

Employee Policy

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Brownsburg Public Library
Brownsburg, IN 46112

**Brownsburg Public Library
Employee Policy**

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FOREWORD

The Brownsburg Public Library was founded in 1916 and occupied the Carnegie building on Main Street. Our current facility on Jefferson Street was built in 1981 and renovated in 1999. The library serves residents within Brown and Lincoln Township and has a reciprocal agreement with several Hendricks County libraries and Lebanon Public Library. The library is funded through property and income taxes and miscellaneous revenues.

Welcome to the Brownsburg Public Library! We hope you find us to be a vibrant place to work and that your role is critical to our mission of providing a friendly, open destination for the community. We consider the employees of the Brownsburg Public Library to be one of its most valuable resources and look forward to a long and successful association. This policy has been written to serve as a guide for the employer/employee relationship.

There are several things to keep in mind about this policy. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy to you, you should address your specific questions to the Director. Neither this policy nor any other library document constitutes an express or implied contract of employment. Nor does it guarantee any fixed terms and conditions of your employment. The employee may terminate his or her employment at any time. The library also may terminate the employee's employment at any time, with or without cause and without prior notice by the library.

The library reserves the unilateral right to change, withdraw or add to these policies at any time. We will try to inform you of any changes as they occur.

Adopted – 07/14

Employee Policy Acknowledgment and Receipt

I have received access to the Employee Policy.

The employee policy describes important information about Brownsburg Public Library, and I understand that I should consult my manager or Director regarding any questions not answered in the policy. I have entered into my employment relationship with Brownsburg Public Library voluntarily and acknowledge that there is no specific length of employment. **Accordingly, either I or Brownsburg Public Library can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.**

I understand and agree that, other than the Director of Brownsburg Public Library and the Library Board, no manager or representative of Brownsburg Public Library has the authority to enter into any agreement for employment other than at will; only the Director of Brownsburg Public Library and the Library Board has the authority to make any such agreement and then only in writing signed by the Director of Brownsburg Public Library.

This policy supersedes any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with Brownsburg Public Library. By distributing this policy, the company expressly revokes any and all previous policies that are inconsistent with those contained herein.

I understand that, except for employment-at-will status, any and all policies may be changed at any time by Brownsburg Public Library, and the library reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. Only the Brownsburg Public Library Board has the ability to adopt any revisions to the policies.

I understand and agree that nothing in the Employee Policy creates, or is intended to create; a promise or representation of continued employment and that employment at Brownsburg Public Library is employment at will, which may be terminated at the will of either Brownsburg Public Library or me. Furthermore, I acknowledge that this policy is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by Brownsburg Public Library or me.

I have received access to the policy, and I understand that it is my responsibility to read and comply with the policies contained in this policy and any revisions made to it.

Employee's Signature

Employee's Name (Print)

Date

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

Adopted – 07/14

DIVERSITY

Equal Employment Opportunities

This Equal Employment Opportunity (EEO) Policy reaffirms the policy and commitment of the Brownsburg Public Library to provide equal employment opportunities for all employees and job applicants. The Library endorses and will follow our EEO Policy in implementing all employment practices, policies, and procedures.

The Brownsburg Public Library will recruit, hire, train, and promote persons in all job titles without regard to race, color, religion, national origin, veteran status, sex, age, physical or mental disability (except where the disability prevents the individual from being able to perform the essential functions of the job and cannot be reasonably accommodated in full compliance with the law), genetic information (including family medical history), or other legally-protected status. The Library will make employment decisions so as to further the principle of equal employment opportunity. The Brownsburg Public Library will ensure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid and nondiscriminatory requirements for advancement opportunities. The Library also will ensure that all personnel decisions and actions (including but not limited to: compensation, benefits, transfers, promotions, layoffs, returns from layoff, discipline, terminations, Library-sponsored training, and social and recreation programs) will be administered without regard to race, color, religion, national origin, veteran status, sex, age, disability, genetic (including family medical history) information, or other legally-protected status. The Library will also not request, require, or purchase genetic information (including family medical history) regarding any applicant or employee or their family members except as required or permitted by law.

All employees are expected to comply with our EEO policy. Concerns regarding possible violation of his policy should be promptly directed to the Director or the Library Board. The Library will engage in a prompt, thorough, and impartial investigation of, and will attempt to resolve, all such complaints. Any employee who violates this policy or retaliates in any way against complainants under the policy will be subject to discipline, up to and including termination of employment.

Adopted – 04/84; Revised – 06/96, 02/04, 03/10, 07/11, 06/12, 06/13, 07/14, 07/15, 01/17

Anti-harassment

The Brownsburg Public Library is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, the Brownsburg Public Library expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

The Brownsburg Public Library will not tolerate any type of inappropriate behavior that may lead to forms of harassment as defined by law. Inappropriate behavior includes, but is not limited to; verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, gender, national origin, age, mental or physical disability or other legally-protected status, or that of the individual's relatives, friends, or associates, and that a) has the purpose or effect of creating an intimidating, offensive, or hostile working environment; b) has the purpose or effect of

unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to, the following:

- epithets, slurs, negative stereotyping or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, age disability or other legally-protected status.
- Verbal or graphic material that defames or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, disability, or other legally-protected status, that is electronically communicated or placed on walls, bulletin boards, or elsewhere on the Library property, or that is otherwise circulated in the workplace.
- Offensive slogans, pictures or messages on t-shirts, sweatshirts, other items of clothing, or tattoos.

Included in this policy is a specific prohibition against sexual or gender-based harassment. It is against the policy of the Library for any employee, whether the director, a manager, or coworker, to sexually harass another employee. Sexual harassment or sex-based harassment occurs when unwelcome conduct of a sexual nature becomes a condition of an employee's continued employment, affects other employment decisions regarding the employee, or creates an intimidating, hostile, or offensive working environment. The Library also prohibits harassment by third parties, including vendors, clients, or visitors.

Sexual and sex-based harassment may include any of the following:

- Requests for sexual favors
- Unwanted physical contact, including touching, pinching or brushing the body
- Verbal harassment, such as sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions and threats
- Non-verbal conduct, such as display of sexually suggestive objects or pictures, leering, whistling or obscene gestures
- Acts of physical aggression, intimidation, hostility, threats or unequal treatment based on sex (even if not sexual in nature)
- Inappropriate or adverse treatment because an employee does not fit a gender stereotype

In the event that a staff member feels harassed by a non-employee or a co-worker, the Grievance policy should be followed. No victim retaliation or discrimination will result from any good-faith complaint made under this policy. A thorough and impartial investigation of all complaints will be conducted in as timely and confidential a manner as reasonably possible under the circumstances and applicable legal constraints. Any employee of the Library who has been found, after appropriate investigation, to have harassed another employee or non-employee in violation of this policy will be subject to disciplinary action up to and including discharge.

Adopted – 04/92; Revised – 03/07, 07/14, 07/15, 01/17

Grievance

Staff who believes that they have been a victim of inappropriate behavior, harassment, unfairly treated or that some library practice is unwise the matter should be reported to and discussed with the Director. If no satisfactory solution is reached, they may submit in writing to the secretary and president of the Board of

Trustees a request for a Board Hearing on the matter. The Board will hear all of the parties involved. Every complaint of inappropriate behavior or harassment will be investigated thoroughly and promptly, in as confidential a manner as possible. The library does not tolerate retaliation against any employee for making a complaint under this policy or for cooperating in an investigation of any complaint under this policy. If inappropriate behavior is found, the library will promptly discipline the offender. Disciplinary action for a violation of this policy can range from oral or written warnings up to and including immediate termination.

Adopted – 04/84; Revised – 03/07, 03/10

Americans with Disabilities Act (ADA) & Amendment Act (ADAAA)

Employment opportunities with the library are based on the individual's ability to do the job. It is our goal to make reasonable accommodations when necessary to aid the employment and advancement of disabled workers who are qualified to perform essential job functions unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to Brownsburg Public Library.

A qualified employee with a disability is encouraged to request an accommodation if needed to perform the job tasks more effectively. Make your request to the Director or Assistant Director. The Director and Assistant Director will then meet with you to discuss your disability in relation to the duties of your job.

Adopted – 04/84; Revised – 06/96, 02/04, 03/10, 07/11, 06/12, 06/13, 07/14

Religious Accommodations

Employees who have a sincerely held religious belief requiring reasonable accommodation to be able to perform the essential functions of their job should contact the Director, Assistant Director or Manager. The Library will then engage in discussions with the individual employee to verify the need for such accommodation and determine what accommodation the Library can and will reasonably provide under the specific circumstances.

Adopted – 01/17

EMPLOYMENT

Chain of Command

The Chain of Command will be as followed and is included in the job descriptions.

- Director
- Assistant Director
- Managers – Information Services Manager, Customer Services and Page Manager and Technical Services Manager
- Information Services Librarians

Management includes Director, Assistant Director and Managers.

Adopted – 04/84; Revised – 04/94, 04/09, 07/11, 07/15, 01/17

Employee Classification Categories

The Library maintains standard definitions of employment and classifies employees in accordance with these definitions:

- **Full time** employment is 37.5 worked hours and can be exempt or non-exempt. Employees will be scheduled to work 40 hours a week which includes a half hour unpaid meal period. The schedule may include nights and weekends. These employees are eligible for full participation in benefits programs. Exceptions to schedule will be made by the Manager.
- **Part time** employees will normally work in segments assigned by the Manager not to exceed 29.5 hours in any week and are non-exempt. A half hour unpaid meal period will be added to the daily schedule, if the assigned work schedule is over a meal period. Part time employees are not eligible for benefits.
- **A certified substitute** employee may have a regular weekly schedule not to exceed 10 hours per week and is non-exempt. A certified substitute employee should be able to fill-in the schedule as needed on short notice not to exceed 36 hours per week. Certified substitute employees are not eligible for employee benefits. Certified substitute employees by Indiana law need not complete the required number of Library Education Units (LEUs).

Additionally, all employees are defined as either exempt or non-exempt as governed by the Fair Labor Standards Act (FLSA).

- Exempt employees are employed in an executive, administrative, professional, or outside sales capacity and who are not covered by the federal minimum wage and maximum hours laws.
- Non-exempt employees do not pass all the FLSA tests for exempt status and covered by the federal minimum wage and maximum hours laws. Non-exempt employees are entitled to overtime pay.

The library uses FLSA rules and guidelines to determine which jobs are exempt and which are non-exempt. All employees, regardless of employment classification, are subject to all the Library rules and procedures.

Adopted – 03/84; Revised – 04/92, 07/93, 11/93, 07/97, 04/99, 02/02, 02/04, 03/05, 03/07, 03/08, 04/09, 03/10, 12/11, 07/14, 07/15, 01/17

Hiring Policy

The Brownsburg Public Library intends to comply with the certification practices of the Indiana Library and Historical Board and employ professional librarians according to population requirements.

It is the policy of the Brownsburg Public Library to fill all positions with the best-qualified people. The library also prefers to promote from within whenever possible. As positions become available, Managers will, at their discretion, either interview a qualified employee of the library or open the position for application by internal and external candidates.

When openings occur, notices of openings will be posted in the library for internal applicants and on the library website for external candidates. Applications will be taken for positions as openings occur. The applications will be retained for six (6) months after the position is filled. As openings occur applicants must present their applications again.

Un-solicited applications will be retained for six (6) months.

The Director will approve all promotions and new hires prior to the job offer by the Manager. The Library Board will approve the hiring of the new employee or promotion of an existing employee.

Adopted – 04/84; Revised – 06/96, 02/04, 03/10, 07/11, 06/12, 06/13, 07/14, 01/17

Citizenship Verification

U.S. law requires companies to employ only individuals who may legally work in the United States – either U.S. citizens, or foreign citizens who have the necessary authorization. The Brownsburg Public Library will comply with the federal law requiring the completion of Form I-9, Employment Eligibility Verification, for every individual. The library participates in the online E-verify program, an Internet-based system that allows businesses to determine the eligibility of their employees to work in the United States. The form must be completed and documents verified prior to using E-Verify. The library will comply with the E-Verify requirement of filing within 72 hours of an employee's first date of work for pay.

Adopted – 04/84; Revised – 06/96, 02/04, 03/10, 07/11, 06/12, 06/13, 01/17

Nepotism

It is the library's policy that relatives of existing library employees are not eligible for employment with the library. In the event a relative of a library employee is currently employed by the library, the relative may not work in the same department or be under the supervision of such employee. If a relative relationship is established after employment, the individuals concerned within thirty (30) days after the relative relationship is established shall, subject to the approval of the Director, decide to which library department one of the relatives shall be assigned in order to ensure that such relative is not under the supervision of the other relative. If that decision is not made within thirty (30) calendar days, the Director shall make such determination. The employment of relatives within a small organization such as the Library has the potential to cause serious conflicts and issues with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships. In case of actual or potential problems, the Board will take prompt which can include reassignment, or if necessary, termination of employment for one or both of the related individuals involved

In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

For the purpose of this policy, a relative is defined as a spouse, including the spouse's immediate family, parent, sister, brother, child, grandchild, stepparent, stepchild, stepsister, or stepbrother.

This policy also applies to individuals who are not legally related but who reside with another employee and to Library Trustee relatives as defined because of a Trustees' role in ratifying hiring and approving salaries and job descriptions.

Adopted – 04/84; Revised – 06/96, 02/04, 03/10, 07/11, 06/12, 06/13, 07/14, 07/15

Personal Background Check

To protect patrons and staff members, the Brownsburg Public Library will require an inquiry into the personal background of each prospective employee eighteen (18) years of age and older that the Director recommends or approves to hire. The personal background check must be completed prior to their first working day and the Library Board approval. A job may be offered to and accepted by the prospective employee but their employment is contingent on the personal background check.

The Director, or designee, shall establish the necessary procedures for obtaining the personal background information on the prospective employee. The personal background check shall include:

- expanded national criminal history check (as defined by IC 20-26-2-1.5)
- national sex-offender registry check
- telephone inquiry with former employers
- explanations of any employment gaps to ensure the recommended employee has not omitted an employer where an offense occurred

The procedures shall provide the guidelines for using the personal background information. The records obtained from pre-employment inquiries under this policy are confidential and shall not be released.

Any costs associated with obtaining the personal background check will be paid by the library.

During the course of his/her employment with the library, the employee shall be required to report his/her conviction of criminal charges to the Director within two (2) business days of the occurrence. The Director shall obtain review of each reported conviction and shall recommend appropriate action to the Board considering the risk to the patrons presented by the continued employment of the convicted employee.

Adopted – 04/84; Revised – 06/96, 02/04, 03/10, 07/11, 06/12, 06/13, 07/14

Emergency Positions

In case of library personnel emergencies, temporary personnel may be hired by the Director pursuant to Board guidelines subject to Board approval at the next Board meeting. Salaries will be determined by Library Board.

Adopted – 04/84; Revised – 09/88, 06/94, 03/97

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 Brownsburg Public Library (Library) uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or Library may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first sixty (60) days after their date of hire. Employees who are promoted or transferred within the Library must complete a secondary introductory period of thirty (30) days with each reassignment to a new position. Any significant period of absence will automatically extend an introductory period by the length of the absence. If the Library determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

The Library is an at will employer and satisfactory completion of the introductory period does not constitute a contract of employment between the employee and the Library as the employee or the Library may end the employment relationship at any time with or without cause or advance notice.

Adopted – 04/84; Revised – 05/91, 04/94, 02/04, 03/07, 03/10, 06/13, 01/17

Layoff Policy

The library may need to restructure its operations or reduce its work force under some circumstances. If this becomes necessary, the library will attempt to provide advance notice to employees so as to minimize the impact on those affected. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short term or indefinite.

In determining which employees will be subject to layoff, the library will consider, among other things, operational requirements; the skill, productivity, past performance, and attendance of those involved; and, whenever feasible, length of service.

When additional employees are needed, the library will recall individuals according to these same selection criteria. The library reserves the right to hire new employees during a layoff period when required skills for the work at hand are not available without training among the laid off employees.

Benefits will terminate at the time of layoff. Insurance coverage, though not paid for by the Library, will remain available under the provisions of COBRA.

If an employee on layoff is recalled and does not accept the recall within three (3) days, the employee will be self-terminated. If an employee on layoff is not recalled within 180 calendar days, the employee will be terminated due to lack of work.

Adopted – 04/84; Revised – 02/04, 07/14, 01/17

Suspension

The Board and/or Director reserve the right to terminate or suspend any employee without pay pending investigation of charges of misconduct or dishonesty in the performance of library duties.

The following examples of misconduct are listed for the guidance of all employees. This list is not intended to be a comprehensive list of all prohibited activity. It is only a list of examples of conduct that may result in discipline.

- 1) Falsifying your employment application or other employment records such as time sheets and/or expense reimbursement forms.
- 2) Excessive or habitual absenteeism or tardiness from work.
- 3) Using obscene, abusive or threatening language or gestures while on the library's premises.
- 4) Failure to maintain the confidentiality of the library or patron information.
- 5) Willfully breaking a known policy of the library.
- 6) Possession or consumption of any alcoholic beverage, illegal drugs or the illegal use of drugs on or in the library's property.
- 7) Insubordination.
- 8) Carrying weapons of any kind on the library's premises.
- 9) Sleeping while on duty.
- 10) Sexual, racial or general harassment of a fellow employee.
- 11) Loitering or loafing during working hours.
- 12) Reporting for work under the influence of alcohol, illegal drugs or the illegal use of drugs.
- 13) Clocking in on behalf of another employee or falsifying clock in/clock out times or reported work hours
- 14) Performing personal work on the library's time.
- 15) Unauthorized possession of or removal of, or cooperation in the unauthorized possession of or removal of property or possessions belonging to co-workers, patrons, or the library...or applying to your own use, any property, possessions, record or document belonging to the library or to co-workers.
- 16) Disguising your identity when creating or transmitting messages or material on or from the library's computer and electronic communication equipment.
- 17) Inappropriate language or behavior to the public while performing regular duties.
- 18) Theft of patron, co-workers, and/or library materials, equipment or money

The above list does not include all possible actions that may be unacceptable. If an employee engages in behavior which the library considers detrimental to the interests of the library, or threatens the well-being of other employees or patrons, the library may terminate the employee immediately.

Adopted – 04/84; Revised – 02/04, 03/05, 07/14, 01/17

Separation of Employment Policy

The ending of your employment with the library may occur in several ways, such as:

- 1) **Resignation:** Although we hope your employment with us will be mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily terminate

employment. Resigning employees are encouraged to provide two (2) weeks' notice in writing to facilitate a smooth transition.

- 2) **Retirement:** Employees who wish to retire are encouraged to notify their Manager in writing at least one (1) month before the planned retirement date.
- 3) **Self-termination:** Employees who fail to report to work or contact their Manager for three (3) consecutive work days shall be considered to have self-terminated without notice, effective at the end of their normal shift on the third day.
- 4) **Layoff and/or Release:** When the Employer initiates your termination due to lack of work, a change in the workforce, or for any other reason other than misconduct. After 180 calendar days, the employee will be terminated due to lack of work.
- 5) **Termination:** Employees of Brownsburg Public Library are employed on an at-will basis, and the library retains the right to terminate an employee at any time.

In the case of a layoff, the library will try to give you two (2) weeks advance notice, unless circumstances require less time or no notice. In the case of a termination, the library may terminate you immediately following an incident of misconduct.

Management will attempt to schedule an Exit Interview prior to the employee's last day of work.

Adopted – 02/04, 07/14, 01/17

Return of Library Property

The separating employee must return all library property at the time of separation, including keys, key fobs, computers, equipment and other materials.

Adopted – 07/14

Rehiring Policy

Employees that have left employment voluntarily may be rehired through a position opening and application to the position. Any seniority, previous years of service, benefits, and leaves will not carry over upon rehire. Upon rehire all benefits and leaves apply as if the employee is a new hire without a history of employment with the Brownsburg Public Library.

Adopted – 04/84; Revised – 02/04, 01/09

Reference Request

All requests for an employment reference must be directed to the Director. No manager or other employee is permitted to provide a reference for current or former employees without prior authorization from the Director. The Library's general policy regarding references for employees who have left the library is to disclose only the dates of employment and the title of the last position held. If the employee provides written authorization, the library may also provide a prospective employer with information regarding the amount of salary or wage last earned. No further information will be disclosed to third parties without an executed release holding the library and the third party harmless for such disclosure and its use. The library reserves the right, in its discretion, not to respond to a request for additional information.

Adopted - 01/17

WORKPLACE SAFETY

Drug-Free Workplace

The library has a longstanding commitment to provide a safe and productive work environment. We also expect our employees to report to work each day fit to perform their jobs. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facility. For these reasons, the Brownsburg Public Library is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

Adopted – 07/14, 01/17

Substance Abuse

It is the policy of the Brownsburg Public Library to prohibit the use, possession, sale, manufacture, or transfer of illegal drugs while on library premises or while conducting library business. The use, possession, sale, manufacture, or transfer of alcohol is also strictly prohibited. Employee use of alcohol while performing library business or attending Library-sponsored business or social events off the premises is permissible only to the extent that it does not compromise the safety of the employee or others, does not adversely affect the Library's reputation or standing, does not result in Library policy violations, and is not unlawful.

Adopted – 01/17

Tobacco-Free Workplace

Tobacco use of any kind is prohibited on library property in order to provide and maintain a safe and healthy work environment for all employees and patrons. Tobacco use includes electronic cigarettes. Any employee who violates our tobacco-free workplace policy will be subject to discipline, up to and including termination.

Adopted – 07/14; Revised – 07/15, 01/17

Violence in the Workplace

All employees, patrons, vendors and business associates must be treated with courtesy and respect at all times. Employees should not place themselves in peril, nor should they attempt to intercede during an incident of violence. Employees should promptly inform their Manager and Director of any protective or restraining order that they have obtained that lists the workplace as a protected area and to report safety concerns with regards to other persons.

Adopted – 07/14; Revised – 07/15, 01/17

Safety

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner and to address any special safety concerns for use in a particular area or with a customer. The Library will also do all it can to provide a safe and healthy work environment for all employees and patrons. Each employee should be familiar with the library emergency plan. It is the responsibility of the employee to promptly complete an Accident and/or Incident Report for each safety and health incident that happens. Any employee whose conduct or presence poses a significant risk of harm to him/herself or others will be subject to disciplinary action, up to and including termination.

Adopted – 07/14; Revised – 01/17

Building Security

Building security recording may be viewed and/or copied to a CD and given to a police officer only with approval by the Director or Library Legal Counsel. Failure to acquire the proper approval may result in termination.

Keys to the building will be given to full time employees and as directed by the Director. Key holders are responsible and answerable to any criminal or illegal use of the facility or property. A lost key must be reported within 24 hours to the Director or Assistant Director. Failure to report a lost key within 24 hours may result in termination. A replacement fee of \$10.00 will be assessed for a lost key.

A key fob for the door proximity readers may be given to every employee. A lost key fob must be reported immediately to the Director or Assistant Director. Failure to report a lost key fob immediately may result in termination. A replacement fee of \$10.00 will be assessed for a lost key fob.

A building security code and the building security password are given to key holders. Their code and the password are not to be divulged to any unauthorized person without the Director's approval.

Computer passwords for the network, email, time clock software, library automation, etc. are not to be divulged to any other person except to the person updating or troubleshooting computer issues.

Adopted 03/05; Revised – 03/10, 06/13, 07/15

Firearms

Employees may not bring firearms or ammunition onto Library property unless they are legally authorized to possess and transport such firearms. In addition, the firearms must not be loaded, and the firearms and ammunition must be kept in the Employee's locked vehicle in the trunk, glove compartment, or otherwise out of sight. Employees are prohibited from removing the firearms or ammunition from their vehicle or having them in plain sight during the work day or at any time on Library premises.

Adopted – 01/17

WORKPLACE EXPECTATIONS

Employee Ethics and Code of Behavior

As a vital factor in accomplishing the mission of the Brownsburg Public Library all employees must represent themselves, the library and the community with dignity and honor and perform all tasks to the best of their ability. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. Thus, employees owe a duty to the Library, its customers, and your co-workers to act in a way that will merit trust and confidence.

To protect and enhance our reputation, the Library requires its employees to fully comply with all applicable laws and regulations and to refrain from any appearance of having engaged in any illegal, dishonest, or unethical conduct. Common sense and good judgment will guide you with respect to lines of acceptable conduct. However, if a situation arises in which it is difficult to determine the proper course of action, the matter should be discussed openly with your manager, and, if necessary, with the Director for advice and consultation.

The Library respects the privacy interests of its employees and recognizes their right to conduct their personal lives free from interference from the Library. Nonetheless, employees should keep in mind that, even while off duty, they represent the Library to the public and should strive to preserve the Library's reputation. In addition, certain types of off-duty conduct may reflect poorly upon an employee's character and judgment and thereby influence his or her standing as a Library employee. Therefore, employees who engage in unprofessional or criminal conduct or other serious misconduct while off duty may be subject to disciplinary action by the Library, including termination of employment, if such conduct is determined by management to be harmful (or potentially harmful) to our library image, inconsistent with expectations of our employees, or otherwise adversely affects our legitimate business interests.

Staff should not bring children who require supervision to the library during their scheduled working hours. If employee's children cause disruptions or loss in productivity, the employee may become subject to disciplinary action.

Adopted - 04/84; Revised – 09/88, 04/92, 04/94, 02/02, 02/04, 03/05, 03/08, 04/09, 06/12, 06/13, 07/15, 01/17

Financial and Legal Code of Ethics

The Brownsburg Public Library has adopted the following rules to ensure that its business is conducted according to the highest standards of ethical conduct and in compliance with all applicable laws and regulations governing public libraries.

Honest and Ethical Conduct

All employees will maintain the highest standards of honest and ethical conduct, including the following:

- Encouraging and rewarding professional integrity in all aspects of the organization, including in its business enterprise and its dealings with customers, taxpayers, governmental organizations, and others.

- Providing a mechanism to facilitate reporting of fraudulent behavior or other deviations from Brownsburg Public Library’s policies and procedures to Management, without fear of reprisal or alienation for making such a report.
- Maintaining the confidentiality of certain information obtained during the course of employment with Brownsburg Public Library.
- Not engaging in any conduct or transaction that conflicts with the interests of Brownsburg Public Library.
- Refraining from engaging in activities outside working hours, including other employment, that interfere with job performance or compromise the reputation of Brownsburg Public Library as a trusted organization.

Financial Records and Periodic Reports

The Director will establish, manage and maintain Brownsburg Public Library’s transaction and reporting systems and procedures to ensure the following:

- Business transactions are properly authorized and recorded in accordance with generally accepted accounting principles and established library financial policy.
- Business and financial records are retained or properly disposed of in accordance with Indiana Retention Law.
- Full, fair, accurate, timely, and understandable disclosure of information in Annual Reports and other financial reports made to the general public.

Compliance with Applicable Laws, Rules, and Regulations

The Director will establish and maintain mechanisms to:

- Educate employees of Brownsburg Public Library regarding any federal, state, or local statute, regulation, or administrative procedure that affects the operation of the Library;
- Monitor Brownsburg Public Library’s compliance with all applicable federal, state, or local statutes, regulations, and administrative rules; and
- Identify, report, and promptly correct any deviation from applicable federal, state, or local statutes, regulations, and administrative rules.

Reporting of Fraudulent Activities

Brownsburg Public Library is committed to the prevention and redress of fraudulent activities within its organization. Any employee who reasonably believes that any violation of federal, state, or local law has occurred or is occurring, should report such activity immediately to the Director or the Library Board President.

No retaliation or discrimination in employment will result from any good-faith report made under this policy.

A thorough investigation of all reports will be conducted in as timely and confidential a manner as possible. Any employee of Brownsburg Public Library who has been found, after appropriate investigation, to have violated this policy will be subject to disciplinary action, up to and including termination and appropriate legal action.

Duty to Report

Brownsburg Public Library operates best with an atmosphere of mutual trust, cooperation, and integrity. Acts of theft, dishonesty, fraud, and sabotage are obviously very damaging to the Library and can be harmful to its economic well-being, reputation, and internal culture. We believe that everyone who works

here has a duty of loyalty to the Library and is responsible for reporting any actual or suspected misconduct, including but not limited to:

- worker's compensation or medial leave abuse;
- theft, misappropriation, or unauthorized disclosure of Library confidential information;
- sabotage or abuse of Library equipment or resources;
- illegal behavior; and
- any other detrimental conduct or acts of dishonesty against the Library.

Reports of such misconduct should be directed to the Director or Library Board President and will be kept as confidential as practicable. Employees also have a duty and are expected to fully cooperate with any internal and external investigation into any alleged wrongdoing. A failure to abide by this policy may result in discipline of the offending employee. However, this policy shall not be applied to prevent employees from discussing their terms and conditions of employment.

Adopted – 01/17

Confidentiality

Employees and Board members are expected to use discretion in discussion of internal library affairs. Our patrons entrust the library with important information relating to their lives. It is our policy that all information should be considered confidential and will not be disclosed to external parties. Failure to keep information confidential may result in disciplinary action. Patrons should be treated with respect and dignity with each and every interaction regardless of past infractions and/or interactions with them. A "Clean Slate" approach will be the customer service model.

All inquiries from the media and law enforcement must be referred to the Director.

Adopted – 04/84; Revised – 09/88, 09/98, 02/04, 04/06, 07/14, 07/15

Employee Personnel Files

It is the policy of the Brownsburg Public Library that personnel files of library employees and files of applicants for employment are not available for public disclosures except for the following:

1. The name, compensation, job title, business address, business telephone number, job description, education and training background, previous work experience, or dates of first and last employment of present or former officers or employees of the library;
2. Information relating to the status of any formal charges against the employee and;
3. The factual basis for a disciplinary action in which final action has been taken and that resulted in the employee being suspended, demoted or discharged.

However, all personnel file information shall be made available to the affected employee or the employee's representative. This subdivision does not apply to disclosure of personnel information generally on all employees or for groups of employees without the request being particularized by employee name. [IC 5-14-3-4(b)(8)]

Names and addresses of employees may not be disclosed by the library to commercial entities for commercial purposes and may not be used by commercial entities for commercial purposes.

Adopted – 04/84; Revised – 09/88, 09/98, 02/04, 04/06

Library Property

Lockers, desks and file cabinets are library property. They must be kept clean and are to be used only for work related purposes. The library reserves the right to inspect all library property without prior notice to the employee and/or in the employee's absence. As such, employees should have no reasonable expectation of privacy in their use of library property.

Prior authorization by the Director must be obtained before any library property may be removed from the premises. Library property may not be used for personal reason or benefit.

An employee's personal property located on the library premise, including but not limited to packages, purses, and vehicles, may be inspected upon reasonable suspicion of unauthorized possession of library property, weapons, or illegal drugs.

Personal property should not be left at the library as it cannot be safeguarded against use or theft. Personal property is also not covered by the library property and liability insurance policy and will not be reimbursed if damaged, stolen or lost.

Adopted – 04/84; Revised – 09/88, 09/98, 02/04, 04/06, 07/15, 01/17

Attendance and Punctuality

All employees should arrive for work promptly. Good attendance is an essential function of your job. The success of the library and the well-being of your fellow employees depend on your maintaining consistent and predictable attendance. Excessive absenteeism or tardiness will subject the employee to discipline up to and including termination.

Adopted – 03/84; Revised – 04/92, 07/93, 11/93, 07/97, 04/99, 02/02, 02/04, 03/05, 03/07, 03/08, 04/09, 03/10, 12/11, 07/14

Attire and Grooming

The personal appearance of employees shall be one, which emanates pride and professionalism to correspond with the position held and the current standards of the community. Employees are expected to be neat, clean and well groomed while on the job. Clothing must be consistent with the standards for a business environment and must be appropriate to the type of work being performed. The library building temperature varies and wearing layers is advisable, therefore outside clothing like coats and jackets should not be worn at a service desk, unless there is a known problem with the heating.

Because not all casual clothing is suitable for the office, the guidelines listed below 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 events is not appropriate for work. Clothing that reveals too much cleavage, your back, your chest, your stomach or your underwear is not appropriate for a place of business. Shorts, hats, athletic wear, sweatpants, sweatshirts with/without hoods, tops with inappropriate advertising or language, tank tops, and any clothing, which bares the shoulders or midriff, are examples of clothing to avoid. Clothing that has our logo is encouraged. Clothing that promotes a sports team or university will be encouraged and allowed on library-designated team spirit days, but otherwise should not be worn. It is impossible to cover all contingencies of dress in a manual, so questionable attire should be cleared in advance with Management.

Some employees and patrons are allergic to the chemicals in perfumes and makeup, so wear these substances with restraint.

As a result of the potential injury while wearing open toe shoes and pushing book carts and shelving materials, it is strongly recommended that employees do not wear open toe shoes while shelving or pushing carts. If you do not wear closed toe shoes while shelving materials or pushing carts, you do so at your own risk. Other positions should be mindful of the work to be completed and dress appropriately to maintain safety and protection.

Body piercings in visible places that cause distraction or which are otherwise inappropriate must be removed while working. Inappropriate and excessive tattoos in visible places must be covered while working.

Management may send an employee home to change into more appropriate attire. The time away from work will not be paid.

Adopted - 04/84; Revised – 09/88, 04/92, 04/94, 02/02, 02/04, 03/05, 03/08, 04/09, 06/12, 06/13, 07/14, 07/15, 01/17

Communication Device Conduct

A communication device is defined as any device used to pass information from one place to another. Devices specifically addressed in this policy include but are not limited to the Telephone, Fax, Internet, E-mail, Social Media sites and Mail.

All communication through these devices will be professional and representative of your position at the Brownsburg Public Library. Access to them is a privilege.

The following guidelines for e-mail usage must be adhered to:

1. Observe confidentiality and copyright policies when using the e-mail system.
2. Be sure your message does not contain anything inappropriate or distasteful.
3. Keep mailbox passwords secret.
4. Soliciting business not pertaining to the library, sending jokes and chain letters are not appropriate uses of e-mail.
5. E-mail users are not authorized to retrieve or read any e-mail message that is not sent to them.
6. As owner of the electronic mail system, Brownsburg Public Library through its Director, Assistant Director or Managers has the right to review or disclose business or personal messages created, sent or received via the e-mail system. Monitoring under this policy may proceed without the employee's knowledge.
7. Employees should not open suspicious e-mails, pop-ups or downloads. Contact IT with any questions or concerns to reduce the release of viruses or to contain viruses immediately.

Internet usage for personal entertainment or personal business on library time is not allowed. The library may monitor and review Internet activity to ensure proper use with or without notice to the employee.

Abuse of these privileges could warrant termination. If the problem is not corrected, the Director reserves the right to revoke the use of these communication devices or terminate the employment.

Adopted 09/00; Revised – 02/04, 04/09, 07/11, 07/14, 07/15

Cell Phone Use and Texting

The library allows the employee to have their personal cell phone while working but requires them out of sight while on a desk and only used for emergency purposes. Cell phones should be set to silent or vibrate mode to lessen the disruption to the normal workflow to patrons and co-workers. If employee use of a personal cell phone causes disruptions, lack of focus on serving customer needs or loss in productivity, the employee may become subject to disciplinary action. If an emergency call is required, the call should be taken in an office or a non-public area and notify a co-worker if a public service desk needs to be covered. Failure to place the needs of work and the patron first may be cause for disciplinary action.

Adopted – 01/17

Social Media – Acceptable Use

Social Media includes community created content sites like Blogs, Forums, Flickr, YouTube, Wikis, Social Networks, Twitter and other content sharing sites. It includes material created by you on sites hosted and created by the library and material created on the other social media sites when acting as a library employee. When you use social media your behavior and content is not only a reflection of you but also of the library. This policy complements, rather than overrides, any existing requirements that you act professionally, respectfully and honestly.

Personal use of social media on library time is not allowed.

Adopted 09/00; Revised – 02/04, 04/09, 07/11, 07/15

Library Services and Programs

Staff that is not a Brownsburg Resident – A staff member and their family members residing at the same address that are not a resident of Brownsburg or Brown or Lincoln Township will be entitled to total library privileges. IC 36-12-2-25 (f)

Program Ineligibility – Staff members and the Library Trustees are encouraged to participate in the library programs but are ineligible for any prize or giveaways.

Adopted – 01/85; Revised – 04/06, 07/11

Purchasing

All purchases for materials for the Brownsburg Public Library must be approved and authorized by the Director before they are ordered or picked up. Failure to secure approval could result in non-reimbursement.

Specifications of required services and materials will determine the acceptance of a bid or a quote. The library will seek the lowest responsible and responsive bidder, but will select the bidder best suited to our needs.

Adopted – 01/85; Revised – 09/98, 02/04

COMPENSATION

Performance Appraisals

Director Performance Appraisal

- December Regular Board Meeting – The Library Board Evaluation Committee sets a date for an Executive Session for January and sets a deadline for the individual Board evaluations
- December 31 – The Director will distribute the employee portion of the evaluation worksheet
- January – The Library Board Evaluation Committee will prepare the evaluation and conduct the Executive Session
- February – The President of the Library Board will present evaluation to the Director.

At any time, a Board member may request a special evaluation for exemplary performance, substandard performance or flagrant policy violations.

Adopted – 01/84; Revised – 09/88, 03/97, 02/04, 04/06, 06/12

Staff Performance Appraisal

1. The library staff will be evaluated annually on a calendar year. Evaluations will be performed by the employee's direct report. The Director will review the evaluations.
2. The Board of Trustees may review a copy of the staff evaluations.
3. Staff evaluations will include factors such as quality and quantity of work, attendance record, knowledge of the job, initiative, work attitude, and attitude toward others. The performance appraisal should make the employee aware of progress, areas of needed improvement, and objectives or goals for future work performance. Positive performance evaluations do not guarantee increases in compensation, promotions or continued employment. The employee will be asked to sign the performance appraisal to acknowledge that it was presented and discussed with him/her by their direct report and will be retained in the employee's personnel file.

Adopted – 01/84; Revised – 09/88, 05/91, 04/92, 03/97, 09/98, 02/04, 03/07, 03/10, 06/12, 06/13, 07/14, 01/17

Salary Increase

Salary increases are not guaranteed. A performance review does not always result in an automatic increase. Annual salary increase will become effective the first pay in April for any approved pay increase. An employee's first day of work must be by October 1st to be eligible to receive the salary increase the following April. The increases shall not be retroactive, unless directed by the Library Board.

All pay increases must be approved by the Library Board of Trustees.

Adopted – 01/84; Revised – 10/85, 09/88, 07/90, 04/92, 04/94, 01/95, 02/02, 02/04, 03/08, 03/10, 07/11, 06/12, 07/14, 07/15, 01/17

Salary Schedule

The salary schedule is established by the Library Board and reviewed annually by the Finance Committee. The salary schedule will be made available upon request.

Adopted – 01/95; Revised – 03/97, 07/15

Payment of Wages

Paydays are every other Friday. If the normal payday falls on a holiday, employees will be notified when payday will occur.

No payroll advances are permitted against paychecks.

Checks will be direct deposited to the employee's designated financial institution(s). If you find an error in your paycheck, your manager and the bookkeeper should be notified immediately so that a prompt correction can be made.

In case of an unscheduled emergency closing of the library, only full time employees will be paid straight time for scheduled hours. Hourly employees who are working and sent home because of an early closing will be paid for hours worked or a minimum of three (3) hours whichever is greater.

The Library recognizes that with limited legally permissible exceptions, no deductions should be taken from the salaries of our exempt employees. If you believe that any improper deduction has been made from your salary, please report the matter immediately to the Director or the bookkeeper. If the deduction is deemed inappropriate, you will be promptly reimbursed for the entire amount at issue and the Library will make a good-faith commitment to avoiding any recurrence of the error.

Adopted – 01/84; Revised – 10/85, 09/88, 07/90, 04/92, 04/94, 01/95, 02/02, 02/04, 03/08, 03/10, 07/11, 06/12, 07/14, 01/17

Work Week

The workweek begins at 12:01 a.m. Wednesday and ends at midnight the following Tuesday.

Full time employees scheduled to work on Saturday and Sunday will be scheduled off an equal amount of time during the workweek.

Part time employees will be paid for hours worked.

Non-exempt (hourly) employees are expected to be ready to work at the beginning of their scheduled shift and to work their entire shift. If you are late for work, or leave early, your pay will be docked for the time not worked unless management allows you to make up the time within the same work week, as defined in this section. Working beyond your assigned schedule shift is not allowed without management approval. Management will monitor your attendance and take appropriate corrective action when necessary.

For the purpose of complying with the Fair Labor Standards Act (FLSA), overtime should be authorized by the Director, but will be paid at a rate of time and a half for non-exempt positions when worked hours exceed 40 in a workweek. Paid leave, such as holiday or paid time off, does not apply toward worked hours.

Adopted – 04/99; Revised – 11/01, 02/02, 02/04, 03/10, 07/14, 07/15, 01/17

Timekeeping Requirements

All non-exempt employees must accurately record time worked using the automated system provided for payroll purposes. Employees are required to record their own time at the beginning and end of each work period, including before and after the meal period. Employees also must record their time whenever they leave the building for any reason other than library business. Clocking in/out for another employee, allowing another employee to clock in/out for you, or altering any time sheet will be grounds for discipline up to and including termination.

Salaried exempt employees also may be required to record their time using the automated system provided.

Any errors on your time sheet should be reported immediately to your manager, who will attempt to promptly correct legitimate errors.

Adopted –01/17

Meal Periods and Breaks

Meal Periods – All employees may request up to an hour unpaid meal period if desired. Employees will be scheduled a thirty (30) minute unpaid meal period, if the schedule covers a meal period. Employees are expected to clock in and out for their meal period.

Breaks – The provision of work breaks, other than scheduled meal periods, is not mandatory and the Library Board has determined to not grant work breaks at this time, paid or unpaid.

Eating during library operation hours will be confined to the lounge or office out of patron view.

Adopted – 03/84; Revised – 09/88, 04/92, 03/97, 02/02, 02/04, 04/06, 03/08, 04/09, 03/10

Emergency Closings or Weather Changes

The library may be closed due to severe weather or other emergency conditions. This decision will be made by the Director with the approval of any one Board Member.

All staff members may be contacted by Management. The library closing will be listed on the local television stations and is the recommended method of communication. If in doubt or a safety concern is present, call Management.

In the event of closing, part time employees who were scheduled to work but had not reported to work will not be paid for the lost time but may make up lost time as approved by their Manager. Part time employees who are working and sent home because of an early closing will be paid for hours worked or a minimum of three (3) hours whichever is greater.

In the event of closing, full time employees will be paid straight time for the hours scheduled to work. Employees will not be paid above the scheduled hours to work.

If a full time employee is unable to report for their scheduled hours, the employee may record any missed time as paid time off or make up missed time with the permission of their Manager.

Adopted – 03/97; Revised – 04/99, 02/04, 03/05, 04/06, 04/09, 06/12, 07/15, 01/17

Professional Development

The staff is encouraged to pursue professional development by attending meetings, workshops and webinars to upgrade and maintain their skills and knowledge. Cost for attendance at these professional development opportunities must be within the limits of the budget appropriation.

Professional Development Request Form must be submitted to the Library Director and approved prior to attendance. The request must include the length of the professional development and any associated costs such as air travel, mileage, overnight stay, registration, meals and any other associated expenses.

Overnight professional meetings, workshops and conferences will be compensated for each day at 7.5 hours. Compensation includes travel days to and from the approved professional development.

One day professional developments will be compensated on the total hours starting with travel to and ending with travel from the library. Any non-work lunches must be deducted from the hours.

Staff is encouraged to participate on committees for professional meetings, workshops and conferences. The library will pay for the necessary time to attend committee meeting and fulfill responsibilities up to and including overnight stay, meals, mileage and required hours for meetings and the event. Committee participation must be approved by the Director and must not interfere with job responsibilities. The committee participation request must include the anticipated time and financial commitment.

Adopted – 01/84; Revised – 04/94, 02/04, 03/05, 04/06, 03/07, 03/10, 07/11, 06/12, 06/13, 07/15, 01/17

Professional Development - Reimbursement

Mileage reimbursement equal to the amount allowed by the Indiana State Budget Agency and Department of Administration shall be paid.

Lodging, meals and registration will be paid with prior approval (Professional Development Request Form) of Director for attendance at professional development with proper documentation. Reimbursement for all charges will require receipts.

Meal expenses will NOT be allowed for one-day trips. Meals which are part of a meeting agenda will be paid as approved by the Director and should be included on the Professional Development Request Form.

Adopted – 01/84; Revised – 03/90, 04/94, 02/04, 04/06, 03/07, 03/10, 06/13, 01/17

Mileage

Mileage may be reimbursed with the following stipulations:

- ❖ Library officers and employees may be reimbursed for actual miles traveled in their own vehicles on official business of the library.
 - Anticipated mileage to an event should be included on a Conference Request Form prior to attending.
 - Everyday activities that require mileage reimbursement should be related to their job description and the cost should be reasonable and not out of the ordinary.
- ❖ The Mileage Claim Form must be submitted for approval to the Director and may include Conference Request Form events and/or everyday activities. The odometer reading is only

used when the distance between points cannot be determined by fixed mileage or maps.

Reimbursement is for travel to and from the library for library business.

- ❖ The mileage reimbursement request must be submitted within ninety (90) days of the travel.
- ❖ The Indiana Mileage Rate is the standard for mileage reimbursement.
- ❖ The Director will submit Mileage Claim Forms at a Regular Board Meeting of the Library Board of Trustees for approval and payment.

Adopted – 10/85; Revised – 04/94, 01/95, 02/04, 03/08, 03/10, 07/15, 01/17

Volunteers

A volunteer is an individual who is voluntarily performing work that benefits the library and the library's patrons without compensation.

Volunteers will never be in charge of the building.

Volunteers will not be given a key or security card to the building unless given special permission by the Director.

A volunteer application must be on file before a volunteer can work at the library. The library reserves the right to perform a background check for volunteers.

Volunteers will be scheduled work time as needed.

Adopted – 04/84; Revised – 03/97, 04/03, 02/04, 04/06, 03/07, 06/12, 06/13

TIME OFF/LEAVES OF ABSENCE

Holidays

Paid holidays are for full time employees only and eligible upon hire. Compensation is received for scheduled workday hours. If the legal date of the paid holiday is on a Saturday, full time employees will receive seven and a half (7.5) hours of paid time off. Time will not be added to their PTO if the employee is at the PTO maximum rolling balance.

Paid Holidays include:

- New Year's Eve Day
- New Year's Day
- Memorial Day
- July 4
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

If the legal date for the paid holiday is on a Saturday, the library will be closed Saturday and the adjacent Sunday.

If the legal date for the paid holiday is on a Sunday or Monday, the library will be closed on Sunday and Monday. No compensation will be given for the Sunday hours scheduled.

The library will be closed Easter, Mother's Day and Father's Day with no compensation for holiday. The library will not close the Monday after these holidays.

The library will close at 5:00 pm the Wednesday before Thanksgiving with no compensation given.

If an employee (part time or non-exempt full time) works at a library event or an outreach event (promotion of the library materials, services and facility either at the library or elsewhere) or on a Director approved specific task that transpires on a listed paid holiday, the employee will receive time and a half for hours worked. Conference attendance that falls on a paid holiday is excluded from time and a half pay.

Adopted – 03/84; Revised – 02/87, 09/87, 09/88, 07/93, 01/95, 03/97, 04/99, 02/02, 02/04, 03/05, 04/06, 03/07, 03/10, 06/12, 06/13, 01/17

Paid Time Off

We believe that employees should have opportunities to enjoy time away from work to help balance their lives. We recognize that employees have diverse needs for time off from work and have established this paid time off (PTO) policy to meet those needs. The benefit of PTO is that it promotes a flexible approach to time off. Employees manage their own PTO hours to allow for time off covering vacation, personal or family illness or disability, appointments, emergencies, or other personal needs that require time away from work.

Accruing Paid Time Off (PTO)

Paid Time Off will be earned only by full time employees and accrual begins on the first day of full time employment. Each employee will accrue PTO on a bi-weekly basis at the following schedule, based on employee’s length of full time service. PTO is added to the employee’s PTO bank when the bi-weekly check is issued. If the maximum rolling balance has been reached, the accrual will end until the balance is below the maximum.

Years of Full Time Service	Hourly PTO Accrual per pay period	Annual Accrual Hours
Up to 2 Service Years	6 hours	156
3-6 Service Years	8 hours	208
7+ years	12 hours	312
Maximum rolling balance	300 hours	

Years of Full Time Service is calculated on the full time anniversary date.

Paid Time Off (PTO) Maximum Rolling Balance

A maximum rolling balance of PTO that can be accrued at any given time is 300 hours. When the maximum is reached, the accrual will end until the PTO balance is below the maximum.

Using and Requesting Paid Time Off (PTO)

PTO may be used in quarter-hour increments. PTO is intended to be used in lieu of working, and at no time will employees be permitted to use PTO house to increase their scheduled hours during the pay period. The library pays PTO at the employee’s straight-time rate and does not include it when calculating overtime.

The library appreciates as much notice as possible when you know you expect to miss work for a scheduled absence. A request for PTO leave of three (3) consecutive days or more requires at least a two-week notice to Management so that staffing impact can be minimized. The exception is for an unexpected illness or emergencies. Every attempt will be made to grant your request at the time you prefer. However, the activities of the library receive top priority. Any time off requests that occur simultaneously within a department will be granted according to the date of request and length of service. Management will respond to the request within three (3) business days of the date it is submitted.

PTO usage for any personal illness or for an immediate family member totaling three (3) consecutive working days requires a doctor’s release or a written document from doctor or other treatment provider prior to returning to scheduled hours. Any hospitalization or outpatient service requires a written document from a doctor or other treatment provider prior to returning to work regardless if PTO is used.

All other time off requests for all employees should not exceed the paid time off earned . Time off requests that exceed these limits or exceed two (2) consecutive work weeks must be requested using the Medical or Personal Leave of Absence policy.

Employees who violate the library's attendance policy (excessive unscheduled absences, tardiness or leaving the job early) may be subject to disciplinary action, even if PTO is available and/or used. Any employee who misses two (2) consecutive days of work without notice may be considered to have voluntarily quit their job.

Transfers to Medical Leave Bank

Employees may transfer up to 40 hours of unused PTO into an individual medical leave bank, up to a maximum of 450 hours, within the first pay period of the new calendar year. The medical leave bank may be used for illnesses of the employee or an immediate family member, which last more than ten (10) business days. Illness must be verified by a doctor's note and the Medical Leave policy must be followed. The medical leave bank is meant to self-insure for long-term inability to work. Once transferred, and upon voluntary or involuntary termination, any hours converted to medical leave will not be paid out.

Paid Time Off (PTO) at Termination

Available and unused paid time off will be paid according to the schedule below upon voluntary or involuntary termination or if an employee moves from full time to part time status.

- Up to two years of full time service, no more than 80 hours
- 3-6 years of full time service, no more than 120 hours
- 7 years of full time service or more, up to 240 hours

Adopted – 01/84; Revised – 04/92, 04/94, 01/95, 02/02, 04/03, 02/04, 03/07, 03/08, 04/09, 03/10, 07/11, 06/12, 06/13, 07/14, 07/15, 01/17

Non-Paid Time Off

All employees not covered by Paid Time Off (PTO) may take non-paid time off. Time off is allowed for vacation, personal or family illness or disability, appointments, emergencies, or other personal needs that require time away from work. No compensation will be received for time off but the employee may make up the lost time as approved by their manager. The library appreciates as much notice as possible when you know you expect to miss work for a scheduled absence. A request for time off of three (3) consecutive days or one (1) work week, whichever is less, requires at least a two-week notice to your manager so that staffing impact can be minimized.

Time off for any personal illness or for an immediate family member totaling three (3) consecutive working days or one (1) work week, whichever is less, requires a doctor's release or a written document from doctor or other treatment provider prior to returning to scheduled hours. Any hospitalization or outpatient service requires a written document from a doctor or other treatment provider prior to returning to work.

Time off scheduled requests for the year should not exceed three (3) regular scheduled work weeks for part time employees. Time off requests that exceeds two (2) consecutive work weeks must be requested using the Medical or Personal Leave of Absence policy.

Employees who violate the library's attendance policy (excessive unscheduled absences, tardiness or leaving the job early) may be subject to disciplinary action. Any employee who misses two (2) consecutive days of work without notice may be considered to have voluntarily quit their job.

Adopted – 01/17

Medical Leave of Absence

Employees who need time away from work due to an illness or disability (including pregnancy and maternity) may apply to the Director for a Medical Leave of Absence if they wish to continue their employment status with the Brownsburg Public Library.

A Medical Leave of Absence will extend for the length of the disability or for a period of eight (8) weeks, whichever is less. Extenuating circumstances may extend the leave beyond eight (8) weeks upon a written request. All unused, accrued paid time off and, if applicable, any medical leave bank time must be used as part of the eight (8) weeks leave under this policy.

A full time employee maintains their full time status as long as they are receiving a paycheck by using their accrued leave(s) or hours worked. Paid Time Off will continue to accrue and benefits will continue as defined by the policy. When accrued paid time off and the medical leave bank (if available) are used up, the employee's full time status is terminated and benefits will terminate the last day of the month. At that time paid time off will not accrue and benefits will not be paid for by the library until full time status is reinstated by hours worked or accrued paid time off. Paid Time Off and Medical Leave Bank are outlined in Time Off/Leaves of Absences and benefits are outlined in Benefits of the Employee Policy. Employees may continue participation in the benefit plans during such approved medical leave, by advance payment of benefit premiums to the library.

Except in cases of emergency, the Leave Request form must be completed at least two (2) weeks prior to the beginning of the requested leave period. In cases of an emergency or an extended illness of the employee or family member the employee is caring for, the Director, Assistant Director or Manager will initiate the medical leave request. The form will be given to the employee as notice that the leave has been initiated and the expected date to return to work.

An employee returning from an approved medical leave of absence will give the Director, Assistant Director or Manager at least one (1) weeks' notice of his or her intent to return to active employment prior to the termination of the approved leave.

An employee returning to work will be assigned to his or her former position if the position has not been eliminated, or if it has not been filled because of the critical nature of the work. Otherwise, the employee will be assigned to a similar position, if a similar position is available. The library does not guarantee the availability of such positions.

Employees who are able to work but fail to return on the agreed expiration date of a medical leave, or who have not requested or do not have an approved extension for additional medical leave, are self-terminated.

Adopted – 01/84; Revised – 01/95, 02/02, 02/04, 03/05, 03/07, 03/08, 03/10, 06/12, 06/13, 07/14, 01/17

Personal Leave of Absence

For other circumstances that are not medical leaves that require additional time off that exceeds the time off earned or allowed by policy, the Leave Request form must be submitted to the Director for approval. The employee should make all effort to stay within the paid time off earned or allowed by policy for planned or

known events in the future. The request may be approved in limited circumstances. All unused, accrued paid time off must be used before an unpaid personal leave of absence will be granted.

All employees employed for a minimum of sixty (60) days are eligible to apply for an unpaid personal leave of absence.

The employee must return to work on the scheduled return date or be considered to have voluntarily resigned from his or her employment. Extensions of leave will only be considered on a case-by-case basis.

Adopted – 01/84; Revised – 01/95, 02/02, 02/04, 03/05, 03/07, 03/08, 03/10, 06/12, 06/13, 07/14, 07/15, 01/17

Bereavement Leave

Bereavement leave will be eligible upon hire to all employees. Full time employees will receive compensation for bereavement leave. Leave will be paid for regularly scheduled working hours for full time employees.

Bereavement leave is granted according to the following schedule:

- Immediate family – spouse, parent, sister, brother, child, grandchild, stepparent, stepchild, stepsister, stepbrother, or the spouse’s immediate family – 1 work week.
- Other family – aunt, uncle, niece, nephew, first cousin, or the spouse’s other family – 2 working days.
- Ex-family members are excluded from the bereavement policy.

With Management approval, an employee may take additional time off as necessary. Available paid time off (PTO) may be used for additional time off or time may be unpaid with a Personal Leave of Absence Request.

Adopted – 01/84; Revised – 09/88, 01/95, 02/02, 02/04, 04/06, 03/10, 06/13, 07/14, 01/17

Jury Duty

Employees must notify their Manager and provide him/her with a copy of the jury summons. Jury duty will be a paid excused absence for full time employees from the date of hire. Part time employees will be excused and allowed to make up lost time as approved by their direct report.

The employee is expected to report for work when doing so does not conflict with court obligations. It is the employee’s responsibility to keep his or her direct report informed about the amount of time required for jury duty.

Adopted – 01/84; Revised – 09/88, 04/94, 01/95, 02/02, 02/04, 03/10, 06/12, 07/14, 01/17

Election Days

Uncompensated time for voting will be allowed if requested. Employees working the voting polls will not be compensated. Full time employees may use paid time off to receive compensation for the missed days.

Adopted – 03/84; Revised – 01/95, 04/06, 06/12 , 01/17

Lactation/Breastfeeding

For up to one (1) year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break times as needed to express breast milk for her baby. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage or refrigeration and tampering. Time to express breast milk is unpaid time and should be arranged so that staffing impact can be minimized.

Adopted – 07/14

Military Leave

The Library provides compensation for two (2) weeks during annual reserve and National Guard military training for full time employees who have completed the introductory period. Part time and certified substitute employees do not qualify for military leave compensation.

The amount of the military leave compensation paid is the difference between military pay and regular pay based on a 37.5 hour workweek. Time spent on military leave will not be counted as Paid Time Off used. Military reservist employees and those volunteering for or called to active military duty are entitled to reemployment with the Library upon their return from duty in full compliance with all applicable federal and state laws. In addition, besides the military leave benefits discussed above, employees who request a military leave of absence may elect to use any accrued paid time off in lieu of unpaid leave, and may elect to continue health care benefits to the extent permitted by law, during their leave of absence.

Adopted – 01/17

Military Family Leave

Under Indiana's Military Family Leave Act (IMFLA), eligible employees are entitled to an unpaid leave of absence to spend time with certain family members who are engaged in or called to active military service.

IMFLA Eligibility

An eligible employee under IMFLA is an employee who has been employed by Brownsburg Public Library for at least 12 months, who has worked at least 1,500 hours during the 12-month period immediately preceding the leave, and who is the spouse, parent, grandparent, sibling, or court-appointed guardian or custodian (all as construed according to the statute) of a person who is ordered to active duty.

The term "active duty" means full-time service on active duty orders in the armed forces of the United States or the National Guard for a period that exceeds 89 consecutive calendar days.

Reasons for IMFLA Leave

An eligible employee may take IMFLA leave of up to 10 cumulative working days per calendar year during one or more of the following periods:

- Within the 30-day period before a spouse, son, daughter, grandson, granddaughter or sibling ("military family member") begins active duty
- During a period when the military family member is on leave
- During the 30-day period after a military family member's active duty orders are terminated

Compensation for IMFLA Leave

Generally, IMFLA leave is not paid. However, an eligible employee may elect to take any accrued paid time off (except for paid medical or sick leave) in lieu of taking unpaid leave under the IMFLA. Such paid leave will be counted toward the employee's 10 days of IMFLA leave granted per year.

Job and Benefits Security

An eligible employee who takes leave under the IMFLA and who returns to work before his or her IMFLA leave entitlement has expired will be restored to the position the employee held when the leave commenced or to an otherwise equivalent position with respect to seniority, pay, benefits, and other terms and conditions of employment.

Employee Notice and Leave Request Requirements

An eligible employee must give the Library at least 30 days' written notice of his or her intent to take leave under the IMFLA unless the military family member's active duty orders are issued less than 30 days prior to the requested leave. An eligible employee must also provide a copy of the active duty orders, if available, along with the leave request.

Brownsburg Public Library reserves the right to require verification of the employee's eligibility for IMFLA leave. If an employee fails to provide such verification, then his or her absence will be considered unexcused.

Continuation of Group Health Plan Coverage

Brownsburg Public Library will maintain group health plan coverage for an employee who takes IMFLA under the same terms and conditions as active employment.

Non-Discrimination/Non-Retaliation Policy Statement

Brownsburg Public Library will not interfere with, restrain, or deny an employee's exercise of right under the IMFLA.

Adopted – 01/17

BENEFITS

Staff Benefits

The library offers retirement benefits to all full time employees who qualify through participation in Public Employees Retirement Fund (PERF). The policies of this program determines the specific terms of eligibility.

The library may offer Health, Dental, Vision and Life Insurance benefits to all full time employees who meet the eligibility requirements from the insurance provider. The policies of the provider determine the specific terms of eligibility. There is a sixty (60) day waiting period for new hires. Employees who wish to have their dependents included in the insurance plan are required to pay the monthly premium for that coverage on a payroll deduction basis. A Summary Plan Description is provided and available to every eligible employee under the Employee Retirement Income Security Act of 1974 (ERISA).

The library offers participation in a Section 125 Flexible Spending Account to all full time employees. There is a sixty (60) day waiting period for new hires.

The library offers participation in a 403b Plan managed by an outside consultant to all full time employees. The Board does not endorse any use of 403b plans. There is a sixty (60) day waiting period for new hires.

The library will provide a monthly stipend to the Director, Assistant Director, and all Managers to compensate for library use of their personal cell phone. The stipend will be set annually when compensation is reviewed. The stipend will be subject to taxes payable by the employee.

The Board of Trustees reserves the right to change the availability, funding and terms of these benefits without prior notice, including employee financial contribution to benefit plans.

Adopted – 09/88; Revised –01/95, 11/96, 09/98, 02/04, 04/06, 03/08, 04/09, 03/10, 07/11, 06/12, 06/13, 07/15, 01/17

COBRA Continuation Coverage

The library is subject to the Consolidated Omnibus Budget Reconciliation Act of 1986 (“COBRA”) as amended from time to time. COBRA Continuation Coverage is a continuation of the Brownsburg Public Library Health Insurance (the “Plan”) coverage when coverage would otherwise end because of a life event known as a “qualifying event.” The following are qualifying events:

- Termination of your employment for any reason except gross misconduct. Coverage may continue for you and/or your eligible dependents;
- A reduction in your hours. Coverage may continue for you and/or your eligible dependents;
- Your death. Coverage may continue for your eligible dependents;
- Your divorce or legal separation. Coverage may continue for your eligible dependents;
- Your becoming entitled to Medicare. Coverage may continue for your eligible dependents; and
- Your covered dependent child’s ceasing to be a dependent child under the Plan. Coverage may continue for that dependent.

COBRA administration is provided for the library by a benefits management firm engaged by the Director. Upon termination of any employee, either voluntary or involuntary, or upon request at any time, the name, address and contact for the benefits management firm will be provided by the Library Director or Assistant Director.

To choose this continuation coverage, an individual must be covered under the Plan on the day before the qualifying event. In addition, your newborn child or child placed for adoption with you during a period of continuation coverage will remain eligible for continuation coverage for the remaining period of coverage even if you and/or your spouse terminate continuation coverage following the child's birth or placement for adoption.

Adopted – 01/17

Military Leave Coverage

The Uniformed Services Employment and Reemployment Rights Act (USERRA) establishes requirements that employers must meet for certain employees who are involved in the uniformed services

As used in this provision, "Uniformed Services" means:

- The Armed Forces;
- The Army National Guard and the Air National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty (pursuant to orders issued under federal law);
- The commissioned corps of the Public Health Service; and
- Any other category of persons designated by the President in time of war or national emergency.

As used in this provision, "Service in the Uniformed Services" or "Service" means the performance of a duty on a voluntary or involuntary basis in a Uniformed Service under competent authority and includes:

- Active duty;
- Active duty for training;
- Initial active duty training;
- Inactive duty training;
- Full-time National Guard duty,
- A period for which you are absent from your job for purpose of an examination to determine your fitness to perform any such duties;
- A period for which you are absent from your job for the purpose of performing certain funereal honors duty; and
- Certain service by intermittent disaster response appointees of the National Disaster Medical System (NDMS).

If you were covered under the Brownsburg Public Library Health Insurance ("the Plan") immediately prior to taking a leave for Service in the Uniformed Services, you may elect to continue your coverage under USERRA for up to 24 months from the date your leave for uniformed service began, if you pay any required contributions toward the cost of the coverage during the leave. This USERRA continuation coverage will end earlier if one of the following events takes place:

- 1) You fail to make a premium payment within the required time;
- 2) You fail to report to work or to apply for reemployment within the time period required by USERRA following the completion of your service; or
- 3) You lose your rights under USERRA, for example, as a result of a dishonorable discharge.

If the leave is 30 days or less, your contribution amount will be the same as for active employees. If the leave is longer than 30 days, the required contribution will not exceed 102% of the cost of coverage. Coverage continued under this provision runs concurrently with coverage described below under the section entitled "COBRA Continuation Coverage."

If your coverage under the Plan terminated because of your Service in the Uniformed Services, your coverage will be reinstated on the first day you return to employment if you are released under honorable conditions and you return to employment within the time period(s) required by USERRA.

When coverage under the Plan is reinstated, all of the Plan's provisions and limitations will apply to the extent that they would have applied if you had not taken military leave and your coverage had been continuous. This

waiver of limitations does not provide coverage for any illness or injury caused or aggravated by your military service, as determined by the VA. (For complete information regarding your rights under USERRA, contact your Employer.)

Adopted – 01/17

Continuation of Health Insurance Coverage

Indiana law states that public employers providing group insurance to its employees must provide continuation of health insurance coverage for retirees who have reached fifty-five (55) years of age on or before the employees retirement date but who will:

- 1) not be eligible for Medicare coverage as prescribed by 42 U.S.C. 1395 et seq.;
- 2) have completed twenty (20) years of creditable employment with a public employer on or before the employee's retirement date, ten (10) years of which must have been completed immediately preceding the retirement date; and
- 3) have completed at least fifteen (15) years of participation in the retirement plan of which the employee is a member on or before the employee's retirement date.

Retiree is responsible for 100% of the premium payment for such continued coverage. Specific provisions of this state law can be found under Indiana Code 5-10-8-2.6.

Adopted – 07/15

Workers' Compensation Benefits

In accordance with Indiana's Worker's Compensation Act, the Brownsburg Public Library provides comprehensive worker's compensation insurance at no cost to employees. This protection covers any work-related injury or illness that requires medical treatment. Worker's compensation coverage does not extend to benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the library.

Worker's compensation insurance generally provides limited benefits to eligible workers in the form of medical treatment, compensation for lost wages, and compensation for the loss or use of parts of the body. If an employee dies in a workplace accident, the employee's dependents may become eligible to collect death benefits. Benefits are generally available to employees after a short waiting period.

Employees who sustain work-related injuries or illnesses, no matter how minor, must inform the Director immediately using the Accident Form. Failure to timely report such injury or illness may compromise an employee's eligibility for and ability to claim worker's compensation benefits.

Adopted – 07/14, 01/17

Tuition Reimbursement

Full-time employees will be reimbursed for tuition costs of professional library courses taken for Indiana Public Librarian Certification Requirements as defined by the Indiana Code and the Indiana Library and Historical Board, subject to the following conditions:

- Reimbursement will only apply to courses required for the employee position and corresponding certification level. Reimbursement will not be given if the current position does not require the course for the certification level.
- Any change in the employee's work schedule must be approved by his/her direct report.
- The grade received for the course must be B or better.

- Reimbursement for tuition will be paid for after documentation of completion of the course. A limit of six (6) credit hours per semester will be reimbursed.
- Tuition reimbursement is limited to a maximum of \$500 per semester and limited to the available library budget.

Should the employee resign or be separated from the library in less than 975 hours after completion of the course, the amount of reimbursement will be deducted from his/her final pay at the Director's discretion.

The Board of Trustees reserves the right to change the availability, funding and terms of the Tuition Reimbursement policy without prior notice.

Adopted – 10/89; Revised – 03/90, 04/94, 08/01, 02/04, 03/10, 06/12, 07/15, 01/17

REVISION HISTORY

January 2017

- 1) Diversity updates in Equal Employment Opportunity, Anti-Harassment and Harassment and added Religious Accommodations
- 2) Under Employment section, added exempt and non-exempt definitions and added Reference Request
- 3) Add Substance Abuse and Firearms under Workplace Safety section
- 4) Expanded Ethics and added Duty to Report and Cell Phone Use and Texting policy to Workplace Expectations section
- 5) Compensation section updated, changed or added the following
 - a. Updated Salary Increase by defining when an increase would be received for new employees
 - b. Added payment for exempt employees
 - c. Added Timekeeping Requirements
 - d. Removed Compensatory Time and Sunday Hours
 - e. Change mileage rate from Federal to State
- 6) Time Off/Leave section has the following changes
 - a. PTO and Sick Time merged to a single PTO for full time employees
 - b. Created a Medical Leave Bank
 - c. Added Military Leave and Military Family Leave policy
- 7) Benefits section added COBRA continuation, Military Leave Coverage and Workers Compensation Benefit

July 2015

- 1) Equal Employment Opportunity minor revisions and reporting instructions for discrimination
- 2) Nepotism modified to agree with the Trustee Governance Policy
- 3) Workplace Expectations section – added failure to comply statements
- 4) Attire and Grooming – expanded and clarified
- 5) Mileage reimbursement limited to ninety (90) days
- 6) Change from full time to part time addressed in the Compensatory Time, Paid Time Off and Sick Leave policy
- 7) Added Continuation of Health Insurance Coverage per Indiana Code
- 8) Tuition Reimbursement clarified for position requirements only

July 2014

- 1) Changed the organization and structure of policy with new headings and movement of existing policy.
- 2) Added Foreword
- 3) Added Employee Policy Acknowledgment and Receipt
- 4) New Heading of Diversity – included Equal Employment Opportunities, Anti-harassment, Grievance and Americans with Disabilities Act (ADA) & Amendment Act (ADAA) – revised the sections to include new law or language for clarification

- 5) Removed Harassment & Discrimination as it was repetitive.
- 6) New Heading of Employment – included Chain of Command, Employee Classification Categories, Hiring Policy, Citizenship Verification, Nepotism, Personal Background Check, Emergency Positions, Introductory Period, Layoff Policy, Suspension, Separation of Employment Policy, Return of Library Property and Rehiring Policy
 - a. Removed Employment Procedures heading and included with Hiring Policy
 - b. Removed Screening of Applicants
 - c. Revised Separation of Employment Policy
 - d. Added Return of Library Property
- 7) New Heading of Workplace Safety – included Drug-Free Workplace, Tobacco-Free Workplace, Violence in the Workplace, Safety and Building Security
 - a. Expanded the Drug-Free and Tobacco-Free Workplace policies
 - b. Added Violence in the Workplace
 - c. Added Safety
- 8) New Heading of Workplace Expectations – included Employee Code of Behavior, Confidentiality, Employee Personnel Files, Library Property, Attendance and Punctuality, Attire and Grooming, Communication Device Conduct, Social Media – Acceptable Use, Library Services and Programs, and Programming – minor revisions to wording
- 9) New Heading of Compensation – included Performance Appraisals, Performance Increase, Salary Schedule, Payment of Wages, Work Week, Meal Periods and Breaks, Compensatory Time, Sunday Hours, Emergency Closings or Weather Changes, Professional Meetings, Professional Meetings – Reimbursement, Mileage and Volunteers – minor revisions to wording
- 10) New Heading of Time Off/Leaves of Absence – included Holidays, Paid Time Off, Sick Leave, Medical Leave of Absence, Personal Leave of Absence, Bereavement Leave, Jury Duty, Election Days and Lactation/Breastfeeding
 - a. Added clarification to Paid Time Off
 - b. Added clarification to Personal Leave of Absence which was changed from Other Circumstances
 - c. Added clarification to Jury Duty
 - d. Added Lactation/Breastfeeding policy
- 11) New Heading of Benefits – included Staff Benefits, Workers’ Compensation Benefits and Tuition Reimbursement – added Workers’ Compensation Benefit