



# **Personnel Manual**

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**East Central Regional Library**  
Personnel Manual – page 1  
Revised/Approved 11/14/11



# EAST CENTRAL REGIONAL LIBRARY PERSONNEL MANUAL

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# Handbook Disclaimer

I understand that I am responsible for reading the handbook, familiarizing myself with its contents, and adhering to all of the policies and procedures of ECRL, whether set forth in this handbook or elsewhere.

The policies, procedures and standard practices described in this manual are not conditions of employment. This manual does not create an express or implied contract between ECRL and any of its employees. ECRL reserves the right to terminate any employee, at any time, with or without notice or procedure, for any reason deemed by ECRL to be in the best interests of the ECRL.

I understand that the information in this handbook represents guidelines only. ECRL reserves the right to modify this handbook, amend or terminate any policies, procedures, or employee benefit programs whether or not described in this handbook at any time, or to require and/or increase contributions toward these benefits programs.

All personnel policies contained herein were adopted by ECRL and supersede previous policies. We periodically review personnel policies in part or as a whole, to ensure that they continue to reflect current thinking in the field of Human Resources Management and are consistent with trends and legislative requirements..

I also understand that this manual is the property of ECRL, and is to be returned to my supervisor should my employment be terminated.

NAME \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

## **100-199 Employment Policies**

### ***100. Employment policy***

**Approved 12/8/03  
Revised and approved 3/10/08**

It is the policy of ECRL to grant equal employment opportunity to all qualified persons without regard to race, color, creed, sex, sexual orientation, age, religion, national origin, status with regard to public assistance, disability, or marital status. It is the intent and desire of ECRL that equal opportunity be provided in employment, promotion, wages, benefits, and all other privileges, terms and conditions of employment.

### ***101. Employment at Will***

**Approved 11/14/11**

Employment with ECRL is "at-will." This means that you may terminate your employment at any time with or without notice or cause. It also means that ECRL can terminate your employment, at any time, with or without notice or cause. In addition, ECRL may need to alter your employment status, employment hours, schedule or demote you at its own discretion with or without notice or cause.

As an at-will-employee, you are not guaranteed, in any manner, that you will be employed for any set period of time. No one in ECRL, except the Board Chair, in a written, signed contract, may make any representation or promise to you that you are other than an at-will employee. Any employee, manager or supervisor who makes such a representation or promise to you is not authorized to do so.

### ***102. Hiring Policy***

**Approved 11/14/11**

All applicants must complete an ECRL employment application. ECRL may also require a resume and letters of reference depending on the position being applied for. An application must be completed before an applicant will be considered a candidate.

Following ECRL's review of all completed applications, the employer will begin interviewing the most qualified candidates. Those who do not meet our employment requirements for what ever reason will remain classified as applicants.

ECRL will make conditional offers of employment to those candidates selected during the interview process. The conditional aspect of the job offer depends on the employee's agreeing to acknowledge company policies in writing, consenting and passing all necessary drug, background and reference checks and finally any other condition that should be met before the candidate may consider themselves an employee.

Following an acceptance of an offer of employment, all new employees will be given a start date and location to report for an orientation session. Orientation is paid. During the orientation, the new employees will be given workplace rules, policies and other information about their positions. Authorization forms and policies must be signed at this time BEFORE actual work is performed and before they are sent for a meeting with their new supervisor.

### **103. Job Posting Policy**

**Approved 11/14/11**

From time to time, ECRL will post job openings via email and in each branch employee area. We occasionally will post internally and externally simultaneously. We encourage employees who have the required skills necessary for these open positions to apply. Required skills and experience will be listed on the job posting to better assist current employees in assessing their qualifications. Occasionally, an employee's work experience at our facility will serve to qualify them in particular areas where outside candidates would be required to have professional training.

ECRL will always try to post positions internally before placing an. In some cases, ECRL will not post positions internally as conditions may vary in regard to the level, reason or confidentiality of the position.

Keep in mind, our employment standards are designed in such a way to prevent employees from supervising their immediate family members in the same department.

### **104 Minimum Age Requirement Policy**

**Effective 11/10/03**

**Approved 12/08/03**

**Reviewed and approved 3/10/08**

In an effort to comply with State and Federal law, it is the policy of ECRL that no individual be employed in a full time position who is not 18 years of age or older.

- 1) Prior to employment, every individual under the age of 18 must submit proof of age :
  - a. A copy of their birth certificate
  - b. A copy of a valid drivers license
  
- 2) Minors age 14 & 15 years of age shall :
  - a. Only be allowed to work outside of school hours.
  - b. May work no more than three hours in a day of 18 hours in a week while school is in session.
  - c. May work5 no more than 8 hours in a day or 40 hours in a week when school is not in session.
  - d. Hours of work shall be between 7am and 7pm during the school year and 7am to 9pm when school is not in session.

- 3) Minors age 16 & 17 are restricted from working after 11pm on the night before school and before 5am on a school day unless parental or guardian permission is provided for deviation purposes.

### **105. Employment of close relatives or persons within the same household**

**Revised and approved 3/10/08**

It is the policy of ECRL to offer equal employment opportunities to qualified applicants and employees. ECRL employment decisions, such as hiring, promoting, evaluating, awarding salary, and terminating employees, are based on qualifications for the position, ability and performance. ECRL attempts to avoid favoritism, the appearance of favoritism and the conflicts of interest in employment decisions and reserves the right to take action when relationships or associations of employees impact its mission.

- 1) Employment of Relatives: ECRL may employ qualified relatives of employees and members of the employees household as long as such employment does not, in ECRL's opinion, create a conflict of interest.
  - a. Relative is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, corresponding in-law, "step" relation or any member of the employees household.
  - b. ECRL will use sound judgment in the placement of related employees
    - i. Individuals who are related by blood, marriage or household are permitted to work at ECRL, provided no supervisory relationship exists. One relative's work responsibilities, salary, hours, career progress, benefits, or other terms and conditions of employment shall not be influenced by the other relative.
    - ii. Related employees may have no influence over the wages, hours, benefits career progress and other terms and conditions of the other related staff member.
- 2) Employees who become related or part of the same household: Neither employee will be required to immediately discontinue his or her employment. They will be treated in accordance with these guidelines and, if necessary, every effort will be made to work out an equitable reassignment of one or the other to another position. The employees involved will be advised of this effort as soon as the situation comes to light. If it is impossible to work out a transfer within a reasonable time, one of the two employees will be required to discontinue his or her employment after discussion with the Personnel Committee.

### **106. Employee Classification Policy**

**Approved 11/14/11**

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This handbook applies to all employees. Employees are hired on either a full-time or part-time basis, and may be categorized as follows:

1. **Probationary:** the first 180 days of employment are considered an introductory period during which time ECRL evaluates you to see if you are suited to the job. Benefits, where applicable, are accrued and may not be paid during this period.

2. **Full-Time Regular Employees:** an employee who has completed his or her probationary period, who regularly works at least 40 hours per week, and is eligible for all benefits set forth in this handbook. Benefits will, in some cases, be determined according to the amount of earnings and hours worked.

In addition, full time employees are further classified as either non-exempt (hourly) or exempt (salary). This is required by law to identify those employees who qualify to be paid at an overtime rate for hours they work in excess of 40 hours in a work week. Only non-exempt employees are entitled to receive overtime pay.

Exempt employees will receive salary pay for the work week cycle. Their salary will be the same each pay unless they receive a bonus, commission or have used vacation or personal time in excess of their allocation. In these cases, a salary may be reduced in single day increments to the extent of the overused non-worked days. Exempt employees who qualify under Fair Labor Standards Act regulations will be identified in their job descriptions.

3. **Part-Time Regular Employees With Benefits:** an employee who has completed his or her probationary period, who regularly works at least 20 hours per week and is entitled to PTO on a pro-rata basis.

4. **Part-Time Employees Without Benefits:** an employee who has completed his or her probationary period, who works less than 20 hours per week and is not entitled to the privileges and benefits set forth in this handbook, except as specifically provided.

## ***107. Probationary Period***

**Approved 11/14/11**

On the first day you report to work, you will begin an Introductory Period to last 180 calendar days. This Introductory Period will be a time for learning about your fellow employees, your manager and the tasks involved in your job position. We expect you will also become familiar with other relevant information about ECRL and our rules or regulations.

Your supervisor will work closely with you on all aspects of your training, understanding and responsibilities during this introductory period. We encourage new employees to get to know their fellow co-workers and managers quickly as this tends to help you succeed with ECRL

The Introductory Period is 180 calendar days for all new employees. By completing this introductory period, an employee is not guaranteed continued employment for any term as it is always "at-will" and subject to various conditions.

## **200-299 Hours of Work Policies**

### ***200. Attendance Policy***

**Approved 11/14/11**

Your attendance is extremely important to the success of ECRL. We expect employees to strive for perfect attendance and to arrive for work on time. We recognize that, on occasion, you may not be able to come to work or need additional time before you arrive. Sickness and other emergencies cannot always be anticipated and may require you to miss all or part of your work day.

If you cannot report to work as scheduled, you must notify your Supervisor. If your need for time off is foreseeable, you must provide as much notice as possible. If your need for time off is not foreseeable, you must provide as much notice as practicable, but in no event less than one (1) hour prior to your normally scheduled starting time.

When you contact your immediate supervisor you must let them know for how long you expect to be out and when you believe you will return or, as the case may be, arrive for work.

You may be asked for documentation for absences due to illness of three (3) days or more. Generally, may need to provide a document from your doctor or other recognized health care provider that would justify your absence. Likewise, you may need to provide documentation justifying your return to work.

Excessive absences, or lateness and excessive patterns of absences or lateness may lead to disciplinary action, up to and including termination. If you are absent from work for three (3) consecutive days without notice, ECRL will consider that you have voluntarily resigned your position.

**Reviewed and approved 6/8/09**

### ***201. The Work Week Policy***

To promote efficient operations of the Library and to comply with the law, it is necessary that a well-defined work week be established. At the East Central Regional Library the work week shall begin at 12:01 a.m. each Sunday and continue until and including 12:00 midnight each Saturday.

## **202 Meal and Break Policy**

**Reviewed and approved 6/8/09**

All employees working six or more consecutive hours are allowed at least a 30 minute break for meals without pay. Meal periods should be scheduled with supervisors. Employees scheduled for a period of 8 hours or more should take an unpaid 30 minute meal break.

Branch employees working alone must provide for uninterrupted service to the public. Therefore, a 30 minute paid meal period will be granted to Branch employees working alone for a shift of six or more hours which spans a lunch or supper hour.

Supervisors are encouraged to grant a paid 15 minute break for each four hours worked. Breaks should be scheduled with supervisors. Breaks may not be taken consecutively with meals or at the beginning or ending of the work shift.

## **203. Recording Hours of Work Policy**

**Reviewed and approved 6/8/09**

The law requires that a record be kept of hours worked in each work day and each pay period. All non-exempt employees (as defined in the definition section of this manual) shall be required to record their time when they begin and end work. A time sheet must be signed at the end of the pay period by the employee and the supervisor.

## **204. Call Back Hours Policy**

**Reviewed and approved 6/8/09**

Under ordinary circumstances, schedules will be established in advance. However, unforeseen circumstances may develop which affect staffing requirements. Whenever a permanent full-time non-exempt employee is given notification to come to work within 10 hours or less of the requested work time, those hours worked shall be called "call back hours". Call back hours only occur on the employee's scheduled time off and then only at the Library's request. When call back hours occur, the employee will be paid a minimum of two hours pay. Call back hours will accumulate against regular or overtime hours according to the status of the work week.

## **205. Scheduling of Hours Worked Policy**

**Reviewed and approved 6/8/09**

Scheduling of hours worked is the responsibility of the supervisor and shall be done in a consistent, non-discriminatory fashion. A written schedule should be posted in a work area before the beginning of each work week.

## **300-399 Wage and Salary Policies**

### **300. *Determination of Wages and Salaries Policy***

**Reviewed and approved 6/8/09**

Policy: In an effort to pay each employee of East Central Regional Library in a consistent and equitable fashion for the relative worth of his/her contribution to the operations of the Library, a job evaluation system has been established. The job evaluation system is the basis for the assignment of all jobs into salary classes. Evaluating jobs to assign them to a salary range is an on-going task. As jobs undergo substantive changes, they must be re-evaluated to determine if the change in duties requires a change in salary classification. It is the responsibility of the library's Job Evaluation Committee to develop and maintain the job evaluation system and conduct job evaluations on all jobs. Once jobs have been evaluated and assigned a salary level, the salary ranges must be assigned to these levels.

It is the organization's objective to establish salary ranges which maintain a competitive relationship. All salary ranges shall be reviewed annually by the Personnel Committee to assure that they are competitive and ranges shall be made on January 1st as approved by the Board of Trustees. When adjustments to ranges are made, all employees shall be moved to the same relative position in the new ranges as they were in the old range. Any pay adjustments associated with range changes shall be implemented on the first day of the first payroll period following January 1<sup>st</sup>.

### **301. *Employee Performance Appraisal Policy***

**Effective 11/10/03**

**Approved 11/10/03**

**Reviewed and approved 6/8/09**

To encourage continued employment and to recognize service, the East Central Regional Library provides wage or salary increases to all employees who are performing at a satisfactory level. Pay increases may take place on the employee's second, third, fourth, sixth, eighth, and tenth years of employment.

Pay increases shall go into effect after July 1<sup>st</sup>. All employees who are not on disciplinary probation during the fiscal year shall move to the next step of the wage or salary range. New employees who have completed the employee probationary period on or before July 1 will also receive a pay increase.

### **302. *Change in Pay Classification***

**Effective 3/13/00**

**Approved 3/13/00**

**Reviewed and approved 6/8/09**

When an employee is promoted to a higher job classification, his/her pay shall increase to the

next step in the new pay range which is at least 4% higher than the employee's present rate. The date that promotion pay increases go into effect shall be the beginning of the pay period following the employee's assumption of his/her new duties.

When an employee is assigned to lower job classification than his/her present job whether this new assignment be by his/her choice or by the management, he/she shall move to the same step in the new range as in the old range.

The date when the demotion pay decrease goes into effect shall be the beginning of the pay period following the employee's assumption of his/her new duties.

Employees who are demoted shall receive an introductory performance appraisal within 90 days of beginning the new position.

### **303. *Transfer Pay Policy***

**Reviewed and approved 6/8/09**

When an employee transfers from one job to another in the same job classification (lateral transfer), his/her rate of pay shall remain the same.

Employees who are transferred shall receive an introductory performance appraisal within 90 days of beginning the new position. At that time no pay changes shall take place.

### **304. *Credit for Experience Policy***

**Reviewed and approved 6/8/09**

It is the policy of the East Central Regional Library to recognize prior experience that a new employee has had. Subsequently, when an individual with prior experience is offered a position at East Central Regional Library, his/her prior experience shall be taken into consideration when determining what the starting rate of pay shall be. Credit for experience may be granted to individuals who have experience, exceeding the level specified on the job description.

Credit for prior experience may be given in establishing the salary for the new employee, provided that the new rate does not exceed the midpoint of the salary range or the rate of pay of a present employee in that salary level with comparable levels of experience. The determination of the actual salary, for a new employee which is above the beginning rate, is to be made by the Library System Director in conjunction with the manager or supervisor. The mid-point salary can be exceeded at the recommendation of the Director with the approval of the Board.

Definitions: Prior Experience: Prior experience must be recent, relevant, and be of superior quality as indicated by the prior employer's reference. Examples of prior relevant experience would be:

- Performing the same job for another employer
- Customer service experience when applying for a patron-contact position

- Supervisory experience when applying for a management position

### **305. Overtime Pay Policy**

**Effective 11/10/03**  
**Approved 11/10/03**  
**Reviewed and approved 6/8/09**

Only non-exempt employees are eligible for overtime pay. Overtime pay means any hours beyond 40 hours per workweek for non-exempt employees. It is the policy of the Library to pay those employees 1½ times their regular rate of pay for any overtime hours.

Only the Director, Department supervisors, or the Assistant Director for the branch staff can authorize overtime hours and pay. No specific numbers of hours are guaranteed to any employee.

### **306. Branch Librarian Compensatory Time Policy**

**Reviewed and approved 6/8/09**

Branch librarians who are regularly scheduled to work less than 40 hours per week have the option of accepting either regular pay or compensatory time for the hours worked over regularly scheduled hours, not to exceed 40 hours per week.

Branch librarians may accrue a total of 20 hours of compensatory time per year, to be used at their discretion and with the permission of their supervisor. Accumulated time must be used within the calendar year in which it is accrued. When compensatory time is accrued and used, it must be clearly marked on time sheets.

### **307. Deduction from Pay Checks Policy**

**Reviewed and approved 6/8/09**

Normal deductions from employee payroll checks are made for Federal, State, and Social Security taxes, and Library sponsored benefit programs. Federal and State taxes, deductions for Social Security, Library sponsored benefit programs, and court-ordered garnishments shall be done automatically prior to the issuance of the payroll check. Deductions for Library sponsored programs can only take place with written authorization from the employee.

### **308. Exempt and Non-Exempt Employees Policy**

**Effective 12/08/03**  
**East Central Regional Library**  
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**Approved 12/08/03**  
**Reviewed and approved 6/8/09**

Every employee of the Library is classified as either exempt or non-exempt in compliance with Federal law under the Fair Labor Standards Act. Each employee's classification as exempt or non-exempt is based on duties and responsibilities as outlined in the job description.

Non-exempt employees are paid on the basis of an hourly wage and are eligible for overtime pay. Non-exempt employees who perform substantially the same work are entitled to the same compensation unless there is some factor that warrants a differential.

Exempt employees are paid on the basis of a salary, and are not eligible for overtime pay. Recognizing that an exempt employee's work week is relative to the work load, that employee may work more or less than 40 hours in any given week, as may reasonably be expected to accomplish the job. However, an exempt employee should average at least 2,080 hours (including holiday and PTO) over a one-year period.

### **309. Pay Day Policy**

**Effective 12/08/03**  
**Approved 12/08/03**  
**Reviewed and approved 6/8/09**

It is the policy of the Library to maintain one payroll for all employees.

The payroll is computed every two weeks and paydays are on the Fridays following the second work week. The check received will be for the hours worked in the fourteen-day period ending the previous Saturday for all employees.

When a payday falls on a holiday, paychecks will be distributed on the last workday prior to the holiday. Other than these occurrences, paychecks will not be distributed in advance of the payday.

Payroll is accomplished through direct deposit to each employee's preferred Minnesota bank or credit union account.

### **310. Travel Reimbursement Policy**

**Effective 12/08/03**  
**Approved 12/08/03**  
**Reviewed and approved 6/8/09**

It is the policy of the Library to provide library-owned vehicles for Library business whenever possible. However, an employee may find it necessary, at times, to use his/her personal vehicle

for authorized Library business. When this occurs, the employee shall be reimbursed according to the current IRS rate. The mileage calculated will begin and end at the normal place of work or the location from which the employee began travel, whichever is less

**Reimbursement Procedure:**

1. Reimbursement for the use of employee's own car will only be made if prior approval for the car's use has been given by the appropriate supervisor and documentation that the employee has appropriate auto insurance coverage is on file.
2. To receive reimbursement for miles driven on Library business, the employee shall complete the mileage reimbursement form.
3. The mileage reimbursement form should then be authorized by the employee's supervisor and given to the Administrative Assistant for processing.
4. A check will be distributed directly to the employee in payment for mileage.
5. Travel reimbursement checks are processed monthly and approved by the Board of Directors. Checks will be available within 2 days following the Board meeting.

### ***311. Inclement Weather Pay Policy***

**Effective 11/10/03**  
**Approved 11/10/03**  
**Reviewed and approved 6/8/09**

In case of severe weather which forces the Library to close, the Library will pay an employee for an entire day of work. If the Library does not open on a particular day or the bookmobile cannot go out because of the weather, the Library will pay those employees who were scheduled to work that day for the hours regularly scheduled to work. On days when the Library opens but must close at some point before the regular closing time because of weather, those employees who came to work and worked until the closing will be paid for the full day. For any employee to be paid because of closing due to inclement weather, the Library System Director or Assistant Director must approve the closing.

### ***312. Substitute Employee Policy***

**Effective 11/10/03**  
**Approved 11/10/03**  
**Reviewed and approved 6/8/09**

An employee is considered to be a substitute if he/she fills a position on an "on call" basis or is scheduled for specific hours on a set basis for a period of not more than thirty (30) working days.

The general rule for determination of substitute pay is that a substitute will get paid at the entry level of the position for which they are a substitute. Permanent staff who work as substitutes will get paid at the entry level step or their own salary, whichever is greater. Any staff person whose job description encompasses the tasks which the substitute is asked to perform (e.g., a branch

library aide substituting for two days for a branch librarian) will be paid his/her regular wage and the substitution will just be viewed as additional hours.

The one exception to the basic rule is that Branch substitution will be a special situation because we now have two positions besides the Librarian which have described responsibility for operating a branch library for an extended period of time: the Branch Aide is expected to operate the branch for up to a week; the Branch Assistant is expected to operate the branch for over a week if necessary. With this in mind, branch substitutes will be paid at step 1 of class 3 if they operate the branch for a week or less, and at step 1 of class 4 if they are operating a branch for more than a week.

If a substitute employee is requested to work for a period in excess of thirty days (e.g., during the personal illness leave of a branch librarian), that employee is recategorized as a temporary employee for the duration of that period and is paid the entry level of the classification of the position which the employee is filling.

### **313. Pay Classification Changes Policy**

**Effective 11/10/03**  
**Approved 11/10/03**  
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It is the policy of East Central Regional Library to ensure equitable compensation for its employees based on the classification of jobs. Classification is determined by the job description. Every effort should be made to ensure that:

1. Each job description accurately describes the expectations of the duties for the respective position.
2. Supervisors' expectations of performance of employees comply with the job descriptions for the employees' positions.

These guidelines state the policies and procedures for addressing employee and supervisor concerns. Job description and classification decisions shall not be grievable under the Library's personnel policies but disagreements may be pursued in accordance with the steps in these guidelines.

The Director will establish a Job Description Review Committee (JDRC), broadly representative of the scope of positions in the ECRL classification system. The job of the JDRC will be to evaluate job descriptions, using the criteria defined in the pay classification system as a measurement to assign classifications for jobs in the organization. The Director will ensure that members of the JDRC are trained to fully understand the established pay classification system criteria.

#### **Requesting a Job Description Review**

1. Review of job description may be requested or initiated for the following reasons:

- a. A new job description is being created.
  - b. An existing job is vacated and the Director and/or supervisor determine that a full review should be conducted.
  - c. At the request of an employee or the direct supervisor. Consideration of requests for review of any job description will not exceed one per year.
  - d. A library-wide job description study is conducted.
2. A Job Description Review Request Form (JDRR) shall be completed by the affected employee and supervisor. The supervisor shall indicate whether or not he/she supports the request by checking the appropriate box on the form. The completed form shall be returned to the Director along with a copy of a new or revised Job Description.

### **Steps in the Review Process**

1. Upon receipt of a review request form (JDRR), the Director shall review the available information and request any additional clarification, as needed.
2. Within four weeks, the Director will review the request and all of the information to determine, based on the guidelines below, how to proceed.
  - a. Request for revised Job Description: If the JDRR includes a revised Job Description, the Director will determine if the expectations of the job support a change in Job Description. If so, the new Job Description will be referred to first the Personnel Committee for recommendation and then to the ECRL Board for approval. If approved, the Job Description will be referred to the JDRC for classification. Procedure continues with #3 below.
  - b. Request for reconsideration of existing Job Description:
    - i. If the supervisor supports the request, it shall be referred to the Committee.
    - ii. If the supervisor does not support the request, but the Director determines that enough data is available to warrant full review, the request shall be referred to Committee. If the Director concurs with the supervisor, the request will not be referred to the Committee. In that case, the employee could pursue the appropriate chain of command for resolution of reconsideration if he/she so wishes. (Supervisory chain, Personnel Committee, ECRL Board).
3. A meeting of the Job Description Review Committee shall be called by the Director within one month of the decision to refer to the Committee. Whenever possible, meetings shall be scheduled to allow consideration at the earliest possible date. The Job Description Review Committee shall review the factor ratings in question and prepare a recommendation. During deliberations, the Committee may interview the employee and/or supervisor as necessary or if requested by the employee or supervisor.
4. If the Job Description Review Committee recommends a change in classification, their recommendation will be submitted to the Personnel Committee for their recommendation to the Board for their approval and implementation.
5. If the Board determines adjustments are necessary, the changes in factor ratings and/or salary will be effective according to a timetable recommended by the Director and approved by the Board.

6. The results of the JDRR recommendations and Board action shall be viewed as the final decision on the issue.

### **Interim Job Ratings**

1. **New Jobs:** Ideally, job descriptions, ratings and salary will all be reviewed and proposed before the Library Board considers a new position for creation. Therefore, for new positions, interim ratings should not be necessary.
2. **Turnover:** When an existing job is vacated the Library System Director may determine that changes in the duties and responsibilities warrant a full job evaluation review. If the delay caused by this review would create a hardship for the Library, the Director may establish interim factor ratings and a salary range assignment that will remain in effect until the review is completed.

**Temporary Jobs:** Temporary jobs approved by the Library Board that will not become permanent, and that are not included in existing salary schedules, shall be evaluated by the Library System Director. The Director shall assign factor ratings and salary grades. If a job is to become permanent, the Director's ratings and any new information provided by the supervisor shall be reviewed by the Job Description Review Committee and approved by the Library Board.

## **400-499 Employee Benefits Policies**

### **400. Benefit Policy**

**Revised and approved 4/13/09**

It shall be the policy of the Library to provide for its employees a comprehensive benefit program which is designed to equitably compensate the employee for his/her contributions to this organization and to provide security for those employees. This benefit program shall be administered in an equitable and non-discriminatory fashion without regard to an employee's race, color, sex, age, religion, national origin, status with regard to public assistance, disability, or marital status.

Permanent employees who are regularly scheduled for at least twenty hours of work each week shall be eligible for pro-rated PTO (paid time off), health insurance, and holiday pay based upon their regularly scheduled hours.

### **401. Health Insurance Plan**

**Effective - 9/11/06  
Revised and approved 4/13/09**

All permanent employees working at least twenty hours per week are eligible to enroll in the East Central Regional Library Group Health Insurance Program. If the employee is not eligible at his/her date of hire, he/she may enroll whenever he/she meets the eligibility requirements. Single coverage is paid by the Library on a pro rata basis, determined by the number of hours an employee is scheduled to work in one week. Eligible employees electing this benefit will have

their monthly premium taken as a payroll deduction.

The employee who is enrolled in the Health Insurance Program shall have the coverage as established annually by the Board of the East Central Regional Library. The Library also pays part of family coverage. *See addendum.* The remaining cost of dependent coverage is the responsibility of the employee.

Coverage becomes effective on the 1st day of the month following the completion of 30 days of employment.

Employees who are on Leaves of Absence may maintain their Health Insurance coverage by paying the entire monthly premium for the L.O.A. period. Payments for health insurance coverage must be received by Administration fifteen days in advance of the desired month of coverage.

When an employee terminates his/her employment with the Library he/she may continue health insurance coverage for a period established by law. During this period the terminated employee must pay the entire monthly premium amount fifteen days in advance of the desired month of coverage.

Procedure for Enrollment:

Eligible employees may enroll for group health insurance coverage on themselves and/or their family during the first 30 days of their employment. Coverage shall commence on the 1<sup>st</sup> day of the month after the employee has completed 30 days of employment.

If the employee's application for single or dependent health insurance is not obtained within 30 days from the date of hire or change of status making him/her eligible for insurance he/she may be required to complete the evidence of insurability form and submit it to the insurance company before insurance coverage will be granted. (Coverage will not commence until the insurance company advises the employee that he/she has been accepted.)

## **402. Flexible Spending Plan**

**Effective 9/11/06  
Revised and approved 4/13/09**

As a benefit to its employees, East Central Regional Library has agreed to establish a method of deferring part of its employees' salaries for the purpose of payment for the following: items:

1. Medical insurance premiums for health, dental and vision that are currently paid by the employee.
2. Medical expenses that are not paid by any insurance plan.
3. Dependent care expenses.

Employees should carefully study the plan and note implications for their tax liabilities and retirement benefits.

The Library will provide benefits as follows:

1. **Flexible Spending:** The Library will provide a Flexible Spending Plan (“Cafeteria Plan”) for all employees eligible for health insurance as described above and will pay the administrative fees for those plans.
  - a. Those employees who elect to participate in the Health Insurance Program will receive a contribution (see addendum) by the Library into the employee’s Flexible Spending Account.
  - b. Those employees electing not to participate in health insurance for which they are eligible will receive up to 20% of the cost savings to the Library in their Flexible Spending Plans. *See addendum*
  - c. Employees may elect to add additional dollars to their Flexible Spending Account on an annual basis during the enrollment period specified by the Library and its insurance carrier.
  - d. All Flexible Spending plan funds, whether contributed by the employee or the employer, are the property of the East Central Regional Library and may be used by the Library for whatever purposes the Library Board deems necessary if not claimed by the employee during the eligible year.
  
2. **VEBA:** The Library will provide a Voluntary Employee Benefit Association Plan (VEBA) for all employees who participate in the health insurance plan. The Library will provide an amount determined by the Board (see addendum) per individual employee, per year for this plan (pro-rated for permanent, part-time employees regularly scheduled for between 20 and 39 hours per week). These funds will remain the property of the employee from year to year if not expended. After employment ends, VEBA funds will continue to be the property of the former employee, but administrative costs then become the responsibility of the individual. Employees can not contribute to the VEBA Plan.
  
3. Eligible medical costs will be paid as follows:
  - a. First from any available Flexible Spending Plan funds, whether contributed by the Library or the employee.
  - b. Next, current or previous years’ VEBA funds may be used at the discretion of the employee.
  - c. The employee must then pay for expenses out of personal funds until the deductible has been met.
  - d. After the deductible is met, future costs will be paid by the Insurance carrier according to the insurance plan.

Note: This Policy does not constitute a contract and the terms and conditions outlined in this policy are specified in the Master contract between the insurance carrier and East Central

Regional Library and are subject to changes and modifications which may occur in that contract. Where there is question, please contact ECRL Administration.

### **403. FMLA Policy**

**Approved 11/14/11**

ECRL is required to comply with the Federal Family Medical Leave Act (FMLA) of 1993. ECRL reserves the right to designate FMLA leave as needed to any eligible employee and to require employees to use first all available paid time off and EIB (when available) as qualifying FMLA time toward the 12 week limit. The FMLA entitles eligible employees to take up to 12 weeks of paid or unpaid, job-protected leave in a 12-month period based on the employee's anniversary hire date for:

1. The birth or placement of a child for adoption or foster care.
2. To care for an immediate family member (spouse, child, or parent) with a serious health condition.
3. To take medical leave when the employee is unable to work because of his/her own serious health condition.

**Eligible Employees:** To be eligible for FMLA, an employee must have worked for ECRL for at least one year and have completed 1,250 hours over the 12 months prior to the commencement of the leave. The 12-month period during which an eligible employee may take up to 12 weeks of unpaid leave will be calculated using the eligible employee's service anniversary date.

**Procedure:** An eligible employee who wishes to take FMLA must provide his/her supervisor with 30 days advance notice when the leave is foreseeable. At the time of the request, the employee may complete a Family Medical Leave Information/Request Form. Once FMLA is requested or designated by ECRL, the employee will receive an information packet containing the full policy, forms, rights and duties of the FMLA for both the employee and ECRL.

In most cases, the eligible employee must submit medical certification to support a request for leave. Health and dental benefits will continue during the FMLA provided the employee makes his/her regular, monthly contributions to the plan. Failure to pay premiums may result in lapse of coverage. Contact the Benefits Department for specific details on continuing benefits while on leave.

Employees returning from FMLA within the 12 week period will be restored to their original job, or to an equivalent job with equivalent pay and benefits.

Employees returning from a medical FMLA may be required to present medical certification of fitness for duty. Failure to provide a medical certificate of fitness for duty may result in a denial of job reinstatement until medical certificate release is provided.

FMLA may be taken in increments as small as one hour.

Employees may not earn additional paid time off while on FMLA.

Contact the Director for the complete policy on the Family and Medical Leave Act and for a full explanation of your rights. FMLA will always begin with paid time off until all available paid time is used. After exhausting paid FMLA leave, non-paid FMLA leave will continue until the conclusion of the protected 12 week time limit. Following the conclusion of protected leave, the employer will decide whether non-FMLA leave should apply.

The medical Certification of Health Care Provider serves as a "doctor note" to certify the reason and expected duration of the extended medical leave in writing. All requests for medical leaves must be accompanied by a doctor's statement verifying your total disability and your estimated date of return to work. Further, ECRL requires written medical verification of your ability to resume work and a list of restrictions that would directly relate to your ability to perform your job.

Servicemember FMLA Leave:

In 2008 and 2009, the FMLA was amended and now entitles eligible employees to take leave for a covered family member's service in the Armed Forces.

Leave Eligibility and Duration

Eligible employees may take Servicemember leave for either (or both) of the following reasons:

1. A qualifying exigency arising out of a covered family member's active duty or call to active duty in the Armed Forces. Leave Duration: Up to 12 workweeks of leave during any 12-month period
2. To care for a covered family member who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that such injury or illness may render the family member medically unfit to perform duties of the member's office, grade, rank or rating. Leave Duration: Up to 26 workweeks of leave during a single 12-month period. (Leave may not exceed 26 weeks in a single 12-month period when it is combined with other FMLA-qualifying leave).

Veterans: The 2009 amendments extends military caregiver leave to close family members of veterans who were members of the Armed Forces (including the National Guard or Reserves) at any point in time within five years preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy.

Important

Servicemember FMLA runs concurrent with other leave entitlements provided

under federal, state and local law.

## **APPENDIX A**

### Employee Rights and Responsibilities Under the FMLA

#### Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

1. For incapacity due to pregnancy, prenatal medical care or child birth;
2. To care for the employee's child after birth, or placement for adoption or foster care;
3. To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
4. For a serious health condition that makes the employee unable to perform the employee's job,

#### Military Family Leave Entitlements

##### "Qualifying Exigency" Leave for Families of Active Duty Members of the Armed Forces

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the Armed Forces may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

##### Military Caregiver Leave for Veterans and for Aggravated Illnesses or Injuries

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member or veteran during a single 12-month period. A "covered service member" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces), and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating. (emphasis added).

Since veterans do not have a current "office, grade, rank, or rating," the serious injury or illness must be one "that manifested itself before or after the member became a veteran."

The entitlement to take military caregiver leave for the care of veterans extends only to family members of veterans when the veteran was a member of the Armed Forces at some point in the five years preceding the date on which the veteran undergoes the medical treatment or receives

the therapy that necessitates the leave.

### Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

### Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

### Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

### Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

### Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

### Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. Then 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

#### Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employee's rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

#### Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

1. Interfere with, restrain, or deny the exercise of any right provided under FMLA;
2. Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

#### Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

## **404. Military Leave**

**Approved 11/14/11**

Military leaves are governed by federal and state law, and will be treated in accordance with applicable regulations. Generally, such leaves include National Guard and Reserve duty, and must be granted. Where reasonably possible, employees must give advance notice that he/she will be taking a military leave of absence.

Full-time and part-time employees with benefits will be paid the difference between their

military base pay (not including allowances) and their normal straight time salary for up to 10 days each calendar year. Such employees will submit a receipt or certification of their military pay to their Supervisor. An employee may use his/her PTO for the purpose of military duty.

During the period of leave, the employee will retain his/her previously earned seniority, paid time off, and EIB, but no additional benefits shall accrue. Employees honorably discharged from military service are entitled to reinstatement to their former positions upon returning from military leave.

#### **405. Leave of Absence Policy**

**Revised and approved 4/13/09**

Normally, Leaves of Absence from active employment with the Library may be granted to permanent employees following satisfactory completion of the probationary period (180 calendar days); however, completion of the probationary period is waived for maternity and compensable injury leave of absence requests. Leaves of absence are granted for periods up to and including six months.

Leaves of absence may be granted for the following reasons:

1. Personal illness or maternity
2. Critical illness or death in the immediate family
3. Educational or advance study
4. Reduction in work load
5. Personal leave

Although the Library realizes that it may not always be possible to request leaves of absence in advance, requests should be made as far in advance as is possible--at least 30 days. The Library reserves the right to require documentation before granting leaves of absence, i.e., doctor's explanation of illness.

Replacements for employees on leave of absence will be temporary employees.

#### **PROCEDURES:**

1. Personal Illness or Maternity Leave of Absence:
  - a. Requests for leave of absence must be submitted to the Library system Director on the Request for Personnel Action Form. Requests must state the type of leave of absence requested, be signed by the requesting employee, be submitted prior to leave of absence date, specify the date of departure and return, and be accompanied by a statement from the employee's doctor specifying the nature and length of the disability.
  - b. The employee on leave of absence will contact the Library when ready to return to work and prior to the expiration date of the leave of absence.
  - c. A personal illness or maternity leave of absence requires a letter from employee's doctor indicating that the employee may return to work.

- d. Upon the specified date of return, the employee on leave of absence must be offered his/her job back or a position of like status and like pay for which he/she is qualified. (If in the event that the Library has invoked a layoff during the Leave of Absence period he/she will be subject to the layoff policy).
  - e. If the employee does not wish to accept the position and schedule available, a resignation will be required.
2. Critical Illness or Death in the Immediate Family Leave of Absence:
- a. Requests for leave of absence must be submitted to the Library System Director on the Request for Personnel Action Form. Requests must state the type of leave of absence requested, signed by the requesting employee, be submitted prior to the leave of absence date, and specify the date of departure and return.
  - b. The Library may request information to substantiate the request.
  - c. The employee on leave of absence will contact the Library when he/she is ready to return to work and prior to the expiration date of the leave of absence.
  - d. Upon the specified date of return, the employee on leave of absence must be offered his/her job back or a position of like status and like pay for which he/she is qualified. (If in the event that the Library has invoked a layoff during the Leave of Absence period he/she will be subject to the layoff policy.)
  - e. If the employee does not wish to accept the position and schedule available, a resignation will be required.
3. Educational or Advanced Study Leave of Absence:
- a. Requests for leave of absence must be submitted to the Library System Director on the Request for Personnel Action form. Requests must state the type of leave of absence requested, signed by the appropriate supervisor, be submitted prior to the leave of absence date, and specify the date of departure and return.
  - b. An Educational or Advanced Study Leave of Absence requires official documentation from the organization indicating the type of program, its duration, and credit to be earned toward employee's established educational goals
  - c. The employee on leave of absence will contact the Library when he/she is ready to return to work and prior to the expiration date of the leave of absence.
  - d. Upon the specified date of return, the employee on leave of absence must be offered his/her job back or a position of like status and like pay for which he/she is qualified. (If in the event that the Library has invoked a layoff during the Leave of Absence period he/she will be subject to the layoff policy).
  - e. If the employee does not wish to accept the position and schedule available, a resignation will be required.
    - i. .
4. Reduction in Work Load Leave of Absence:
- a. During times of reduced work load, the Library may request certain employees to take a leave of absence. At that time the Library System Director will decide which employees will be offered a leave of absence. The Request for Personnel Action Form will be completed by the Library System Director. These forms will be issued to the employees and the leave of absence begins immediately. An appropriate date of return will be indicated on this form.
  - b. If the terms of the leave of absence are not acceptable the employee may choose to be terminated.
  - c. Upon the specified date of return, the employee on leave of absence must be

- offered his/her job back or a position of like status and like pay for which he/she is qualified. (If in the event that the Library has invoked a layoff during the Leave of Absence period he/she will be subject to the layoff policy.)
- d. If the employee does not wish to accept the position and schedule available, a resignation will be required.
5. Personal Leave Of Absence: (May be used in addition to other forms of Leave of Absence)
- a. Requests for leave of absence must be submitted to the Library System Director on the Request for Personnel Action Form. Requests must state the type of leave of absence requested, be signed by the requesting employee, be submitted prior to leave of absence date, specify the date of departure and return.
  - b. The employee on leave of absence will contact the Library when ready to return to work and prior to the expiration date of the leave of absence.
  - c. A personal leave of absence may require a letter from the employee's doctor indicating that the employee may return to work.
  - d. Upon the specified date of return, the employee on leave of absence must be offered his/her job back or a position of like status and like pay for which he/she is qualified. (If in the event that the Library has invoked a layoff during the Leave of Absence period he/she will be subject to the layoff policy.)
  - e. If the employee does not wish to accept the position and schedule available, a resignation will be required.

NOTE: While on an approved leave of absence, employees may continue their health insurance by paying the health insurance premium themselves. Except for the terms of military leave of absence, seniority, advancement in job status and other fringes, will not accumulate during the employee's leave of absence.

#### **406. Personal Time Off (PTO)**

**Approved 4/11/05**  
**Effective 7/1/05**  
**Revised and approved 4/13/09**

Introduction – Personal Time Off (PTO) is intended to provide flexibility to employees in the conduct of their personal lives, and the least amount of intrusion by the Library in the personal affairs of its employees. Personal Time Off is provided by the Library instead of vacation, funeral leave or short-term sick leave. This single category of leave is available to anyone who meets the eligibility requirements.

The PTO program is based on the concept of accrual; you earn PTO as you work, building up time you can use later. Think of PTO as paid time off earned and saved in your personal PTO “bank account”. Your “banked” hours are available to cover absences from work. These absences include vacations, child illnesses, family or personal emergencies, illnesses or simply personal time. Holidays are NOT included in PTO, but are granted to employees and covered elsewhere in this policy manual.

## Personal Time Off – Eligibility and Accrual

1. PTO is available to full time employees and regularly scheduled employees working at least 20 hours per week. PTO for employees who are regularly scheduled for less than 40 hours per week shall be correspondingly proportional to the hours worked.
2. PTO can be used after successfully completing six months of employment. Accruals will begin on the hiring date.
3. Employees who take time off before they are eligible to do so shall do so without pay.
4. Employees may carry over not more than one year's worth of PTO to any new calendar year.
5. The schedule for the accrual of PTO is attached as a Personnel Addendum.
6. Extended Illness Benefit Accrual – The total number of days of Extended Illness Benefit is limited to 100 days at any time.

## Utilization:

1. Employees must schedule planned time off (for vacation) with their supervisor. Planned vacations should be scheduled in sufficient time to allow the supervisor to provide for substitutes.
2. Exempt (salaried) employees must use PTO for full days or half days away from work. Hourly employees must use PTO for each hour away from work.
3. Hourly employees who work less than their regularly scheduled hours shall add PTO to their time sheets so that the time sheet equals their scheduled hours of work.
4. During Leaves of Absence, employees shall use Extended Illness Benefit (EIB) or Personal Time Off (PTO) prior to commencing the unpaid portion of Leave of Absence.
5. Employees may not borrow against future PTO accrual. Employees who have not accrued sufficient PTO to cover absent time will not be compensated for absent time.

Employees are encouraged to schedule doctor and dental visits on regular days off; PTO time must be used for doctor and dental visits if it is necessary to miss work.

Termination – Upon termination, a covered employee is entitled to receive pay for any PTO he or she has accumulated

Illnesses of one to three days are covered by PTO.

## **407. Extended Illness Benefit – EIB**

Approved 5/11/09

Extended Illness Benefit (EIB) is intended to provide a benefit to employees who are sick or injured for a period longer than three days.

#### Eligibility and Accrual

1. EIB is available to full time employees and regularly scheduled employees working at least 20 hours per week. EIB for employees who are regularly scheduled for less than 40 hours per week shall be correspondingly proportional to the hours worked.
2. EIB can be used after successfully completing six months of employment. Accruals will begin on the hiring date.
3. Extended Illness Benefit Accrual – The total number of days of Extended Illness Benefit accrued is limited to 100 days.
4. The schedule for the accrual of EIB is attached as an addendum to this manual.

Extended Illness Benefit (EIB) starts on the fourth day of an illness. The three-day waiting period does not need to be met again if a subsequent illness is related to the initial absence within five calendar days after returning to work.

There is no waiting period if the employee or dependent child is hospitalized as an inpatient or as a result of time lost due to work-related injuries. Absences due to outpatient procedures must use PTO for the three-day waiting period.

An employee who has been off work for an extended period of time due to illness or injury and returns to work at a reduced schedule because of medical restrictions does not need to reserve the waiting period. The waiting period must be repeated once the employee returns to his or her regular schedule.

Staying home with a sick child is treated like an employee illness. There is an initial 3-day period where PTO is used; after that EIB may be used.

If you use EIB, the Library may require a statement from a medical doctor prior to returning to work.

## **408. Holiday Policy**

**Effective 9/12/94  
Revised and approved 4/13/09**

### **POLICY:**

The Library recognizes ten paid holidays:

New Year's Day	Labor Day
Martin Luther King Day	Veteran's Day

President's Day	Thanksgiving Day
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day

Regular employees scheduled to work 20 or more hours per week shall receive holiday pay at the regular rate of pay based on the number of hours regularly scheduled to work as shown in the table below:

<u>HOURS WORKED PER WEEK</u>	<u>HOURS ALLOWED PER HOLIDAY</u>
20-22 hours	4 hours
23-27 hours	5 hours
28-33 hours	6 hours
34-39 hours	7 hours
40 or more hours	8 hours

New Years Eve Day is not a recognized holiday. Headquarters office and all branch libraries will close at 5:00 P.M. on New Years Eve Day.

Employees who are regularly scheduled to work less than 20 hours per week shall receive no holiday pay. Temporary employees are not eligible for holiday pay.

In addition, if a permanent employee is required to work on a holiday he/she shall be paid 1-1/2 times his/her regular rate of pay for hours worked on the holiday.

NOTE: If overtime occurs on a paid holiday, the premium pay will not be compounded. The employee will be paid at a rate of 1-1/2 times his/her regular rate of pay for the time worked. Relationship to Holiday – Part Time and full time employees who earn holiday pay may transfer in and must withdraw from their PTO account if necessary to balance the work week.

For example: An employee who normally works nine hours on a Monday will earn only eight hours of holiday pay; the remaining hour must be taken from PTO or made up (with the approval of the employee's supervisor) within the pay period.

Another example: An employee who does not usually work on Sunday, and earns eight hours of holiday pay for a Sunday holiday may place that eight hours in their PTO account if it is not convenient for either the Library or the employee to take those hours off within the pay period for part time employees or the work week for full time employees.

Supervisors and staff should work together to ensure that in any week that contains a holiday no employee's paid work, holiday, and PTO hours (if any) do not exceed 40 hours of paid time. Time taken off or worked extra must always be done with the authority of the employee's supervisor.

## **409. Jury Duty Policy**

**Revised and approved 4/13/09**

The Library recognizes the responsibility of its employees to the community and urges all employees to fulfill their civic responsibilities. Jury duty is one such responsibility that all employees have. The Library shall assist the employee to fulfill this responsibility by paying employees for regularly scheduled work hours missed at their regular rate of pay while serving jury duty, less jury duty pay. (The employee shall provide a report of jury duty pay completed by the Clerk of Court, to the Administrative Assistant.)

The employee shall inform his/her supervisor in writing of upcoming jury duty as soon as possible after receiving a summons. The employee shall return to work if excused or released from jury duty during regularly scheduled working hours.

## **410. Accident Policy**

**Approved 11/14/11**

It is the policy of ECRL to take all necessary steps to provide a safe and healthful work environment for its employees. All health and safety policies are in compliance with Federal and State regulations. It is the obligation of each employee to observe these regulations and practice safety at all times.

If you are injured or become ill, you are required to report this fact promptly to your supervisor and complete all required forms. In addition, any incidents witnessed as a "near-miss" should also be reported. Near miss scenarios help to identify potential danger areas before a serious accident occurs or identify poor safety standards/ practices.

Any employee who is injured and/or loses time from work because of a job related injury, will be compensated according to the Workers' Compensation act. No employee, after an absence-causing injury, will be allowed to return to work until he or she is released by a doctor.

All injuries no matter how small or currently insignificant should be reported to their supervisor. If an employee is injured, requires first aid or witnesses a near miss, they should contact their Supervisor and ask for help in completing an incident report. Incident reports are used to build ECRL's annual OSHA log as required by law.

Failing to report an accident or injury could result in disciplinary action for all involved.

## **411. Retirement Plan Policy**

**Revised and approved 4/13/09**

The Public Employees Retirement Association was established in 1931 by an act of the Minnesota State Legislature. Its purpose is to provide a retirement benefit for public service employees.

The act provides for deductions to be made from the pay of all full-time and part-time employees who earn over \$425.00 per month. The deductions that are made by the Library are matched by the Library and submitted to the state fund in the employee's name.

For further clarification or information see the Administrative Assistant.

## **412. Staff Materials Orders Policy**

**Revised and approved 4/13/09**

Staff and Board members may purchase library materials through the Library's jobbers and are, consequently, eligible for any applicable discounts. This privilege is for the staff and Board members personal use and gift giving only, and may not be used to obtain materials for people outside the Library.

To expedite the ordering process and minimize the added work for Technical Services staff, all staff and Board members are urged to supply the Acquisitions Aide with all the following information:

1. Authors full given name and surname;
2. Full title of the work;
3. Publisher and date of publication;
4. Edition statement, if important;
5. ISBN number, if available;
6. Any information relating to number of copies or binding which will affect your order.

Orders which do not include sufficient information may not be processed.

Payment in full for any material purchased must be received by the Library before any materials are distributed. Staff and trustees placing personal orders will be liable for Minnesota sales tax.

## **413. Deferred Compensation Policy**

**Effective 7/28/89**  
**Revised and approved 4/13/09**

In order to encourage savings by its employees, the East Central Regional Library allows payroll deductions for the Deferred Compensation Program administered by the Minnesota State

Retirement System. Only those investment programs currently authorized by Minnesota Statute 352.96 and in compliance with appropriate State and Federal Statutes are allowed.

This program is currently administered by National Benefits, Inc. Their sales staff is available to assist employees with the selection of a savings program administered by the Minnesota State Retirement System. (1-800-732-1200.) Other programs which comply with Minnesota Statutes and Federal regulations may also be eligible.

#### ***414. Employee PERA Life Insurance Policy***

**Revised and approved 4/13/09**

As a convenience to the library staff East Central Regional Library allows payroll deductions for the purposes of providing life insurance for employees and their families. The full cost of the insurance must be paid by employees. Only that insurance endorsed by and provided by the Public Employees Retirement Association (PERA) will be eligible for payroll deduction.

#### ***415. Donation of Accumulated Personal Time Off (PTO)***

**Effective – 2/14/05  
Revised and approved 4/13/09**

Employees of the East Central Regional Library shall be allowed to donate their accumulated PTO to another employee of the Library, if said employee has exhausted all their own PTO and EIB as a result of a disabling injury or accident, or is suffering from a catastrophic illness. The absence from work may not be a worker's compensation related injury, and the illness must be that of the employee, not a family member of the employee.

For purposes of this section, a catastrophic illness is not maternity leave or any outpatient surgery, or mental health care leave.

The following conditions must also apply:

1. Each employee shall be allowed to donate a maximum of one hundred twenty (120) hours total, each calendar year.
2. The proposed recipient expresses a willingness to participate in writing.
3. The proposed recipient will allow a request to go to other employees.
4. The Library may require medical confirmation of the illness or condition.
5. Any vacation time or sick leave time will be pro-rated at the donor's rate of pay and converted to sick leave in terms of the recipient's rate of pay.
6. If the recipient separates from employment before using all of the donated leave, the remaining donated time may not be converted to cash severance pay.

7. All of the vacation and sick leave for the subject of the donations must be exhausted.

## **500-599 Employment Policies**

### ***500. Retirement Policy.***

**Reviewed and approved 6/8/09**

Employees planning to retire should submit a letter stating the requested date of retirement to the Library System Director. The letter should be filed at least one month in advance. Employees who fail to provide the necessary one month's notice will not be eligible to receive cumulated vacation benefits. Employees who leave employment because of death are exempted from this provision.

### ***501. End of Employment Benefits Policy***

**Reviewed and approved 6/8/09**

It is the policy of the Library to offer benefits to individuals who end employment on the following basis:

At the end of employment through retirement, resignation, disablement or death, the following benefits will be made available

1. The individual is entitled to accrued paid time off provided the employee has completed the probationary period.
2. Group health insurance may be maintained through COBRA according to Federal law at the employee's expense.
3. In the event of death of an employee, dependents currently covered by COBRA may continue coverage through COBRA at their own expense. The accrued time off will be paid to the estate.
4. Upon resignation or termination, the individual is entitled to accrued paid time off.
5. If an employee is terminated or resigns during the probationary period, the individual does not received accrued paid time off.

### ***502. Security***

**Reviewed and approved 6/8/09**

All employees who are leaving employment of the East Central Regional Library shall turn in all of the keys in their possession to the Director, Assistant Director or Administrative Services Manager on their last day of employment.

Employees who fail to turn in keys within thirty days of leaving East Central Regional Library employment shall be required to pay \$50, to be deducted from expense or payroll checks being

held.

Employees who fail to disclose current computer passwords upon leaving East Central Regional Library employment shall be required to pay \$500, which will be deducted from expense or payroll checks being held .

### **503. Layoff and staff hour reduction policy**

**Reviewed and approved 6/8/09**

It is the policy of the Library to provide the greatest possible job security for all its employees. However, because of reduction of work load, changes in services, funding support, or other unforeseen circumstances, the Library may find it necessary to reduce staff hours or initiate layoffs.

### **504. Resignation**

**Reviewed and approved 6/8/09**

Employees who find it necessary to resign, are encouraged to submit written notice of resignation to the Library in advance in accordance with the following timetable:

Exempt Personnel:	Four weeks
Non-Exempt Personnel:	Two Weeks

## **600-699 Employee Relations Policies**

### **600. Employee Discipline Policy**

**Approved 11/14/11**

ECRL has adopted a progressive discipline policy to identify and address employee and employment related problems. This policy applies to any and all employee conduct that ECRL, in its sole discretion, determines must be addressed by discipline. Of course, no discipline policy can be expected to address each and every situation requiring corrective action that may arise in the workplace. Therefore, ECRL takes a comprehensive approach regarding discipline and will attempt to consider all relevant factors before making decisions regarding discipline.

Most often, employee conduct that warrants discipline results from unacceptable behavior, poor performance or violation of ECRL policies, practices or procedures. However, discipline may be issued for conduct that falls outside of those identified areas. Equally important, ECRL need not resort to progressive discipline, but may take whatever action it deems necessary to address the issue at hand. This may mean that more or less severe discipline is imposed in a given situation. Likewise, some company polices like sexual harassment and attendance, contain specific

discipline procedures.

Progressive discipline may be issued on employees even when the conduct that leads to more serious discipline is not the same that resulted in less severe discipline. That is, violations of different rules shall be considered the same as repeated violations of the same rule for purposes of progressive action.

Probationary employees are held to the highest standards for behavior and job performance. Progressive discipline is the exception rather than the rule for probationary employees.

ECRL will normally adhere to the following progressive disciplinary process: All warnings with the exception of verbal cautions will remain in the employee's personnel file.

1. Verbal Caution: An employee will be given a verbal caution when he or she engages in problematic behavior. As the first step in the progressive discipline policy, a verbal caution is meant to alert the employee that a problem may exist or that one has been identified, which must be addressed. Verbal cautions will be documented and maintained by your supervisor. A verbal caution remains in effect for three months.

2. Verbal Warning: A verbal warning is more serious than a verbal caution. An employee will be given a verbal warning when a problem is identified that justifies a verbal warning or the employee engages in unacceptable behavior during the period a verbal caution is in effect. Verbal warnings are documented and placed in the employee's personnel file and will remain in effect for three months.

3. Written Warning: A written warning is more serious than a verbal warning. A written warning will be given when an employee engages in conduct that justifies a written warning or the employee engages in unacceptable behavior during the period that a verbal warning is in effect. Written warnings are maintained in an employee's personnel file and remains in effect for three months.

4. Suspension: A suspension without pay is more serious than a written warning. An employee will be suspended when he or she engages in conduct that justifies a suspension or the employee engages in unacceptable behavior during the period that a written warning is in effect. An employee's suspension will be documented and, regardless of the length of the suspension issued, will remain in effect for three months.

5. Termination: An employee will be terminated when he or she engages in conduct that justifies termination or does not correct the matter that resulted in less severe discipline.

Again, while ECRL will generally take disciplinary action in a progressive manner, it reserves the right, in its sole discretion, to decide whether and what disciplinary action will be taken in a given situation.

## **601. Grievance Policy:**

**Approved 11/14/11**

Work related problems can arise in any place of employment. We hope individuals will try to reconcile differences on an individual basis. Should it not be possible to resolve a problem, ECRL has developed a grievance procedure using the following steps:

1. If you have a problem, notify your supervisor immediately. Most difficulties can be settled promptly at this point.
2. If you have a grievance, notify your supervisor in writing. The supervisor shall respond in writing within five (5) days of meeting with you.
3. If the grievance is not resolved to your satisfaction, you may go to the Executive Director and verbally explain the grievance to him/her; or you need to submit the problem to him/her in writing. This step should be taken within five (5) working days after your supervisor has given his/her decision or after the incident giving rise to your grievance, whichever is later. If the circumstances require it, the Executive Director will conduct an investigation. Following his/her investigation, the Executive Director will respond to your grievance in writing.

An unresolved grievance may be submitted to the Board for a final decision.

## **602. Distribution and Solicitation Policy**

**Reviewed and approved 3/10/08**

The Library policy with respect to distribution and solicitation while on library property is as follows:

- 1) **FOR EMPLOYEES:** There shall be no distribution of literature, regardless of the type of source, in work areas during working or non-working time.

There shall be no solicitation, regardless of type or source, during working time.

- 2) **FOR NON-EMPLOYEES:** There shall be no distribution or literature or solicitation, regardless of type of source, on library property without prior approval of the Library System Director.

## **603. Tuition Reimbursement Policy**

**Reviewed and approved 3/10/08**

To encourage employees toward continued self-development, the Library will reimburse employees for courses taken which are relevant to the employee's job duties within the Library subject to the availability of funds. To qualify for tuition reimbursement, the employee must:

- 1) Be a permanent employee and have completed the probationary period (180 calendar days).
- 2) The course being considered must have been approved by the Library System Director.
- 3) The employee must have completed the course with an A, B, C, satisfactory, or passing grade. (Nothing may be reimbursed to employees who do not satisfactorily pass a course.)

Reimbursement may include the cost of actual tuition and textbooks. No travel costs may be reimbursed. The Library prefers that the courses be taken at times which do not conflict with regular work schedules. In the event that this cannot be avoided, the Library may consider altering the employee's work schedule to coincide with the course.

- 4) Courses must relate to the employee's work and be offered by an accredited post-secondary, college vocational, or specialized school.

The Library will not provide tuition reimbursement for courses where the tuition is subject to payment by an outside agency (such as the Veterans Administration, i.e. "G.I. Bill" tuition payments).

#### **604. Seminar Reimbursement Policy**

**Effective 8/10/98**  
**Revised and approved 3/10/08**

To encourage employees toward goals of continuing education, the Library will reimburse employees for all reasonable costs relative to the attendance of seminars which are pertinent to the employee's job, subject to the availability of funds. Reasonable costs include cost of the seminar, travel expenses to and from the seminar, meals and lodging costs. Entertainment costs while at seminars will not be reimbursed.

Procedures:

Procedure for Seminar Reimbursement:

- 1) Prior to attending a seminar the employee must obtain the Library System Director's approval for payment of the costs of the seminar by submitting a complete outline of the seminar schedule, content, and costs.
- 2) After approval has been obtained, the employee may obtain funds to pay for the costs outlined above. Guidelines to these costs are as follows:
  - a. Seminar registration costs.
  - b. Regular pay based on eight-hour days
  - c. Mileage or air fare to and from the seminar based on the standard mileage rate .

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- d. Meals at a rate of up to \$40.00 per day.
  - e. Lodging costs up to \$130.00 per day.
  - f. When seminar is outstate, appropriate governmental guidelines will be consulted for allowable reimbursement.
- 3) Any costs, related to the seminar, that were not prepaid may be reimbursed after the seminar if the employee provides proper documentation.

It is expected that employees attending seminars will make reports to the staff on new information and insights provided by the seminar.

### **605. Tobacco Policy**

**Revised and approved 3/10/08**

For safety and health reasons, it is the policy of the Library that no smoking be allowed in or within distance defined by state law of the headquarters building, in any branch library where ECRL materials are stored, or in any ECRL vehicle. Employees are expected to enforce this policy with all individuals and groups using library facilities. Employees who violate this policy shall be subject to disciplinary action.

### **606. Sexual Harassment/Hostile Work Environment Policy**

**Approved 11/14/11**

ECRL prohibits sexual harassment of its employees and applicants for employment by any employee, non-employee or applicant. Such conduct may result in disciplinary action up to and including discharge. This policy covers all employees. ECRL will not tolerate, condone or allow sexual harassment, whether engaged in by fellow employees, supervisors, associates, clients or other non-employees who conduct business with ECRL

Sexual harassment is any behavior that includes unwelcome sexual advances and other verbal or physical conduct of a sexual nature when:

1. Submission to, or rejection of, such conduct is used as the basis for promotions or other employment decisions;
2. The conduct unreasonably interferes with an individual's job performance or creates an intimidating, hostile or offensive work environment.

Anyone working within ECRL is entitled to work in an environment free from sexual harassment and a hostile or offensive working environment. We recognize sexual harassment as unlawful discrimination, just as conduct that belittles or demeans any individual on the basis of

race, religion, national origin, sexual preference, age, disability, or other similar characteristics or circumstances.

No manager or supervisor shall threaten or imply that an employee's refusal to submit to sexual advances will adversely affect that person's employment, compensation, advancement, assigned duties, or any other term or condition of employment or career development. Sexual joking, lewd pictures and any conduct that tends to make employees of one gender "sex objects" are prohibited.

Employees who have complaints of sexual harassment and/or a hostile or offensive work environment should (and are encouraged to) report such complaints to their supervisor. If this person is the cause of the offending conduct, the employee may report this matter directly to the Executive Director. Your complaint will be promptly and thoroughly investigated. Confidentiality of reports and investigations will be maintained to the greatest extent possible. Any manager, supervisor, or employee who, after appropriate investigation, is found to have violated this policy will be subject to disciplinary action, up to and including discharge.

If any party directly involved in a sexual harassment investigation is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision. The dissatisfied party should submit his or her written comments as per the Grievance Policy.

ECRL will not in any way retaliate against any individual who makes a report of sexual harassment or a hostile or offensive work environment nor permit any employee to do so. Retaliation is a serious violation of this policy and should be reported immediately. Any person found to have retaliated against another individual for reporting a violation of this policy will be subject to appropriate disciplinary action, up to and including termination

## **607 Performance Evaluation Policy**

**Approved 11/14/11**

Performance observations are conducted on a daily basis through interactions between managers and peers. These observations help managers and employees to determine the context for which a formal performance evaluation will transpire. It is not necessary for a manager to privately meet an employee each time an assessment is conducted.

Performance reviews are one method by which ECRL builds a case for each employee's attitude, strengths and areas of improvement. Satisfactory reviews are required for step advancement though performance reviews are not a guarantee of wage changes. Many other factors are related to the frequency and amount of compensation changes if they occur.

Managers must formally record in writing an opinion of each employee under their direct supervision who has been with ECRL for more than 180 days and at least once annually thereafter.

Upon conclusion of the evaluations, each employee will have time to read the evaluation and respond for the permanent record. Following the employee's review process, the document will be given to the Director for acknowledgement and filing in personnel records.

## **608. Staff use of computers, network, E-mail, and Internet**

**Effective 11/18/02  
Revised and approved 9/8/08**

As public employees, all ECRL staff members should be aware that all electronic equipment and data, including E-mail, stored documents, and Web use logs, on the ECRL network are the property of ECRL, are not private, and may be examined. In accordance with current employment law, there is no assumption of privacy when using the ECRL equipment or network. Staff users, as well as the public, should be aware that use of these technologies is not private, and that electronic information may be stored and can be retrieved from library equipment even after being deleted by the user. Only the Library Director, or staff designated to do so at the Director's direction, may monitor electronic files and equipment use, as deemed necessary.

Computer equipment and network resources support the work of ECRL staff. Personal use should be kept to a minimum and must not interfere with job related activities, either by using up network resources or by taking up time for which the employee is being paid. These activities should not interfere with ECRL business nor result in any additional expenses for ECRL.

Internet use should follow policies regarding patron use of the Internet, and Federal law prohibiting certain kinds of use, as defined in the Children's Internet Protection Act (CIPA). ECRL operates filtering equipment on all equipment in accordance with CIPA. See ECRL *Acceptable Internet Use Policy* and *ECRL Internet Access Policy*.

Employees using ECRL equipment and network resources must agree to the following:

1. Employees will not misuse their authorized access to perform tasks outside the scope of their duties. Bibliographic and patron records may not be altered unless the employee has specific responsibility to do so.
2. Employees will not reveal their passwords or share their accounts with others.
3. Employees should subscribe only to E-mail lists which are directly related to the individual's library responsibility or professional development.
4. E-mail sent from ECRL domain addresses should be in accordance with professional standards and represent ECRL in the best possible way.
5. Personal use of E-mail should be kept to a minimum and not interfere with job duties.
6. Confidentiality of E-mail messages cannot be assured.
7. Employees will obey copyright laws and licensing agreements.
8. Employees are prohibited from making or using illegal copies of commercial software.

9. Installation of additional applications or software must be approved by and coordinated with the Systems Administrator.
10. Employees may not add to or modify existing hardware or software.
11. Employees will not make any attempt to gain unauthorized access to restricted library or Internet files or networks, or to damage or modify computer equipment or software at the library or at another location by using library connections.
12. Employees are prohibited from using library computers to sell products or services for personal gain.
13. Workstations will not be used for illegal activity, to access illegal materials, or to access materials that, by ECRL workplace standards, would be obscene.

East Central Regional Library will take prompt action to enforce the computer and Internet policy.

### **609. Staff use of telephones**

**Effective 11/18/02  
Revised and approved 9/8/08**

Personal telephone use should be limited to necessary calls, and adhere to the following guidelines:

1. Calls should be made during break times, or at times that will not interfere with the employee's duties.
2. Calls should be brief in length, and are discouraged during work hours. Employees should attempt to keep incoming personal calls to a minimum.
3. Employees will not use ECRL phones to make harassing or prohibited phone calls to other individuals.
4. Credit cards should be used for personal long distance calls when possible. When this is not possible, employees are expected to notify the ECRL administrative staff in writing and pay for the call within that pay period.
5. Personal cell phones should be kept on silent and be used only when their use will not interfere with the employee's duties.

### **610. ECRL-Owned Equipment**

**Approved 9/8/08**

East Central Regional Library purchases and maintains the equipment and tools needed to perform job responsibilities as described in individual job descriptions and provide for well-being in the workplace. This policy includes such items as, but is not limited to:

- Computers

- Scanners
- Cameras
- Projectors
- FAX machines
- Copiers
- Printers
- Cellular phones
- Office equipment
- Kitchen equipment

ECRL purchases equipment to be used in libraries and may be used off-site only to perform job-related duties. Employees should make every effort to safeguard and maintain ECRL-owned equipment. For equipment that is jointly used by multiple employees, mutual respect should be the rule.

Personal use of equipment should be kept to a minimum and not interfere with job duties. If use of equipment incurs cost to ECRL, employee should notify administration and reimburse the cost (for example sending a FAX requiring a long distance call).

Misuse of ECRL-owned equipment and tools may result in disciplinary action.

## **611. Data Privacy**

**Approved 9/8/08**

East Central Regional Library employees will safeguard data collected, maintained, used or disseminated. ECRL will treat information on library borrowers as private data that may not be disclosed for other than library purposes except pursuant to a court order or search warrant as appropriate to the requesting agency. All calls or requests for information made by law enforcement for customer records shall be referred to the East Central Regional Library Director or Assistant Director if Director is not available.

According to the Minnesota Data Practices Act [MN Statutes §13.40, subd. 2 - Private Data for Library Borrowers], the following data is private and may not be disclosed for other than library purposes except pursuant to a court order or search warrant:

1. Data linking a library patron's name with materials requested or borrowed by the patron or that link a patron's name with a specific subject about which the patron has requested information or materials; or
2. Data in applications for borrower cards, other than the name of the borrower.

Employees are advised that such records shall not be made available to any agency of state, federal or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.

The Minnesota Data Practices Act [MN Statutes section 13.40 subd. 2 - Private Data for Library Borrowers] states the following with regards to materials requested by and held for a specific patron: ECRL may release reserved materials to a family member or other person who resides with a library patron and who is picking up the material on behalf of the patron. A patron may request that reserved materials be released only to the patron.

## **612. Personnel Records Policy**

**Reviewed and approved 3/10/08**

A personnel file is kept for each employee, and may include but shall not be limited to the following documents:

- 1) Application form, letters of reference, letter of acceptance of the position;
- 2) Requests for leave, vacation, sick time, etc.;
- 3) Performance appraisals, letters of commendation, etc.;
- 4) Record of attendance at seminars, etc.;
- 5) Written grievances;
- 6) Reports of hearings concerning grievances;
- 7) Disciplinary documentation.

Only Board members, administrative staff, the employee and his/her supervisor have access to a particular file.

## **613. News Release Policy**

**Revised and approved 3/10/08**

In an attempt to avoid confusion, misinformation, or negative publicity, the Library requires that any time an employee of the Library, acting in their capacity as an employee, makes a statement or presents a news release to the news media, or in a public venue the Director should be notified as soon as possible.

This policy should not be construed as an attempt to stifle any employee's right to free speech, but rather as an attempt to keep the administration apprised of all broadcasted or printed news related to East Central Regional Library.

## **614. Employee Parking Policy**

**Revised and approved 3/10/08**

Since public libraries exist to serve the public, East Central Regional Library believes that part of its responsibility to the public is to make access to the facilities as convenient as possible. Since parking space is limited at most facilities, the employees are expected to make concessions to the public in regard to parking. The Library requires that employees make every possible effort not to monopolize the parking spaces nearest to the Library facilities.

## **615. Lost Keys**

**Revised and approved 3/10/08**

Current employees who lose keys assigned to them will be charged a fee related to the cost and risk involved with replacing those keys. The fee will be determined by the ECRL administration.

## **616. Non-Employees in ECRL Vehicles**

**Reviewed and approved 3/10/08**

It shall be the policy of the East Central Regional Library not to allow non-employees to ride in ECRL vehicles while they are in motion, with the following exception:

Drivers who have volunteers who wish to assist them during operations may submit a request to their supervisor for an exemption. That form (in appendix) will provide the date that the volunteer will assist the driver and the type of work to be accomplished.

Under no circumstances will any non-ECRL employee drive one of the Library's vehicles, except for vehicles being repaired by authorized personnel.

# 700-799 Addendum & Forms

## 700. Request for Personnel Action

Reviewed and approved 3/10/08

EMPLOYEE \_\_\_\_\_ DATE: \_\_\_\_\_

CURRENT POSITION \_\_\_\_\_ WAGE/SALARY \_\_\_\_\_

\_\_\_\_\_  
NEW EMPLOYEE (Complete Sections A and E)  
\_\_\_\_\_  
PROMOTION (Complete Sections A, B, and E)  
\_\_\_\_\_  
DEMOTION (Complete Sections A, B, and E)  
\_\_\_\_\_  
LEAVE OF ABSENCE (Complete Sections A, C, and E)  
\_\_\_\_\_  
RETURN LEAVE OF ABSENCE (Complete Sections A, C, and E)  
\_\_\_\_\_  
RESIGNATION (Complete Sections D and E)

A. Position \_\_\_\_\_

Status: Temporary FT \_\_\_\_\_ Regular FT \_\_\_\_\_ Salary/Wage \_\_\_\_\_  
Temporary PT \_\_\_\_\_ Regular PT \_\_\_\_\_  
Effective Date \_\_\_\_\_

B. New Position Granted \_\_\_\_\_

Status: Temporary FT \_\_\_\_\_ Regular FT \_\_\_\_\_ Salary/Wage \_\_\_\_\_  
Temporary PT \_\_\_\_\_ Regular PT \_\_\_\_\_  
Effective Date \_\_\_\_\_

C. Leave of Absence Type

\_\_\_\_\_  
Personal Illness/Maternity \_\_\_\_\_ Military  
\_\_\_\_\_  
Critical Illness/Death in \_\_\_\_\_ Personal  
\_\_\_\_\_  
Immediate Family \_\_\_\_\_ Reduction in Work Load  
\_\_\_\_\_  
Educational or Advance Study \_\_\_\_\_ Family Medical Leave  
Act

Date of Leave of Absence to Begin \_\_\_\_\_

Estimated Date of Return (if known) \_\_\_\_\_

Definite Date of Return (if known) \_\_\_\_\_

D. Resignation effective \_\_\_\_\_

E. Employee \_\_\_\_\_ Date \_\_\_\_\_  
(signature)

Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
(signature)

Library System Director \_\_\_\_\_ Date \_\_\_\_\_  
(signature)

## **701. Flexible Spending Plan – Schedule for 2008-2011**

**Reviewed and approved 6/8/09**

Employees who elect to take no health insurance will receive 20% of the cost savings to the Library up to a limit of \$160 per month per employee in their Flexible Spending Plan. Employees who elect to take individual coverage, but not the family coverage, will receive up to \$80 per month in their Flexible Spending Plan.

## **702. Benefits – Schedule for 2009-2011**

Benefits are available to employees hired for a regular schedule of 20 hours per week or more

Health insurance and benefits:

Amounts are based on work schedule of 40 hours per week. Amounts are pro-rated for those employees who work between 20 and 39 hours per week.

If employee has insurance (\$2,250/yr deductible single coverage):  
ECRL pays single coverage (cost to ECRL \$420.50 – 2010)  
ECRL puts \$113.33/mo in flex spending account  
ECRL puts \$27/mo in VEBA account

If employee buys dependent coverage (see insurance booklet for dependent deductibles):  
Employee pays \$213.80/mo  
ECRL pays \$477.37/mo  
ECRL contributes no flex  
ECRL puts \$27/mo in VEBA account

If employee does not wish to take ECRL health insurance:  
ECRL puts \$160/mo in flex spending for employee

New employees covered after 30 days

Life Insurance – optional, at employee expense

Deferred Compensation (IRA) – optional, at employee expense

Personal Time Off (PTO) and Extended Illness Benefit (EIB)

PTO and EIB benefits are available to employees hired for a regular schedule of 20 hours per week or more

Non-exempt full-time employees earn PTO at the rate of 19 days or 152 hours per year for the first five years of employment, according to your anniversary date. Thereafter, non-exempt full-time employees will earn an additional .5 days or 4 hours per year until they reach the annual maximum of 27 days. Non-exempt employees earn 4 hours of EIB per month.

Part-time non-exempt employees who are hired for more than 20 hours and less than 40 hours per week will earn benefits on a pro-rated basis.

Full-time exempt employees earn 27 days of PTO per year and 4 hours of EIB per month. Exempt employees who are hired for less than 40 hours per week will earn benefits on a pro-rated basis.

Non-exempt (hourly) employees earn PTO and EIB according to the following pro-rated schedule:

Hours worked per week	PTO earned/month	EIB earned/month
40 or more hours	8 hours	4 hours
34-39 hours	7 hours	3.5 hours
28-33 hours	6 hours	3 hours
23-27 hours	5 hours	2.5 hours
20-22 hours	4 hours	2 hours

**New employees cannot use PTO during the first 6 months of employment.**

### 703. Job Description Review Request

Reviewed and approved 6/8/09

**Purpose:** This form is to be used to request consideration of: (1) A change in job description or (2) A change in classification of an existing job description.

**Instructions:** Complete one form for each job to be reviewed and submit to your supervisor or Library Director. Refer to Personnel Policy for steps to follow in the requested review process.

1. **Name:** \_\_\_\_\_
2. **Job Title:** \_\_\_\_\_
3. **Branch or Headquarters Department:** \_\_\_\_\_
4. **Received by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

5. **Factors to be considered.** The Job Description Review Committee recommends classification of a job based on the Job Description using the following factors. You may request expanded details on factors from your supervisor or the Library Director. Please write on reverse if you need more room.

		Changes since last evaluation
I. Skill	A. Education & Training	
	B. Experience	
II. Effort	A. Mental Effort	
	B. Physical Effort	
III. Responsibility	A. Impact of Error	
	B. Supervision Given	
	C. Independent Judgment	
	D. Sensitivity of Contacts	
	E. Frequency of Contacts	
IV. Working Conditions	A. Working Conditions	

6. Supervisor: I support this request:  
Yes  No  Signed: \_\_\_\_\_ Date \_\_\_\_\_
7. Employee: I would like to address the Job Description Review Committee:  
Yes  No  Signed \_\_\_\_\_ Date \_\_\_\_\_

**704. Leave Donation Form**

**Revised and approved 4/13/09**

This form is to be used to provide for donations of PTO to ECRL employees who have exhausted their own PTO and EIB due to illness. All donations must follow the policies established by the Board.

Employee in need of additional PTO: \_\_\_\_\_  
(note this individual has met the conditions and procedures established by the Board.)

Employee making donation: \_\_\_\_\_  
(Please print)

Number of hours of PTO to be donated \_\_\_\_\_ (not more than 120 hours)

I hereby authorize the East Central Regional Library to deduct the above amounts from my PTO account and provide them to the above named employee.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**705. Employee Disciplinary Form, Oral Warning**

**Reviewed and approved 3/10/08**

Explanation of offense or infraction

Date of offense or infraction \_\_\_\_\_

Explanation of goal for improvement:

Date by which improvement must taken place (two months from date of infraction \_\_\_\_\_  
\_\_\_\_\_

Further comments:

Employee's signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's signature \_\_\_\_\_ Date \_\_\_\_\_

**706. Employee Disciplinary Form, Written Warning**

**Reviewed and approved 3/10/08**

Explanation of offense or infraction

Date of offense or infraction\_\_\_\_\_

Explanation of goal for improvement:

Date by which improvement must taken place (two months from date of infraction\_\_\_\_\_

Further comments:

Employee's signature\_\_\_\_\_ Date\_\_\_\_\_

Supervisor's signature\_\_\_\_\_ Date\_\_\_\_\_

NOTE:

The employee should understand that while on probation he/she will receive no salary increases of any form.

**707. Employee Disciplinary Form, Suspension**

**Reviewed and approved 3/10/08**

Explanation of offense or infraction \_\_\_\_\_

Date of offense or infraction \_\_\_\_\_

Length of Suspension \_\_\_\_\_ working days.

Date of 1st day of suspension \_\_\_\_\_

Date of return to work \_\_\_\_\_

Explanation of goal for improvement:

Date by which improvement must taken place (two months from date of infraction \_\_\_\_\_  
\_\_\_\_\_

Further comments:

Employee's signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:**

The employee should understand that while on probation he/she will receive no salary increases of any form.

**708. Employee Disciplinary Form, Dismissal**

**Reviewed and approved 3/10/08**

Explanation of offense or infraction which has resulted in dismissal:

Date of offense or infraction \_\_\_\_\_

Date of dismissal \_\_\_\_\_

Further comments:

Employee's signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:**

Change of status form must also be completed.

# 709. Performance Appraisal

EAST CENTRAL REGIONAL LIBRARY

PERFORMANCE APPRAISAL

Employee \_\_\_\_\_ Anniversary Date \_\_\_\_\_

Job Title \_\_\_\_\_

KEY: U = Unsatisfactory (performance is unacceptable and requires Improvement);  
 F = Fair (performance is marginally acceptable, but improvement should be made);  
 S = Satisfactory (performance meets job requirements);  
 V = Very Good (performance is above average and shows extra Initiative on the part of the employee);  
 O = Outstanding (performance in all respects far exceeds job Requirements).

Job Duty Number	Performance Level					Job Duty Number	Performance Level				
1	U	F	S	V	O	14	U	F	S	V	O
2	U	F	S	V	O	15	U	F	S	V	O
3	U	F	S	V	O	16	U	F	S	V	O
4	U	F	S	V	O	17	U	F	S	V	O
5	U	F	S	V	O	18	U	F	S	V	O
6	U	F	S	V	O	19	U	F	S	V	O
7	U	F	S	V	O	20	U	F	S	V	O
8	U	F	S	V	O	21	U	F	S	V	O
9	U	F	S	V	O	22	U	F	S	V	O
10	U	F	S	V	O	23	U	F	S	V	O
11	U	F	S	V	O	24	U	F	S	V	O
12	U	F	S	V	O	25	U	F	S	V	O
13	U	F	S	V	O	26	U	F	S	V	O





**710. Request for Non-Library Staff to Volunteer on ECRL Vehicles**

**Reviewed and approved 3/10/08**

Person Making Request: \_\_\_\_\_

Date of Proposed Volunteer Work: \_\_\_\_\_

Volunteer's Name: \_\_\_\_\_

Proposed Volunteer Work: \_\_\_\_\_

\_\_\_\_\_

Supervisor's Signature of Approval: \_\_\_\_\_

Please note: approval is required prior to any non-library staff in a vehicle while it is in motion. Under NO circumstances is an individual who is not employed by the Library to drive a library vehicle, except for authorized repair personnel.