular employees may carry up to a maximum of 840 hours (105 8-hour workdays) of normal sick leave, plus the current year's accumulation.

Regular part-time employees working 20 or more hours per week may carry a prorated maximum number of hours of sick leave, usable based on the same criteria as with regular full-time employees.

HOURS/WEEK	MAXIMUM SICK LEAVE
20 - 25 hours/week	420 hours maximum accumulation
26 - 31 hours/week	546 hours maximum accumulation
32 - 39 hours/week	672 hours maximum accumulation
40 hours/week	840 hours maximum accumulation

An employee who reduces his or her hours (e.g., from full time to part time) may keep but never exceed the accumulated sick leave level at the time of his or her status change, as long as he/she is moving into a regular position of 20 or more hours per week. As accumulated sick leave is reduced through usage, however, the maximum accrual reduces to the levels stated above.

If moving to a position of less than 20 hours, or a temporary, or a substitute position, accumulated sick leave will be banked, as these positions are not eligible to accumulate or use sick leave. In the event the employee transfers back to a position where they would be eligible for sick leave, any banked sick time will be reinstated.

TRANSFER OF SICK LEAVE

Accumulated sick leave is not transferable to another employee.

Sick leave that an about-to-be-hired employee has accumulated in his or her job at another Ohio library is transferable, if the employee is being hired to fill a full-time regular position, to a maximum of 120 hours. Sick leave is transferable only from the new hire's immediately prior position/employer, not from other past employers/positions. Certification of sick leave accrual will be required.

When an employee leaves Westlake Porter Public Library to accept another position elsewhere, certification of accumulated sick leave will be provided if the new employer honors transfer of sick leave at no cost to WPPL.

SICK LEAVE AT SEVERANCE

Because it is not an earned benefit, unused sick leave is forfeited at the time of termination of employment.

After at least ten years of full-time (40 hours/week) employment, a retiring full-time regular employee will receive severance pay equivalent to 25% of his or her accumulated sick leave.

7.06 BEREAVEMENT LEAVE

Bereavement leave is granted to eligible employees for use when deaths in the immediate family occur. This is not an earned benefit. Abuse of bereavement leave will be dealt with through disciplinary channels and may result in termination of employment.

Regular full-time and regular part-time employees working 20 or more hours per week will be eligible for bereavement leave after their first full month of employment. All other employees of the library are not eligible for bereavement leave.

If a death occurs in the immediate family of a regular full-time employee, he or she will receive up to three-scheduled work days (up to 24 hours) of excused absence with pay, including the day of interment. Regular part-time employees working 20 or more hours per week will receive a prorated number of bereavement leave hours, based on the average hourly workweek that has been approved. These are pro-rated, based on the same formula as pro-rated holiday hours.

If additional time is needed, accumulated sick leave may be used if approved by the Director.

The immediate family includes:

father, father-in-law, stepfather
mother, mother-in-law, step-mother
spouse
son, son-in-law, stepson
daughter, daughter-in-law, stepdaughter
sister, sister-in-law, stepsister
brother, brother-in-law, step-brother
grandchild
grandparent
other members of the employee's household

7.07 FUNERAL LEAVE

Funeral leave necessary due to the death of other family members or close friends will be permitted for full-time employees only, not to exceed 8 hours in one year. Part-time employees may request to change their scheduled hours in order to attend a funeral.

To receive funeral leave, an employee should notify his/her supervisor immediately so that appropriate scheduling can take place. The supervisor should fill out a leave form, indicating that funeral leave has been approved and noting the relationship of the deceased on the form. The form should be attached to the employee's timesheet.

Vacation and/or compensatory time or personal leave may also be used, if available.

7.08 DISCRETIONARY "SNOW" LEAVE

The Board and administration of WPPL realize that employees are coming to work from many different areas surrounding Westlake, and that weather conditions in another location may, at times, be worse. The decision to close WPPL, however, will be based on existing or predicted conditions in Westlake, as that is the best prediction of library usage (or lack of it) by the public.

To allow for varying weather conditions in other locales, up to 8 hours of discretionary "snow" leave will be allowed per regular full-time employee per year. Regular part-time employees working 20 or more hours per week will be allowed a prorated number of hours per year.

HOURS/WEEK	SNOW LEAVE
20 - 25 hours/week	4.0 hours/year
26 - 31 hours/week	5.0 hours/year
32 - 39 hours/week	6.5 hours/year
40 hours	8.0 hours/year

This leave may **only** be used for hazardous driving conditions that prevent the individual from getting to the library for scheduled work hours, and not for any other purpose. This leave may only be used in blocks of 1 hour or more.

Unused "snow" leave is forfeited at the end of the calendar year and may not be carried forward.

ABUSE OF SNOW LEAVE

"Snow" leave is not an earned benefit. Abuse of this type of leave will be dealt with through disciplinary channels and may result in termination of employment.

7.09 LEAVE OF ABSENCE

(Amended: 3/18/2009)

FAMILY AND MEDICAL LEAVE

Employees with at least one year of service who have worked at least 1,250 hours in the past year can request up to 12 weeks of job-protected leave under the Family and Medical Leave Act of 1993 for:

- the birth, adoption, or foster placement of a child;
- the care of a child, spouse, or parent with a serious health condition; or
- their own serious health condition.

Employees are required to use any accumulated paid leave—including vacation, personal, and sick leave—during their family leave. If accumulated paid leave is unavailable, the leave is unpaid. Employees must also arrange to continue any payroll deductions, including their health plan coverage during their absence. Employees must provide a physician's verification of the medical need for leave. On return from family leave, employees are placed in their former or comparable jobs.

FMLA leave is calculated using a rolling 12 month period measured backward from the date an employee uses FMLA leave.

Employees taking FMLA must use all use sick leave, accumulated compensatory time, compensatory holiday time, vacation, and personal leave, in that order. Leave without pay, if granted, will amount to the difference between the employee's paid leave and the twelve-week maximum period allowable.

As with all other leaves of absence, all vacation, sick and holiday time will not accrue during any unpaid portion of FMLA nor will this leave count toward longevity status.

Employees needing to request FMLA time should contact their direct supervisor, department head or the Human Resource Manager at least 30 days in advance when the need is foreseeable. Otherwise, notice must be given "as soon as practicable". The notice should include enough information to adequately determine the need for leave.

WPPL will adhere to all policies and procedures for FMLA as dictated by the ***Employment Standards Administration Wage and Hour Division FMLA Compliance Guide*** and the FMLA regulations (29 CFR Part 825).

MILITARY FAMILY LEAVE

The National Defense Authorization Act was signed into law on January 28, 2008. Section 585(a) of the NDAA amended the FMLA to provide eligible employees working for covered employers two important new leave rights related to military service:

- (1) **New Qualifying Reason for Leave.** Eligible employees are entitled to up to 12 weeks of leave because of “any qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. By the terms of the statute, this provision requires the Secretary of Labor to issue regulations defining “any qualifying exigency.” In the interim, employers are encouraged to provide this type of leave to qualifying employees.
- (2) **New Leave Entitlement.** An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This provision became effective immediately upon enactment. This military caregiver leave is available during “a single 12-month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

PERSONAL LEAVE OF ABSENCE

In unusual circumstances, when all other appropriate available leave time is exhausted, employees may request leave without pay. The request should be made in writing to the supervisor, with a copy to the Human Resource Manager as far in advance as possible. The decision as to whether such a request will be approved or not is dependent upon the degree of the difficulties that will be placed upon the library because of the employee's absence. Because it is a hindrance to the normal workflow, employees may not request a leave of absence on an annual basis to extend their vacation periods.

As with all other leaves of absence, all vacation, sick and holiday time will not accrue during any unpaid leave nor will this leave count toward longevity status.

Medical benefits may continue if the employee continues to pay his or her share of the premium in a timely fashion.

The maximum leave of absence that may be approved by the Director is twelve weeks.

MILITARY LEAVE

Employees who serve as reservists in the armed forces or National Guard units may request to use accumulated annual leave, holiday time, or personal leave in order to meet their reserve duty obligations. If no paid leave is available to the employee, he or she may request an unpaid leave of absence. If necessary, WPPL will also temporarily modify scheduling to accommodate reservist training.

A request should be made in writing, to the supervisor, with a copy to the Director, as far in advance as possible.

Anyone who enters military service while in the employ of WPPL (e.g., a reservist who is called to active duty) will be granted re-employment rights in accordance with existing state and federal laws.

LEAVE FOR CIVIC DUTY

JURY DUTY

Ohio employers cannot discharge or threaten to discharge employees summoned to serve as jurors if the employee gives reasonable notice for actual jury service (ORC 2313.18)

Full-time regular employees of WPPL drafted for jury duty or as witnesses in court will be granted leave with pay, not to be charged to annual leave. Part-time regular employees working 20 or more hours per week will also receive paid civic leave only for scheduled work hours during which jury duty is required. In no case may paid civic leave combined with regular paid work hours exceed the normally scheduled workweek for that position.

The employee may keep the disbursement from the court system for serving on jury duty: This stipend is assumed to be reimbursement for costs incurred by the employee (mileage, parking, lunch), rather than to supplant his or her salary.

Employees must show the jury duty summons to their supervisors as soon as possible so that the supervisor may make arrangements to accommodate the employee's absence. Employees are expected to report for work whenever the court schedule permits (e.g., an early adjournment).

Proof of jury duty is required before the regular paycheck is provided, i.e., the proof of service form should be attached to the timecard.

WITNESS

- *An Ohio employer cannot discharge or retaliate against an employee because of his/her attendance at a criminal proceeding pursuant to a subpoena (ORC 2151.211; 2939.121; 2945.451).*

A maximum of three scheduled days will be granted for court appearances if a full-time regular WPPL employee is subpoenaed or required to appear for jury examination. This provision does not apply to personal lawsuits, traffic citations, etc., but rather pertains to civic duty and cooperation (e.g., the employee witness a third-party crime or accident.)

If the employee is reimbursed (by the court) for time lost, the reimbursement will be turned over to the library in exchange for the employee's regular paycheck. Any stipend provided for expenses such as parking or lunch need not be turned in to the library. The employee must provide a copy of the subpoena or other documentation that he/she has served as a witness, to be attached to the timecard.

DEVELOPMENT, RECOGNITION AND AWARD PROGRAMS

SECTION 8.00

8.01 EXTERNAL DEVELOPMENT AND CONTINUING EDUCATION

External continuing education and staff development opportunities for employees are crucial to efficient, up-to-date library operations as well as to employee morale and satisfaction. A well-trained, knowledgeable staff is a valuable asset to this library. A high priority is placed on providing appropriate learning opportunities for all staff.

An employee who wishes to attend a workshop, conference, or other work-related event should first discuss it with and obtain approval from his or her supervisor and should then submit the request in writing, for approval by the supervisor and by the Director. The Director may also initiate a request that a staff member attend a meeting or other library function on behalf of the library. It is important that staff understand that, while the library places a high priority on learning new skills and may want to give everyone the opportunity to attend every workshop they may desire, this is obviously not always possible, due to scheduling, financial, or other concerns. Supervisors and the Director have the right to deny requests.

Criteria for approval or denial of such requests include availability of funds, relevance to the employee's job area, and scheduling requirements of the department. Consideration will also be given to the number of opportunities the employee has had (or not had) in the past; willingness of the employee to share the knowledge gained by training other employees afterwards; whether or not the employee is a member of the sponsoring organization; and level of responsibility, performance, and length of service of the employee.

Employees attending pre-approved library-related events will be reimbursed by the library for reasonable charges. Specific travel guidelines are attached, but reimbursement may fluctuate with the availability of funds. Therefore, all potential costs and reimbursements must be approved by the Director in advance.

Employees' timesheets should reflect attendance at any meetings or other events outside the library, with a written notation. Hours credited to the employee for attending such library functions may not exceed the normal 8-hour day, except in cases where additional travel time was required. No more than 8 hours travel time may be credited for a day devoted exclusively to traveling to/from a meeting or conference. To be claimed on the timesheet, travel time must be approved in advance by the Director. In no case may the entry for the days spent at the conference exceed the hours regularly scheduled. Approval will be given primarily for meetings or events that the Director has requested that the employee attend.

An employee who attends community organizational meetings or events will be able to count those as "hours worked" only if he or she was asked to attend on behalf of the library by the Director.

TUITION ASSISTANCE

To encourage employees to further their education, to encourage ongoing self-improvement, and to assist employees in upward mobility within the organization, the library provides tuition assistance.

A maximum amount of \$1,000 per full-time employee per annum may be requested. Part-time regular employees in positions that are 20 - 29 hours per week may request reimbursement of 50% of the maximum FT amount. Part-time employees working 30 - 39 hours per week may request reimbursement of 75% of the maximum amount. Reimbursement will be made to any regular employee of 20+ hours who meets the following criteria:

- The employee must have worked at the library at least one year;
- The course or degree pursued must be job-related;
- The employee's grade must be "B" or better;
- Budgeted funds must be available.

An employee who wants tuition assistance should make a request, in writing, at least six months in advance of the beginning of the class. A request in the calendar year preceding the course is preferred, however, as it allows the library greater ability to budget such funds.

Tuition assistance funds must be reimbursed to the library if the employee leaves WPPL sooner than one year after the course was completed.

8.02 INTERNAL DEVELOPMENT AND CONTINUING EDUCATION

An informed staff is a more knowledgeable and capable staff. Memos, staff newsletters or bulletins, and regularly scheduled general staff meetings, departmental meetings, and staff development/in-service sessions are all utilized to keep staff informed.

Special training programs may include those for updating of skills needed to provide effective service to the public, introduction of new procedures or policies, information on library philosophy and practice, supervisory training, or other relevant topics.

A Staff Day is also held annually. The library is closed that day, and all staff are expected to attend and devote a full day to improving skills together in particular areas. Staff Day is scheduled annually by the Director, with the Board of Trustees.

Attendance at work-related meetings sponsored by WPPL is an important part of each staff member's duties. Managers will make every effort to schedule

meetings and in-service offerings when most employees can attend, including repeat offerings if necessary. Employees are expected to make every effort to attend all pertinent meetings and training sessions, and managers are expected to orchestrate schedules for maximum attendance, utilizing substitutes if necessary. Schedule changes needed by staff to attend such meetings will be accommodated, inasmuch as possible, inter- as well as intra- departmental meetings included. Employees who attend such meetings or sessions during hours for which they are not normally scheduled will, with prior approval by the supervisor, be able to count the time as "hours worked".

WPPL Board meetings are open to the public, and therefore may be attended by any employee of the library who is interested. However, only employees who are asked to attend (e.g., to make a report or be available for questions on a specific topic) by the Director will be paid for "hours worked".

Employees attending meetings, workshops, and conferences should submit a written report to their supervisor and to the Director, within 10 days of returning.

INVOLVEMENT/PARTICIPATION IN PROFESSIONAL ORGANIZATIONS

(Amended 4/24/2013)

To foster an environment and a staff who are up-to-date on library legal, financial, personnel issues, trends, and available resources, WPPL encourages original and individual involvement in professional organizations.

The library holds a membership with such organizations as Ohio Library Council (OLC), The North East Ohio Regional Library System (NEO/RLS) and the American library Association (ALA).

Paid individual memberships to professional organizations are available for employees at the Specialist/librarian level (320) or above, with the discretion of the employee's manager and the approval of the Director or the Board of Trustees. Employees who hold individual professional memberships paid by the library are expected to be actively involved in the organization.

Prior to accepting a nomination or appointment to a national, state, or local professional committee or office, advance approval should be sought from the manager and the Director. With advance approval, a reasonable amount of work connected with such affiliation can be conducted on library time, if the employee can fit such activities into his/her library schedule without serious detriment to his/her regular work and duties. Efforts are made to rotate this type of involvement/opportunity.

Occasionally, WPPL employees are asked to serve as presenters/speakers at job-related meetings or conferences. The employee should seek permission from his/her supervisor and from the Director when this occurs. If the employee prepares for the presentation and/or speaks on library time, he/she must remit any honorarium payment to WPPL. If the employee prepares and speaks on his own time, he/she may retain the honorarium fee.

INVOLVEMENT/PARTICIPATION IN PROFESSIONAL ORGANIZATIONS

(Added 4/24/2013)

WPPL recognizes its responsibility as a public entity within the city of Westlake to help support and enrich our community. We encourage our employees to become actively involved in the community, lending their support to programs that positively impact the quality of life in the City of Westlake.

Examples of such community organizations are the WestShore Chamber of Commerce, Westlake Lions Club, and the Kiwanis Club of Westlake.

WPPL will pay for individual memberships that are required by such community organizations to become actively involved in the organization. Time participating in regular activities/meetings of such organizations will be considered as paid time for employees who have been approved to hold individual memberships. Time involved in community organizations should not conflict with work schedules and other work-related responsibilities, create need for work over-and-above scheduled approved hours, or cause conflicts with other staff schedules.

Regular employees on the WPPL staff are eligible for paid individual memberships to participate in community organizations. Eligible employees who are interested should initiate a written request to their supervisor/manager to include anticipated hours of involvement. Requests will be considered by the employee's supervisor/manager, with final approval by the Director. Approvals will be reviewed on an annual basis based upon the employee's record of participation in the organization.

8.03 RECOGNITION AND AWARD PROGRAMS

WPPL makes a strong effort to recognize employee efforts that go beyond normal job expectations. A Recognition and Awards Team (now known as the Staff Development Team) recommended and established the first program in 1994. A complete description of the program, awards, and criteria is available on the WPPL intranet. Awards, such as the Wellness and Longevity Awards, are commensurate with the service being recognized.

INTERNAL OPERATIONS

SECTION 9.00

9.01 TRAVEL AND MEETING GUIDELINES

(Board Approved Policy Amendment – 11/15/05, Amended 9/17/2015)

Guidelines for travel and training expenses are subject to the library's budget and available funds and can change at any time. When in doubt about potential reimbursements, staff should first check with their supervisor or the Director.

Cost-conserving efforts are expected, are ethically correct, and are appreciated. Ask yourself these kinds of questions:

- Would I (make this expenditure, buy this meal, stay in this hotel, etc.) If it were my personal money?
- Have I checked the bill carefully for accuracy of all charges?
- How would this expenditure look if it ended up in the headlines of tomorrow's newspaper?

Cash advances for travel or conference expenses are not provided. Accommodations (hotel cost) or transportation (e.g., air fare), and registration fees can be prepaid if invoices and registration forms are In the case of conferences sponsored by professional library organizations, the library will reimburse the cost of a member's registration fee.

TRANSPORTION REIMBURSEMENTS

When commercial transportation is necessary (air, train, bus), tickets should utilize the best discounts available, using the least expensive, most reasonable option available. The employee is responsible for notifying the carrier of any reservation change or cancellation at the earliest possible date. Out-of-state travel is normally restricted to full-time employees.

WPPL owns two minivans. All employees must use the library van to travel to meetings or to do errands, if it is available. A calendar for sign-out allows staff to reserve a van in advance. If, for personal reasons, an individual chooses to drive his or her own vehicle, he/she will *not* be reimbursed for mileage. If, for library reasons, an individual needs to drive separately from others, a mileage reimbursement will be made.

The current mileage reimbursement rate for travel in privately owned vehicles is set at the federal rate, which is adjusted periodically by the IRS. When two or more staff members are attending the same workshop or meetings, carpooling is expected, so that only one mileage fee needs to be reimbursed. It is the responsibility of each staff member to see if others are attending the same meeting, workshop, or conference. A mileage chart for frequently used meeting locations is provided. Occasionally, it may be more convenient or closer for an employee to leave directly from home rather than from the library. Mileage will be calculated/reimbursed from the closest location, i.e., the lesser number of miles.

Select reasonably priced parking facilities and request/submit a receipt for reimbursement. Tolls will also be reimbursed.

Bus, subway, or taxi fare, when required for business purposes (such as to get from the airport to a conference hotel) will be reimbursed. Receipts must be submitted.

LODGING REIMBURSEMENTS

Stay and meet in inexpensive or moderately priced motel accommodations. The library tries to keep lodging below \$75 per night. Large metropolitan areas may be more.

Be reasonable regarding room selection costs. When possible, employees of the same sex attending a meeting or conference should share a room.

Lodging will not normally be reimbursed for an overnight stay in Cuyahoga County or within 50 miles of the library.

PHONE

All business calls are covered. Keep long distance calls to a minimum. Because overnight travel on the library's behalf is taking you away from your spouse or family, you are permitted to make one call of brief/reasonable duration when an overnight stay is involved, if needed, for instance, to provide a phone number where you can be reached, or to finalize plans for your return trip.

MEAL REIMBURSEMENTS

The library will reimburse for meals in which an overnight stay is required or if the meal is part of a business related meeting such as a Chamber of Commerce Lunch Meeting. The library will not reimburse for meals during a partial or full day workshop in which lunch is not already included.

For conference attendance there is a maximum expenditure of \$50 average per day for meals; the basic guideline is \$10 for breakfast, \$15 for lunch, and \$25 for dinner. In high cost conference areas, such as New York City or Los Angeles, the per diem rate may be adjusted by the library Director. Also, meals arranged in conjunction with conferences that incorporate speakers are typically more than this, and they must be approved in advance.

Costs for alcoholic beverages or entertainment will absolutely not be reimbursed. Tips should be of a reasonable nature and amount.

Receipts are required for any meals or other expenditures that are reimbursable.

REIMBURSEMENT FOR MEETINGS HOSTED BY WPPL

Cleveland is a very active library area of the State. Frequently, because of individual or organizational involvement in library organizations such as CAMLS or OLC, WPPL will be asked to host a committee meeting or workshop. Expenses for materials/refreshments at such meetings should be cleared in advance with the Director or appropriate Assistant Director. Typically, the sponsoring organization will cover major expenses. WPPL can reimburse incidental expenses, however, which should typically not exceed a cost of \$2.00 per attendee.

CREDIT CARD

For conferences requiring an overnight stay. The library has a credit card. It should be requested in advance and signed out through the Fiscal Officer. A complete and accurate log of all expenses incurred/charged must be provided to the Fiscal Officer immediately upon return.

OPERS WORKSHOPS

Because the library would like employees to understand and maximize their Ohio Public Employees Retirement System benefit, an employee who is eligible to retire within five years may choose to attend an OPERS workshop on retirement planning/benefits. The library will compensate the employee for a maximum of 8 hours of work time to attend such a program. In addition, the library will reimburse the employee for up to \$50 for mileage, meals, and parking.

TRAINING REPORT

All staff members who attend conferences or workshops must complete a training report, and may be called upon to make an oral presentation to the library Board or staff. Failure to complete the training report may result in delayed reimbursement of training expenses.

9.02 TELEPHONE, MAIL, E-MAIL

(Amended October 17, 2012, December 18, 2013)

TELEPHONE

Personal use of telephones, for both incoming and outgoing calls, at WPPL should be kept to a minimum in both number and duration. A telephone is provided in the staff break room which may be used to make personal calls.

The need for children to call to check in with their parents after school is recognized and allowable, for instance, but such calls should be kept brief.

The library recognizes that certain calls may be considered and charged using local long distance fees depending on the community in which one lives and the

phone carrier the library contracts with. Since these fees are minuscule, the library will absorb these charges. However, staff should be discreet in the use of this benefit and keep calls brief.)

Staff members who choose to wear a personal paging device or carry a personal phone during normal working hours must place such devices on vibrating mode, if so equipped, or must keep such devices inaudible during the workday. Use of personal pages and cell phones must be unobtrusive and should not precede job duties or responsibilities.

Library owned cell phones are to be used by employees authorized by the Director for work related activities only. Authorized users are responsible for the correct operation and care of Library cell phones.

Failure to comply with established cell phone policies and procedures and misuse or abuse of Library cell phones will result in disciplinary action.

E-MAIL

All staff e-mail accounts are established for library purposes and belong to Westlake Porter Public Library. Employees should have no expectation of privacy on the library's computers. E-mail is to be used for business purposes; any improper use of the system will not be tolerated and will lead to disciplinary action.

MAIL

WPPL postage may not be used for personal correspondence.

9.03 REQUESTS FOR PERSONNEL INFORMATION

Reference Requests

In an effort to protect the privacy of present and former employees, queries about employees will be handled by the Human Resource Manager. The only information that will be disclosed is: name, dates of service and job title.

If a present or former employee has submitted a signed release (see Authorization to Release Information), additional information may be released at the discretion of the Human Resource Manager or Director. Supervisors should forward all calls or letters requesting references to the Human Resource Manager.

Authorization to Release Information

In order to release personnel information on a present or former employee other than name, dates of service and job title, the present or former employee must submit an Authorization to Release Information request. This request should be submitted to the Human Resource Manager and state that "I hereby authorize Westlake Porter Public Library to release any reference information to any individuals requesting such information" (or, name of person or institution, if release is conditional. This request must be signed and dated.

Employment Verifications

The employment dates of a present or former employee may be disclosed by the Director, Assistant Directors, Fiscal Officer, Finance Specialist or Finance Senior Associate and Human Resource Manager to an outside agency upon request by that agency. Only name, dates of service and job title will be released. Salary figures will not be released or verified without a signed release from the present or former employee.

9.04 EMPLOYEE PERSONNEL FILES

Amended January 25, 2012

A personnel file is maintained for each employee of WPPL and is the property of WPPL.

The library recognizes the expectations of employees that information about them stored in personnel records is accurate, relevant and safe from improper disclosure. Federal and state laws and sound personnel decisions require that certain information be gathered and maintained in personnel records. Because Porter Public Library is a public institution, many personnel records are available to the public upon request. Disclosure of personnel information will not be made available to any third party except by the Director or the Fiscal Officer.

The following documents are retained separately from public personnel files: medical records, confidential investigatory records and intellectual property records.

Additionally, the following information is not public record and will be removed from any record inspected or released in response to a public record request:

- Social Security Number
- Employee address and phone number
- Bank account number for direct deposit

The library has the right to verify information (e.g., employment status and job title) without notifying the individual involved, and to cooperate with law enforcement investigators, public safety or medical officers.

Internal access to personnel files, which are stored in a locked filing cabinet, is limited to supervisory personnel and to other officials who have a legitimate need to know. The library recognizes that an employee might wish to know the content of his or her personnel file. Any employee wishing to review his file must make a request to the Director or Fiscal Officer and, to ensure security, examine the files in their presence. All other internal requests will be treated as public records requests. The Director and/or Fiscal Officer may designate Administrative personnel access for purposes of filing material only.

When a public records request is made to examine an employee's personnel file, that employee will, if practical, be notified in advance of the release of the record, and if possible, be informed of the name of the person making the request.

All employees must comply with this policy. Any violation of this policy is grounds for discipline and could result in dismissal for cause of an employee.

9.05 POLITICAL ACTIVITY

WPPL staff may not exhibit or conduct partisan political activity while on duty at the library. Employees may not endorse a political candidate, party, or political issue, as a representative of the library.

Library employees may answer questions about issues affecting libraries. Staff cannot, however, actively solicit votes on library time. The state of Ohio has indicated that public funds cannot be expended to solicit additional public funds, i.e., in the library's case, to convince residents to vote for a levy issue. PAC committees can, however, make available literature that has been printed for levy campaigns.

9.06 SOLICITATION

Solicitations and distributions of literature by non-employees on library property is prohibited. Solicitations of any kind by employees on library property during working time is prohibited. This applies if either the employee or the person being solicited is working. Working time does not include lunch or break periods.

Fundraising for the WPPL Friends of the Library or WPPL Foundation is permitted in the library.

9.07 PERSONAL USE OF LIBRARY RESOURCES

Any personal use of library resources by library employees must take place on personal time only and must have the prior approval of the library Director. In general, use of equipment or resources, if it does not cost the library anything to allow it, if it is in keeping with standard business ethics, and if it is reasonable in nature, will be allowed.

Illegal, unethical, and unapproved personal use of the library's resources is cause for disciplinary action.

9.08 CHILDREN IN THE WORKPLACE

WPPL is a family-oriented organization and employer. As such, the library recognizes that certain emergency situations may arise which necessitates the presence of an employee's child in the workplace. Examples might include a child meeting his or her parent at the library after school for a medical appointment or a child whose school has closed due to an emergency weather closing.

In unusual circumstances, a child who is nine years or older, may be present while his or her parent is working in the library. The child must be mature enough to manage for his or her own safety and responsible enough for his or her own actions so as not to unduly disturb library staff or patrons.

There will be no special supervision of an employee's child, and he or she is expected to use the library as any other child or member of the public. A child of an employee may use the staff lounge for meals or a break, when accompanied by the parent/employee.

An employee who brings his or her child to the library, or who has instructed a child to meet him or her at the library during working hours, must notify the supervisor.

9.09 LOCKERS

A limited number of lockers are available to staff. They are made available, with locks purchased and provided by the library, to regular employees.

Employees should be aware that the library has the right to search any and all employee lockers at any time.