



NEW CARLISLE-OLIVE TOWNSHIP PUBLIC LIBRARY PERSONNEL POLICY MANUAL

Adopted by the Board of Trustees
May 15, 2018

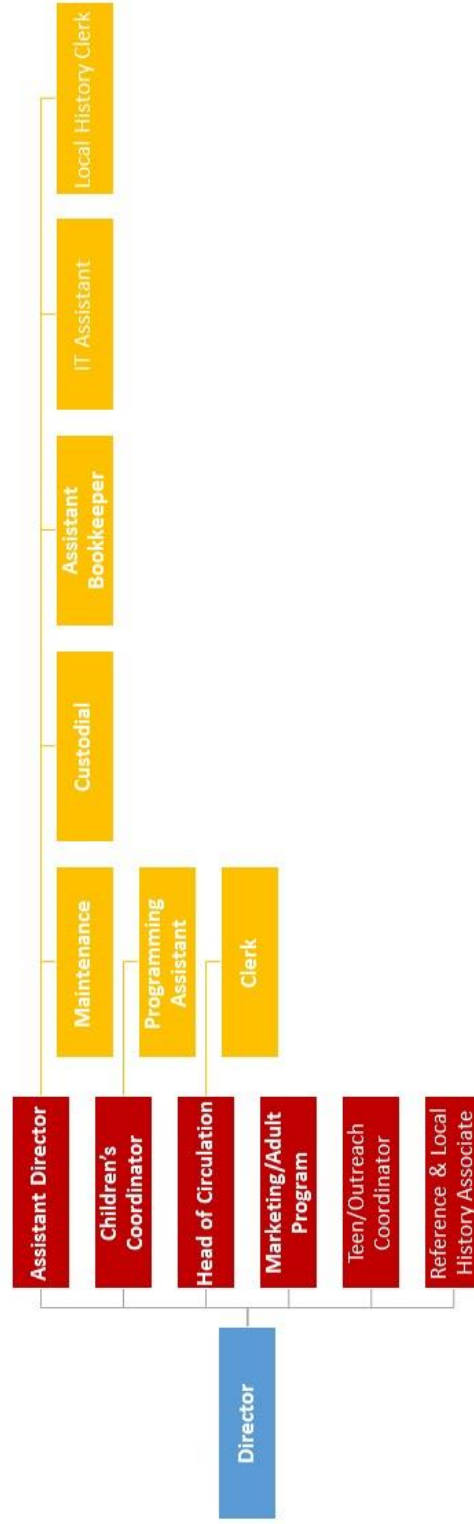
Contents

- Contents 1
- Organizational Chart..... 4
- Section 1 - Welcome 5
 - 1.1 History, Goals & Culture..... 5
 - 1.2 Purpose of this Handbook..... 5
 - 1.3 At-Will Employment..... 5
 - 1.4 Recruitment & Selection 5
 - 1.5 Transfers & Appointments 6
 - 1.6 Nepotism..... 6
- Section 2 – Workplace Commitments 6
 - 2.1 Equal Opportunity Employment 6
 - 2.2 Individuals with Disabilities 6
 - 2.3 Introductory Period..... 7
 - 2.4 No Discrimination or Harassment 7
 - Reporting 8
 - 2.5 Drug-Free / Alcohol-Free Environment 8
 - 2.6 Smoke Free Policy 8
 - 2.7 Open Door Policy 8
 - 2.8 Political Activity 9
- Section 3 – Library Policies and Procedures 9
 - 3.1 Professional Conduct 9
 - 3.2 Dress Code 9
 - 3.3 Library Property 9
 - 3.4 Privacy 10
 - 3.5 Personnel Files..... 10
 - 3.6 Social Media Policy 11
 - 3.7 Conduct with Minors 12
 - 3.8 Travel Policy 12
- Section 4 - Employment Classification 13

4.1 Exempt Employees	13
4.2 Non-Exempt Employees.....	13
4.3 Part Time, Full Time Status.....	13
Section 5 – Attendance Policies	14
5.1 General Attendance	14
5.2 Tardiness.....	14
5.3 Breaks	14
Section 6 Expectations.....	15
6.1 Performance Reviews	15
6.2 Corrective Counseling and Performance Improvement	15
6.3 Concerns.....	15
Section 7 – Health and Safety.....	15
7.1 Workplace Safety	15
7.2 Workplace Security.....	16
7.3 Emergency Closings	16
Section 8 – Pay and Benefits	16
8.1 Payday	16
8.2 Timesheets.....	17
8.3 Mandatory Benefits	17
8.4 Fringe Benefits	17
8.5 Health Insurance	17
8.6 Retirement Plan.....	17
Section 9 – Leave Policies.....	17
9.1 Paid Time Off	17
9.2 Unused PTO.....	18
9.3 PTO Bank.....	18
9.4 PTO and Separation from Employment	18
9.5 Holidays.....	18
9.6 Jury Duty Time Off.....	19
9.7 Family and Medical Leave	19
9.8 Personal Leave of Absence	19
9.8 Military Leave of Absence	20

9.9 Bereavement Leave.....	20
Section 10 – Separation from Service	20
10.1 Resignation	20
10.2 Final Paycheck.....	20
10.3 Exit Interview	20
Acknowledgement of Receipt for Employee Handbook.....	21
Acknowledgement of Receipt for Employee Handbook.....	22

New Carlisle-Olive Township Public Library Organizational Chart



Revised 12/2017

Section 1 - Welcome

1.1 History, Goals & Culture

Welcome to the staff of New Carlisle-Olive Township Public Library (the Library). The New Carlisle-Olive Township Public Library continues to be the heart of the community and enriches lives by providing lifelong learning, enjoyment, and by being a welcoming place to make connections. The Library has been serving the community since 1902. We have been located in our current building since 2002.

1.2 Purpose of this Handbook

This handbook has been prepared to inform new employees of the policies and procedures of this Library and to establish the Library's expectations. It is not all inclusive or intended to provide strict interpretations of our policies; rather, it offers an overview of the work environment.

This handbook supersedes and replaces any and all personnel policies and manuals previously distributed, made available or applicable to employees.

1.3 At-Will Employment

Employment at this Library is at-will. An at-will employment relationship can be terminated at any time, with or without reason or notice by either the employer or the employee. Nothing contained in the Employee Handbook or in any oral or written statement shall change at-will status or otherwise limit the right to terminate employment at will, except as approved in a written agreement signed by the Library's Director. Policies set forth in this handbook are not intended to create a contract, nor are they construed to constitute contractual obligations of any kind.

1.4 Recruitment & Selection

Job vacancies will be posted in the Library, on the Library's website, and advertised as needed. Applications for employment will be accepted at the library, via mail, fax or email and routed to the Director.

Interviews will be conducted by the Director and other staff in relation to the open position. As part of the interview process, tests may be administered or presentations required that are appropriate to the job responsibilities for the position.

The Library may, at its option, reimburse candidates for salaried positions for reasonable expenses incurred as a result of being interviewed.

The Library reserves the right to recruit and select candidates with the skills, experience and/or education appropriate to the job. The final decision to hire is made by the Director.

The Library may do a background check on prospective or current employees.

The Library is a participant in the Employment Eligibility Verification Program (E-Verify).

1.5 Transfers & Appointments

The library reserves the right to transfer or re-assign employees to different positions when deemed necessary to maintain efficient operations. Workers who are transferred to a lower-paying job, whether voluntarily or involuntarily will receive the lower rate of pay, effective with the start of the first full pay period in which they are employed in the new position.

1.6 Nepotism

Nepotism is prohibited. The Library will not employ the spouse, child, parent, or sibling of the Director or these relatives of any member of the Board.

Employees' children under the age of 18 may not be employed by the Library. No immediate family member of a current staff member will be considered for a position if one member would have supervisory duties over the other.

Section 2 – Workplace Commitments

2.1 Equal Opportunity Employment

This Library is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment based on an individual's race, color, religion, creed, sex (including sexual orientation or gender identity), national origin, age, disability, marital status, veteran status or any other status protected by applicable law. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.

2.2 Individuals with Disabilities

The Library complies with all laws that apply to the employment of individuals with disabilities. The Library prohibits discrimination against individuals with disabilities in any respect, including application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, or privileges of employment. And, the Library provides reasonable accommodations to qualified individuals with disabilities so that they are able perform the essential functions of their job, unless an accommodation would impose an undue hardship on the organization.

Disabilities are unique, and the Library will address each request for accommodation based on the employee's individual circumstances at the time of the request. Through an interactive process, the Library and employee will discuss possible accommodations, and the Library will determine whether it can accommodate the employee without undue hardship.

To begin this interactive process, an employee should contact the Director. As part of the process, the Library may ask the employee to provide information about his or her disability, provided that the information is necessary to establish that the employee has a disability or needs a reasonable accommodation. To help the organization provide effective accommodations, an employee must notify the Director of any work restrictions that may affect the employee's ability to perform the essential functions his

or her job. This includes restrictions related to injuries, illnesses, or other medical conditions that occur on or off the job.

2.3 Introductory Period

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Library uses a 90-calendar-day period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the Library may terminate the employment relationship during or after the introductory period, at-will, and with or without notice or cause. If the Library determines that the designated introductory period does not allow sufficient time to evaluate the employee's performance thoroughly, the introductory period may be extended at the Director's sole discretion for a specified period of time.

2.4 No Discrimination or Harassment

This Library prohibits discrimination and harassment based on race, color, religion, creed, sex (including sexual orientation or gender identity), national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and is free from discriminatory practices, including without limitation harassment. Violations of this policy will not be tolerated.

Harassment is generally defined as unwelcome verbal or non-verbal conduct, based upon a person's protected characteristic, that denigrates or shows hostility or aversion toward the person because of the characteristic, that affects the person's employment opportunities or benefits, that has the purpose or effect of unreasonably interfering with the person's work performance, or has the purpose or effect of creating an intimidating, hostile, or offensive working environment. Harassing conduct includes, but is not limited to: epithets; slurs; negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes; and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group based on their protected characteristic.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature, when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment include: unwelcome or unsolicited sexual advances; displaying sexually suggestive material; unwelcome sexual flirtations, advances, or

propositions; suggestive comments; verbal abuse of a sexual nature; sexually oriented jokes; crude or vulgar language or gestures; graphic or verbal commentaries about an individual's body; display or distribution of obscene materials; physical contact such as patting, pinching or brushing against someone's body; or physical assault of a sexual nature.

Reporting:

Any Library employee who feels that he or she has been harassed or discriminated against, or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of his or her supervisor or the Director. The Library will promptly investigate all allegations of discrimination and harassment and respond appropriately based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent consistent with a fair and thorough investigation.

The Library strictly prohibits any form of retaliation against any employee who has made a complaint in good faith regarding a violation of these policies, or for participating in good faith in an investigation pursuant to these policies. If an employee feels he/she has been retaliated against, the employee should file a complaint using the procedures set forth above.

2.5 Drug-Free / Alcohol-Free Environment

Employees are prohibited from unlawfully consuming, distributing, possessing, selling, or using controlled substances while on duty. In addition, employees must not be under the influence of any controlled substance, such as drugs or alcohol, while at work, on Library premises, or engaged in Library business. The only exceptions to this policy are: (1) using prescription drugs or over-the counter medications, when taken as prescribed or directed; and, (2) reasonably and responsibly consuming alcohol while attending an approved, Library-related social function.

Anyone violating this policy may be subject to disciplinary action, up to and including termination.

2.6 Smoke Free Policy

It is the policy of the Library to comply with the Indiana Clear Indoor Air Law. Therefore, the Library is entirely smoke free. Smoking, including vaping and e-cigarettes, is prohibited in the Library and on Library property.

2.7 Open Door Policy

The Library has an open door policy and takes employee concerns and problems seriously. The Library values each employee and strives to provide a positive work experience. Employees are encouraged to bring any workplace concerns or problems they might have or know about to their supervisor or to the Director.

2.8 Political Activity

Employees are not permitted to engage in any partisan political activity during their work time.

Section 3 – Library Policies and Procedures

3.1 Professional Conduct

This Library expects its employees to adhere to a standard of professional conduct and integrity. This ensures that the work environment is safe, comfortable and productive. Employees should be respectful, courteous, and mindful of others' feelings and needs. General cooperation between coworkers and supervisors is expected. Individuals who act in an unprofessional manner may be subject to disciplinary action.

3.2 Dress Code

An employee's personal appearance and hygiene is a reflection on the Library's character. Employees are expected to dress appropriately for their individual work responsibilities and position.

Because not all casual clothing is suitable for the office, these guidelines will help you determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional, casual appearance at work. Clothing that reveals too much cleavage, your back, your chest, your stomach or your underwear is not appropriate for a place of business. Such items, as well as torn, dirty, or frayed clothing, are unacceptable.

In a casual work setting, employees should wear clothing that is comfortable and practical for work, but not distracting or offensive to others. Any clothing that has words, terms, or pictures that may be offensive to other employees or patrons is unacceptable. Clothing that promotes books, reading, or the Library is encouraged. Sports teams, university, and fashion brand names on clothing are generally acceptable.

No dress code can cover all contingencies, so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable casual attire for work, please ask your supervisor.

Employees who report to work and are inappropriately dressed will be informed by their supervisor. If the employee arrives at work inappropriately dressed on a second occasion, the supervisor will send the employee home to change and the employee will be required to use PTO, if available, or take unpaid time off.

3.3 Library Property

Library property is not for private use and is to be used strictly for Library business. Library property must be used in the manner for which it was intended and is not permitted to

be removed from the Library unless authorized. Upon separation from employment, employees are required to surrender any Library property they possess.

Library computers, internet and emails and phones are provided for business use, and any personal use must be kept to a minimum and must not interfere with work responsibilities.

Employees are strictly prohibited from downloading any "pirated" software, files, or programs and must receive permission from a supervisor before installing any new software on a Library computer. Files or programs stored on Library computers must not be copied for personal use.

Phones are provided for business use. The Library requests that employees not make or receive personal calls while on duty unless a call is urgent or involves an emergency. Personal long distance calls on Library phones are not permitted.

Violations of these policies could result in disciplinary action.

3.4 Privacy

Employees and employers share a relationship based on trust and mutual respect. However, the Library retains the right to access all Library property, including computers, desks, file cabinets, storage facilities, and files and folders, electronic or otherwise, at any time. Employees should not entertain any expectations of privacy when on Library grounds or while using Library property, including computers and other electronic equipment. All documents, files, voice-mails, websites, and electronic information, including e-mails and other communications, created, received or maintained on or through Library property, are the property of the Library, not the employee. Employees should have no expectation of privacy over those files, communications, or documents, including personal email and websites accessed through Library computers.

Additionally, employees have the obligation to protect the privacy of patrons. Both their personal identifying information, the privacy of information sought or received, and materials consulted, borrowed, or acquired should be protected.

3.5 Personnel Files

The Library maintains a personnel file on each employee. These files are kept confidential to the extent possible. Employees may review their personnel file upon request and in the presence of the Director or another member of Library management. It is important that personnel files accurately reflect each employee's personal information. Employees are expected to inform the Library of any change in name, address, home phone number, home address, or emergency contact information.

3.6 Social Media Policy

The following are guidelines for Library employees who participate in social media. Social media includes personal blogs and other websites, including Facebook, LinkedIn, Twitter, YouTube, Instagram, and others. These guidelines apply whether employees are posting to their own sites or commenting on other sites:

1. Follow all applicable Library policies. For example, you must not share confidential or proprietary information about the Library and you must maintain patron privacy. For non-supervisory employees, confidential information does not include information about the terms and conditions of employment if shared with another non-supervisory company employee.
2. Write in the first person. Where your connection to the Library is apparent, make it clear that you are speaking for yourself and not on behalf of the Library. In those circumstances, you should include this disclaimer: "The views expressed on this [blog; website] are my own and do not reflect the views of my employer." Consider adding this language in an "About me" section of your blog or social media profile.
3. If you identify your affiliation to the Library, your social media activities should be consistent with the Library's high standards of professional conduct.
4. Be professional, use good judgment and be accurate and honest in your communications; errors, omissions or unprofessional language or behavior reflect poorly on the Library, and may result in liability for you or the Library. Be respectful and professional to fellow employees, business partners, competitors and patrons. The Library strictly prohibits communications that are vulgar, obscene, harassing, threatening, intimidating, or that contain information that the employee knows to be false.
5. Ensure that your social media activity does not interfere with your work commitments.
6. The Library strongly discourages "friending" of patrons on social media websites except in unusual circumstances such as the situation where an in-person friendship pre-dates the Library relationship.
7. The Library discourages staff in Supervisory roles from initiating "friend" requests with employees they manage. Supervisors may accept friend requests if initiated by the employee, and if the manager/supervisor does not believe it will negatively impact the work relationship.
8. The Library does not endorse people, products, services, or organizations. Official Library accounts should not be used to provide such endorsements. For personal social media accounts where your connection to the Library is apparent, you should be careful to avoid implying that an endorsement of a person or product is on behalf of the Library, rather than a personal endorsement. As an example, LinkedIn users may endorse individuals or companies but must not use the Library's name in connection with the endorsement, state or imply that the endorsement is on behalf of the Library, or state specifically that the endorsement is based on work done at the Library.
9. Unless approved by the Director your social media name, handle, and URL must not include the Library's name or logo.

3.7 Conduct with Minors

The Library appreciates the value a positive adult role model or mentor can have for a child. However, in the interest of protecting all parties involved, the Library has created the following policy which applies to encounters with minors.

Employees shall refrain from engaging in the following behaviors with minors:

- Hugging, kissing, or other physical conduct
- Sexual innuendo, banter, or jokes
- Sharing pornography or other obscene material
- Smoke or use tobacco products in the presence of children and/or youth
- Use any discipline that frightens or humiliates children and/or youth
- Giving or accepting gifts or money without prior authorization from the employee's supervisor

If children attempt to climb into a staff member's or volunteer's lap, they should be gently set aside or given to the caregiver.

Staff and volunteers will not be in one-on-one no-visibility situations with children or young people.

Staff are not permitted to remain alone after closing time with a child. Staff will not give a child a ride home. Staff will not transport children to or from offsite activities.

Library staff are mandatory reporters of child abuse or neglect under the Indiana Code IC 31-33-5. Any staff member who witnesses or suspects child abuse or neglect must call the Indiana Child Abuse and Neglect Hotline and immediately notify their supervisor and the Director.

It is understood that staff and volunteers may have legitimate relationships with minors outside of their contact at the Library (e.g. neighbors, family friends, church work, etc.). However, where such an offsite personal relationship does not exist, staff and volunteers must not socialize with or contact children and youth they have met at the Library.

3.8 Travel Policy

Since the Library does not offer a vehicle for use, the Library will reimburse staff and Board Members for approved travel. Approved travel may include workshops, conferences, and other library business pre-approved by the Director or their proxy. Mileage reimbursement may occur when an employee uses their personal vehicle to attend approved workshops, conferences, and other library business. Mileage involved in the regular commute to work is not covered. Travel, lodging, food, and other required fees (i.e. parking and tolls) associated with approved travel also will be reimbursed. The Library credit card may be used to pay for lodging, meals, and travel expenses not covered by mileage reimbursement. Copies of receipts and mileage claims are required.

Meals for overnight travel will be reimbursed or paid for using the Library credit card in amounts not to exceed \$25 per day. Alcoholic beverages are NOT reimbursable.

Anyone traveling on library business must maintain their own automobile insurance policy. Employees using their privately-owned vehicle for business travel should understand that their personal automobile insurance is the primary insurance carrier and should not expect that an insurer of the Library (including the staff or the Board of Trustees) will bear responsibility for any damage incurred.

Section 4 - Employment Classification

This Library assigns positions, determines wages and compensates employees for overtime in accordance with state and local laws and the Fair Labor Standards Act.

Director: Full Time

Assistant Director: Full Time

Professional: Full Time

Clerk: Part Time

Page: Part Time ineligible for benefits

Maintenance: Part Time

4.1 Exempt Employees

Exempt employees are those that are excluded from the overtime pay requirements of the Fair Labor Standards Act. Exempt employees are paid a salary and are expected to work beyond their normal work hours whenever necessary to accomplish the work of the Library. Exempt employees are not eligible to receive overtime compensation. Employees should consult with an administrator if they have questions regarding their classification as an exempt employee.

4.2 Non-Exempt Employees

Non-exempt employees are those eligible for overtime pay of 1.5 times their regular rate of pay for all hours worked over 40 per work week. All overtime must be approved in advance. An employee who works unauthorized overtime will be paid for the time worked but may be subject to disciplinary action, depending on the circumstances.

Employees should consult with an administrator if they have questions regarding their classification as a non-exempt employee.

4.3 Part Time, Full Time Status

Part-time or full-time status depends on the number of hours per week an employee works. Regular employees who work fewer than 35 hours are part-time employees and are not eligible for fringe benefits as described in this handbook. Regular employees who work at least 35 hours are full-time employees and eligible for benefits.

From time to time the Library may hire employees for specific projects or periods of time.

Section 5 – Attendance Policies

5.1 General Attendance

Employee hours vary depending on job responsibilities. Supervisors will provide employees with their work schedule. Should an employee have any questions regarding his/her work schedule, the employee should contact the supervisor.

Employees are expected at work on all scheduled work days and during all scheduled work hours and to report to work on time. Employees who will be late to, or absent from, work should notify a supervisor as far in advance as possible, but not later than one hour before his/her scheduled starting time if he/she expects to be late or absent, or as soon as practical in the event of an emergency. Chronic attendance violations, including tardiness and absenteeism, may result in disciplinary action. An employee who fails to attend work or contact his/her immediate supervisor, the Director, or Assistant Director, for two consecutive work days will be considered as having voluntarily resigned, unless the Library decides to excuse the absences based on the circumstances.

Employees who need to leave early, for illness or otherwise, should inform a supervisor before departure. Unauthorized departures may result in disciplinary action.

5.2 Tardiness

Employees are expected to arrive on time and ready for work. An employee who arrives at least 15 minutes after their scheduled arrival time is considered tardy. The Library recognizes that situations arise which hinder punctuality; regardless, excessive tardiness is prohibited, and may be subject to disciplinary action.

5.3 Breaks

Any employee working more than seven hours must take at least a 30 minute meal break. Employees under age 18 working 6 hours or more must take at least a 30 minute meal break no later than the fifth hour. This break is not paid time and no notification of leaving the building is necessary. Employees must not perform any work during their unpaid meal break.

Meal breaks may not be used to reduce the workday and may not be taken at the beginning or end of a shift. Employees must still work the number of hours they are scheduled each day. Meal breaks more than one hour must be approved by the supervisor, and any schedule change must be posted on the online schedule.

Section 6 Expectations

The Library expects every employee to act in a professional manner. Satisfactory performance of job duties and responsibilities is key to this expectation. Employees should attempt to achieve their job objectives, and act with diligence and consideration at all times. Poor job performance can result in disciplinary action, up to and including termination.

6.1 Performance Reviews

To ensure that employees perform to the best of their abilities, it is important that they be recognized for good performance and that they receive appropriate suggestions for improvement when necessary. Consistent with this goal, each employee's performance will be evaluated annually by their supervisor.

Informal and formal performance reviews provide staff members with frequent opportunities to define and improve job performance and behavior. It is the Director's responsibility to develop and maintain a work environment in which employees can openly discuss performance and develop plans.

Evaluation of Director: Input from the full Board of Directors shall be taken into consideration for the annual performance review. The Personnel Committee/Executive Board will determine if a payroll increase is warranted and will submit a written evaluation regarding the performance of the Director.

6.2 Corrective Counseling and Performance Improvement

The Library is committed to providing a supportive environment with ongoing informal feedback on a regular basis. Should problems arise, the Library maintains a discipline procedure which allows adequate opportunity for a staff member to improve unacceptable performance or behavior, which might include, but not limited to, under-performance or a violation or conflict with policy. Progressive discipline process includes performance coaching, written warning and disciplinary action. The objective of this procedure is to correct rather than penalize. Exceptions to this disciplinary procedure may occur where good organizational practice demands immediate dismissal of a staff member.

6.3 Concerns

The Library strives to be attentive and responsive to employee needs and concerns. Employees will not be penalized or retaliated against for bringing concerns to the attention of management. If the concern is not resolved to the employee's satisfaction, the employee may put in writing the details of his or her concern and submit to the Director. Final resolution will be made by the Director and discussed with the employee.

Section 7 – Health and Safety

7.1 Workplace Safety

The Library takes every reasonable precaution to ensure that employees have a safe working environment. Safety measures and rules are in place for the protection of all

employees. Ultimately, it is the responsibility of each employee to help prevent accidents. To ensure the continuation of a safe workplace, all employees should review and understand all provisions of the Library's workplace safety policy. Employees should use all safety and protective equipment provided to them, and maintain work areas in a safe and orderly manner, free from hazardous conditions. Employees who observe an unsafe practice or condition should report it to a supervisor or the Director immediately. Employees are prohibited from making threats against anyone in connection with his/her work or engaging in violent activities while in the employ of the Library.

In the event of an accident or injury, employees must notify a supervisor immediately. An Accident/Incident Report must be filled out and submitted to the Director. Physical discomfort caused by repetitive tasks must also be reported.

Employees should recognize any potential fire hazards and be aware of fire escape routes and fire drills. Do not block fire exits, tamper with fire extinguishers or otherwise create fire hazards.

7.2 Workplace Security

Employees must be alert and aware of any potential dangers to themselves or their coworkers. Take every precaution to ensure that your surroundings are safe and secure.

Guard personal belongings and Library property. Visitors to staff areas should be escorted at all times. Report any suspicious activity to a supervisor immediately.

7.3 Emergency Closings

The Library may be closed for snow days, weather emergency, or building emergency at the discretion of the Director. The Director will immediately notify the President of the Board, supervisors, WSBT, and WNDU of such closing. Supervisors are responsible for notifying department staff. The Assistant Director will post a notice to social media and the outdoor sign.

Employees scheduled to work on the day of any such closing will receive full pay for the number of hours for which they are scheduled. No pay shall be due to employees not scheduled to work on the day of a closing.

Employees unable to get to work due to weather conditions when the Director has not declared an emergency or snow day must use PTO.

Section 8 – Pay and Benefits

8.1 Payday

The Library pays employees by means of direct deposit bi-weekly on Fridays. The employee's pay is directly deposited into a checking or savings account at the financial institution of the employee's choice. Pay vouchers are made available to employees electronically, unless otherwise stated. If a payday falls on a holiday, employees will be paid on the last working day preceding the holiday.

Automatic deductions from payroll include federal income tax, state income tax, FICA, county income tax, retirement, and insurance when applicable.

8.2 Timesheets

Each employee is responsible for clocking in and out using time clock software and keeping an accurate record of hours worked.

8.3 Mandatory Benefits

As required by law, the Library provides the following benefits: Social Security, Worker's Compensation, and Unemployment Compensation.

8.4 Fringe Benefits

Health and life insurance and retirement benefits are provided voluntarily by the Library. The Library reserves the right to modify or eliminate such benefits at any time.

8.5 Health Insurance

The Library makes group health benefits available to eligible employees and their family members. Health, dental, vision, and life Insurance are included. Eligible employees are full time employees who have worked for 90 days.

Employee health benefits are paid in part by the Library. The remainder of the cost is the employee's responsibility. Employees can receive details about benefits provided, contribution rates, and eligibility from the Assistant Director.

8.6 Retirement Plan

Participation in the Indiana Public Retirement System (INPRS) is available to eligible employees. Questions about an employees' eligibility or INPRS account can be directed to the Director or Assistant Director.

Section 9 – Leave Policies

9.1 Paid Time Off

The Library provides, as a benefit, paid time off (PTO) for its eligible employees. The purpose of PTO is to provide employees with flexible paid time off from work that can be used for such needs as vacation, personal or family illness, doctor appointments, school, volunteerism, and other activities of the employee's choice.

Requests for time off should be submitted 2 weeks in advance to a supervisor through the online scheduling system, and the supervisor may approve or deny the request based on Library resources. The Library is flexible in approving time off when doing so would not interfere with library operations. PTO must be used in no less than 30 minute increments.

Situations may arise where an employee needs to take time off for their illness or the illness of a family member. In these cases the employee should notify their supervisor as soon as possible and no later than one hour before the start of their shift. A staff member will be asked to provide a note from a healthcare provider for an unscheduled absence of 3 or more consecutive scheduled work days.

A regular employee is eligible to receive paid time off the first day of the month after 3 months of service. The amount will be prorated based on the number of months remaining in the year on the first of that month.

Ex. Start date June 15. PTO begins October 1st with 12.5 PTO hours for part time or 35 hours for full time.

Years of service through December 31	Part Time	Part time Maximum PTO Bank	Full Time	Full time Maximum PTO Bank
> 1 year	Pro-rated	N/A	Pro-rated	N/A
1-4 years	50	150	140	210
5-9 years	70	150	168	210
10+ years	90	150	196	210

9.2 Unused PTO

Up to 35 hours of PTO not used by December 31 will be placed in the employee's PTO bank. Employees may bank up to the number of hours indicated in the chart. If an employee has reached their PTO Bank max, unused PTO hours will not be carried over to the following year or reimbursed and will be forfeited as of the close of business on December 31.

9.3 PTO Bank

The PTO Bank may only be used for short- or long-term medical leave of the employee and immediate family members (i.e., Spouse, Children, Parents, In-laws, Siblings, and anyone living in the employees household), including maternity/paternity leave, including the adoption of a child. The PTO Bank can only be used if all but 1 week of PTO is used up for the year. Employees must submit a request, in writing, to use any time in their PTO Bank. Verification by the employee's healthcare provider may be required.

9.4 PTO and Separation from Employment

Upon separation from employment for any reason, whether voluntarily or involuntarily, an employee will not be paid for unused regular PTO. An employee will be paid out remaining unused time accrued in his or her PTO Bank.

9.5 Holidays

The Library Board of Trustees will approve the schedule of observed holidays each year.

Holidays are observed on a paid basis for all eligible employees. Full-time employees receive 8 hours of holiday pay for those days designated by the Board of Trustees each

year. Part-time employees receive 4 hours of holiday pay. Pages are not eligible for holiday pay. Employees on unpaid leave do not receive holiday pay.

Members of religious groups may use PTO to observe religious holidays that are not holidays that the Library observes.

9.6 Jury Duty Time Off

The Library understands that occasionally employees are called to serve on a jury. Employees who are selected for jury duty must provide a copy of their jury summons to a supervisor. Time taken for jury duty is granted on a paid basis for full-time employees, up to a maximum of one week. To receive payment for jury duty, an employee must inform the Library of the amount of any compensation received for the jury duty service and will receive payment from the Library for the difference between that compensation and the employee's normal pay. Employees released from jury duty with at least 4 hours remaining in the workday are expected to return to work.

9.7 Family and Medical Leave

All regular full-time employees who have completed their introductory periods are eligible to take a medical leave of absence for up to thirty (30) calendar days, at the discretion of the Director. A request for medical leave of absence must be submitted to the Director and accompanied by a statement from the employee's health care provider indicating the need for medical leave and the expected return to work date.

The federal Family and Medical Leave Act does not apply to the Library because of the size of our workforce. Therefore, medical leaves for more than thirty (30) days may be granted at the sole discretion of the Director or as required by other applicable law, including as reasonable accommodation under the Americans with Disabilities Act.

9.8 Personal Leave of Absence

Leave of absence is time off in a non-pay status and will not be considered time worked for purposes of determining eligibility for, or the amount of, certain benefits, including but not limited to PTO or holiday time. When an employee returns from a leave of absence, the eligibility and accrual dates for such benefits will be adjusted forward to reflect the period of the leave. If a paid holiday falls during the period an employee is on a leave of absence, the employee will not be eligible for the holiday pay.

An employee must submit a request for leave of absence in writing to the director. Leaves of absence will not be granted for periods less than two weeks in duration. Available PTO should be used for such absences of less than two weeks.

The employee has the responsibility to keep the director advised of the leave situation. Except as required by law, the Library cannot guarantee an employee's position will be open when he or she returns from a leave of absence. The Library will make a reasonable effort consistent with good business practices and the Library needs to reinstate an employee to the same position he or she previously occupied, or to a

similar position, following a leave of absence. If an employee does not return to work immediately after an approved leave or fails to contact the organization to request an extension of the leave, the Library will assume that the employee has voluntarily resigned his or her position with the organization.

9.8 Military Leave of Absence

The Library handles all leaves of absence related to military service consistently with its obligations under the Uniformed Services Employment and Re-Employment Rights Act. Please see the Director for more information.

9.9 Bereavement Leave

Bereavement leave time is defined as time off to attend to matters related to the death of a family member. Regular employees may be paid bereavement leave, which is reserved for the death of an immediate family member and may not exceed 5 days per occurrence. Employees requiring more time off may use PTO. An immediate family member is defined as parent, step-parent, current spouse, sibling, step-siblings, child, step-child, current mother and father-in-law, current brother and sister-in-law, grandparent, grand child, step-grandchild, or someone living in your household.

Section 10 – Separation from Service

10.1 Resignation

The Library recognizes that personal situations may arise that require a resignation of employment. Should this occur, the Library requests that the employee provide two weeks' advance notice in writing. Unused vacation and personal time may not be used towards this notice. Failure to give this notice results in ineligibility for rehire. This request does not alter an employee's at-will relationship with the Library. All rights and privileges of employment with the Library terminate upon the date of separation. Employees are required to return all Library property assigned to them.

10.2 Final Paycheck

Employees who terminate employment with the Library will be given their final pay by direct deposit. Should the employee close those accounts, their final pay will be mailed to the address on file.

10.3 Exit Interview

The Library may request an exit interview upon notice of termination. The purpose of the exit interview is to complete necessary forms, collect Library property and discuss employment experiences with the Library.

Acknowledgement of Receipt for Employee Handbook

(Employee Copy – Keep with handbook)

I acknowledge that I have received a copy of the Employee Handbook. I understand that I am responsible for reading the information contained in the Handbook. I understand that the handbook is intended to provide me with a general overview of the Library's policies and procedures.

I acknowledge that nothing in this handbook is to be interpreted as a contract, expressed or implied, or an inducement for employment, nor does it guarantee my employment for any period of time. I understand and accept that my employment with the Library is at-will. I have the right to resign at any time with or without cause, just as the Library may terminate my employment at any time with or without cause or notice, subject to applicable laws. I understand that nothing in the handbook or in any oral or written statement alters the at-will relationship, except a written agreement signed by the Director.

I acknowledge that the Library may revise, suspend, revoke, terminate, change or remove, prospectively or retroactively, any of the policies or procedures of the Library, whether outlined in this handbook or elsewhere, in whole or in part, with or without notice at any time, at the Library's sole discretion.

(Signature of Employee)

(Date)

(Library Representative)

Acknowledgement of Receipt for Employee Handbook

(Employer Copy – Detach and retain for records)

I acknowledge that I have received a copy of the Employee Handbook. I understand that I am responsible for reading the information contained in the Handbook. I understand that the handbook is intended to provide me with a general overview of the Library's policies and procedures.

I acknowledge that nothing in this handbook is to be interpreted as a contract, expressed or implied, or an inducement for employment, nor does it guarantee my employment for any period of time. I understand and accept that my employment with the Library is at-will. I have the right to resign at any time with or without cause, just as the Library may terminate my employment at any time with or without cause or notice, subject to applicable laws. I understand that nothing in the handbook or in any oral or written statement alters the at-will relationship, except a written agreement signed by the Director.

I acknowledge that the Library may revise, suspend, revoke, terminate, change or remove, prospectively or retroactively, any of the policies or procedures of the Library, whether outlined in this handbook or elsewhere, in whole or in part, with or without notice at any time, at the Library's sole discretion.

(Signature of Employee)

(Date)

(Library Representative)