



Pickerington Public Library

"Inspire Knowledge, Connect Community, Enrich our World, Read!"



Employee Handbook

Table of Contents

Introduction.....	5
Functions of this Handbook.....	6
Employment-At-Will.....	7

Diversity

Equal Employment Opportunity.....	8
Anti-Harassment Policy.....	9
Americans with Disabilities Act (ADA) & Amendments Act (ADAAA).....	10

Employment

Employment Classification Categories.....	11
Nepotism and Personal Relationships.....	12
Separation from Service	14
Retirement.....	16

Workplace Safety

Drug Free Workplace.....	17
Safety.....	18
Unexpected Closing of the Library.....	19
Corrective Counseling Policy.....	21
Grievance Procedure.....	25

Workplace Expectations

Work Expectations.....	28
Attendance.....	29
Conflicts of Interest.....	31
Employee Dress and Personal Appearance.....	32
Employee Relations.....	35

Employee Personnel Files.....	36
Staff Use of Library Computers and Electronic Services.....	37
Social Media	39

Compensation

Payment of Wages.....	41
Time Reporting.....	42
Emergency Call-Back Pay.....	43
Meal/Rest Periods	44
Conference/Workshop Attendance.....	45
Reimbursement for Travel.....	46
Mileage Reimbursement.....	53
Outreach Services Employee.....	54
Credit Card.....	55

Time Off

Holiday Policy.....	59
Paid Time off.....	61
Sick Leave/PTO Transfer.....	63
Leave of Absence.....	64
Bereavement Leave.....	65
Military Leave.....	66
Jury Duty	67

Benefits

Employee Insurance Policy.....	68
Deferred Compensation Program.....	70
Educational Reimbursement.....	71

Worker’s Compensation.....73

Professional Affiliations.....74

Employee Use of Equipment & Borrowing Privileges.....75

Use of Library-owned Vehicles and Equipment.....77

Updated Personnel Policy Manual Acknowledgment and Receipt.....79

Letter of Agreement.....80

INTRODUCTION

Pickerington Public Library History and Background

On August 6, 1909, the first Board of Trustees meeting was held for the Violet Township Library. The goal of the committee was to “purchase” a library since the 2,100 books were kept in two small dark alcoves in a school building. In January of 1912, the Board of Trustees received word that if the town and township would agree to maintain a public library and provide a site for a building, Mr. Andrew Carnegie would give ten thousand dollars to erect a free library building. On September 4, 1916 The Pickerington Public Library was dedicated and became one of the smallest communities in the United States to have a Carnegie Library. The library resided in the Carnegie Building until 1993 when it moved to its present location on Opportunity Way. The library now serves over 26,000 patrons with the service population area of over 45,000 people.

Pickerington Public Library is classified as a school district public library, which means the library’s service area is the same as the Pickerington Local School District. The Library is governed by a seven (7) member Board of Trustees (hereafter referred to as “Library Board”) who are appointed and approved by the Pickerington Local School Board of Education to serve seven year terms. Once appointed, the Library Board is autonomous and is solely responsible for the operation of the public library. Library Board members serve without compensation.

The Library Board is the legal authority for the Pickerington Public Library and is responsible to the taxpayers of the library district. They are entrusted to oversee the library’s budget. The chief administrator for the library is the Library Director. The director is appointed by the Library Board and serves at the pleasure of the board. The Library Director is responsible for all aspects of the everyday operations of the library and for assisting the Board in developing and administering the budget.

The school board also serves as the library’s taxing authority. Pickerington receives a part of its funding from the State of Ohio through the Public Library Fund. The funds are collected at the state level and then distributed to the 88 Ohio counties on a monthly basis. It is the responsibility of Fairfield County to distribute funds to the libraries in the county. The library also receives funding through a local property tax levy passed in 2009.

In 1987 four Library Directors, Pickerington being one of the four, had a vision of creating a consortium of libraries to provide a "source for information, education, reading and research" in a more effective and economical manner through automation, the result being the Central Library Consortium (CLC). Now the CLC is 14 libraries strong and covers six counties. Patrons can reserve books from any participating library and return them to the location of their choice.

The Library Board of Trustees and staff are committed to providing library services that support library patrons in efforts to..... “Inspire Knowledge, Connect Community, Enrich our World, Read!”

Pickerington Public Library

Functions of this Handbook

This Employee Handbook is an outline of the basic human resources policies, practices and procedures of the Pickerington Public Library. It contains general statements of library policy and should not be read as an express or implied contract. The Employee Handbook is not intended to alter the Employment-at-Will relationship in any way. The Library Board may add to the policies in the Employee Handbook or revoke or modify them from time to time. Administration will try to keep the Employee Handbook current, but there may be times when policy will change before the material can be revised.

Any policy, however, is only as good as its implementation, and the key to the implementation of policy is the manager who is responsible for and in direct contact with each group of employees. They are the individuals who must translate these principles into action, and it is upon them we depend for the successful development of a productive and harmonious working environment for our employees. Accordingly, it is the responsibility of every department manager to see that all policies of the Pickerington Public Library are administered fairly and effectively.

The Library Director and Fiscal Officer shall be responsible for updating and amending the Employee Handbook with approval by the Board of Trustees. All employees have access to the Employee Handbook through the Library's Intranet.

The Employee Handbook is library property and is assigned to the job position and not the individual.

Any employee may recommend a change in policy to the Fiscal Officer. Likewise, matters of importance not covered by the Employee Handbook should be brought to the attention of the Fiscal Officer in order that the new policy may be formulated, if necessary.

Pickerington Public Library

Employment-At-Will

It is the policy of the Library that all employees who do not have a separate, individual written employment contract with the Library for a specific fixed term of employment are employees at the will of the Library Board for an indefinite period.

Employment with the Pickerington Public Library is employment at-will and may be terminated with or without cause and with or without notice at any time by the employee or the library. Nothing in this handbook or in any document or statement shall limit the right to terminate employment at-will.

No manager, supervisor, or employee of the Pickerington Public Library has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will. Only the Library Board has the authority to make any such agreement and then only in writing.

This policy cannot be modified by any statements contained in this or any other employee handbooks, employment applications, library recruiting materials, library memorandums, or other materials provided to employees in connection with their employment. None of these documents, whether individually or combined, shall create neither an express or implied contract of employment for a definite period nor an express or implied contract concerning any terms or conditions of employment.

Completion of an introductory period or conferral of regular status will not change an employee's status as an employee-at-will or in any way restrict the Library Board's right to terminate such an employee or change his/her terms or conditions of employment.

Pickerington Public Library

Equal Employment Opportunity

The Pickerington Public Library provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, or status as a covered veteran in accordance with applicable federal, state and local laws. The Pickerington Public Library complies with applicable state and local laws governing nondiscrimination in employment in every location in which the library has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The Pickerington Public Library prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of the Pickerington Public Library employees to perform their expected job duties is absolutely not tolerated.

Pickerington Public Library

Anti-Harassment Policy

The Pickerington Public Library is committed to maintaining a work environment that is free of harassment and discrimination. Therefore, in keeping with this commitment and both the letter and the spirit of all applicable laws and regulations, the library will not tolerate any form of harassment or discrimination against our employees by anyone, including supervisors, other employees, vendors, sub-contracted help, client or patron. The library prohibits discrimination or harassment on the basis of race, color, religion, national origin, sex, age, physical or mental disability or the appearance thereof, marital status, sexual orientation, or because of one's status as a veteran.

All employees must avoid any action or conduct which could be viewed as sexual harassment. Specifically, no supervisor, fellow employee or patron shall threaten or insinuate, either explicitly or implicitly, that an employee's submission to or rejection of sexual advances will in any way influence any personnel decision regarding that employee's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development.

Other harassing conduct in the workplace, whether physical or verbal, committed by supervisors or non-supervisory personnel is also strictly prohibited. This includes; but is not limited to: unwelcome sexual flirtations, advances, propositions, verbal abuse of a sexual nature, graphic verbal commentaries about an individual's appearance, sexually degrading words used to describe an individual, unwelcome touching or physical contact, use of vulgar language, whistling, unwarranted sexual compliments, innuendoes, suggestions or jokes, the display of suggestive objectives or pictures and the use of offensive gestures or body language, epithets, slurs, stereotyping, threatening, intimidating or hostile acts and written or graphic material that denigrates or shows hostility.

Often people use the word "harassment" to describe conduct far beyond what is covered by this policy, such as personality conflict, general disagreement, etc. However, "harassment" is not intended to describe all workplace conflicts or disagreements. An employee who is uncertain whether a situation involves harassment should speak to a supervisor or the Director. The supervisor who learns of a situation must inform the Director upon receipt of the knowledge.

All employees of the Pickerington Public Library are responsible for helping to assure that harassment is avoided. Employees who observe or have knowledge of sexual or any other type of harassment should immediately report this conduct in writing to the Director or to a supervisor with whom they feel comfortable.

Retaliation against any person who reports, makes a complaint or participates in an investigation is strictly prohibited. Any person who engages in retaliatory activity may be subject to disciplinary action up to and including discharge.

Pickerington Public Library

Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)

The American with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of the Pickerington Public Library to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is library policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The library will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job 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 the Pickerington Public Library. Contact the Fiscal Officer with any questions or requests for accommodation.

Pickerington Public Library
Employment Classification Categories

Board Policy:

Date Reviewed: 3/18/2019
Date Approved: 3/18/2019
Effective Date: 3/18/2019
Replacing Policy Effective: 1/1/2018

It is the policy of the library that all employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and benefit eligibility. These classifications do not guarantee employment for any specified period of time and can change with job duties or as stated in the Fair Labor Standards Act. The right to terminate the employment-at-will relationship at any time is retained by both the employee and the Pickerington Public Library.

Administrative Procedure:

Date Reviewed: 3/18/2019
Date Approved: 3/18/2019
Effective Date: 3/18/2019
Replacing Procedure Effective: 1/1/2018

The following terms will be used to describe employment categories and status:

Exempt Employees

An exempt employee is a salaried employee earning at least \$455 per week who holds an executive, administrative, professional, or computer professional position as defined by the Fair Labor Standards Act. Exempt employees are exempt from the minimum wage and overtime provisions of the Federal Fair Labor Standards Act (FLSA).

Non-Exempt Employees

Non-exempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime.

Full-Time Employee

Full-time employees are those who are regularly scheduled to work at least 40 hours per week. Generally, they are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefit program.

Part-Time Employee

Part-time employees are those who are regularly scheduled to work less than 40 hours per week. Eligibility for benefits is determined by the number of hours worked per week.

Independent Contractors

Independent Contractors are persons the Library retains to perform a particular job, typically for a limited time period. These persons may be self-employed or they may work for an outside agency. Independent contractors are not eligible for Library benefits and they are not employees of the Library.

Pickerington Public Library

Nepotism and

Personal Relationships Policy

Board Policy:

DATE REVIEWED: 3/9/2017
DATE APPROVED: 3/9/2017
EFFECTIVE DATE: 3/9/2017
REPLACING POLICY EFFECTIVE: 1/12/2015

The Library Board supports the Ohio Ethics Law, which prohibits public employees from hiring a family member. The Law also prohibits a public employee from using his or her position to influence another person to hire a family member (close relative). Family members include a spouse, child, step child, grandchild, great grandchild, sibling, parent, stepparent, grandparent, great grandparent, first cousin, aunt, uncle, niece, nephew, and in-laws (father, mother, son, daughter, brother, sister). If these relationships are established by marriage, they are terminated by death or divorce of a spouse. All hiring activity is conducted in a fair, open and impartial manner.

To avoid the appearance of and/or actual impropriety, it is the policy of the Library that it will not permit an employee to supervise, either directly or indirectly, another employee with whom the supervisor is having a romantic relationship. Employees who enter into a consensual relationship are prohibited from working in the same department.

Administrative Procedure:

DATE REVIEWED: 3/9/2017
DATE APPROVED: 3/9/2017
EFFECTIVE DATE: 3/9/2017
REPLACING POLICY EFFECTIVE: New

- A. Employees who enter into a consensual romantic relationship, marry or become members of the same household may continue employment as long as there is not: a) a direct or indirect manager/subordinate relationship between such employees, or b) an actual conflict of interest or the appearance of a conflict of interest. Should one of the above situations occur, the Library would attempt to find a suitable position within the Library to which one of the affected employees may transfer. If accommodations of this nature are not feasible, the Library will have the discretion to select which employee will terminate employment based on their position, performance, years of experience, and any other relevant criteria.
- B. Employees entering into a consensual romantic relationship and work in the same department are expected to report their relationship to the Library Director or his/her designee. If a supervisor and a subordinate commence a consensual romantic relationship or are in a consensual romantic relationship, it is the responsibility of both the supervisor and the employee to report the relationship to the Library Director or his/her designee. The

supervisor and the employee should report the relationship at the time the relationship begins.

- C. Library staff members may not participate in decisions regarding the hiring of close relatives whether as staff or vendors.
- D. If either the supervisor or employee is aware that hire, promotion, or transfer of either the supervisor or employee may create a situation where the supervisor directly or indirectly would supervise an employee with whom he or she is having a romantic relationship, both individuals should disclose the potential conflict before the hiring, promotion, transfer, etc. is made. If the supervisor and employee first learn of the reporting relationship after the hire, promotion, or transfer, the supervisor and employee should report the relationship as soon as they learn of the conflict.
- E. Failure to properly disclose the existence of a consensual romantic relationship where a direct or indirect supervisory responsibility exists is grounds for discipline up to and including termination. Employees who are uncertain of whether their relationship falls under this policy should err on the side of caution and report the existence of the relationship if there is any doubt as to the applicability of this policy.
- F. Any effort by one employee to coerce the other employee not to disclose the existence of a relationship is also grounds for discipline up to and including termination, but does not absolve the reporting requirement of either employee.
- G. Non-consensual relationships are prohibited by the Library's harassment policy.

Pickerington Public Library
Separation from Service Policy

Upon separation of employment, employees are entitled to accrued, unused vacation pay if they have a balance remaining in their Vacation Reserve Account. In cases of retirement, Sick Leave Reserve hours will be paid, based on the Retirement Policy. If an employee resigns, is laid off, or terminated, he/she will not be paid for the unused Sick Leave Reserve hours, or any unused PTO (Paid Time Off) hours.

Termination

All employees of the library serve at-will, which means that the employment relationship may be terminated at any time with or without notice or cause by either the employee or the library.

Resignation

All professional staff members are expected to give at least four (4) weeks written notice of their intention to resign. All other staff members, including library pages, are expected to give two (2) weeks written notice of their intention. If less than the requested written notice is given, the employee may not use Paid Time Off in lieu of part of or full notice unless approved by the Library Director.

A staff member who resigns from the Library is required to return to his/her immediate supervisor his or her name badge, all non-circulating and professional Library materials and property currently in his or her possession, including shirts bearing the PPL logo that were provided by the PPL, and all Library keys. Additionally, the immediate supervisor must notify the Patron Services Coordinator so that the former staff member's patron-type can be changed in the integrated library system. The immediate supervisor must also notify PPL's Technology Liaison and the CLC (Central Library Consortium) so that the former staff member's network permissions can be removed.

Retirement

Under the Ohio Public Employees Retirement System (OPERS), which covers public library employees, the age of retirement and years of service credit required for retirement benefits are determined by the Ohio Legislature.

To determine eligibility for retirement and to determine the best means to maximize benefits, employees approaching retirement should contact OPERS directly for information on retirement options.

There is no mandatory retirement age.

Employees who have retired may be considered for re-employment in compliance with the rules of OPERS.

Abandonment

Unless an employee is on approved leave, failure to report to work or contact the employee's work location regarding an absence from work for three (3) consecutive scheduled work days shall constitute job abandonment. Job abandonment shall be grounds for termination of employment, effective retroactively to the end of the employee's last work shift prior to the unexcused absence. Extenuating circumstances will be taken under consideration.

Death

In the event of the death of an employee, final wage payment shall be made to the estate of the deceased. Payment of sick leave and/or vacation reserve shall be made to the spouse or estate of the deceased as provided in the Retirement Policy.

Pickerington Public Library

Retirement

All eligible staff members shall be covered for retirement through the Ohio Public Employees Retirement System (OPERS). The Library will pay the employer's portion of yearly premiums as required by OPERS (currently 14% of salary) for those being covered by the system.

If a full-time staff member retires with benefits established by OPERS with an accumulated sick leave reserve as an employee of the Pickerington Public Library, he or she is eligible to be paid for one fourth the value of the number of days up to a maximum of 960 hours. The payment shall be based upon the employee's rate of pay at the time of retirement and shall eliminate all sick leave reserve hours unused by the employee at the time payment is made.

Pickerington Public Library

Drug Free Workplace

The Pickerington Public Library is committed to maintaining a safe and healthy working environment for its employees as well as the public that is free from alcohol and drugs. In that spirit and in compliance with the Drug-Free Workplace Act of 1988, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited while performing work for the Pickerington Public Library, whether that work is carried out in the library building or off site. All employees shall abide, as a condition of employment, by the terms of this notice and shall notify the library director or board within five (5) days of any criminal drug statute conviction for a violation occurring in the workplace.

If the Library Director has reason to believe that an employee is using alcohol or illegal drugs, such employee may be required to submit to a drug/alcohol test. Any drug and/or alcohol testing shall be conducted at the library's expense, on paid library time at the regular rate of pay, by a qualified laboratory of the library's choosing. Prior to testing, an employee may reveal any prescription drug therapy and supply a physician statement in connection with the prescription drug therapy.

Failure to comply with the above requirements shall be grounds for appropriate personnel action against such employee up to and including termination. Such employee may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program. In imposing discipline, the Library may consider the severity of the offense, the endangerment, if any, to the employee, other employees and the public caused by the violation, the potential for rehabilitation, if applicable, and the employee's previous work history and disciplinary record.

Pickerington Public Library

Safety

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state and federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area or with a patron.

Although most safety regulations are consistent throughout each department and program, each employee has the responsibility to identify and familiarize her/himself with the emergency plan for his/her working area. Each facility shall have posted an emergency plan detailing procedures in handling emergencies such as fire, weather-related events and medical crises.

It is the responsibility of the employee to complete an Accident and Incident Report for each safety and health infraction that occurs by an employee or that the employee witnesses. Failure to report such an infraction may result in employee disciplinary action, including termination.

Furthermore, management requires that every person in the library assumes the responsibility of individual and organizational safety. Failure to follow library safety and health guidelines or engaging in conduct that places the employee, patron or library property at risk can lead to employee disciplinary action and/or termination.

Pickerington Public Library

Unexpected Closing of the Library

Board Policy:	Date Reviewed:	2/11/16
	Date Approved:	2/11/16
	Effective Date:	2/11/16
	Replacing Policy Effective:	1/12/15

It is the policy of the Library to operate on a delayed opening schedule or close completely when weather/situations warrant, and to pay employees for any scheduled hours they did not work when the library is closed unexpectedly.

The Library Director or his/her designee shall have authority to close or delay opening the library because of an emergency situation or special event.

Administrative Procedure:	Date Approved:	2/11/16
	Effective Date:	2/11/16
	Replacing Procedure Effective:	1/12/15

Unexpected Closing

- A. Unexpected Closing occurs when the Library is closed due to severe weather, a building or local community emergency or special event.
- B. Delayed openings or closing the Library will be communicated to employees by managers via phone call/text. It will also be posted on the library website and social media sites. The Director or his/her designee will notify the following Major Media Contacts.
 - o WBNS, Channel 10 – wbns10tv.com
 - o WCMH, Channel 4 - nbc4i.com
 - o WSYX, Channel 6 – wsyx6.com

Inclement Weather

- Many factors impact the decision on whether or not to close the Library, including considerations made by local government agencies and announced snow emergency levels in Fairfield County. Typically, the Library will consider closing after a level 2 snow emergency is announced for Fairfield County. School closing announcements do not have primary influence on the library's decision to close. The Library will work to strike a reasonable balance between staff and customer safety, and the community's need for access to Library resources.
 - o If inclement weather occurs overnight, the Facilities Manager will monitor the situation and provide input to the Director or his/her designee to assist him/her in making the decision whether to close the library.

Delayed Opening and Early Closing

- If inclement weather occurs after the library has opened, the Director or his/her designee will make the decision on whether to close early in order to timely notify employees on later shifts, as well as patrons.
- In the event of a delayed opening (i.e. the Library will open at noon rather than 9:00am), scheduled staff are expected to arrive at the library in the manner that is consistent with their normal starting time. For example, if a staff member is scheduled to begin work 15 minutes prior to the Library opening, they would be expected, as weather permits, to arrive at a similar time in advance of the announced opening time.
- Staff scheduled to work during the closed hours due to delayed opening or early closure will work a shortened schedule. All other employees will work their normal schedule.
- All employees will be paid for any scheduled hours they did not work when the library was closed due to emergency. Paid hours for delays or emergency closings will be noted as such on time cards. Non-exempt employees may not work from home.
- If an employee is unable to report for work when the library is open, she/he will not be paid for the scheduled hours unless the employee requests the scheduled hours she/he was absent to be

deducted from their paid time off balance. The employee is required to call the library to report his/her unplanned absence. This will be recorded as an occurrence per the Attendance Policy.

- For employees living outside of Fairfield County, if the library is open and there is a Level 2 or higher emergency in the county where an employee lives, the employee would not be expected to report for work until the emergency is downgraded to a level 1 emergency. The employee would be paid for the scheduled hours that were missed during the level 2 emergency in their county. The employee is required to call the library to report his/her unplanned absence. This will not be recorded as an occurrence.
- Non-exempt employees are not allowed to make up missed time, unless they obtain prior approval of their manager.
- Employees on paid time off or vacation during a delay or emergency closing of the library must still use their leave.

Corrective Counseling Policy

Board Policy:

DATE REVIEWED: 2/9/2017
DATE APPROVED: 2/9/2017
EFFECTIVE DATE: 2/9/2017
REPLACING POLICY EFFECTIVE: 1/12/2015

It is the policy of the Library that all employees are expected to meet job performance standards and comply with the Library's policies, procedures and standards of service. The Library will use corrective counseling to provide employees with notices of deficiencies and opportunities to improve. Non-compliance may result in disciplinary action, up to and including discharge.

In those cases where an employee fails or is unable to carry out the tasks required in his/her job description or behaves in an inappropriate manner, the Board of Trustees approve the following corrective measures.

- Oral Counseling
- First Written Warning
- Second Written Warning and Suspension
- Discharge

The purpose of these corrective measures is to help the employee become a more effective and productive staff member.

Administrative Procedure:
2/9/2017

DATE REVIEWED:
DATE APPROVED: 2/9/2017
EFFECTIVE DATE: 2/9/2017
REPLACING POLICY EFFECTIVE: New

- A. All managers and supervisors are responsible for holding their staff accountable for upholding the policies, procedures and standards of the Library. Managers should regularly engage in job counseling and coaching sessions with their employees to provide them with feedback on their performance. The Library does (depending on the severity of the offense) retain the right to administer disciplinary action in any manner it deems fit, up to and including immediate discharge.
- B. The normal progression of corrective counseling or disciplinary action, subject to modifications, dependent on employment status (introductory, as needed, temporary, etc.) and/or severity of the infraction, is:
1. Oral counseling
 2. First written warning
 3. Second written warning and suspension
 4. Discharge

All corrective counseling and/or disciplinary action must be approved by the Human Resources manager, direct supervisor and Library Director as indicated on the Corrective Counseling Form. Signed copies will be shared with the employee and become a permanent part of the employee's

personnel file. The termination of employment form must be signed by the Director or, in the event of an extended absence, his/her designee.

1. Oral Counseling

An Oral Counseling is considered to be the least formal and severe of the corrective actions. This action shall be accompanied by a brief memorandum prepared by the supervisor for inclusion in the employee's personnel file stating the nature, time and place of the offense. This memo shall be signed by the supervisor and by the employee acknowledging receipt of, if not necessarily agreement with, the oral reprimand. In each case, an oral reprimand shall be brought to the attention of the Library Director. If the employee receiving the oral reprimand is not in agreement with it, he/she may refer to the Grievance Procedure of the Employee Handbook.

An oral reprimand shall address inappropriate actions that are minor in nature and cause minimal disruption to the operation of the PPL.

These offenses include, but are not limited to:

- Frequent absence or abuse of leave policy;
- Consistent tardiness;
- Failure to follow established procedure when calling off for a shift;
- Starting late, or leaving early, without following the established procedures;
- Interfering with the work of others;
- Discourteous treatment of customers;
- Unnecessary shouting or disruption;
- Use of profane language;
- Unsatisfactory work or failure to maintain required standard of performance;
- Failure to work cooperatively with other employees;
- Failure to follow reasonable directives of supervisor;
- Careless use of library property or equipment;
- Failure to follow safety rules and procedures;
- Failure to observe library or departmental rules, policies or procedures;
- Prohibited use of library computers and/or software.

2. Written Counseling

A written counseling is considered more serious than an oral counseling and may be issued upon repeated violations or failure to perform duties mentioned in the oral counseling. This document shall be clearly labeled Written Counseling, signed by the supervisor, Library Director and employee respectively, and placed in the employee's personnel file, where it will remain indefinitely. Signature by the employee acknowledges receipt of, if not necessarily agreement with, the written reprimand. Written counseling shall be reviewed by and receive the concurrence of the Library Director before being presented to the employee. If the employee receiving the reprimand is not in agreement with it, he/she shall refer to the Grievance Procedure of the Employee Handbook.

A written reprimand may address inappropriate actions that are of a more serious nature than the incidents of inappropriate behavior listed in the oral reprimand section and if left unaddressed may cause a serious and lasting disruption to the operation of the PPL. It additionally may address continued actions that have been the subject of an oral reprimand.

These offenses include, but are not limited to:

- Failure to report to work; failure to communicate to a supervisor on duty;
- Persistent failure to provide required documentation of absences;
- Sleeping during work hours;
- Neglect of duties;
- Obligating the PPL for any expense or service without authorization;
- Failure to report an accident, injury or equipment damage;

- Unauthorized release of confidential information;
- Refusing to give testimony in accident or incident investigations;
- Publishing either in print or electronically malicious statements about fellow staff members, the administration, the Board of Trustees or library policies and operations;
- Repetition of actions that have been addressed by an oral reprimand.

3. **Suspension (with or without pay)**

This action is an involuntary, temporary separation from active status and is with the authority of the Library Director and/or Board of Trustees. A suspension shall be with or without pay as determined by the Library Director and/or the Board of Trustees; at the end of which, the employee returns to normal employment status. Suspension may be deemed necessary in the event an employee's conduct becomes disruptive or threatening or as a third step in the corrective action process. A suspension will be accompanied by written documentation of the circumstances surrounding the event and the length of the suspension and the pay status during the suspension. The document shall be clearly labeled **Suspension**, signed by the supervisor, Human Resources Manager, Library Director and employee respectively, and placed in the employee's personnel file, where it will remain indefinitely. Signature by the employee acknowledges receipt of, if not necessarily agreement with, the suspension. If the Library Director has determined the suspension, the Board of Trustees will be apprised of the suspension. If the employee receiving the reprimand is not in agreement with it, he/she shall refer to the Grievance Procedure of the Employee Handbook.

A suspension may address inappropriate actions that are of a more serious nature than the incidents of inappropriate behavior listed in the written reprimand section and if left unaddressed will cause a serious and lasting disruption to the operation of the PPL. It may address continued actions that have been addressed in a written reprimand.

These offenses include; but are not limited to:

- Receiving a second written warning in one (1) year;
- Continuing a performance problem after a written warning has been given;
- Reporting to work under the influence of illegal drugs or alcohol;
- Threatening or verbally abusing a patron or fellow employee;
- Leaving work without a supervisor's permission;
- Insubordination or ignoring the directive of a supervisor.

The length of suspension will be based on the severity of the infraction.

4. **Discharge**

Discharge will be determined by the Library Director and/or the Board of Trustees.

Offenses leading to discharge include; but are not limited to:

- Receiving three (3) written warnings or two (2) written warnings with suspension within a one (1) year period;
- Giving false information or withholding pertinent information requested on an employment application;
- Falsification of one's own or another's time sheet;
- Continuing a performance problem after a written warning and a suspension has been given;
- Giving false testimony/information during an investigation;
- Theft or attempted theft of library property or property of a fellow employee or patron;
- Falsifying a document that could cause a substantial monetary loss to the library;
- Falsifying, removing or destroying library records or information without authorization
- Selling, buying, attempting to buy or sell, or possession of illegal drugs on library property;
- Deliberate, unauthorized altering of computer data which results or could result in monetary loss, fraud, damage to equipment, software or programming, or could be detrimental to the reputation of the library;

Abuse of borrowing privileges through manipulation of the library's ILS.
Use of alcoholic beverages or illegal drugs on library property;
Job abandonment, not calling in for three (3) or more consecutively scheduled work days;
Possession or use of fire arms, ammunition, explosives or other weapons or illegal goods in a library facility;
Deliberately damaging, defacing or abusing library property or that of a fellow employee or patron.

- C. Generally, corrective counseling dating back more than one year will not be considered when counseling an employee, unless the employee has demonstrated a pattern of behavior.

Pickerington Public Library

Grievance Procedure

Employees are expected to cooperate with their supervisors and co-workers in attaining the goals of the Library. It is desirable that any problems, which might arise, be resolved through an informal conference. However, if such informal discussion fails to bring about a satisfactory solution, the employee can pursue a grievance claim through several levels of appeal.

Procedure:

A grievance may only be filed by a staff member who is full- or part-time and past the 90 days introductory period. It must be filed within five calendar days after the occurrence of the act on which the grievance is based. Grievances not filed in this timely manner will be dismissed.

Punitive action will not be taken against any employee who submits a grievance in good faith.

The following steps shall be adhered to in filing a grievance:

1. The employee shall file the grievance in writing with the supervisor within 5 days of the act on which the Grievance is based. Such procedures shall be dated and recorded by the supervisor and kept as part of the supervisor's documentation. The supervisor has 5 days to resolve the Grievance.
2. If the matter is not resolved in step one, the employee may appeal, in writing, to the Director within 5 days of the supervisor's decision. The director will attempt to resolve the problem and respond in writing within 5 days. Such procedures shall be dated and recorded by the supervisor and kept as part of the director's documentation.
3. If the employee is still not satisfied, the employee may file a written appeal within 5 days of the Director's decision with the Board of Trustees. The Board of Trustees will respond in writing no less than 5 days following a regularly scheduled meeting or such special meeting as the board may schedule. All decisions of the Library Board of Trustees are final and binding on all parties.

Pickerington Public Library

Grievance Procedure Checklist and Form

- A grievance may only be filed by someone beyond his/her probationary period.
- It must be filed within five days after the occurrence of the act on which the grievance is being based.
- Grievances not filed within five days of the incident will not be reviewed.
- No punitive measures will be taken against anyone for the act of filing a grievance.

Name of person filing the grievance: _____

Date(s) upon which the occurrence happened: _____

Describe the incident and name all people involved in the occurrence: _____

What solution are you seeking to satisfy this grievance? _____

Check off as the following are completed:

- _____ The employee shall identify the grievance to the supervisor within five days of the occurrence.
- _____ The supervisor will investigate and provide a decision and/or give explanation regarding the grievance, in writing.
- _____ In cases of a grievance against the person's supervisor, the Director will be notified and both the Director and supervisor will investigate and explain and/or provide a solution. This is to be done within five days of the filing of the grievance.
- _____ If the supervisor is unable to resolve the matter, the grievance will be taken to the director who will respond in writing within 5 days.
- _____ If the Director is unable to resolve the difficulty, the employee will request that the Director present the grievance to the Board of Trustees, who will respond no less than five days following either a regularly scheduled meeting or such special meeting as the Board of Trustees may schedule.

Pickerington Public Library

Work Expectations

Employees are expected to be in their work area ready for work at the time specified. Punctuality is important to efficient performance. Anyone not on the job as scheduled is considered late. Please notify the Director, or his/her authorized representative, if you are unavoidably detained. Excused time lost may be made up if the Director approves it. The Director may take disciplinary action for unexcused or habitual lateness.

Perform your work quietly with dignity and with efficiency. Meet the public cordially, helpfully, and with a smile.

When helping a patron, always begin with a cheerful greeting, help them locate the materials they desire, and end with a cordial good-bye.

Do not socialize while on duty.

Answer the telephone as quickly as possible by identifying the department the patron has reached. Employees are expected to keep personal calls to a minimum. Such calls should be made from non-public areas and only during break times.

Do not chew gum or use tobacco products while on duty in the Library.

Do not eat food, candy, and snacks or drink beverages while working in the public areas, which include but are not limited to the circulation desk, reference desk, or juvenile information desk.

Keep work areas as neat as possible.

Employees are expected to observe a quiet decorum so as to maintain a quiet place for study and research.

As employees of an institution supported by the public, staff members have a special obligation to give a full day's work for a day's pay and to put forth their best efforts so that the public's tax dollars will not be wasted.

Pickerington Public Library

Attendance Policy

Board Policy:

Date Reviewed: 2/11/16
Date Approved:
Effective Date: 2/11/16
Replacing Policy Effective: 1/12/15

Absenteeism and tardiness detract from the quality of services provided by the library and may cause an undue burden on co-workers. Because the Library depends heavily upon its employees, all library staff are expected to begin work promptly at their scheduled starting time and remain at work until the end of the scheduled workday and/or completion of duties defined by the supervisor. To the extent permitted by law, absenteeism and tardiness lessen an employee's chances for advancement, merit pay and may result in disciplinary action up to, and including discharge of employment

Administrative Procedure:

Date Approved: 2/12/16
Effective Date: 2/11/16
Replacing Procedure Effective: 1/12/15

1. Absence Reporting

- a. Employees are expected to personally (unless incapacitated*) call the "call off" line (614-837-4104 ext. 224) if he/she will be late or absent and the library has not opened for the day.
- b. If an employee is late or going to be absent and the library is already open, they are expected to personally notify their supervisor or the Human Resources Manager as far in advance as possible, but no later than 30 minutes before his/her scheduled start time.
- c. Supervisors have the right to ask the reason for tardiness/absence; if due to medical necessity; the exact nature of an illness need not be divulged.
- d. Employees should attempt to provide an estimated arrival time or a day of return to work.
- e. An employee* who fails to notify supervisor of absence or fails to report to work (no call, no show) at least one half (1/2) hour after start of shift may be subject to disciplinary action. Employees who no call, no show three consecutive days will be discharged due to job abandonment.
- f. On the day the employee returns to work after an absence that has not been previously authorized, he/she must report to his/her supervisor. Employees should note the use of paid leave on the time sheet and complete the Request for Leave form.

* Or their representative in extreme cases

2. Attendance Records

- A. Attendance records will be maintained by immediate supervisors for all employees on the approved attendance tracking form. Any deviation from an employee's work schedule, including hours worked beyond the scheduled hours, must be authorized by his/her supervisor in advance.
- B. Employees are expected to use leave benefits appropriately. An employee whose frequent absences/tardiness affects the library's ability to provide services will have his/her attendance record reviewed for possible corrective counseling.
- C. Supervisors will review, with the Director, the attendance records of employees who have accrued more than nine (9) occurrences of absenteeism within any rolling 12-month period.
- D. Occurrence Definitions
 - i. Unscheduled absence (1st day of illness including any additional scheduled consecutive days) will count a one (1) occurrence.
 - ii. Tardiness will count as follows
 1. 6-15 minutes late = .25 occurrence
 2. 16-30 minutes late = .5 occurrence
 3. 31-45 minutes late = .75 occurrence
 4. 46 minutes late or more = 1 occurrence

- E. An unscheduled absence is that which has not been preapproved by a supervisor before the end of the previous day. Based on operational needs, the department manager determines and communicates to their staff, the deadline for “before the end of the previous day” notification of an unscheduled absence. Employees who arrive on time for work but leave early due to illness or emergency will not be charged with an occurrence. In the instance where this is overused by an employee, it will be addressed as a performance issue.
- F. Management communication expectations
 - i. Once an employee reaches Five (5), six (6) and seven (7) occurrences their supervisor is expected to notify them in writing (by email) of their occurrence balance.
 - ii. When an employee reaches eight (8) occurrences their supervisor will work with Human Resources and issue an Oral Warning which will be placed in their personnel file.
 - iii. When an employee reaches nine (9) occurrences their supervisor will work with Human Resources and issue a Written Warning which will be placed in their personnel file.
 - iv. When an employee reaches ten (10) occurrences in a rolling twelve month period they will be subject to discharge. The employee’s supervisor, the Human Resources Manager and the Director will issue the discharge.
- G. The following types of absences will not be considered an occurrence of absenteeism.
 - i. Vacation
 - ii. Court leave or Jury Duty
 - iii. Military leave
 - iv. Approved schedule trades between co-workers
 - v. Pre-approved absences that are submitted on the Request for Leave form at least twenty-four (24) hours in advance of scheduled shift.
 - vi. Absences due to work related injuries if covered by a physician’s statement or a supervisor’s directive.
 - vii. An absence preapproved by a supervisor before the end of the previous day
- H. Employees may make up for time missed with the supervisor’s permission according to the needs of the library. This must be approved by their supervisor, the Director or Assistant Director.
 - i. Full-time employees – time must be made up before the end of the work week.
 - ii. Part-time employees – time must be made up before the end of the pay period.
- I. Mandatory staff and department meetings, orientation and training sessions will be considered part of the regular work schedule. Absences will be considered an occurrence.

Pickerington Public Library

Conflicts of Interest

It is the policy of the Library to prohibit its employees from engaging in any activity, practice, or act which conflicts with, or appears to conflict with, the interest of the Library, its patrons, or its vendors.

It is impossible to describe all the situations that may cause or give the appearance of a conflict of interest. Therefore, the prohibitions included in this policy are not all-inclusive and only include some of the more clear-cut examples. Employees have an obligation to avoid conflicts of interest and to refer questions and concerns about potential conflicts to their manager.

Employees are not to engage in, directly or indirectly, any conduct which is disloyal, disruptive, or damaging to the Library.

Employees are not to accept full-time, part-time or temporary employment with any organization that does business with the Library.

Employees must disclose any financial interest they or their immediate family have in any firm that does business with the Library. The Library may divestiture of such interest if it deems the interest to be in conflict with its best interests.

Employees and their immediate family are not to accept gifts, except those of nominal value from any person or firm doing, or seeking to do, business with the Library. The meaning of gifts for purposes of this policy includes the acceptance of lavish (\$25 or more) entertainment and free long-distance travel and lodging.

Pickerington Public Library
Employee Dress and Personal Appearance Policy

Board Policy:

DATE REVIEWED: 11/9/2017
DATE APPROVED: 11/9/2017
EFFECTIVE DATE: 1/1/2018
REPLACING POLICY EFFECTIVE: 1/12/2015

Creating a favorable impression is a goal of the Pickerington Public Library. It is the policy of the Library that each employee's dress, grooming and personal hygiene be appropriate for the work environment and convey an image consistent with the Library's mission and vision. Library management reserves the right to determine whether the attire is appropriate. To this end, all staff should be aware that how they dress and their overall appearance helps to create this positive image.

Administrative Procedure:

DATE REVIEWED: 11/9/2017
DATE APPROVED: 11/9/2017
EFFECTIVE DATE: 1/1/2018
REPLACING POLICY EFFECTIVE: NEW

- C. Based on job duties, some employees may be required to wear uniforms.

- D. Staff attire should be appropriate to the individual's work responsibilities and should always be neat, clean, well fitted and in good repair. Shirts, unless designed to be worn out, should be tucked into skirt or trouser/slacks. Appropriate foundation garments must be worn by both male and female employees.
 - a. Appropriate Attire Per Duty Assignment
 - i. Direct Public Service (Patron Services, Reference Services, Children's Services)
 - 1. Business Casual
 - ii. Indirect Public Service (Patron Service Associate)
 - 1. Casual Business
 - iii. Facilities Management/IT
 - 1. Casual Business
 - iv. Administration
 - 1. Business Casual – Business Formal
 - v. Community Events/Casual weekend attire
 - 1. Casual Business
 - 2. Library logo attire
 - b. Footwear
 - i. Comfortable shoes that are in good condition must be worn at all times.
 - 1. For safety reasons, shoes should cover the entire foot; flip-flops and open toed shoes are not acceptable.
 - 2. Tennis shoes and sport shoes are not acceptable footwear.

- 3. Facilities management staff are permitted to wear work boots.
 - c. Name Badges
 - i. In order for library patrons to identify staff members easily, every employee in both public and non-public service areas must wear an identification badge, which will be provided by the Library.
 - ii. Badges are to be worn so that they are easily visible, and no lower than 12 inches from the chin.
 - d. Branded Attire
 - i. Staff are permitted to wear approved library logo attire at any time as long as it falls within the appropriate attire for their duty assignment.
 - ii. Unless pre-approved by the Director or his/her Designee, clothing with branding other than the official library logo is prohibited.
- E. Definitions for appropriate attire are outlined below. This list is not all-inclusive and the Director or his/her designee has the final decision on if an item of clothing is appropriate attire.
- a. Casual Business attire consists of:
 - i. Casual pants and jeans, skirts, shirts with collars or not, sweaters, vests, sweatshirts, blouses, tops, casual shoes.
 - b. Business Casual
 - i. Khakis, dress, or Dockers-type pants, jeans, skirts, dresses, blouses, tops, shirts or golf-type shirts with collars, sweaters, vests, sports jacket or informal jacket with traditional business shirt, and attractive shoes and accessories.
 - c. Business Formal
 - i. Formal suit, skirt suit or pant suit, sports jacket with a tie, dress pants, jacket or dressy sweater, button down or traditional business shirt, blouse, shirt, top, or nice turtleneck, hose, dress shoes, and attractive accessories.
 - d. Casual Weekend
 - i. Casual weekend attire is defined by the Director or his/her Designee and will be used as a morale-boosting tool (Sports team shirts, Book themed shirts, Children's character themed shirts, etc.).
 - e. Good Repair
 - i. "Good repair" is defined as clothing without frayed hems, stains, rips or tears.
 - f. Well Fitted
 - i. "Well fitted" is defined as not too tight, loose or revealing and applies to skirt lengths.
 - 1. Skirt lengths are expected to be at the knee.
 - g. Examples of unapproved attire
 - i. Leggings, exercise wear, capris pants, shorts, skorts
 - ii. Clothing showing midriff, Spaghetti strap shirts

iii. Hats

- F. Employees are expected to maintain personal hygiene that is consistent with working with the public, or co-workers, in a public setting. The employee's immediate supervisor will handle personal hygiene problems in need of correction.
- a. *Hair* - Hair, beards, mustaches and sideburns must be clean, combed and neatly trimmed
 - b. *Make up* - must be professional and conservative
 - c. *Fragrance* - Fragrant products should be used in moderation out of concern for other library employees and library patrons who may have allergies.
 - d. *Jewelry* - Employees may wear tasteful jewelry in moderation. The size and/or number of earrings, rings, necklaces, and bracelets may be determined at the department level based on specific job functions, operational, and safety factors. Where job duties present any type of safety risk, jewelry may be prohibited or severely limited. In other areas, moderate (including size and amount) jewelry may be worn.
 - e. *Tattoos* - Tattoos or other body art (such as surgically implanted ball bearings, spikes, and the like) are permitted at the library. Visible tattoos or body art (i.e., wrist, neck, face, etc.) must be non-offensive. Any body art or tattoo found offensive must be covered or removed during work shifts.
 - f. All exceptions require the approval of **the Director or his/her Designee**.

G. *Violations*

- a. Employees who violate this policy and procedure will be made aware of the issue and may be instructed to leave work until the problem is corrected. If an employee must leave work to correct the issue this is unpaid time.
- b. Violations of this policy will follow the corrective counseling procedures.

- H. *Exceptions* - Employees seeking an exception from any of the above standards should speak with **the Director or his/her Designee**.

Pickerington Public Library

Employee Relations

To the Community

All staff members are expected to give a high standard of service to all patrons regardless of social standing, sex, creed, race, sexual orientation, or age. A high standard of service is displayed by staff members in the following behaviors: helping people promptly and pleasantly, smiling often, referring argumentative or difficult customers to the person-in-charge of the building and controlling emotions in any unpleasant situation. Loitering and congregating with friends or other staff at public service desks is discouraged. Staff members are encouraged to take an active interest in the concerns of the community in which they work.

Toward Supervisors

Employees are expected to cooperate with their supervisors in attaining the common goals of the library. In resolving problems between employee and supervisor, the employee will follow the established chain of command. If problems cannot be resolved in this manner, see Grievance Procedure.

Toward Staff

Supervisors are expected to cooperate with their staff in attaining the common goals of the library. Supervisors welcome inquiries and suggestions from employees. The employee has the right to expect departmental direction from a designated supervisor, and/or the supervisor on duty.

Toward Co-Workers

Employees are expected to cooperate with their co-workers in attaining the common goals of the library.

Professional Attitudes and Conduct

It is expected that the conduct of the staff members toward the public and each other will reflect favorably on the image of the library. A courteous, conscientious, and generally businesslike manner should be exhibited in the workplace at all times.

Pickerington Public Library

Employee Personnel Files

Employee files are maintained by the Fiscal Officer and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis.

A manager or supervisor considering the hire of a former employee or transfer of a current employee may be granted access to the file, or limited parts of it, in accordance with antidiscrimination laws.

Upon request, current or former employees will typically be permitted to review their personnel file within three days of their request, unless otherwise required under state law. Personnel files are to be reviewed in the Fiscal Officer's office and may not be taken outside of the Fiscal Officer's office.

Please note however, that representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

Pickerington Public Library

Staff Use of Library Computers and Electronic Services

Computers and electronic services provided by the library are library property and their purpose is to facilitate and support library business. Library employees have access to one or more forms of electronic services, including computers, e-mail, telephones, voice mail, fax machines, external electronic bulletin boards, on-line services and the Internet.

The following policy applies to all electronic services that are:

- Accessed on or from library premises;
- Accessed using library computer equipment or via library-paid access methods; or
- Used in a manner that identifies the individual with the library.

This policy cannot establish rules to cover every possible situation. It is designed to express the library's philosophy and set forth general principles employees should apply when using electronic services.

No Expectation of Privacy

E-mail and other electronic communications, such as memos and other business documents stored on library computers are the property of the library. Library management reserves the right to enter, search and/or monitor the library e-mail system and the files/transmission of any employee without advance notice and consistent with applicable state and federal laws.

Employees other than those in management are prohibited from monitoring or intercepting the files or communications of other employees, hacking or obtaining access to systems or accounts they are not authorized to use, using someone else's log-ins or passwords without permission, and breaching computer or network security measures.

Personal Use

Electronic services are provided by the library primarily for employees' business use. Limited, occasional or incidental use of electronic services (sending or receiving) for personal, non-business purposes is acceptable. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege in terms of either amount of time or content of communication.

Prohibited Communications

Electronic services may not be used for knowingly transmitting, receiving or storing any communication that is:

- Harassing or illegally discriminatory
- Derogatory to any individual or group
- Obscene
- Defamatory or threatening
- Engaged in for any purpose that is illegal or contrary to the library's policies or business interests.

External Communications

Employees should remember that any messages or information sent on library-provided facilities to one or more individuals via an electronic network – for example, Internet mailing lists, bulletin boards and on-line services – are statements identifiable and attributable to the library.

Employees should include the following disclaimer in all of their postings to on-line forums:

“The views, opinions and judgments expressed in this message are solely those of the author. The message contents have not been reviewed or approved by the Pickerington Public Library.”

Employees should note that even with a disclaimer, a connection with the library exists and a statement could be imputed legally to the library.

Pickerington Public Library

Social Media Policy

The library recognizes the value of the exchange of ideas and information through social media available to its employees. At the same time, however, using social media can cause problems for employees, the library, and its patrons. Therefore, the library expects its employees to use social media in a manner that is consistent with this policy.

For purposes of this policy, "social media" includes all means of communicating or posting information, such as words, pictures, videos or any other content, on the Internet. Such technology includes but is not limited to Facebook, Twitter, YouTube, MySpace, LinkedIn, Google+, blogs, message boards, wikis, podcasts, product review sites, online forums, gaming sites, or any other site where information can be uploaded or posted. It also includes comments or posts on another person's social networking site.

While every individual has a right to speak out on issues facing our community, state, and nation, employees must take great care to make it clear that their personal opinions are their own and do not represent the official policy position of the library. It is important for employees to remember that their personal communications, even those done outside of work, may reflect negatively on the library, especially if they are commenting on library business.

There, the following guidelines apply to personal use of social media by employees of the library:

- All library employees must actively protect all confidential information of the library. As used in this Policy, Confidential Information of the library means social security numbers, personal health information protected by HIPPA, library patron information, and similar types of information.
- In accordance with Ohio Revised Code § 149.432, employees are prohibited from sharing on social media: (1) any information that the library requires a patron to provide in order to be eligible to use library services or borrow materials; (2) any information that identifies a patron as having requested or obtained specific materials or materials on a particular subject; (3) any information that is provided by a patron to a library staff member to answer a specific question or to provide information on a particular subject; or (4) any personally identifiable information about an individual who has used any library service or borrowed any library materials.
- Postings and user profiles on personal social media accounts must not state or imply that the views, conclusions, statements or other social media content are an official policy, statement, position, or communication of the library, or represent the views of the library or any library officer or board member. For example, if you choose to make a statement regarding the library, you should state that "The views, opinions and judgments expressed in this message are solely those of the author. The message contents have not been reviewed or approved by the Pickerington Public Library."
- Employees cannot use social media to threaten, libel or slander, defame, maliciously disparage, harass, or discriminate against coworkers, managers, library patrons or visitors, vendors or supplies, or organizations associated or doing business with the library. The library's anti-harassment policy applies to the use of social media, even outside the workplace.
- Be careful to respect all copyright and other intellectual property laws. For the library's protection as well as your own, employees are urged to abide by the laws governing copyright, fair use of copyrighted materials owned by others, trademarks and other intellectual property, including the library's own copyrights.
- If someone from the media or press contacts you about your personal social media use that relates to the library, you must clearly explain that you do not speak on behalf of the library and that your comments have not been authorized, reviewed, or approved by the library. If the contact is seeking the official position of the library, obtain the name of the person or company requesting information and immediately contact the Director or the Fiscal Officer.
- Should you have concerns regarding your employment or the business of the library, the library strives to resolve those concerns whenever possible through its open-door policy. Nonetheless, if

you decide to use social media to express complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening, intimidating, harassing, or bullying. Examples of such conduct include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, religion or similar status protected by library policy.

- The library recognizes that public employees do not surrender their First Amendment rights to reason of their employment and that the First Amendment protects a public employee's right, in certain circumstances, to speak as a citizen addressing matters of public concern. Many considerations go into balancing an employee's free speech interests against the interests of the library, including the library's interests in avoiding disruptions in regular operations, disharmony among coworkers, impairment of discipline and supervisory control, and obstructions in the employee's ability to perform work responsibilities. Therefore, employees should use common sense and good judgment before posting any content on a social media site.

The library reserves the right to lawfully monitor employees' use of social media in openly accessible, personal and business discussions forums. Further, employees should have no expectation of privacy while using library equipment and facilities for any purpose, including the use of social media.

Failing to comply with this policy may lead to disciplinary action, up to and including termination. The library also may report suspected unlawful conduct to appropriate law enforcement authorities.

Pickerington Public Library

Payment of Wages

All library employees are paid biweekly, on Friday, via direct deposit. If the regularly scheduled payroll date falls on a holiday, employees will be paid on the last working day immediately preceding the regular pay date.

On each pay date, employees will receive a statement [check stub] showing gross pay, deductions and net pay. Federal, State and local taxes and employee contributions to the Library's benefit plans will be deducted automatically.

Salary deductions and withholding – The library will withhold the following from employee paychecks:

- Taxes – Federal, state, and local taxes, as required by law, as well as the required OPERS (Ohio Public Employee Retirement System) and Medicare payments.
- Insurance – Employee contributions to health insurance or other insurance premiums for employees and any eligible family members or to other contributory benefit programs.
- Other Deductions – Other deductions including mandatory garnishments, supplemental life insurance, deferred compensation contributions, etc.

Direct Deposit – Employees must have their paycheck deposited directly into a bank account. An authorization form for deposit is available in the Fiscal Officer's office.

Pickerington Public Library

Time Reporting

All nonexempt employees are required to use the timekeeping system to record their hours worked and paid time off. Nonexempt employees are required to record their clock in/out for payroll and attendance purposes. An employee should not modify their schedule without approval of their supervisor.

- Employees are to maintain an accurate daily record of hours worked.
- A work hour is any hour of the day that is worked and should be recorded to the nearest (.25) of an hour.
- Employees should clock in no sooner than five minutes before/after the scheduled shift and clock out no later than five minutes before/after the scheduled shift.
- If the employee misses an entry in the timekeeping system, the employee must notify the supervisor by submitting a timesheet correction form. The supervisor will manually enter the employee's work hours via the manager time clock portal following the time clock procedures.
- Managers are responsible for ensuring that all of their direct reports have correct time entries.

The normal workweek for full-time staff members shall be thirty-seven and a half (37.5) to forty (40) hours in any given week. Overtime is defined as hours worked by an hourly or nonexempt employee in excess of 40 hours in a workweek and should be recorded to the nearest quarter (.25) hour. Overtime must be approved by the Director and will be reimbursed at 1-1/2 times regular pay.

Failure to follow this policy could result in disciplinary actions.

Pickerington Public Library

Emergency Call-Back Pay Policy

It is the policy of the Pickerington Public Library **not** to call non-exempt employees during unscheduled work hours. Emergency situations do arise where it may be necessary to call or call-back an employee to work. This policy covers these rare emergency situations.

An emergency call-back is defined as an unscheduled request made by an appropriate management official for an employee to return to work to do unforeseen or emergency work after leaving the building or work location at the end of his or her regular shift and before the beginning of the next regularly scheduled shift. A non-exempt employee who is called back to work outside his or her normal work schedule shall be paid for the time worked, or a minimum of two (2) hours, whichever is greater.

Time worked will be calculated at the employee's regular rate of pay. If an employee is called back to work, they will not be paid for travel time. Overtime compensation is applicable only when total hours worked exceed the regular full-time work week.

If a non-exempt employee is called during non-working hours they will be paid for each (.25) hour, while working from home to remedy the emergency situation. Hours worked will be documented by the employee and management.

Emergency call-backs and calls to non-exempt employees is a rare situation and should not occur on a regular basis. Justification must be provided to the Library Director to validate that the call or call-back was an emergency.

Abuse of emergency calls and call-backs will result in disciplinary action, up to and including termination.

Pickerington Public Library

Meal/Rest Breaks Policy

It is the policy of the Library to provide meal and rest breaks during the course of the workday.

Employees scheduled to work more than six (6) and 1/2 hours per day are permitted a meal break for thirty (30) minutes near the middle of the workday. Employees will not be compensated for their meal breaks.

Employees may not extend meal breaks beyond their assigned period without prior approval of their supervisor.

A staff lounge is provided to employees to use during meal periods.

Department supervisors are responsible for balancing workloads and scheduling meal breaks. Whenever necessary, duration and time of meal periods may be changed.

Whenever practical, employees are to receive a rest break of ten (10) minutes at approximately the middle of every four (4) hours of work not broken by a meal period.

Employee rest breaks will be scheduled by each supervisor with appropriate regard for the workload. Time spent on rest breaks will be compensated as working time. However, employees are expected to return to their workstations promptly at the end of each break or be subject to disciplinary action for tardiness.

Neither the meal break nor the rest break (s) may be used to account for an employee's late arrival or early departure or to cover time off for other purposes. For example, rest breaks may not be accumulated to extend a meal break, and rest breaks may not be combined to allow one twenty minute long break.

Employees on rest breaks are not permitted to interfere with fellow employees who are continuing to work.

Pickerington Public Library

Conference/Workshop Attendance Policy

The Board of Trustees encourages employees to attend conferences and workshops that will enhance the library skills and expertise of our employees. An employee will be paid his/her hourly rate of eight hours per day for each day of attendance.

An employee requesting attendance to library conferences or workshops must complete the Estimate Form and submit it to the Director 30 days prior to the date on which the conference is scheduled. The Director may limit conferences.

Upon approval, an employee shall be entitled to reimbursement of the necessary and actual expenses incurred as a result of attending the conference or workshop, including mileage reimbursement at the IRS established rate. All overnight meals that are not a part of the registration fees are reimbursable at a rate not to exceed the IRS allowed amount. Gratuity of 15% is allowed as part of the meal expense. Alcoholic beverages are not reimbursable.

For reimbursement, expenses must be itemized for the above described costs with receipts attached to the Reimbursement Form and submitted to the Fiscal Officer within one week following the employee's return.

Pickerington Public Library

Reimbursement for Travel

Board Policy:

DATE REVIEWED: 11/10/2016
DATE APPROVED: 11/10/2016
EFFECTIVE DATE: 11/10/2016
REPLACING POLICY EFFECTIVE: 1/12/2015

The Library Board of Trustees (The Board) recognizes the need for staff to travel in order to conduct the business of the library. Any staff member attending an approved meeting, workshop, conference or to conduct Library business outside of the Library may request mileage reimbursement and when appropriate, meal, lodging and parking reimbursement.

Library staff are expected to use the library owned vehicle for travel in accordance to the Use of Library Owned Vehicle and Equipment policy.

The Board acknowledges that some opportunities may require out-of-town/overnight travel. The Library will comply with FLSA guidelines in regard to compensation for non-exempt employees. In addition, all employees will be reimbursed for travel expenses as outlined in the procedural paragraphs below.

The employee must obtain prior-approval for estimated travel expenses. All reimbursement requests should be for reasonable and necessary expenses. Staff approved to attend a meeting, workshop, conference or conduct library business will be paid for travel time to and from the temporary assignment; as well as attendance at the event.

The employee is expected to exercise the same care in incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds.

This policy does not intend to address every issue, exception or contingency that may arise in the course of travel.

Administrative Procedure:

DATE REVIEWED: 11/10/2016
DATE APPROVED: 11/10/2016
EFFECTIVE DATE: 11/10/2016
REPLACING POLICY EFFECTIVE: 1/12/2015

Transportation

- A. Actual mileage in excess of an employee's normal commute is reimbursable and will be calculated at the IRS established rate.
- B. The employee may use and will only be reimbursed for automobile travel in a private vehicle if the owner is insured under a liability policy that complies with Ohio Revised Code (ORC) Section 4509.51. The employee authorized for travel must maintain a valid driver's license.
- C. The use of air, train, bus or private vehicle shall be selected on the basis of the most reasonable and appropriate method – taking into account distance, time and total costs. Reimbursement for mileage may not exceed the cost of one (1) reasonably-priced airline ticket to the destination. Any frequent flyer miles or other travel incentives earned are to be credited to the

library. Reimbursement for a rental car will be authorized only if its use is more economical than any other type of transportation.

- D. Reasonable parking fees, tolls, taxi fees etc. will be reimbursed
- E. Any gasoline, damages, needed service or repairs to private vehicles are the responsibility of the employee, as these costs are included in the per mile cost reimbursement.

A. Compensation

The Library will comply with FLSA guidelines in regard to compensation for non- exempt employees who are scheduled for out-of-town or overnight travel as follows:

1. Whether time spent traveling out of town as a passenger is compensable depends on the time of the day during which the travel occurred, and whether the travel results in an overnight stay.
 - a. Time spent traveling out of town *during* normal work hours on any day of the week *is* hours worked because the employee is simply substituting travel for other duties. This is true even if the travel occurs on an employee's regular day off, such as Saturday or Sunday; if the hours spent traveling correspond to the employee's normal work hours on a work day. For example, if the employee regularly works 10 a.m. to 6 p.m., Monday through Friday, travel between 10 a.m. and 6 p.m. on any day of the week, including weekends, is also work time. If an employee does not have a regular work shift, a regular work shift should be designated for purposes of determining compensable travel time. The schedule should be designated in advance of the traveling work week, and should not change from week to week.
2. Travel *outside* normal hours resulting in an overnight stay usually *is not* considered compensable hours worked (unless the employee performs work while a passenger).
3. During non-work hours, non-exempt employees are not authorized to utilize the Intranet, or remotely access email. Under extenuating circumstances (i.e., verify unexpected Library closing, review benefits information) non-exempt employees may do so for a limited period of time; however, they may not perform any work (i.e., respond to or take action on information read) without pre-approval from their manager. Employees are not compensated for such time
4. But if such travel outside normal working hours is part of a special *one-day* assignment, meaning that there is no overnight stay, then the time spent traveling during that day, even as a passenger *is* considered compensable hours worked. The employer can deduct the time that normally would be spent commuting, however.
5. Normal commuting trips occurring in a distant city (e.g. from hotel to work site and back), "down time" in the out-of-town city, as well as personal time such as sleep and meal time, are not hours worked. Business meals or working lunches are, however, considered hours worked.
6. General Rule Regarding Drivers of Vehicles: Travel by a driver beyond normal commuting distances is always hours worked. There is one exception to this rule. If an employee who is offered public transportation chooses instead to drive for personal convenience, then the time spent driving is not hours worked.
7. One Day Out-of-Town Business Trips: Uninterrupted travel to an out of town location which takes place in one day is hours worked. If the travel is interrupted (such as by travel to an airport and then travel via airplane to another city) then the travel to and from the airport in the "home" city is regarded as normal commuting time and therefore is not hours worked. The travel as a passenger by airplane within and outside the normal work hours is also hours worked.

B. Overnight Travel:

1. Overnight Out-of-Town Business Trips: Travel as a passenger outside normal work hours on any day of the week is not hours worked (so long as the employee doesn't perform work while a passenger). This is true even if the travel occurs on an employee's regular day off, such as Sunday or Saturday. For example, if the employee regularly works 10 a.m. to 6 p.m. Monday through Friday, travel between 10 a.m. and 6 p.m. on weekends is also work time. Whereas, travel outside shift hours even for the employer's benefit is not hours worked.
2. If an employee does not have a regular work shift a regular work shift should be designated for the purpose of determining compensable travel time. The schedule should be designated in advance of the work week in which travel time is occurring, and should not change from week to week.
3. Travel that cuts across the work day on any day of the week is hours worked. In this situation, only the hours of the day which occur during the normal work day are considered hours worked. Normal commuting trips in the out of town city (such as from hotel to work site and back) are not hours worked.
4. Personal time out of town such as sleep and meal time is not hours worked. Business meals or working lunches are hours worked.

C. Reimbursement:

The following requirements relate to the Travel Reconciliation & Employee Reimbursement process:

1. Receipts in General

- a. The Library's reimbursement policy is based on documentation of reasonable and actual expenses, supported by original receipts. Original, detailed and itemized receipts must be submitted for all travel expenses including airline, rail, hotels, meals, automobile rental, and incidentals.
- b. For Library credit card purchases, original, detailed and itemized receipts must be submitted for all travel expenses including airline, rail, hotels, meals, automobile rental, and incidentals. Monthly credit card statements and/or travel agency invoices and statements alone are not acceptable as backup documentation.
- c. The Library reserves the right to withhold reimbursement of expenditures lacking receipts and/or a valid reason for not submitting an original receipt.
- d. Customary gratuities of up to 15% are reimbursable. Alcoholic beverages or costs associated with a guest are not reimbursable. Not all situations can be anticipated in the procedure. Therefore, general guidance is that only pre-approved expenses are reimbursable.

D. Registration & Conference Fees

1. Registration fees for a meeting or conference at which attendance has been approved should be completed using the Library credit card or by using a purchase order.
2. Registration fees paid directly by an individual will not be reimbursed until the conference is completed and proof of attendance is obtained by submitting the Conference/Workshop/Program/event Reimbursement Form.

E. Airfares

1. All Library approved air travel must be at the most reasonable and economical rate, not first class or business class. All travelers should use the least expensive airfare, including non-refundable and penalty fares, based on a two-hour "window" on either side of their preferred departure times. In accordance with the Ohio Ethics Commission's Advisory Opinions,

employees are prohibited from using frequent flyer miles accumulated on fares that were reimbursed or paid for by the Library. The lowest cost air travel should take precedence.

2. Travelers are strongly encouraged to book well in advance of travel to secure the lowest fares. In addition, travelers are encouraged to select special or promotional flights that may require significant advanced booking, use alternative airports, entail a connection, or feature departure and/or arrival times slightly different than originally specified by the traveler.
3. The Director or designee will make an assessment of the most reasonable method of travel to an event; in the event an attendee chooses to use an alternate method, lowest cost for transportation will be reimbursed with the attendee expected to make up the difference. It is acceptable if it is more economical to add an additional overnight lodging cost to save a greater cost on airfare.

F. Rail Transportation

1. The Library will reimburse the cost of railroad fare not to exceed the cost of the least expensive airfare.

G. Private Automobile Transportation – Mileage Rate

1. Travel using privately owned vehicles may be desirable to save time, transport equipment, or reduce cost when Library staff are traveling together. The rate of reimbursement is based on the Internal Revenue Service reimbursement rates at the time of travel. This reimbursement covers all fuel, maintenance, insurance, transportation, and operating costs. The Library does not assume responsibility for deductibles or other uninsured loss to the vehicle.
2. Tolls and reasonable parking charges will be reimbursed in addition to the mileage allowance. No reimbursement will be made for the cost of repairs to the vehicle or other such costs whether they result from the traveler's actions or the actions of others. Costs for parking violations and moving violations are not reimbursable.
3. If, primarily for the convenience of the traveler, a personal automobile is used for approved travel to points more than 300 miles beyond the point of origin, the following applies:
 - a. Reimbursement will not exceed the lesser of the cost of the per-mile reimbursement plus tolls, or
 - b. The least expensive round-trip air fare between the nearest commercial airport serving the origin and destination cities, plus associated transfer costs to and from the airport.

H. Rental Vehicles

1. Rental vehicles should be used only, as follows:
 - a. Economy, compact or subcompact vehicles should always be rented.
 - b. Reimbursement will be made for other types of vehicles in exceptional cases (e.g., several travelers are riding in one vehicle, equipment being transported, etc)
 - c. Travelers should rent vehicles in the Library's name with the authorized traveler as the named driver. Under no conditions should the authorized traveler allow another person to operate their rental vehicle.
 - d. All detailed fuel receipts are required. Gas must not be purchased from any rental agency.
 - e. Travelers must report all accidents to the Director and Fiscal Officer within 24 hours, and immediately when any accident results in any personal injury or towing of a vehicle. The traveler should follow the rental agency accident report instructions, in addition to forwarding a copy of the report to the Fiscal Officer.

- f. Renters should purchase the rental company's minimum insurance coverage, i.e. collision and liability, which is reimbursable by the Library.

I. Tolls & Parking Fees

1. Tolls and reasonable parking charges will be reimbursed. Receipts should be submitted with the Conference/Workshop/Program/Event Reimbursement Request form.
2. Library credit cards may be used for these expenses. Original, detailed and itemized receipts must be submitted for all such expenses.

J. Ground Transportation

1. Taxi fares, including tips, are reimbursable where public transportation is not practical. This includes taxis between hotels and railroad stations or airports, between appointments or between hotels and places of temporary duty.
2. Shuttle, limousine, public transportation, or livery service to and from airports and railroad stations, plus reasonable tips is reimbursable, where such costs do not exceed the comparable taxi fare.

K. Lodging

1. Travelers must book standard accommodations in reasonably priced, commercial-class hotels and motels. Travelers should ask for government discounts at all hotels and motels.
2. Travelers will be reimbursed for the actual cost of lodging.
3. The Director or their designee will make an assessment of the most reasonable method of travel to an event; in the event an attendee chooses to use an alternate method, the lowest cost for transportation will be reimbursed with the attendee expected to make up the difference. It is acceptable if it is more economical to add an additional overnight lodging cost to save a greater cost on airfare.

L. Extended Weekend Stays

1. Because of the significant cost savings associated with airline reservations that include a Saturday night stay, Library personnel are allowed to extend business trips over Saturday when such a decision is cost-effective. To monitor this procedure, travelers must receive prior authorization from their supervisor and must include a calculation of net savings with any request for reimbursement. The calculation should include the difference in airfare quotes, and the incremental reimbursable expenses accumulated that result from the extra days stayed.

M. Meals

1. Per Diem rates at the time of travel are allowed for meals only and are based on the U.S. Government services Administration (GSA). The GSA establishes the maximum CONUS(Continental United States) Per Diem rates for federal travel customers. These rates are reviewed annually.
2. For foreign travel, Google: Foreign Per Diem Rates to locate the most current rates. The rates are listed by travel date/country/city. According to current government regulations, per diem allowances shall not exceed the maximum found on the government's per diem web page.
3. Per Diem is defined as the maximum reimbursement for daily expenses. The Library's reimbursement policy for meals is based on documentation of actual expenses. Original,

detailed and itemized receipts must be submitted for reimbursement. The actual costs of all meals, even those less than or equal to \$25.00, is required to be documented on the Conference/Workshop/Program/event Reimbursement Form

4. The Library's reimbursement provision for gratuity is not to exceed 15% of the actual bill prior to tax being charged. Any gratuity paid above the 15% will not be reimbursed by the Library unless a valid reason for exceeding is documented and subsequently approved by the Director or his/her designee.
5. Payment for group meals while traveling is not recommended. Sometimes this is unavoidable due to restaurant policy or special circumstances.

N. Telephone & Internet Access

1. Telephone calls and faxes, specifically those necessary to obtain transportation and hotel reservations or to communicate with the office, are reimbursable. Internet access fees, when the Internet access is used for Library business are reimbursable.

O. Tips

Reasonable tips associated with baggage handling, storage and other services are reimbursable.

P. Taxes

The Library is exempt from state sales taxes. Other unavoidable local taxes (e.g., lodging, meals, car rental, etc.) on travel and business related services are allowable and reimbursable.

Q. Travel Expenditures Not Reimbursable by the Library

- Airline clubs
- Airline upgrades
- Books, magazines, newspapers for personal use
- Business or first-class airfares
- CD's and DVD's for personal use
- Child-care, babysitting, house-sitting, pet-sitting/kennel charges
- Commuting between home and PPL.
- Corporate Charge Card delinquency assessments. (An exception may be if the delinquency assessment is not due to the actions of the traveler)
- Costs incurred by a traveler's failure to cancel transportation or hotel reservations in a timely fashion
- Evening-wear rentals
- Flowers
- Formal wear expenses
- Gifts
- Haircuts and personal grooming
- Laundry and dry-cleaning (An exception may be made for extended foreign travel with receipts)
- Passports, vaccinations, and visas, when not required as a specific and necessary condition of the travel assignment
- Personal entertainment expenses including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theatre movies, social activities, and related incidental costs
- Shoeshine services
- Travel accident insurance premiums and/or purchase of additional travel insurance

- Other expenses not directly related to the performance of the travel assignment

R. Non PPL Employees Expenses

Incremental costs for travel, lodging, meals or other travel expenses for non PPL employees will not be reimbursed. Please consult the Director and Fiscal Officer if special consideration is requested.

S. Visas, Passports, Inoculations

Fees for visas, passports, and inoculations are allowable when they are a specific and necessary condition of fulfilling a work assignment on behalf of the Library. For example, if foreign travel is authorized and a visa is necessary for travel, this is allowable.

T. Falsified travel forms

Falsification of a travel expense report is grounds for disciplinary action up to and including discharge.

U. Late Reimbursement Requests

Reimbursement requests over 30 days from the date of travel are not reimbursable.

Pickerington Public Library
Mileage Reimbursement Policy

Board Policy:

DATE REVIEWED: 10/13/2016
DATE APPROVED: 10/13/2016
EFFECTIVE DATE: 10/13/2016
REPLACING POLICY EFFECTIVE: 1/12/2015

Staff may be reimbursed for travel expenses if they must use their personal vehicle for Library related work/business.

Library staff are expected to use the library owned vehicle for travel in accordance to the Use of Library Owned Vehicle and Equipment policy.

Mileage reimbursement for travel in privately owned vehicles will be at the Internal Revenue Service allowable rate per mile. The Fiscal Officer is responsible for communicating the reimbursement rate to staff.

The mileage reimbursement will be deemed to cover all expenses incurred by use of the privately owned vehicle including oil, gasoline, tires, depreciation, insurance, parking and traffic tickets, liability for damages, and all other expenses of operation.

Administrative Procedure:

DATE REVIEWED: 10/13/2016
DATE APPROVED: 10/13/2016
EFFECTIVE DATE: 10/13/2016
REPLACING POLICY EFFECTIVE: 1/12/2015

Mileage Reimbursement

- A. Reimbursement is calculated from an employee’s regularly scheduled work site and uses the most direct route.
- B. The Employee should use an online mapping search engines (MapQuest Google Maps, etc) or the odometer on their vehicle to determine the mileage.
- C. Mileage in excess of 150 miles round-trip will require approval by the Library Director prior to the trip being undertaken.
- D. If the mileage amount submitted is questionable (i.e., too high or too low) it will be reviewed with the employee.

To receive reimbursement for mileage an employee must submit a Mileage Statement to the Director within 30 days of the event. Mileage will be reimbursed monthly.

Pickerington Public Library
Outreach Services Employee Policy

The Pickerington Public Library recognizes the importance of offering library services to citizens of the Pickerington Local School District who are unable to use library services in the traditional manner. Residents of the Pickerington Local School District who reside in Nursing Homes, Assisted Living Facilities, Senior Care Services, and Senior Apartment Complexes may receive services of the Outreach Services Team including materials and programs. The Juvenile Services Team provides educational materials and programs to the preschools and day cares in the school district. The type of service and the method of its delivery may vary and will be determined by the Library Director, within the confines of the library budget.

When sufficient operating funds allow for mileage reimbursement for outreach visits, mileage will be paid at the IRS allowed amount for the number of miles from the library facility to the outreach facility when the staff person is using their personal vehicle. The number of miles is calculated by a chart maintained by the Library Director. Additional facilities may be added at the discretion of the Library Director.

The following guidelines are to be followed by any employee on an outreach visit:

- Reimbursement for mileage is only for the outreach visit not for personal errands/business conducted during the outreach visit. Personal errands should be conducted on the employee's off duty time.
- Only staff members whose driver's licenses have been properly forwarded to the library's insurance carrier for approval may receive mileage reimbursement for using a personal vehicle on outreach business. Unless required by business necessity, passengers are prohibited from riding in an employee's personal vehicle while the employee is on library-related business.
- The driver and any passengers must use seat belts, as already required by state law, and a driver is prohibited from using a cellular phone, including hands-free devices.
- Employees are not permitted to operate personal vehicles on library business, when any physical or mental impairment may cause them to be unable to drive safely. This also includes temporary incapacities such as illness, medication or intoxication.
- An employee must notify a supervisor or the director immediately in the event that the employee is cited for any driving violation that limits the employee's driving privileges; or is involved in an accident while on library-related business using a personal vehicle.
- An employee who is cited or deemed responsible by official records for a vehicular accident, parking, speeding, or other violation while on library business will be required to pay for the ticket (violation) and any insurance deductibles and/or co-pays.

Employees who perform outreach as part of their job duties are to follow the established procedures for outreach services.

Pickerington Public Library

Credit Card Policy

Board Policy:

DATE APPROVED: 06/17/19

EFFECTIVE DATE: 06/17/19

REPLACING POLICY EFFECTIVE: 1/21/19

The goal of the Pickerington Public Library Credit Card Policy is to improve the efficiency of purchases, while reducing transaction costs and maintaining integrity and control of the purchasing processes. In accordance with Ohio Revised Code (ORC) § 3375.392, the Board of Trustees (the Board) authorizes the use of credit cards as a means to pay for expenses related to Pickerington Public Library (PPL) business. The debt incurred as a result of the use of the credit card shall be paid from PPL funds. The Library does not obtain or maintain any debit cards.

Misuse of a library issued credit card by any employee of PPL is subject to ORC § 2913.21 and PPL discipline up to and including termination. The employee also may be found personally liable to PPL in a civil action.

Any employee of PPL who is authorized to use a credit card that PPL holds and who suspects the loss, the theft, or another person's possible unauthorized use of the credit card shall notify PPL's Fiscal Officer or Library Director immediately of the suspected loss, theft, or possible unauthorized use.

The employee may be held personally liable to PPL for any unauthorized debt resulting from the credit card's loss, theft, or third party unauthorized use in the amount of up to \$50.00 or the amount charged to the Credit Card as a result of the loss, theft, or third-party unauthorized use, whichever is less.

This policy provides internal controls to ensure that employees comply with all applicable laws. Credit cards may be provided to the director, assistant director and department/branch managers.

The Fiscal Officer and Director have the authority to authorize the issuance of credit cards to employees based on job requirements. Credit card limits will be determined by the director. There is no cash access feature on the credit card. Library credit cards must be used for a proper library purpose and personal use of library credit cards is strictly prohibited.

The Library Board of Trustees will appoint a Compliance Officer to review all credit card accounts every six months, including: the number of accounts and issued/active cards, account expiration dates and credit limits. The Fiscal Officer may not also serve as the Compliance Officer.

The Compliance Officer may use a credit card only with the prior authorization of the Fiscal Officer, except that the Library Director serving in the role as Compliance Officer may use a credit card as otherwise authorized in this policy.

The Compliance Officer may not authorize Library personnel to use a credit card, except that the Library Director serving in the role as Compliance Officer may authorize such use in accordance with this policy

If the Compliance Officer is authorized to use a credit card, on a monthly basis, the Fiscal Officer (or the Fiscal Officer’s designee, who may not be the Compliance Officer) will review the credit card statements and will sign an attestation to such review. On an annual basis, the Fiscal Officer (or the Fiscal Officer’s designee) will submit a report to the Library Board of Trustees regarding all credit card rewards received by the Library.

Administrative Procedure:

DATE APPROVED: 6/17/19

EFFECTIVE DATE: 6/17/19

REPLACING PROCEDURE EFFECTIVE: 1/21/2019

A. Credit Card Distribution:

1. As a general rule, credit card issuance should be minimized and issued only to staff who must routinely utilize a credit card while fulfilling job responsibilities.
 - a. The Following chart identifies positions that routinely need the use of a library credit card in order to perform their regular duties.

Position	Credit Limit
Director	\$10,000
Community Engagement Manager	\$5,000
Facilities Manager	\$1,000
Youth Services Manager	\$1,000
Information and Research Services Manager	\$1,000
Branch Manager	\$1,000

- b. The Fiscal Officer or Director may approve the temporary increase of a credit limit when necessary.
2. The Fiscal Officer will ensure the Credit Card Policy Review form is completed before filling out the application for the credit card.
3. The Fiscal Officer will ensure that all issued credit cards contain the name of the library on the card in addition to the name of the individual whom the card is issued.
4. The Fiscal Officer will meet with the employee to review the credit card policy and review the appropriate credit card usage procedures before issuing the credit card.
5. In the event of a cardholder’s separation or extended leave of absence from PPL, the Fiscal Officer will facilitate the cancellation of the card. The card must be returned to the Fiscal Officer if the employee is separated from PPL.

B. Authorized Use:

1. The Director and Fiscal Officer shall establish the types of goods/services allowable for purchase with a credit card.
2. At no time shall a credit card be authorized for the payment of employee salaries.
3. Cash withdrawals or advances are not permitted when using a credit card
4. The Director shall establish transactional and/or total credit limits for each credit card user.

5. The credit cards can only be used when:
 - a. The items and/or services to be purchased are for the official use of PPL.
 - b. The types of items and/or services to be purchased are those established by the Director and Fiscal Officer.
 - c. The cost does not exceed the transaction limit established by the Director.
6. The credit card is to be used for PPL business only. The use of the credit card to acquire or purchase goods and services for other than the official use of PPL is misuse of the card, and is subject to sanctions as outlined above.

1. C. Purchase Approval, Use, and Purchase Review:

2. Procedure for using a library issued Credit Card:

- i. Cardholder:
 - a. Obtain approval from the Fiscal Officer, Director or their designee to use credit card by submitting a requisition form
 - b. Make purchase with Credit Card
 - c. Submit a Purchase Order (PO) Request Form and receipts to the Fiscal Officer for final approval of purchase (no more than 3 days after the purchase)
 - ii. The Cardholder will retain and submit itemized, detailed vendor's receipts, records of telephone and/or internet orders
 - b. Examples of documentation not allowed are non-itemized cash register receipts and/or handwritten requests for reimbursement without receipts or other verification
3. The library does not pay sales tax on purchases, and it is the responsibility of the employee completing the purchase to obtain a tax-exempt certificate from the Fiscal Officer or Director prior to credit card purchase. If sales tax is charged to the credit card account it is the responsibility of the cardholder to contact vendor for obtaining a credit of sales tax amount.
 4. The Fiscal Officer and Deputy Fiscal Officer will review the credit card statements, requisition forms and receipts to ensure their proper use.

D. Misuse and Abuse:

1. In accordance with ORC § 2913.21, no person shall:
 - a. Practice deception for the purpose of procuring the issuance of a credit card.
 - b. Knowingly buy or sell a library issued credit card from or to a person other than the issuer.
2. No person, with purpose to defraud, shall:
 - a. Obtain control over a credit card as security for a debt.
 - b. Obtain property or services by the use of a credit card, in one or more transactions, knowing or having reasonable cause to believe that the card has expired or been revoked, or was obtained, is retained, or is being used in violation of law.
 - c. Furnish property or services upon presentation of a credit card, knowing that the card is being used in violation of law.
 - d. Represent or cause to be represented to the issuer of a credit card that property or services have been furnished, knowing that the representation is false.

3. No person, with purpose to violate this section, shall receive, possess, control, or dispose of a credit card.
4. Violation of this section may be subject to penalties associated with misuse of credit cards, as defined in ORC § 2913.21 (D)(1), (D)(2), (D)(3) and (D)(4), ranging from misdemeanor of the first degree to felony of the second degree.

Library Issued Credit Card Acknowledgement

Safekeeping. You are responsible for the safekeeping of the credit card. You shall not permit anyone else to use the credit card or disclose to anyone (other than the vendor/merchant in connection with a purchase) the card account number, CVV, or other pertinent account information.

Unauthorized Use. If you become aware of any unauthorized or fraudulent use of the credit card, or if the credit card is lost or stolen, you must immediately report same to the Fiscal Officer and Library Director Officer.

No Right to Credit Card. The credit card is issued to you on a temporary basis, and remains the sole property of the financial institution from which it was issued. The right to use the credit card may be revoked at any time without notice by the issuing financial institution or by the Library's Fiscal Officer or Director. You must immediately return the credit card to the Library upon termination of your employment with the Library or in the event of a change in your position/title.

Policy. In addition to the terms set out herein, use of the credit card is subject to the Library's Credit Card Policy.

I acknowledge that I have received a copy of Pickerington Public Library's Credit Card Policy and Procedures. Furthermore, I have read and fully understand and accept my personal responsibilities and liabilities in regard to the credit card issued to me, including the terms set out in the Library's Credit Card Policy. I further acknowledge that any misuse of the credit card may result in disciplinary action up to and including termination of employment.

Cardholder Signature: _____ Date: _____

Witness: _____ Date: _____

Pickerington Public Library

Holiday Policy

Board Policy:

Date Approved: 05/12/2016

Effective Date: 05/12/2016

Replacing Policy Effective: 01/12/2015

It is the policy of the Library to observe holidays each year as may be determined by the Library Board. Full-time and part-time staff are eligible for holidays with pay. The library will be closed for the following traditional holidays each year:

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

The Library will be closed on Easter Sunday. There will be no holiday pay for this day.

The library will be open on the Federal Holidays of Martin Luther King Day, Presidents' Day, Columbus Day, and Veterans' Day except when and in-service/staff development day is scheduled. There will be no holiday pay for these days.

Administrative Procedure:

Date Approved: 05/12/2016

Effective Date: 05/12/2016

Replacing Procedure Effective: 01/12/2015

- A. The Library will post a schedule of closed days/Holidays on the library's website annually.
- B. Full-time and part-time staff are granted holidays with pay. Staff are compensated for a prorated number of hours, not to exceed 8 hours, according to the following schedule:

<u>Hours Scheduled/Week</u>	<u>Hours Paid</u>
37.5+	8.0
30-37	6.0
25-29	5.0
15-24	4.0

- C. If an employee is scheduled to work on a holiday, the employee will be paid his/her regular rate of pay plus the appropriate amount of holiday pay according to the schedule in item B of these administrative procedures.
- D. The Library reserves the right to schedule work on an observed holiday for a community event or in an emergency situation as determined by the Library Director.
- E. Holiday pay will not be considered as time worked for the purpose of overtime calculations.
- F. At the discretion of the Director, the Library may close at 5 p.m. on July 3rd, on Thanksgiving Eve, and on New Year's Eve.
- G. When a holiday falls on Sunday, the holiday will be observed on Monday.

H. Scheduling: When a designated holiday falls on a full-time employee's regularly scheduled day off, the supervisor will schedule another day off.

I. Eligibility: In order for an employee to be eligible for holiday pay, the employee must have been hired prior to the holiday, be on a leave with pay during the week when the holiday occurs, or have actually worked during the pay period in which the holiday occurred. An employee who has an unscheduled absence the scheduled shift immediately before or after a holiday will forfeit holiday pay unless a doctor's excuse is provided.

J. The Library recognizes that some employees may wish to observe, as periods of worship or commemoration, certain days which are not included in the Library's holiday schedule. Accordingly, employees who would like to take a day off for such reasons may be permitted to do so, upon giving prior notice to their department manager and provided the employee's absence from work does not result in an undue hardship on the conduct of the Library's business. Employees may use accumulated days of paid absence on such occasions, or they may take such time off an unpaid, excused absence.

Pickerington Public Library

Paid Time off Policy

Board Policy:	Date Reviewed:	2/11/16
	Date Approved:	2/11/16
	Effective Date:	2/11/16
	Replacing Policy Effective:	1/12/15

It is the policy of the library to provide Paid Time Off (PTO) to eligible benefited employees for periods of time away from work. PTO benefit time encompasses the traditional Vacation Days and Sick Leave. Jury Duty, library designated holidays, Military and Bereavement Leave are not covered under this policy. Employees are not permitted to use any PTO hours, until such time as the leave is displayed on the employee paycheck stub. These hours are allotted in accordance with their hours of work and years of library service.

Administrative Procedure:	Date Approved:	2/11/16
	Effective Date:	2/11/16
	Replacing Procedure Effective:	1/12/15

- A. PTO hours are allotted quarterly on January 1st, April 1st, July 1st, and October 1st. The maximum PTO balance that can be accrued is 960 hours for full-time and 300 for employees working 30 or more hours per week. An employee's PTO bank may not exceed the maximum set forth in the PTO schedule. If an employee's allotment would exceed the maximum hours that can be banked, the employee will only receive the number of hours to reach the maximum hours and the rest will be forfeited. PTO cannot be used until it has been allotted.
- B. If an employee changes from full-time to part-time or vice versa during the year, PTO will be adjusted on a pro rata basis. If an employee transfers from full-time to part-time employment and the employee's banked PTO exceeds the maximum for part-time employees, the library will pay the employee for the hours in excess of the maximum for part time employees at the percentage the employee would have been paid if he or she had terminated employment. If an employee's status changed to unbenefited due accepting a part-time position less than thirty (30) hours, the employee will be paid the appropriate percentage as if he or she terminated employment.
- C. PTO benefits must be used in no less than 15-minute increments and employees are responsible for requesting PTO seven (7) days in advance (or as soon as the employee knows of the need for PTO, if less than seven (7) days), except in the case of illness. A request of one day or less must be submitted 24 hours in advance. A request for extended PTO of more than one workday must be submitted four weeks prior to beginning of leave. A request may be denied at the discretion of library management.
- D. Full-time and part-time employees working 30 or more hours per week are eligible for PTO hours, beginning 120 days after starting employment.
- E. A new employee will be awarded PTO hours based on prior years of public library service and prorated based on the month of hire. However, a new employee is not permitted to transfer any type of leave allotment or accrual from a previous employer unless approved by the Library Board of Trustees. Employees in their first year of employment at PPL will have no right to receive any compensation for any banked PTO hours upon resignation or discharge of employment. Once an employee reaches 12 months of PPL library service they are eligible to receive compensation for banked PTO according to the PTO schedule.
- F. An employee does not have to state a reason for requesting PTO. However, the employee's supervisor has the right to deny the request if it would disrupt the ability to provide services to the public. The Library will not deny use of PTO for a medical reason that prohibits the employee from working. PTO is allotted based on the following schedule:

Years Of Library Service	Full-time (FT) Part-time (PT)	Annual hours Allotment	Maximum Hours Banked	Payout	
				%	Maximum Payout Hours
120 days 1 year	Full-time	64 Hours	64 Hours	0%	0 Hours
	Part-time	54 Hours	54 Hours		0 Hours
1-3 years	Full-time	184 Hours	960 Hours	5%	48 Hours
	Part-time	144 Hours	300 Hours		15 hours
4-9 years	Full-time	184 Hours	960 Hours	12.5%	120 Hours
	Part-time	144 Hours	300 Hours		37.5 Hours
10-15 years	Full-time	224 Hours	960 Hours	17.5%	168 Hours
	Part-time	174 Hours	300 Hours		52.5 Hours
16-20 years	Full-time	224 Hours	960 Hours	20%	192 Hours
	Part-time	174 Hours	300 Hours		60 Hours
21+ years	Full-time	264 Hours	960 Hours	25%	240 Hours
	Part-time	204 Hours	300 Hours		75 Hours

- G. If after one year of the employee's hire date, the employee resigns, is laid off, dies, retires or is dismissed from the library, the library will pay the employee or their estate for all PTO hours based on the payout percentages shown in the PTO schedule section of this policy.
- H. If an employee is dismissed (i.e. fired) as a result of a criminal act against the library, he/she will not receive any leave payout from his/her PTO hours balance.
- I. The library will transfer all PTO hours for which an employee did not receive payment to any other employer that is willing to accept them. The library will assume none of the costs of paid time transferred to another employer.

Accumulated Sick/Vacation Leave Balances from prior Policy

- A. On the date this policy takes effect, all sick leave reserve balances will be converted to PTO and added to the employee's PTO Bank. Once all sick leave balances have been transferred, this leave category will no longer be used or replenished.
- B. The Vacation Reserve hours can be used once an employee has exhausted their PTO Bank. Once the Vacation Reserve hours are exhausted, they will not be replenished. Upon separation of employment Vacation Reserve balances will be paid out at 100% of the employees balance.

Pickerington Public Library

Sick Leave/PTO Transfer

It is the policy of the Library to provide the opportunity for employees to donate accumulated sick leave and Paid Time off to co-workers for emergency medical situations, in accordance with the guidelines established below.

Sick leave/PTO contributions are donated on a voluntary basis only.

Donation minimum – 4 hours

Donation maximum – 80 hours or no more than 50% of your current balance

This plan will be activated in case of an employee's extended medically approved absence.

To be eligible to receive sick leave/ PTO hours from a donor an employee must have exhausted his/her accrued sick leave, vacation leave and personal leave benefits.

If applicable, Workers Compensation will take precedence over this policy.

The policy will only be used in emergency situations and does not cover short intermittent absences.

Employees who donated time must have sufficient time in their balance and will not be permitted to exhaust their balances due to the fact that they may experience their own personal need for time off. Employees cannot borrow against future sick/personal time to donate.

The Director and Fiscal Officer are responsible for the administration of this policy and will establish the necessary guidelines.

Pickerington Public Library

Leave of Absence

An employee may request an unpaid leave of absence for up to six months.

Eligibility is limited to employees who have completed at least one full year of consecutive employment in a satisfactory manner. An employee must use all available paid leave before taking an unpaid leave.

A request must be submitted in writing to the immediate supervisor at least 30 days in advance and must include the length of leave, beginning and ending dates, and reasons for the request. A leave request shall be subject to approval by the Library Director and/or the Board of Trustees. Factors in determining approval of a request include the needs of the library, the performance record of the employee, and the reason for requesting leave.

A leave of absence of more than one month will require an employee who participates in the library's health insurance to assume total payment of such insurance for the duration of the leave. Payment must be made to the library prior to the library issuing payment to the insurance provider.

During the approved leave of absence period, the employee will not earn paid time off or Holiday pay.

During the approved leave of absence, the employee shall not be considered a representative of the library in any manner.

An employee returning from a leave of absence of 30 days or less will be returned to his/her former position. An employee returning from a leave of absence longer than 30 days shall not be guaranteed the same position, but may be placed in the first available position for which the employee is qualified. Return at the same rate of pay cannot be guaranteed.

An employee, who fails to return to work without satisfactory explanation or upon evidence that the cause for the original authorization was fraudulent, will be discharged at the expiration of an approved unpaid leave of absence.

Pickerington Public Library

Bereavement Leave

Board Policy:

DATE REVIEWED: 11/9/2015
DATE APPROVED: 11/9/2015
EFFECTIVE DATE: 11/9/2015
REPLACING POLICY EFFECTIVE: 1/12/2015

It is the policy of the Library to permit employees to be absent from work on an authorized, short-term basis for grieving and/or attendance at the funeral of a family member.

Administrative Procedure:

DATE APPROVED: 11/9/2015
EFFECTIVE DATE: 11/9/2015
REPLACING PROCEDURE EFFECTIVE: 1/12/2015

- A. Up to three days will be granted for leave in the event of a death in the immediate family. Immediate family here is defined as: parent, sibling or step-sibling, child or step-child, spouse, parent-in-law or relative who resides in the employee's household. Up to one day will be granted for leave in the event of a death of a near relative. Near relative is defined as: first cousin, grandparent, grandchild, aunt, uncle, niece, nephew, brother- or sister-in law.
- B. Days off must be consecutive calendar days. However, employees who had scheduled PTO during the bereavement leave may not substitute bereavement leave for the scheduled PTO. The employee will be paid for scheduled work days. Bereavement leave hours will not count toward overtime. Time will not be deducted from paid time off or sick leave, but is considered separate for the days of leave. Additional time may be requested and charged to paid time off, vacation time, or sick leave.
- C. Full-time employees are paid for eight hours for each day. Regular part-time staff (30-37 hours per week) will be paid for six hours and regular part-time staff (20-29 hours per week) will be paid for four hours leave. Part-time staff working less than 20 hours will not be paid for bereavement leave.
- D. Employees should contact their immediate supervisor as soon as possible but no later than the beginning of the first day of absence due to bereavement leave. An employee must specify the relationship of the deceased and the number of days off. Proof of the death and relationship may be requested.
- E. Prior approval from the Director or designee may be obtained for the actual time needed to attend the funeral of a friend. The time missed is to be made up during the same pay period if possible otherwise PTO may be used.
- F. Absence for bereavement leave will not be utilized in determining unscheduled absence/poor attendance records.
- G. Absence for bereavement leave will be noted as such on time cards.

Pickerington Public Library

Military Leave

Staff members who are in the reserve components of the Armed Forces of the United States and are ordered to active duty or for training are entitled to an unpaid leave of absence in full compliance with the Uniformed Services Employment and Re-employment Act of 1994.

Employees are required to give the Library advance notice that they will be leaving on active duty.

The duration of the leave will be the term of enlistment plus any additional time that may be required by the government. It shall include reasonable allowance of time for travel and adjustment.

Upon return from a military leave of absence, the employee must apply for reinstatement as required by the law.

The Library will re-employ staff members upon their return from active duty in their former position or to a position that most closely approximates the former position in status and pay.

Military leave of absence will not affect eligibility for paid time off, vacation, sick leave, bonuses or other normal benefits of employment.

When employees are called to military duty under emergency conditions, adjustments and exceptions to this policy may be made as circumstances require.

Pickerington Public Library

Jury Duty

A library staff member will be paid for jury duty up to the number of hours normally scheduled at the library. Upon receipt of notification from the state or federal courts of an obligation to serve on a jury, an employee must notify his/her supervisor and provide him/her with a copy of the jury summons. Upon dismissal by the court, the staff member shall report for work if the dismissal occurs during the staff member's regular work schedule.

Personal expenses incurred while serving on a jury, such as parking fees, meal costs, etc., are the responsibility of the staff member. Income received from performance of jury duty will be retained by the staff member to help defray such expenses.

Pickerington Public Library
Employee Insurance Policy

Board Policy:

DATE REVIEWED: 3/9/2017
DATE APPROVED: 3/9/2017
EFFECTIVE DATE: 4/1/2017
REPLACING POLICY EFFECTIVE: 1/12/2015

It is the policy of the Library to provide employees who consistently work an average of 30 or more hours each week with a program of benefits. This program may be modified, amended or terminated at the discretion of the Library. Included in this benefit program is health, dental, vision, and life insurance.

Administrative Procedure:

DATE REVIEWED: 3/9/2017
DATE APPROVED: 3/9/2017
EFFECTIVE DATE: 4/1/2017
REPLACING POLICY EFFECTIVE: New

- A. A staff member who consistently works an average of 30 hours or more per week is eligible for health, dental, vision and life insurance coverage through the Library's insurance plan. All eligible employees may also elect family coverage for eligible dependents. The amount of the employee's contribution will vary dependent on the details of the insurance coverage, which may change from time to time depending on the specific insurance plan and the Library's financial resources or State/Federal laws.

Health Insurance

- The library will pay 90%, of the insurance premium for an employee working 30 or more hours per week.

- The library will pay 50%, up to a maximum of \$500 per month, of the insurance premium for all covered dependents (spouse, spouse and child or children's plan) for employees working 30 or more hours per week.

Dental Insurance

- The library will pay 90%, of the insurance premium for an employee working 30 or more hours per week.

- The library will pay 25%, of the insurance premium for all covered dependents (spouse, spouse and child or children's plan) for employees working 30 or more hours per week.

Vision Insurance

- The library will pay 100% of insurance premium for employees working 30 or more hours per week.
- The library will pay 25%, of the insurance premium for all covered dependents (spouse, spouse and child or children's plan) for employees working 30 or more hours per week.

Life Insurance

- The library will pay 100% of insurance premium for employees working 30 or more hours per week.
-
- Employees will be required to pay their portion of their premiums through payroll deduction.
 - When offered by the library's chosen insurer, employees may elect to upgrade their coverage plan. All expenses above the costs of the Library's selected plan must be paid by the employee through payroll deduction.
 - A new employee becomes eligible for insurance benefits, including health, dental, vision and HRA benefit (Health Reimbursement Account) on the first of the month 30 days after hire. In addition, Open enrollment is held during the first quarter of each year. During open enrollment, all eligible employees may elect or decline coverage, and add or change dependent status effective on the date new policies become effective.
 - Only the Employee is eligible for the HRA benefit, which assists in reducing the annual deductible of the library's health insurance plan.
 - Employees on leave of absence may continue medical insurance coverage at the employee's expense, subject to applicable laws and regulations [see "LEAVE OF ABSENCE Policy"].
- B. Continuation of health coverage may be available to eligible employees and their dependents according to their individual circumstances and governing state or federal law. Employees should consult with their supervisors for their rights and benefits under the governing regulations.
- C. This policy contains only a brief overview of the Benefit plans. Details of the benefit plans are contained in the benefit plan documents distributed by the Library and the benefit plan carrier at the time of insurance eligibility.
- D. The insurance contract is the ruling document on all coverage and eligibility issues.

Pickerington Public Library
Deferred Compensation Program

It is the policy of the Library to provide a Deferred Compensation Program for all employees.

The Deferred Compensation Program is a tax-exempt program available to an employee on an optional basis.

Deductions may be automatically deducted from the employee's wages at the request of the employee.

Details of the program may be obtained from the Fiscal Officer. The Fiscal Officer can provide informational packets to an employee regarding the program.

Pickerington Public Library

Educational Reimbursement

Board Policy:

DATE APPROVED: 10/13/2016

EFFECTIVE DATE: 10/13/2016

REPLACING POLICY EFFECTIVE: 2/14/2011

The Pickerington Public Library may provide educational reimbursement to its employees in accordance with the guidelines below.

Tuition reimbursement may be provided only for accredited courses in library science and/or job related courses at the college/graduate level.

Requirements for educational reimbursement include the following:

- a. All Library Employees are eligible.
- b. Employees must have completed one (1) year of continuous service with the Library.
- c. Educational reimbursement to any one employee shall not exceed one thousand (\$1,000.00) dollars per year. Exceptions to this limit may be made from time to time at the discretion of the Library Board.
- d. Reimbursement amounts are determined based on the average number of hours an employee works with forty (40) hours resulting in the maximum reimbursement.
- e. Part time employees are eligible for reimbursement on a prorated basis.
- f. The employee must continue employment while participating in the course of study and must perform library duties satisfactorily.
- g. Courses must be taken for credit.

After receiving reimbursement by the Library, the Library expects the employee to remain on staff for at least one (1) year or reimburse the library for that year's educational reimbursement amount.

Administrative Procedure:

DATE APPROVED: 10/13/2016

EFFECTIVE DATE: 10/13/2016

REPLACING PROCEDURE EFFECTIVE: New Procedure

Work/Class Load Expectations

- A. Class attendance and completion of study assignments are to be accomplished outside of the employee's regular working hours, although the employee may request that his/her schedule be altered to allow for class attendance. It is expected that educational activities will not interfere with the employee's work.
- B. Unsatisfactory job performance during enrollment may result in forfeiture of educational reimbursement.

Reimbursement Requests

- A. All requests for educational reimbursement shall be made in writing to the Director prior to the first day of class. The request shall include the name of the

institution, the name and course number, a description of the course content, and the cost of the course.

B. The Director will notify the employee in writing of the approval or denial of the request for educational reimbursement. If the request is denied an explanation for denial will be given.

C. The Director, in considering a request for educational reimbursement, shall consider, but is not limited to the following factors:

1. The nature and purpose of the course of study;
2. The benefits to be received by the employee and the Library;
3. The level of responsibility and length of service of the employee;
4. The potential lost time or productivity while the employee attends the program;
5. The estimated cost;
6. The Library's annual budget for educational reimbursement.

D. Upon completion of the course, the employee is to submit to the Human Resources Manager a certified transcript of grades received and a receipt for tuition costs. The Library will then reimburse the applicable fee. Reimbursement will not include registration fees, books, travel, meals, and/or other incidental costs.

E. Education reimbursement will be based upon a completed course with a grade of "B" or higher. There will be no reimbursement for a grade lower than a "B".

F. An employee who voluntarily leaves employment with the library or is terminated for cause prior to completing a course will not be reimbursed for the expenses associated with the course.

G. Records of all educational programs completed by the employee will be maintained in his/her personnel file.

Pickerington Public Library

Worker's Compensation

All library employees will be covered under the Ohio Workers' Compensation Program which provides for benefits due to injuries incurred while performing library business.

Pickerington Public Library

PROFESSIONAL AFFILIATIONS

Board Policy:

DATE APPROVED: 02/19/2018

EFFECTIVE DATE: 02/19/2018

REPLACING POLICY EFFECTIVE: 01/12/2015

The Library Board of Trustees is dedicated to ensuring all staff have the opportunity to be specialists in their area of responsibility. Therefore, it is the policy of the Library to encourage all employees to participate in organizations, which promote, educate and inform its membership on topics applicable to continuous improvement of Library services.

Administrative Procedure:

DATE APPROVED: 02/19/2018

EFFECTIVE DATE: 02/19/2018

REPLACING POLICY EFFECTIVE: NEW

- A. The Library will pay 100% of the membership cost in the Ohio Library Council for all employees, as funding allows. If Library funds are not available, employees may join at their own expense.
- B. With exception to Ohio Library Council Memberships, individual memberships to professional organizations are typically at the expense of the employee. For individuals in key leadership positions, memberships to select organizations that are important for that person to belong to may be paid by the library. The determination of "key leadership positions" is made by the Library Director or his/her designee. In most instances, "key leadership positions" are members of the Executive Leadership Team. The Director may budget for individual memberships for staff participating in member-based organizations that strategically align with the Library.
- C. A department manager shall approve employee attendance at professional association meetings, seminars and conventions. The Library will reimburse the employee for registration fees and reasonable expenses to attend such functions, when approved. For reasonable expenses, the employee should refer to the Reimbursement for Travel Policy.
- D. Employees are encouraged to contribute articles for publication and/or present papers or give talks to professional associations. An employee must obtain prior approval from the Library Director for any such communication.
- E. When an employee is, with the approval of their supervisor, serving on a committee, being honored, and/or presenting at a local or national conference, the library may pay for an individual's annual membership in the year of involvement.

F. In the case when an organization does not offer the Library the option of obtaining an organizational membership, consideration will be given to paying for individual memberships of employees in key positions.

G. Individual membership costs may also be covered when the individual is scheduled to attend a conference/meeting and the registration/participation cost of attendance for a member compared to a non-member is equal to or more than the cost of membership.

H. Memberships to organizations, which represent the community or relate to the mission of the Library and its operations, will be paid as deemed appropriate.

Pickerington Public Library

Employee Use of Equipment & Borrowing Privileges

Board Policy:

DATE APPROVED: 10/13/2016

EFFECTIVE DATE: 10/13/2016

REPLACING POLICY EFFECTIVE: 1/12/2015

It is the policy of the library to make some library equipment available to employees for personal use. An employee is encouraged to take advantage of these privileges but not to abuse them. All employees are expected to pay the same rates for equipment related services provided to the public

The Library encourages staff to use the Library's collection for personal or professional pursuits. An employee will follow the same rules of borrowing library materials as a patron with the following exception: an employee will not be responsible for fines on overdue items. The employee is responsible for paying replacement costs on lost/damaged items.

Administrative Procedure:

DATE APPROVED: 5/12/2016

EFFECTIVE DATE: 5/12/2016

REPLACING PROCEDURE EFFECTIVE: New Procedure

Borrowing Privileges

A. Employees must check out library materials according to borrowing procedures. Materials that are removed from the premises without being checked-out will be considered stolen.

B. Employees are generally exempt from overdue fines. However, employees are expected to follow the same rules for borrowing, renewing, reserving and returning materials as any customer. Failure to do so will lead to disciplinary action, up to and including discharge.

C. The Director or designee has the authority to recall borrowed library materials and collect fines from employees. An employee will have twenty-four (24) hours to return the requested library material. If not returned, a fine will be incurred, either from the time the overdue notice was sent or from the time the Director or designee requested the material, whichever comes first. For borrowed DVDs, a fine will be charged for the entire overdue period. Fine free privileges will be stopped until all fines are paid and/or the conditions are met.

D. Quick Reads – Employees are allowed to check out materials on Quick Read status once they have circulated for at least two (2) weeks.

Pickerington Public Library
Use of Library-owned Vehicles and Equipment

Board Policy:

DATE APPROVED: 5/12/2016
EFFECTIVE DATE: 5/12/2016
REPLACING POLICY EFFECTIVE: New Policy

It is the policy of the Board of Trustees to maintain a cargo van and various types of equipment for the use by its employees while they are engaged in library business. Personal use of a library-owned vehicle is strictly prohibited. In addition, employees may use their own vehicle for library business, if necessary. Employees are expected to follow all operating instructions for safe operation of vehicles and equipment.

Administrative Procedure:

DATE APPROVED: 5/12/2016
EFFECTIVE DATE: 5/12/2016
REPLACING PROCEDURE EFFECTIVE: New Procedure

- A. Library vehicles are to be used for Library business purposes.
1. Employees are expected to sign a vehicle log and conduct an inspection of the vehicle before each use. If the employee detects damages, defects or items in need of repair they should report these situations promptly.
 2. Improper, careless, negligent, destructive or unsafe use or operation of vehicles may result in disciplinary action, up to and including discharge of employment, and/or reimbursement of any expenses that may be incurred by the Library due to such actions.
 3. Certain Library positions may require use of personal vehicles in order to properly carry out the duties assigned. Employees who use personal vehicles for library business will receive mileage allowance at the current IRS rate. If the Library-owned vehicle is available for such use, mileage will not be paid. All employees may claim reimbursement for parking fees and tolls incurred according to the reimbursement travel policy. Claims for mileage allowance and reimbursement must be on the appropriate reimbursement form.
 4. Staff authorized to drive Library vehicles or personal vehicles on Library business is required to maintain a valid Ohio drivers' license, to comply with Ohio law, and to maintain personal vehicle liability insurance. Staff must maintain a clean driving record as defined by the Library's insurance carrier. Staff that drives for the Library must report infractions that result in invalidation of a license to Human Resources and the Director or his/her designee within three days of occurrence; failure to do so will be subject to disciplinary action up to and including discharge.
 5. Parking tickets and speeding tickets issued to staff while using a library-owned vehicle or a personal vehicle on library time are the responsibility of staff. The Library is not responsible for any fines or fees received due to the violation of a law.
 6. Staff that drives for the Library will periodically and/or annually have their driver license validated and their Motor Vehicle Record driving history checked via the Library or Library's liability insurance carrier. The library or liability insurance carrier may identify staff as ineligible

for continued coverage under the Library's policy if their driving record is found to have six (6) or more points, a license suspension, and/or three (3) motor vehicle law violations in any period of thirty-six (36) consecutive months. A conviction for operating a motor vehicle while under impairment will result in ineligibility for continued coverage. (Terms of driver eligibility are defined by the Library's insurance carrier and are subject to change without notice).

7. The Library retains the right to administer discipline up to and including discharge, for staff with moving violations and/or accidents while using a Library vehicle based on the severity of an incident and/or pattern of incidents.
8. The use of cell/smart phones, including hands free/blue tooth, is prohibited while driving a Library-owned vehicle. This includes, but is not limited to, voice calls, texting, IM, etc.
9. Driving on library business and/or driving a library vehicle while under the influence of intoxicants and other drugs (which could impair driving ability) is forbidden and is sufficient cause for discipline, up to and including termination of employment.
10. If an incident occurs while driving a Library vehicle, the employee must personally (unless incapacitated) notify his/her supervisor, police and complete a Security Incident Report in a prompt and timely manner. If an incident occurs while driving a personal vehicle on Library business, the employee must personally (unless incapacitated) notify his/her supervisor and complete a Security Incident Report.
11. If an accident occurs, record names and addresses of driver, witnesses and occupants of the other vehicles and any medical personnel who may arrive at the scene.
12. All Library-owned vehicles are maintained by Facilities Management with support from the Fiscal Officer and Director.
13. Staff that drive a Library-owned vehicle may receive a combination of classroom and road training conducted by Facilities Management.
14. Employees may not transport minors for library business and/or any library event without written permission from a parent or guardian.
15. Only Library staff and Library volunteers are permitted to ride in library-owned vehicles. Library volunteers are defined as someone who is vetted through the Library's background process.

B. Equipment:

1. Library machinery, tools, etc. are to be used for Library business purposes. Personal use of Facilities Management equipment is prohibited unless approved by the Director.
2. Employees who detect damages, defects or items in need of repair should report these situations promptly to the Director or Designee.
3. Improper, careless, negligent, destructive or unsafe use or operation of equipment may result in disciplinary action, up to and including discharge of employment, and/or reimbursement of any expenses that may be incurred by the Library due to such actions.

Pickerington Public Library Updated Employee Handbook Acknowledgment and Receipt

I have received my copy of the Updated Employee Handbook.

The employee handbook describes important information about Pickerington Public Library, and I understand that I should consult my manager or Fiscal Officer regarding any questions not answered in the manual. I have entered into my employment relationship with Pickerington Public Library voluntarily and acknowledge that there is no specified length of employment. **Accordingly, either I or Pickerington 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 that my employment at the Pickerington Public Library is *at-will* and my employment can be ended, at any time and with or without cause, at the option of either the Library or myself. I understand that no individual, trustee, manager, supervisor or representative of the Library has any authority to enter into any agreement for employment for any specified period of time, or alter the at-will nature of my employment.

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

I understand that, except for employment-at-will status, any and all policies and practices may be changed at any time by Pickerington Public Library and the organization 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 Board of Trustees of the Pickerington Public Library has the ability to adopt any revisions to the policies in this manual.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create; a promise or representation of continued employment and that employment at Pickerington Public Library is employment at-will, which may be terminated at the will of either Pickerington Public Library or myself. Furthermore, I acknowledge that this handbook 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 Pickerington Public Library or myself.

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

Employee's Signature

Employee's Name (Print)

Date

Pickerington Public Library

Letter of Agreement

In consideration of my employment, I agree to complete my work in an efficient and effective manner. I also agree to follow the adopted policies, procedures, and practices of the Pickerington Public Library (PPL).

I understand that my employment at the PPL is *at-will* and my employment can be ended, at any time and with or without cause, at the option of either the library or myself. I understand that no individual, trustee, manager, supervisor or representative of the library has any authority to enter into any agreement for employment for any specified period of time, or alter the at-will nature of my employment.

I hereby acknowledge that I have received a copy of the Pickerington Public Library Employee Handbook. I understand that a copy of the handbook is also available at the library. I understand it is my responsibility to comply with the policies set forth in the handbook and to ask my supervisor for clarification of any policy I do not understand.

This handbook supersedes any previously provided manual. The handbook is not an employment contract, expressed or implied. The handbook is not all-inclusive, and is a set of guidelines. The Library Board reserves the right to change the policies set forth in this handbook with or without prior notice. All employees will be provided with copies of any changes. The Director may establish additional procedures as necessary for the efficient operation of the library.

Employee's Signature

Date

Director's Signature

Date