

# PERSONNEL POLICY MANUAL

MAPLEWOOD PUBLIC LIBRARY

7550 Lohmeyer Ave.

Maplewood, MO 63143

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## INTRODUCTION

### A. Welcome New Employee

On behalf of Administration and the Board of Trustees, we welcome you to Maplewood Public Library and wish you every success here.

We believe that each employee contributes directly to the Library's growth and success, and we hope you will take pride in being a member of our team. Together we provide a valuable service to this community. Please read carefully our Mission Statement that follows. It summarizes what the Maplewood Public Library stands for.

To carry out this mission, we recognize the key role played by our employees. Your dedication and service to our community is the foundation of this institution. We in turn commit to providing you a competitive wage and a supportive work environment. We hope that your experience here will be challenging, enjoyable, and rewarding.

### B. Introductory Statement

Nothing in this Manual shall be construed as constituting an employment contract between the Maplewood Public Library and any of its employees, and it may be modified, amended, or supplemented at any time at the discretion of the Maplewood Public Library.

### C. Library's Mission

The Maplewood Public Library seeks to provide the community a diverse offering of print and electronic materials, services, and opportunities for learning, entertainment, and social interaction.

## EMPLOYMENT PRACTICES

### A. Employment Status/Employment-At-Will

Unless expressly agreed to by the Board of Trustees of the Library pursuant to a written employment agreement, all employees of the Library are employees-at-will, which means that that all employees are employed at the will of the Library and employment may end at the choice of the Library or the employee at any time, without advance notice, whether with cause or without cause, as long as the reason for termination of employment is not a reason that is prohibited by law. No employee, including the Library Director, has the authority to modify the employment-at-will policy or to agree that the employment of any Library employee is for a fixed term.

### B. Recruitment and Selection

1. The Library Director shall be appointed by the Board of Trustees (RSMo 182.640) according to the requirements outlined in the job description.
2. The Director will select or delegate selection of personnel for new or vacated positions according to the requirements outlined in the job descriptions.
  - a. Selection will be based upon the applicants' previous experience, education, and references as well as a personal interview.
  - b. There will be no discrimination in the recruitment, hiring, salary or promotion of employees by race, color, ancestry, religion, national origin, sex, disability or age. There will be no discrimination against persons with disabilities who, with reasonable accommodations, can perform the essential functions of the job.
  - c. In accordance with RSMo 182.640, no person shall be employed who is related within the third degree by blood or by marriage to any member of the Library Board of Trustees.
  - d. Preference in hiring will be given to Maplewood residents when all other qualifications and considerations are equal.

### C. Employment Applications

To ensure the accuracy and completeness of its records, Maplewood Public Library requires all individuals who wish to be considered for employment to complete and sign an Employment Application Form. Accurate, truthful, and complete answers to the questions are required. Any applicant who provides misleading, erroneous, or deceptive information to Maplewood Public Library on an employment form, resume, or electronic application or in a selection interview or withholds material information from the Library during the application or interview process is immediately eliminated from further consideration for employment or will be subject to termination of employment.

### D. Employment Verification/Reference Checks

1. Applicants
  - a. Applicants should expect that employment history or references submitted on

an application or resume will be verified. Applicants providing misleading, erroneous or deceptive information will be immediately eliminated from further consideration for employment.

- b. Applicants are required to disclose on their employment applications all arrests and convictions of any crimes that the applicant has committed or allegedly committed and all allegations and findings of abuse or neglect that have been made against the applicant.
    - i. The arrest, conviction, allegation or finding shall not be an automatic bar to employment, but failure of an applicant to disclose any such arrest, conviction, allegation or finding shall be a basis to reject an applicant's application or to terminate the applicant's employment.
    - ii. Applicants under serious consideration for full-time positions will be required to submit a criminal background history report from St. Louis City and St. Louis County. The cost of these reports will be reimbursed by the Library upon submission of proof of payment.
    - iii. Applicants under consideration for any position will be checked against the Missouri Sex Offender Registry by the Library.
  - c. Upon hiring, applicants are required to fill out Form I-9 to confirm employment eligibility in compliance with U.S. Department of Justice Immigration and Naturalization Service requirements.
  - d. All applications for employment, including the names of applicants, resumes, and other related materials submitted with respect to an applicant, are exempt from public inspection and copying.
2. Current Employees
- a. The Director is responsible for responding to all telephone verifications and/or reference requests regarding employees. Responses to such inquiries will confirm only dates of employment, classification of status and position(s) held.
  - b. No other employment data will be released without a written authorization and release signed by the individual for loan verifications, assistance programs, days of work missed for private insurance carriers, housing applications, etc.
  - c. Child support enforcement requests, unemployment insurance verifications, and other similar inquiries or orders may be received by the Library. The Library is legally compelled to comply with certain requests for information. The Director will respond to such inquiries and orders. When required by law, the Director will provide a confidential response with notification to the employee.
- E. Immigration Law Compliance
1. Maplewood Public Library is committed to meeting its obligations under U.S. immigration law. Accordingly, the Library neither hires nor continues to employ an individual who is not legally authorized to work in the United States. Moreover, the Library does not discriminate on the basis of citizenship status or national origin in recruitment, hiring, or discharge.
  2. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete an I-9 form if they have not completed one with the Library within the past three years, or if their previous I-9 is no longer retained or valid. To the extent deemed necessary, the Library will participate in E-Verify to ensure that all existing employees and new employees are



authorized to work in the United States. If an employee is unable to present the required document or documents within ten (10) business days from the onset of employment, a receipt must be furnished to provide proof that he/she has applied for the necessary document(s). Thereafter, the employee is required to present the original document to the Director within ninety (90) calendar days of employment.

3. If an employee fails to produce the required document(s) or receipt(s) within the first ten (10) business days, a suspension period will begin for three (3) business days. During this period the employee must provide appropriate evidence as mandated under the Immigration Reform and Control Act of 1986 or termination will result.

#### F. Employment Categories

It is the intent of Maplewood Public Library to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time or otherwise affect the Library's employment at-will policy.

Each employee is designated as either exempt or nonexempt by federal and state wage and hour laws. Nonexempt employees are entitled to overtime pay under the specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws. An employee's exempt or nonexempt classification will be designated by the Board of Trustees and may be changed only upon written notification by the Board.

In addition to exempt or nonexempt classifications, each employee will be classified according to the following categories:

1. Probationary

All employees are subject to a six month probationary period during which such employee's performance is being evaluated. At the end of the probationary period an evaluation will be conducted to determine whether employment should be continued. Employees who do not satisfactorily complete the introductory period will be terminated. During the probationary period, sick leave with pay, and vacation benefits will not be granted. Sick leave and vacation time will accrue from the first day of work. Completion of the probationary period does not modify an employee's at-will employment status.

2. Full-Time

Full-time employees are those who are not assigned to a temporary classification and who are regularly scheduled to work Maplewood Public Library's full-time schedule (40 hours per pay week). Generally, they are eligible for the Library's benefit package, subject to the terms, conditions, and limitations of each benefit program. Refer to Your Benefits section for further information.

3. Half-Time

Half-time employees are those who are not assigned to a temporary classification and who are regularly scheduled to work at Maplewood Public Library at least 30 hours per week, but less than 40 hours per week. Generally, they are eligible for the Library's benefit package, subject to the terms, conditions, and limitations of each benefit program. Refer to Your Benefits section for further information.

#### 4. Part-Time

Part-time employees are permanent employees regularly working less than 30 hours per week, employees hired on a temporary basis, and employees hired under special conditions. Part-time employees are not eligible for most benefits sponsored by the Library. Refer to Your Benefits section for further information.

#### G. Staff Meetings

1. Employee in-service meetings will be held once a quarter (4 times a year), when possible, to clarify policies and procedures, exchange ideas concerning the implementation of new policies and procedures, and conduct training on policies and procedures. In-service meetings will be held, and the Library will be closed to the public, from 9 a.m. - 1 p.m. on in-service meeting days.
  - a. The in-service meeting day will rotate through the days of the week, to maintain fairness in scheduling.
  - b. Other meetings may be called on an ad-hoc basis, as needed.
2. These meetings are to be considered important for the development of an informed and united staff.
  - a. They are not to be used for the purpose of airing individual complaints unrelated to the purpose of providing efficient and effective Library service.
  - b. All employees with the exception of shelvers are expected to attend these meetings, unless excused in advance by the Director. Shelvers are encouraged but not required to attend. If shelvers choose to attend in-service meetings, then they will be paid for their time consistent with sections 4 and 5 below.
3. An employee who does not attend a meeting is expected to make themselves familiar with the topics covered at the meeting.
4. Staff will be compensated on in-service meeting days at their regular hourly wage for time spent attending the in-service meeting and for time spent performing other assigned tasks following the in-service meeting before the Library opens to the public at 1 p.m.
  - a. Staff normally scheduled for 1 p.m. – 9 p.m. on in-service days are expected to attend the morning meeting and then return at 5 p.m. for their evening shift.
  - b. Staff not regularly scheduled on an in-service day are expected to attend and will be compensated for their attendance at their regular hourly wage.

5. In-service meetings may end before the Library opens at 1 pm. Staff are free to leave, but will be paid only for the time of their attendance.
  - a. In order to be paid for additional time on in-service days, staff must remain in the building working at their assigned task until 1 p.m.
    - i. The exception to this is staff scheduled to work 9 a.m. – 5 p.m. on in-service days, who are entitled to one half hour of paid lunch time.
  - b. Examples:
    - i. If in-service runs from 9 a.m. – 12 p.m., any staff who attend in-service only and leave at 12 p.m. without performing other assigned tasks will receive 3 hours pay.
    - ii. If in-service runs from 9 a.m. – 12:30 p.m., any staff who attend in-service only and leave at 12:30 p.m. without performing other assigned tasks will receive 3.5 hours pay, except for those regularly scheduled to work 9 a.m. – 5 p.m. on that day, who will receive 4 hours pay (one half hour for paid lunch).
    - iii. If in-service ends before 1 p.m., any staff who attend in-service and stay in the building to work their assigned tasks until 1 p.m. will receive 4 hours pay; staff scheduled for 9 a.m. – 5 p.m. may take a half hour paid lunch during the time when others stay to perform their tasks.

## YOUR BENEFITS

### A. Vacation

1. Following the probationary period, full-time employees will be eligible for the following vacation benefits:

Director	4 weeks
Full-time employees	2 weeks (1 to 4 years of service)
	3 weeks (5 to 9 years)
	4 weeks (10 or more years)

- a. 1 week = 5 working days = 40 hours.
  - b. Years of service are based on completed years of employment as of the employee's anniversary date. The anniversary date is the anniversary of the first day of the first full month of employment, in which the employee was employed for at least 20 calendar days.
  - c. Vacation benefits are awarded on the employee's anniversary date for service in the preceding year. Vacation benefits may not be taken until they are awarded.
  - d. New employees may take up to one week of vacation upon completion of the probationary period, with the remainder of their vacation benefit awarded on the first anniversary of employment.
2. Half-time employees will be eligible for paid vacation benefits equal to their regularly-scheduled hours worked in one two-week pay period.
  3. Part-time employees will not receive vacation benefits.
  4. Vacation time may be scheduled anytime during the calendar year but must meet with the scheduling needs of the Library and the approval of the Director.
  5. Up to 5 days (40 hours) of vacation may be carried over into the next year's vacation allotment. Vacation benefits from the previous year may not be taken consecutively with those of the current year (i.e. "back-to-back") except at the discretion of the Director.

### B. Sick Leave

1. Full-time employees will be eligible for up to 13 days paid sick leave in each calendar year. Sick leave accrues at the rate of 4 hours per completed pay period.
  - a. Sick leave may accumulate up to sixty days (480 hours).
  - b. Sick leave is not to be taken unless necessary and may not be used for vacation time.
  - c. Two of these sick days may be taken as personal leave days with the approval of the Director.
2. Half-time employees will be eligible for up to 6.5 days paid sick leave in each calendar year. Sick leave accrues at the rate of 2 hours per completed pay period for half-time employees.
  - a. One of these sick days may be taken as a personal leave day with the approval of the Director.
3. Part-time employees will not be eligible for paid sick leave.
4. There is no monetary compensation for accumulated, but unused sick leave at termination, resignation or retirement.

5. Sick leave may be used to care for the medical needs of the employee and employee's immediate family (spouse, child or step-child, parent, sibling, grandparent, grandchild, and spouse's family to the same degree).
6. Employees must present a doctor's note regarding the medical condition warranting the leave if using more than 3 days (24 hours) of consecutive sick time.

#### C. Holidays

1. The Library will be closed on the following holidays:

New Year's Day	Labor Day
M.L. King, Jr., Day	Thanksgiving Day
President's Day	Thanksgiving Friday
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day

2. When a holiday falls on a Sunday, the Board of Trustees will determine its observance.
3. Full-time employees will receive full holiday pay for the ten days the Library is closed. In addition, each full-time employee will be entitled to one floating holiday per year in observance of Veteran's Day.
  - a. Use of floating holidays will be subject to approval by the Director.
4. Half-time employees will receive pro-rated holiday pay for the ten days the Library will be closed, and for Veteran's Day, equal to the number of hours they were scheduled to work that day.
5. Part-time employees will not receive holiday pay.
6. Floating holiday hours expire after one calendar year, if not used.

#### D. Health Insurance

1. Comprehensive medical and dental insurance is available to full-time employees through Library participation in the local municipality's insurance program.
  - a. The Library will pay in full the premium for any full-time employee desiring coverage. The employee will be responsible for dependent care premium costs, if desired.
  - b. A salary reduction ("Cafeteria") plan is available for full-time employees to cover health insurance costs not paid by the Library. A current explanation of the plan will be provided by the Director.
  - c. Half-time and part-time employees are not eligible for medical or dental insurance benefits.
2. Private insurance of various kinds is available through AFLAC. The employee is responsible for all premium costs for these policies. This coverage is available to any employee, including half-time and part-time employees. Certain policy premiums are eligible for the salary reduction plan. A current explanation of the plan will be provided by the Director.
3. A Medical Reimbursement Account to pay certain medical expenses is available for all employees. A current explanation of the plan will be provided by the Director.

#### E. LEAVES OF ABSENCE

1. An employee may be granted a leave of absence without pay upon the recommendation of the Library Director and approval by the Board of Trustees.
  - a. Leave of absence may be requested for school attendance, travel, illness not covered by sick leave, maternity/paternity leave, or work experience elsewhere that would benefit the Library.
  - b. When taking a leave of absence, and employee must first use vacation time earned, and, in the case of illness or maternity/paternity leave, sick leave time earned.
2. Whenever possible, an employee wishing to take a leave of absence must notify the Director in writing at least two months in advance. This written notice should contain the expected dates the leave would begin and end and the reason for the requested leave.
3. Sick leave will not accrue while an employee is on a leave of absence. Vacation benefits for the following year will be prorated according to the amount of unpaid time taken.
4. Any full-time employee with medical or dental insurance benefits can retain those benefits for illness or maternity/paternity leave by paying one half of their total monthly premium until the time they return to work on a full-time basis. If an employee fails to return to work at the end of his or her leave of absence, the employee is obligated to repay to the Library the portion of the health and dental benefits that were paid by the Library during the leave of absence. Insurance benefits for other types of leave will be subject to review by the Board of Trustees.
  - a. LAGERS contributions will be subject to the rules currently in effect with the LAGERS program regarding such leave.
  - b. AFLAC premium payments will be the responsibility of the employee.
5. The Library will hold open the position of any employee taking maternity/paternity leave. The Library will attempt to hold open the position of employees taking other kinds of leave, but cannot guarantee it.

#### F. LAGERS

1. Employees regularly working 30 or more hours per week must participate in the Local Government Employees Retirement System (LAGERS).
2. A current explanation of the plan will be provided by the Director.

#### G. Employee Assistance Program

1. An Employee Assistance Program providing confidential assistance to employees is available for all employees qualifying for paid medical insurance, paid by the Library.
2. A current explanation of the plan will be provided by the Director.

#### H. Workers' Compensation Insurance

1. All Library employees are insured against injury on the job by Worker's Compensation Insurance.
  - a. All injuries and accidents should be reported immediately to the Director.
  - b. A doctor's certification of the injury is required within 48 hours of the injury.

2. An employee who is unable to work due to injury sustained on the job may be entitled to leave time and monetary compensation provided they meet the eligibility requirements of this program.
3. Under Missouri law, RSMo § 287.120.6, if an employee sustains an occupational injury in conjunction with the usage of alcohol or drugs, worker's compensation benefits will automatically be reduced by 15%. Where the use of alcohol or drugs proximately caused the occupational injury, benefits will be completely forfeited
4. Details regarding workers' compensation insurance may be obtained from the Director.

#### I. Time Off To Vote

1. The Library encourages employees to fulfill their civic responsibilities by participating in elections. Employees, by law, may be absent for a three-hour period between the time of opening and closing of the polls (e.g. 6-9 a.m. or 4-7 p.m.). Therefore, employees scheduled to work 8:00 a.m. to 5:00 p.m. may be excused one hour early or allowed to arrive one hour late to vote in elections if they request voting leave time in advance (to be determined by the Director). This procedure does not apply to an employee if there are three consecutive hours between the time of opening and the time of closing of the polls during which the employee is not scheduled to work.

#### J. Bereavement Leave

1. Full-time and half-time employees may be granted up to three days bereavement leave with pay when a death occurs in their immediate family (spouse, child or step-child, parent, sibling, grandparent, grandchild, and spouse's family to the same degree).
2. Up to one day of bereavement leave with pay may be granted for death of other relatives or close friends.
3. Part-time employees will not be paid for bereavement leave.

#### K. Jury Duty Leave

1. Any employee who is called for regular or grand jury duty shall be granted leave for such duty during the required time period in accordance with RSMo Chapters 494 and 540.
  - a. An employee who has been granted jury duty leave will be paid his or her regular salary and is not required to surrender any fees received for jury service.
  - b. An employee must provide advance notice to the Director before serving on a jury and must provide written proof to the Director that such civil duty has been served.
  - c. Jury duty leave will not affect any other benefits to which the employee may be entitled.

#### L. Witness Duty Leave

1. Employees are encouraged to fulfill their obligations to participate in the prosecution and defense of criminal proceedings when directed to do so by local, state or federal authorities.

An employee who is a victim, witness or immediate family member of a victim of a crime shall not be discharged or disciplined for honoring a subpoena to testify in a criminal proceeding, attending a criminal proceeding or participating in the preparation of a criminal proceeding related to such crime. An employee who is a victim, witness or immediate family member of a victim of a crime shall not be required to use vacation time, personal time or sick leave for honoring a subpoena to testify in a criminal proceeding, attending a criminal proceeding or participating in the preparation of a criminal proceeding related to such crime.

#### M. Military Leave

1. An employee who is a member of the National Guard or of any reserve component of the armed forces shall be entitled to military leave in accordance with the laws stated in RSMo 105.270.

#### N. Benefits Continuation (COBRA)

1. The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Library's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are: resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.
2. Under COBRA, the employee or beneficiary pays the full cost of coverage at the Library's group rates plus an administrative fee. The Library provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the Library's health insurance plan. The notice contains important information about the employee's rights and obligations.

#### O. Employee Tuition Assistance

1. The Director may approve full or partial payment of fees for employees wishing to attend educational programs, non-credit classes, seminars or workshops.
  - a. The education must be job-related and beneficial to the employee in terms of increased knowledge of or productivity on the job.
  - b. Travel expenses will be paid upon approval of the Director.
  - c. In most cases, attendance at approved non-credit courses, seminars, educational programs and workshops will be considered part of the employee's normal working schedule.
2. Upon recommendation of the Director and approval by the Board of Trustees an employee may be reimbursed for full or partial payment of tuition or related fees for college classes granting academic credit.
  - a. An employee applying for reimbursement must submit in writing to the Director, who will submit to the Board of Trustees, the reasons such a class would be of benefit to the Library in terms of increased employee knowledge or productivity.



- b. The Board of Trustees reserves the right to establish the conditions under which financial reimbursement would be granted. Currently, the criteria and exclusions are as follows:
    - i. An itemized statement of expenses must be submitted along with receipts from any payments made by the employee.
    - ii. The employee will be reimbursed for full or partial tuition fees after the course is completed and evidence of successful completion is submitted to the Director (such as a grade card or transcript indicating a passing grade) and if the person is still currently employed by the Library.
    - iii. Courses from which the employee withdraws without completing or receiving a passing grade will not be reimbursed in total or in part. However, the Director may, at the Director's discretion, recommend to the Board of Trustees full or partial reimbursement to the employee in extenuating circumstances.
    - iv. The following expenses associated with enrollment in college courses for academic credit will not be reimbursed by the Library:
      - (i) Books
      - (ii) Parking fees
      - (iii) Student Activity Fee
      - (iv) Supplies
      - (v) Travel expenses
  - c. Attendance at courses granting academic credit will not be considered part of the employee's normal working schedule.
  - d. Employees wishing to enroll in college classes must submit their intentions to the Director for approval by May 1 of the fiscal year preceding their intention to enroll.
    - i. This is designed to enable the Director and the Board of Trustees to adequately budget this expense in the next fiscal year.
    - ii. If employee intentions are not made known prior to May 1 of the fiscal year preceding that in which the employee enrolls, full or partial reimbursement may or may not be made by the Board of Trustees.
- P. Professional Conferences
- 1. Employees are encouraged and expected to attend state and national conferences, when appropriate, in order to keep current with any new developments, services or methods of service that could be implemented at the Library.
    - a. An employee must receive approval from the Director in order to attend a conference.
  - 2. Trustees and approved employees may be reimbursed by the Board for the following expenses: organizational membership fees, transportation, lodging, meals, and registration fees.
    - a. An itemized statement including explanations and receipts must be presented to justify any reimbursements.

## YOUR PAY

### A. Compensation Philosophy Statement

1. The Board of Trustees shall set the salary of all employees.
  - a. The Library attempts to offer salaries that are competitive with those offered by other employers in this area and in this profession and which adequately compensate the skills and duties of its employees.
2. The salary of exempt employees is computed on an annual basis; the salary of non-exempt employees is based on an hourly wage.

### B. Job Descriptions

1. Job descriptions exist for all jobs at the Library and are provided to new employees as part of orientation. Job descriptions are not intended to provide a complete listing of duties and responsibilities for each position. The Director may vary schedules, duties or job assignments of employees according to the changing needs and priorities of the Library. Employees are encouraged to diversify their abilities as much as possible and are expected to perform related duties as needed and/or assigned. Job descriptions may also list key performance and competency measures which may be used in performance evaluations. Job essentials such as high ethical/professional standards, competencies, skills and abilities are considered inherent responsibilities of an employee, and will generally appear in a job description.

### C. Timekeeping

1. Accurately recording time worked is the responsibility of all employees. Federal and state laws require the Library to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.
2. Nonexempt employees should accurately record the time they begin and end their work. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.
3. Altering, falsifying or tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.
4. Employees must not fill in timesheets ahead of time but only as hours are worked.

### D. Rounding Criteria

1. Nonexempt employees should report to work no more than seven (7) minutes prior to their scheduled starting time or stay more than seven (7) minutes after their scheduled stop time without express, prior authorization from their manager.
2. When calculating the start of a shift, round the recorded time to the nearest 15 minute increment; for example, for a shift starting on the hour:
  - a. Zero to seven (0-7) minutes late: start time is hh:00.
  - b. Eight to twenty-two (8-22) minutes late: start time is hh:15.
  - c. Twenty-three to thirty-seven (23-37) minutes late: start time is hh:30.
  - d. Thirty-eight to fifty-two (38-52) minutes late: start time is hh:45.

3. When calculating time worked, the following rounding will be applied to the daily hours for pay purposes only:
  - a. Zero to seven (0-7) minutes will equate to zero credit.
  - b. Eight to twenty-two (8-22) minutes will equate to fifteen additional minutes.
  - c. Twenty-three to thirty-seven (23-37) minutes will equate to thirty additional minutes.
  - d. Thirty-eight to fifty-two (38-52) minutes will equate to forty five additional minutes.
  - e. Fifty-three to fifty-nine (53-59) minutes will equate to an additional whole hour.
4. The Director is responsible for reviewing and approving employee time records for payroll processing.

#### E. Work Schedules/Hours of Work

1. Non-exempt full-time employees will work a 40 hour week. Half-time and part-time employees' hours will be set by the Director.
  - a. While consideration will be made to accommodate the individual needs of each employee, scheduled hours will be based on the most efficient and effective use of personnel for attaining Library goals and objectives.
  - b. All employees are required to work evenings and weekends as scheduled by their supervisor.
2. Exempt employees are expected to work whatever hours are necessary to accomplish their duties.
3. Non-exempt half-time and part-time employees do not receive overtime pay unless they work more than 40 hours in a week.
4. No non-exempt employee will be required to work off the clock.
5. No non-exempt employee may work more than their scheduled hours without prior approval of the Director.
6. When hazardous weather conditions exist, the Director may elect to close the Library at his or her discretion.
  - a. If the decision is made to close the Library, any full-time or half-time employees scheduled to work will be paid for the hours scheduled. Part-time employees will be paid only for the hours worked before closing.
  - b. If the Library remains open, employees are expected to report to work as usual.
  - c. Any employee who does not report to work due to weather conditions will not be paid for those hours.
  - d. The Director shall notify the President of the Board of Trustees about the closing of the Library as soon as possible.

#### F. Paydays

1. Paychecks will be distributed on Thursday every two weeks.
2. On each payday, employees will be paid for time worked based on their salary for the period from the Monday following the end of the last pay period to the Sunday before the payday.

#### G. Pay Advances

1. The Library does not provide pay advances to employees.
2. The Library does not make loans to employees or accept checks in exchange for cash.

#### H. Overtime Pay

1. Non-exempt employees will be paid overtime for all hours worked beyond 40 hours in a week.
  - a. Overtime will be paid at a rate of 1.5 times the regular hourly wage.
  - b. Overtime hours must be approved by the Director.
- I. Tax Withholding Information
  1. The law requires that the Library make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The Library also must deduct Social Security taxes pursuant to the Federal Insurance Contributions Act (FICA) on each employee's earnings up to a specified limit that is called the Social Security "wage base." The Library matches the amount of Social Security taxes paid by each employee.
  2. If you have questions concerning why deductions were made from your paycheck or how the deductions were calculated, contact the Director.
  3. If an employee needs to change his/her federal or state withholding allowances, both federal and state W-4 forms are obtainable from the Director. These forms must be completed and signed by the employee.
- J. Wage Attachment/Garnishment
  1. In compliance with federal and state legislation, the Library will honor and fulfill all garnishments and other wage attachment orders as required by law. The Director will inform employees when a wage attachment/garnishment has been issued.

## FOR YOUR GUIDANCE

### A. Equal Employment Opportunity

1. The Maplewood Public Library believes a strong commitment to equal employment opportunities is more than a legal and moral obligation; it is also sound business practice to realize the potential of every individual. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Library will be based on merit, qualifications, and abilities. The Library does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, disability, veteran status, or any other characteristic protected by law.
2. The Library will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship or would pose a direct threat to the health or safety of other individuals. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.
3. Furthermore, the Library shall not deny an employment opportunity to a qualified individual because he or she has a relationship or association with an individual with a disability, or discriminate against an individual who seeks to participate in provisions of federal and state employment laws, including the Civil Rights Act of 1964, as amended, The Americans with Disabilities Act of 1990, the Age & Discrimination in Employment Act, and the Family and Medical Leave Act.
4. Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

### B. Inclement Weather

1. Employees are expected to report to work during inclement weather conditions unless doing so could result in harm to the employee or in case the Library is closed.

### C. Travel Pay Policy

1. Employees whose travel plans have been approved are responsible for making their own travel arrangements. Nonexempt employees may be reimbursed for time during travel if the hours occurred during regularly scheduled work hours (not to exceed eight (8) hours of pay). Commuting to and from work is not considered as travel time. Travel time will be paid in accordance with wage/hour regulations. Vehicle mileage is reimbursed at the current Federal mileage deduction rate.
2. Employees who are involved in an accident while traveling on business must promptly report the incident to the Director.
3. When travel is complete, employees should submit completed travel expense reports within thirty (30) days. Receipts for all individual expenses should accompany expense reports.

4. Employees should contact the Director for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.
5. Abuse of this travel policy, including falsifying expense reports to reflect costs not incurred by the employee, may result in disciplinary action, up to and including termination of employment.

D. Visitors in The Workplace

1. Visitors or guests of employees may not remain in the building after closing hours, except by the approval of a Library staff member authorized to issue such an invitation.
2. Visitors or guests of employees may not enter a non-public area of the library except by the approval of a staff member authorized to issue such an invitation.
3. It will generally be at the discretion of the Director or librarian in charge to grant such approval.
4. Employees are expected to secure approval before inviting the visitor, and they must comply immediately if the approval is not granted or is revoked.

E. Employee Relations

1. The Library believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions, compensation, or benefits, they are encouraged to voice these concerns openly and directly to the Director.
2. Our experience has shown that when employees deal openly and directly with managers, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that the Library amply demonstrates its commitment to employees by responding effectively to employees' concerns.

F. Conflicts Of Interest

1. An employee's primary duty is to act at all times, to the best of his/her ability, in the best interest of the Library while avoiding the smallest appearance of a conflict of interest. Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the Library wishes to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Director for more information or questions about conflicts of interest.
2. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative of that employee as a result of the Library's business dealings. For the purposes of this policy, relatives include: (spouse, brother, sister, mother, father, son, daughter, aunt, uncle, niece, nephew, cousin, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandmother, grandfather, grandson, granddaughter, stepson, or stepdaughter).
3. It is the policy of the Library that any gift, meal, or entertainment accepted by an employee and having a value of \$25.00 or greater must be reported to the Director.

4. The acceptance of gifts such as cash, stocks, bonds, checks, property, (i.e., furniture, equipment, personal items, land, or buildings) or any other item of material value from vendors or contractors by an employee is specifically prohibited.
5. No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Director as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties. If the Director has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she disclose to the President of the Board of Trustees as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.
6. Personal gain may result not only in cases where an employee or relative has a significant ownership and/or stock ownership in a firm with which the Library does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Library.

#### G. Outside Employment

1. An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with the Library. All employees will be judged by the same performance standards and will be subject to the Library's scheduling demands, regardless of any existing outside work requirements.
2. If the Library determines that an employee's outside work interferes with performance or the ability to meet the requirements of the Library as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the Library.
3. Administrative staff and department managers must have prior administrative approval before accepting outside employment.
4. Outside employment will present a conflict of interest if it has an adverse impact on the Library.

#### H. Performance Evaluation

1. Following the initial probationary period, all employees will be evaluated once a year by the Director.
2. The evaluations will be based upon the performance of responsibilities and behavioral characteristics outlined in the job descriptions prepared for each position.
3. The evaluations may be used to document recommendations for salary adjustments or termination.
4. The evaluations should be used by the employee as a means of analyzing performance progress and assist the employee in making any needed improvements in job performance.

#### I. Personnel Records

1. The Director will maintain a personnel file for all employees.
2. This file will consist of two sections: a personnel file containing the original application for employment, written evaluations, vacation time or leaves of absence, written

grievances and time sheets; and a medical file containing records of sick leave, and other medical information on the employee. The medical file will be kept in a separate, locked location.

3. Other information may be included in an employee's personnel file as deemed necessary by the Director.
  4. It is the responsibility of each employee to promptly notify the Director of any changes in personnel data. Personal mailing addresses are significant information to keep up-to-date due to the mailing of paychecks, W-2 forms, 401(k) pension statements, etc. In addition, telephone numbers and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data will or has changed, notify the Director.
- J. Access to Personnel Files
1. The information contained in a personnel file will be confidential and accessible only to the Director and the employee.
  2. The employee must submit a written request to see their personnel file and the Director shall have 24 hours to respond to the request.
- K. Life-Threatening Illnesses in the Workplace
1. Employees with life-threatening illnesses, such as cancer, heart disease and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. The Library supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, the Library will make reasonable accommodations in accordance with all legal requirements to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.
- L. Confidentiality
1. Disclosing confidential information may have negative effects on the Library position and operations, and may result in adverse legal and financial consequences for the Library. In no case should confidential information be conveyed to individuals outside the organization, including family or associates, or even other facility employees who do not need the information in performing their job duties. Any sensitive subject matter should be discussed only on a "need to know" basis. Employees should not seek out sensitive information.
  2. No employee shall use any confidential or proprietary information for his/her own benefit. Upon termination of employment, an employee shall not copy or retain any documents containing confidential or proprietary information of the Library. The prohibition against disclosure extends indefinitely beyond the period of employment and the agreement to protect the confidentiality of such information is considered an important condition of employment.
  3. Disclosure of confidential information and/or personal use of confidential or proprietary information will result in disciplinary action, up to and including termination of employment.

M. Solicitation



1. To avoid disruption of the Library's operations, employees are to abide by the following rules:
  - a. Except to solicit participation in official Library employee programs, no employee shall solicit or distribute literature to any other employee for any purpose at any time in any area to which the public has access. Displays, signs, slogans, stickers, buttons, statements, electronic announcements etc. are prohibited unless it is for a Library sponsored event.
  - b. Employees may engage in solicitation of other employees only when both employees are on non-working time and only in non-public areas or employees. Non-working time would be defined as break periods, meal breaks or any other specified periods during the workday when employees are properly not engaged in performing their work tasks.
  - c. Visitors and non-employees are not permitted to solicit or distribute literature on Library premises.

#### N. News Media

1. All media inquiries must be directed to the Director. The Director shall notify the resident of the Board of Trustees regarding all media inquiries. The Director and the President of the Board of Trustees are the only persons authorized to release any information to the news media. Release of information by anyone other than those designated may result in disciplinary action, up to and including termination of employment.

#### O. Use of Library Materials

1. Employees are eligible for free Library cards at Maplewood Library while employed at the Library, and must abide by the same rules as other Library users. All material borrowed by the staff must be properly checked out and returned when due. All materials will be subject to all normal fees for lost or damaged materials.

#### P. Computer and E-Mail Usage

1. Computers, computer files, the e-mail system, and software furnished to employees are the Library's property intended for business use. All technological resources, including, but not limited to, computers, computer files, disks, electronic information such as voice mail and e-mail are the Library's property. All such technological resources are subject to search and monitoring without notice at any time. Employees should not use a password, access a file, or retrieve any stored communication without authorization.
2. The Library strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the Library prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, harmful to morale, or for outside business activities.
  - a. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.
3. E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or for other non-business matters.

4. The Library purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the Library does not have the right to reproduce such software for use on more than one computer. If any properly licensed software is brought into the Library and not purchased through the Director, the following must be done:
    - a. The software must be delivered to the Director to be screened for viruses.
    - b. The disks may not be installed on any other computer but the employee's.
    - c. The license must be delivered to the Director where it will remain until the employee no longer wants the program on their work computer, or the Library reimburses the employee for the cost of the software. At such time, the software will then be owned by the Library.
  5. The Library prohibits the illegal duplication of software and its related documentation.
  6. Employees should notify the Director upon learning of violations of this policy. Employees who violate this policy may be subject to disciplinary action, up to and including termination of employment.
- Q. Meals and Rest Periods
1. All employees who work an eight hour shift are allowed 30 minutes for meals.
    - a. The 30 minutes meal period is included in the total number of daily working hours.
  2. A paid 15 minute rest period may be taken for every four hours worked. No rest period may be taken for less than four hours work.
- R. Bulletin Boards
1. Bulletin boards bring employees information on employment laws and regulations, job openings, safety, training and events within the facility. The Director must approve the appropriateness of any particular posting.
- S. Use of Equipment
1. Equipment essential in accomplishing job duties is expensive and may be difficult to replace. Employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines when using the Library property. The improper, careless, negligent, destructive, or unsafe use or operation of equipment may result in disciplinary action, up to and including termination of employment.
  2. Please notify the manager if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The Director can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.
- T. Security
1. The Library has in place security and emergency response policies and procedures to protect employees and patrons of the Library. Employees are expected to be familiar with and abide by these.

#### U. Dress and Uniform

1. Employees are expected to present a clean and well-groomed appearance when on duty. Attire specifically prohibited includes:
  - a. torn clothing;
  - b. sweatshirts, T-shirts, etc., with messages or slogans;
  - c. excessively casual attire, eg., shorts, halter tops, bare midriffs;
  - d. pants unsupported by a belt and exposing the undergarments

#### V. Library Board and Staff

1. The Library is governed by a citizen Board of Trustees responsible for hiring the Director, setting the Library budget, establishing Library policies and monitoring the Director's management of the Library.
2. The Director is the established liason between the Library Board and the employees of the Library.
  - a. Questions or suggestions from employees regarding policies or procedures must be given to the Director.
  - b. Complaints or grievances against the conduct of the Director or about Library policies or procedures may be directed by employees to the Personnel Committee for employment-related issues, or to the Board President for other matters.
3. Employees wishing to address the full Board at a Trustee Meeting must ask the Director or Board President to be added to the Meeting Agenda.
4. Employees must not discuss workplace issues or grievances with members of the Board of Trustees, even in casual conversation, except in the presence of the Director.
  - a. Grievances involving the Director may be directed to the Board President or Personnel Committee without the Director's presence.

#### W. Theft of Library Materials

1. All funds received by the Library from any source in the course of Library operations are the property of the Library and any diversion of these funds to personal use by any staff member is considered theft of Library property.
2. Unless explicitly stated otherwise, all items purchased with Library funds for Library purposes may not be taken for personal use, and such use is considered theft of Library property. This includes but is not limited to books, media materials, supplies, equipment, furniture, and program supplies such as refreshments, craft kits or games.
3. Staff found guilty of Library theft may be subject to immediate dismissal or other disciplinary action.

## YOUR CONDUCT/PERFORMANCE

### A. Work Ethics and Regulations

1. We believe that each employee contributes directly to the Library's growth and success.
2. Employees are expected to be familiar with and apply the policies and procedures of the Library and with the resources the Library has to offer in order to best serve the public.
3. Employees are encouraged to increase their knowledge and skills, either on the job or through outside training.
  - a. The Library offers in-service training, attendance at workshops and tuition assistance to help the employee in professional development.

### B. Employee Conduct and Work Rules (Behavior Standards)

1. The Library is a service organization, supported by public funds. Developing and maintaining good public relations is the responsibility of every employee. All employees are expected to be friendly, courteous and helpful to all patrons, and to provide services in an impartial and unbiased manner.
2. Employees are expected to cooperate with one another to ensure the most efficient and effective performance of Library services.
  - a. Any comments or criticism regarding policies or the work of others should be made to the direct supervisor and not to other employees.
3. Conversation at the front desk should be conducted as quietly as possible and kept to a minimum.
  - a. Library problems and/or patron problems are not to be discussed in public.

### C. Absenteeism/Tardiness

1. Employees are expected to arrive at work so that they can begin their shift at their assigned post on time.
  - a. Time spent in the building before beginning an assigned shift is not considered to be time on the clock.
2. Employees who are assigned to the Circulation Desk or other public post must not leave their post until their shift has ended and their replacement has arrived, or before closing time and all patrons have left the building.
3. Employees should notify the Library, if at all possible, when they are unavoidably detained.
4. Employees who expect to be absent from work should notify the Library as soon as possible.
5. Excessive absenteeism or tardiness may be cause for disciplinary action or termination.

### D. Telephone Courtesy

1. Employees should always conduct themselves in a professional manner when on the phone.
2. Telephone lines are to be kept open for Library business. Personal calls should be kept to a minimum.
3. Usage of cell phones is permissible for personal outgoing calls during non-working times such as breaks and meal periods.

#### E. No Smoking

1. Smoking is not permitted within the Library building.
2. Smoking is permitted on the outside premises provided that smoking materials are discarded in the appropriate receptacles.

#### F. Drug and Alcohol-Free Workplace

1. It is the Library's desire to provide a healthy, drug-free, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.
2. While on the Library's premises and while conducting business-related activities off the premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.
3. Violations of this policy may result in disciplinary action, up to and including termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.
4. Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with the Director to receive assistance or referrals to appropriate resources in the community.
5. Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take time off to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all of the Library's policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the Library any undue hardship.
6. An employee must notify the Director of the Library of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five (5) days of the conviction.
7. Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with the Director without fear of reprisal. The Director may decide for the welfare of an employee to formally refer them to the Employee Assistance Program.

#### G. Drug & Alcohol Testing

1. The Maplewood Public Library is committed to providing a safe, efficient, and productive work environment for all employees and patrons. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. Based upon objective evidence, when drug or alcohol use/influence is suspected, employees may be asked to provide body substance samples (such as urine and/or blood) to identify any violation of the Library's substance abuse policy. It is our policy to maintain an

environment that is free of impairment related to substance abuse by our employees. Refusal to submit to drug testing may result in immediate termination.

2. Under Missouri law, RSMo §287.120.6, if an employee sustains an occupational injury in conjunction with the usage of alcohol or drugs, his or her worker's compensation benefits will automatically be reduced by 15%. Where the use of alcohol or drugs proximately caused the occupational injury, benefits will be completely forfeited.
3. Questions concerning this policy or its administration should be directed to the Director.

#### H. Employee Corrective Action (Discipline)

1. Employees will be disciplined by the Director commensurate with the offense or infraction.
  - a. In most cases, offenses or infractions will be noted with a verbal warning and corrective instructions.
  - b. Repetition of the same offense or infraction or the commission of a more serious offense will result in a written warning accompanied by a notification that further offenses or infractions could subject an employee to termination.
  - c. Serious offenses may result in immediate termination.
  - d. Upon satisfactory correction of an offense or infraction, the employee may request that a written recognition of the improvement be included in his or her personnel file.

#### I. Employee Dispute Resolution (Resolution of Grievances)

1. Any employee who feels that he or she has been wrongly subject to discipline or termination or who has a dispute of any nature should discuss the matter with the Personnel Committee of the Board of Trustees.
  - a. A written grievance may be filed with the Committee if a verbal resolution cannot be reached.
2. The Committee will investigate all verbal or written grievances and will verbally, or in writing, either honor, deny, or deny in part the grievance.
3. Any employee whose grievance has been denied by the Committee may appeal to the full Board of Trustees.
  - a. Such an appeal would necessitate filing a copy of the grievance and the Personnel Committee's written denial with the Board of Trustees.
  - b. Any decision made by the Board of Trustees will be final.

#### J. Sexual and Other Unlawful Harassment

1. The Library is committed to providing a work environment that is free of discrimination and unlawful harassment. In keeping with this commitment, the Library expressly prohibits unlawful harassment of our employees by anyone, including management, co-workers or a third party. Harassment consists of unwelcome conduct, whether verbal, physical or visual, based on a person's gender, race, ethnicity, age, religion, or disability. Harassment that affects job benefits, interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment will not be tolerated.
2. Sexual Harassment: Sexual harassment of an employee or applicant, in any form, is unacceptable conduct.

3. Where such conduct is found to exist, discipline will result. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature. No manager or other employee shall threaten or insinuate, either explicitly or implicitly, that another employee's or applicant's refusal to submit to sexual advances will adversely affect that person's employment, work status, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development. Similarly, no employee shall promise, imply or grant any preferential treatment in connection with another employee or applicant engaging in sexual conduct.
4. Sexual harassment also includes, but is not limited to:
  - a. unwelcome sexual flirtations, advances or propositions;
  - b. verbal abuse of a sexual nature;
  - c. subtle pressure or request for sexual activities;
  - d. unnecessary touching of an individual;
  - e. graphic, verbal commentaries about an individual's body;
  - f. sexually degrading words used to describe an individual;
  - g. a display in the workplace of sexually suggestive objects or pictures;
  - h. sexually explicit or offensive jokes; or
  - i. physical assault.
5. Personal relationships between supervisors and employees whom they supervise directly, or within employee ranks, have the potential for a later claim of "harassment" when the intimate or personal relationship ends (amicably or otherwise). Moreover, such conduct by a supervisor may damage the morale, professional development and fairness in treatment of other employees whom they supervise directly.
  - i. Employees are therefore advised to consider the consequences of any relationship before it develops.
  - ii. Supervisors should refrain from developing personal relationships with employees whom they supervise. In the event such a relationship does develop, resignation or termination may be required.
  - iii. Any relationship between employees of any rank should be conducted outside of the workplace and must not be allowed to affect the performance of their duties or the duties of any other employee.
  - iv. Any disruptions, performance issues or other problems arising from such relationships may be subject to disciplinary action.
6. Any employee who feels that he or she has encountered any of the conduct listed above, should:
  - a. Not remain silent;
  - b. Make it clear to the individual that the employee finds such conduct offensive and unwelcome;
  - c. State clearly that the employee wants the offensive conduct to stop at once; and
  - d. Contact the Director or the President of the Board of Trustees of the Library to file a complaint.
7. Other Unlawful Harassment: Harassment of an employee or applicant, in any form, based on a person's race, ethnicity, age, religion, or disability status is unacceptable conduct. Where such conduct is found to exist, discipline will result.

- a. Examples of conduct which may constitute harassment on account of illegally discriminatory factors include, but are not limited to, epithets or slurs; negative stereotyping; threats, intimidation, or hostile acts based on a prohibited factor; or written or graphic materials, electronic communications that denigrate, show hostility, or shows aversion toward an individual or group because of a prohibited factor which are placed on walls, bulletin boards, or elsewhere on the Library's property or are circulated in the workplace.
- b. Any employee who feels that he or she has encountered any of the conduct listed above, should:
  - i. Not remain silent;
  - ii. Make it clear to the individual that the employee finds such conduct offensive and unwelcome;
  - iii. State clearly that the employee wants the offensive conduct to stop at once; and
  - iv. Contact the Director or the President of the Board of Trustees of the Library to file a complaint.

#### K. Violence Protection Policy

1. It is the policy of the Library to provide a safe, secure, and non-violent environment for its employees and patrons visitors that is free of acts or threats of physical violence, harassment, intimidation, physical abuse, verbal abuse and coercion. Such actions will be promptly responded to, thoroughly investigated, and the appropriate legal and/or disciplinary action taken, up to and including termination, prosecution and/or ejection and removal from the premises.
2. Workplace violence is any intentional conduct which is sufficiently severe, offensive or intimidating to cause an individual to reasonably fear for his or her personal safety or the safety of his or her family, friends and/or property such that employment conditions are altered or a hostile, abusive or intimidating work environment is created.
3. Employees who believe they are being subjected to or have experienced threats, harassment, aggressive/violent behavior, or inappropriate behavior must advise the Director, or, if the Director is engaged in the violent or harassing conduct, then the employee should report to the President of the Board of Trustees. In addition, employees who have been subjected to threats or aggressive/violent behavior while off work should report such incidents to the Director if it could intrude into the workplace.



## LEAVING THE LIBRARY'S SERVICE

### A. Layoff and Recall

1. The library is supported by taxes and depends on these and other revenues for its operation. If revenues become inadequate, it may be necessary to eliminate budgeted positions. The employee(s) affected by the elimination of a budgeted position(s) will be notified in writing at least thirty (30) days before the effective date.
2. A position may be abolished (and an employee dismissed) due to library reorganization or technological changes. Written notice of the dismissal shall be given to the employee at least thirty (30) days before the effective date.
3. Dismissal because of financial retrenchment or workforce reduction is outside the employee's control and does not reflect discredit upon the service of the employee. The duties performed by said employee may be reassigned to other employees.
  - a. Such employees may be considered for rehire in the future.

### B. Return of Facility Property

1. Upon discontinuation of employment, employee is required to return to the Library all property of the Library, including identification badges, keys, access cards, laptop computers, cell-phones, employee manuals, documents, and related materials and equipment.

### C. Letters of Employment

1. Following employment discontinuation, an employee may request, in writing, a letter from the Director stating the employee's term of employment, position title, departments worked, and/or reasons for leaving. The Director will respond to these requests as workload permits. Additional references may be provided through departmental channels upon approval from the Director.

### D. Termination and Re-employment

1. An employee may be terminated by the Director at will.
2. Reasons for termination may include, but are not limited to the following:
  - a. Unsatisfactory job performance based on the failure to mark progress in the annual evaluations.
  - b. Failure to meet the performance criteria of one or more of the work duties or behavioral characteristics outlined in the employee's job description.
  - c. Conduct deemed by the supervisor to be unsuitable for employment, including, but not limited to, insubordination, dishonesty, fraud, or theft.
3. An employee who has been terminated shall not be entitled to monetary compensation for any unused benefits.
4. An employee who has been terminated for cause will not be eligible for re-employment.

### E. Resignation

1. In the event of the Director's resignation, he or she is required to submit written notice of resignation at least one month in advance of the effective date.
2. All other personnel shall submit resignations in writing at least two weeks in advance of the effective date.

3. A resignation notice shall include the name of the employee, effective date, and reason for resignation.
4. An employee who has worked more than one year will be entitled to monetary compensation for any unused vacation benefits.
5. Employees failing to give adequate notice of resignation shall forfeit reimbursement for any earned vacation time.

## EMPLOYEE ACKNOWLEDGMENT FORM

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

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the personnel policy manual may occur, except to the Library's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that this personnel policy manual is neither a contract of employment nor a legal document. I have received the personnel policy manual, and I understand that it is my responsibility to read and comply with the policies contained in this personnel policy manual and any revisions made to it.

Employee's Name (printed): \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_