



**McCracken
County Public
Library
Employee
Handbook**

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PERSONNEL

Conflicts of Interest

No employee of McCracken County Public Library will engage in any activity which results in private gain or advantage of the employee or any other person:

1. Using the influence of Library employment
2. Using Library time, facilities, equipment or supplies
3. Using confidential information acquired by virtue of Library employment

Gifts

Staff members are permitted to accept candy and other inexpensive items. Honorariums will be donated in the employee's name to the Library's Gifts and Donations Account.

Receiving or accepting, directly or indirectly, any gift, including money from anyone who is doing or is seeking to do business of any kind with the Library-under circumstances from which it could reasonably be inferred that the gift was intended to influence him/her in his/her official duties or was intended as a reward for any official action on his/her part is unacceptable.

Any violation of these provisions constitutes sufficient grounds for disciplinary action.

STAFF RULES AND CONDUCT

All customers should be given the highest standards of services regardless of their color, national origin, gender identity, ancestry, genetic information or veteran status, sex, disability, race, religion, sexual orientation, or age in accordance with state and federal laws.

Personal conversations should be kept to a minimum- in length and in volume. Staff should be well-groomed and properly dressed.

All employees should arrive at the library on time and ready to work.

Selling or soliciting is allowed by prior approval of the director, but only in the staff areas.

Tobacco may be used only in the areas marked – 15 feet from the public entrances to the building.

Library materials can only be removed from the premises through established lending procedures. Theft of library materials will be punished by law.

Work-related reading or computer use at the public desk is acceptable, but always be alert for patrons. Patrons must not be ignored nor made to feel like an interruption.

Cell phones and/or electronic devices should be silenced, and emergency calls should be taken in staff areas and not in the public areas.

Personal phone calls should be kept as brief as possible. Personal visits in staff work areas are discouraged.

Identification badges are provided for all staff and should be worn whenever the employee is on duty.

While on duty, staff members should refrain from voicing opinions on controversial matters such as religion and politics.

Both customers and other staff should be treated with courtesy, kindness and openness.

Library staff do not pay fines, but keeping materials long overdue does not allow for public access of materials and should not be abused.

Library keys are **NOT** to be lent to non-staff members. If anyone outside of the staff needs a key, they have to request it in Administration.

Library keycards and fobs issued to staff are **NOT** to be lent to non-staff members. If anyone outside of a staff member requires a keycard or fob for temporary access, they need to request it from the Administration office.

Sharing of keycards or fobs between library staff is **not** permitted. Every keycard and fob is digitally assigned to only one employee for security purposes. Your movements throughout the building can be tracked back to your individual card.

A lost keycard should be reported to the Administration immediately so that it can be deactivated. You may request a Day Pass to use for door access for the day. All Day Passes must be returned to the Manager on Duty before the end of the day. The Manager will place the returned Day Pass in the safe.

If your keycard is not located within a day or two it will remain deactivated, for security purposes, and you will be issued a new replacement card. You are responsible for the cost of the replacement keycard, payable at the time of issue.

All staff member's keys, keycards, and fobs **MUST** be returned to the Administration office immediately upon termination of employment. Contract employees are responsible for returning their access items to the library Administration, or to their employer, within 24 hours of termination of employment.

Revised: October 24, 2023

Dress Code

All employees are expected to dress appropriately for their assigned duties. Employees who work with the public or in public areas are encouraged to dress in a manner consistent with a business or professional setting. Clothing should be clean, neat, and free from large holes or rips.

Supervisors may ask an employee who is dressed inappropriately to return home to change his/her attire. The employee will not be paid for that time.

All employees are required to wear a name tag while working.

Preferred attire includes:

- Dress slacks/pants, jeans, shorts, skirts, and dresses are all acceptable. Skirts, dresses, and shorts should not be excessively short or tight. Hems should be less than 2 inches above the knee.

- Closed-toed shoes during shelving or other labor; open toed shoes are welcome if work duties allow for them to be worn safely.
- Library logo shirts, jackets, sweaters, etc.
- Hats when assigned to outdoor activities or other relevant duties.

Unacceptable attire includes:

- Extremes in fashion that may be considered provocative, revealing, or inappropriate and/or unsafe for the work environment.
- Sweatpants, jogging clothes, exercise apparel.
- Leggings are permissible if worn under dresses, shirts, or tunics that are at minimum mid-thigh length.
- Clothing with prominent logos, slogans, or advertising etc. that are not related to the Library, local schools, local businesses, and/or Paducah.
- Any clothing and/or visible tattoos containing potentially controversial, abusive, or threatening words or images.
- Tops that reveal midriffs, bare backs, or excessively low cut. Spaghetti strap or halter style tops are acceptable if worn under a jacket or cardigan.
- Dirty/torn shoes, flip flops, slippers, etc.
- Intentionally visible undergarments.

Approved May 24, 2022

STAFF WELFARE

Borrowing Privileges

Staff members are not charged overdue fines. It is expected as people who work with the customers that the staff will have a higher respect of the need to return materials in a timely manner- especially titles that are on hold for other people. Materials in Technical Services are not to be removed prior to processing for any reason. Under special conditions, staff members may take reference materials home overnight. The reference librarian-in-charge must approve and check out the item.

Work Week

Most full-time staff members work 40 hours per week, not including lunch hours, but all full-time staff members shall not work less than 36.5 hours in any work week. In departments of the Library which are open to the public, it must be understood that some evening and weekend work is mandatory. In the event that a full-time staff member utilizes any form of Paid Time Off (in compliance with any of the approved library policies) the staff member's required total hours for the week will be calculated by including the amount of Paid Time Off hours with their actual hours worked within the same payroll week.

Individual schedules are arranged by the department manager in accordance with the needs of the department. Flexibility with regard to schedules is allowed to the extent it does not interfere with the work flow of service to the public. Supervisors are responsible for the proper staffing of the department at each hour of the day.

Part-time employees (those working fewer than 36.5 hours per week) are scheduled in accordance with the needs of each department. Part-time employees cannot exceed 22 hours per work week, or the equivalent of an average of 22.0 hours per week over a two-week work period. Exceeding allowable work hours can lead to discipline or termination.

Non-exempt (hourly) staff members will occasionally be asked to work more than 40 hours in a week. Such overtime work, which is undertaken only when necessary, must have the prior approval of the manager. Working unapproved overtime may be cause for disciplinary action. It is the employee's responsibility to check their hours on their timecards during the work week to ensure that they are not exceeding their scheduled work hours. The employee will be compensated for overtime hours worked at the rate of one and one-half times the employee's base rate of pay.

Breaks

Full-time employees are allowed two rest periods (breaks) of 15 minutes each per day -- one each to be taken in the first and second half of the workday. Employees who work four consecutive hours are entitled to one 15-minute rest period; employees who work less than four consecutive hours are not entitled to a break. All breaks should be recorded on an employee's time card. It is recommended that breaks be taken as close to the mid-point of worktime as possible.

Meal Breaks

Employees working five consecutive hours or more may schedule with their supervisor a 30-minute meal break. Employees cannot be required to take a meal break sooner than three hours after the work schedule begins or more than five hours after the work schedule begins. Time taken for meal breaks is not paid.

Amended: June 28, 2022

PROFESSIONAL DEVELOPMENT

Attendance at Workshops

Staff attendance at educational events is encouraged- personally or electronically- for their professional development and growth and for certification purposes. Attendance at such activities when approved in advance by the Department Manager will count as time on the job. The Library will assist financially an employee's attendance at workshops and conferences within the limitations of the existing budget.

Official Travel

Library employees will be reimbursed for necessary travel expenses incurred traveling on officially approved Library business both outside and inside McCracken County. These approvals and reimbursements are contingent upon the availability of funds in the budget.

Travel must be authorized by the Director. Out-of-state travel for the Director must be approved by the Board of Trustees.

Travel requests must be submitted in writing to the Director in advance so that necessary planning for an employee's absence may be made. Authorization must be obtained before any program or travel commitments are made.

Authorization of any travel by Library personnel shall be based on the following reasons:

- ✓ Will result in obtaining additional training for a specific individual in a designated

area.

- ✓ Is essential for achieving the goals of a department.
- ✓ Is legally necessary or required.

As a traveler on behalf of the library, it is expected that additional information will be shared with the staff who were not able to attend.

Rules and Regulations

Travel expenses may be requested in advance or be reimbursed upon return. The Library does not advance travel expenses directly to the traveler for less than \$25. Travel expenses will not be advanced to any employee who has not submitted the proper paperwork and receipts required to account for previous travel expenses except where an employee has scheduled back-to-back travel.

Reimbursement requests must be submitted in detail on the "Travel Expense Voucher" form. Employees must justify on the reimbursement request form any unusual expenses not estimated in the "Travel Request/Authorization."

All unused funds must be reimbursed to the Library within fourteen (14) calendar days after the employee's return to work. The Business Manager is authorized to withhold from the employee's paycheck an amount up to or equal to the travel advance if unused funds are not deposited within the specified time limit.

Air travel is to be arranged through the Library's Business Manager.

In County Expenses

Costs incurred by staff for meetings, parking, mileage on privately owned vehicles, and other expenses relating to official business conducted within the County may be reimbursed.

Commuting expenses between homes and work stations for employees are not reimbursable.

The Library will not pay for lodging or normal subsistence within McCracken County unless authorized by the Library Director. Registration fees for workshops and meetings within the county may be paid, however, and lunches in connection with a workshop may be paid.

Business Meeting Meals

Occasionally there will be a need for Administration (Director and Managers) to provide meals for staff or for special guests in the course of doing business. Business meeting meals should be reasonably priced, appropriate for the event, with care taken to limit the

expense to the Library. Reasonable tips are allowable expenditures. Alcohol costs will not be reimbursed.

Travel Expenses Outside of the County

Meals will be reimbursed as set by per diem by the Federal Government rate as on the General Service Administration website: www.gsa.gov. Using the per diem rate, there is no need for turning in receipts; no reimbursement either to or from the library will be paid.

Meal tickets at conferences will be considered part of the per diem. In registering for a ticketed meal event, the attendee needs to write a personal check to cover the event. It is not reimbursable.

Alcoholic beverages will not be reimbursed.

Ground transportation is reimbursable; receipts are required. Other reimbursement expenses are:

Registration fees

Conference Hotels

Rental cars

Tolls and parking fees

Hotel Valets

Meal and luggage tips

Other items at the Director's discretion

If a **friend or relative accompanies an employee on official travel**, no expenses will be reimbursed for actual expenses incurred by the friend or relative. Extra expenses (such as additional cost of lodging) must be subtracted proportionately from the employee's costs.

FRINGE BENEFITS

Health Insurance

The Library participates in a comprehensive group health insurance plan for full-time staff members who participate in the County Employees' Retirement Plan. The Library assumes 100% of the cost of individual coverage of the health plan chosen from Kentucky Employees Health Insurance for eligible participating employees.

Additional options are as follows:

Dependents Coverage- Employees may choose to cover dependents on the insurance program. Additional/new employee's families may be added with the employee paying a percentage of the dependent insurance as agreed upon by the Library and the Insurance Company.

Employees may choose to purchase other insurance than the state recommended plan for themselves and their dependents.

Eligible employees that **waive insurance coverage** may elect to receive a benefit through the Health Reimburse Account per Kentucky Employee's Insurance rules and regulations.

The Library will pay premiums for individual coverage for employees suspended without pay, pending termination proceedings.

FMLA

The Library follows the provisions of The **Family and Medical Leave Act**. Employees must use all accrued paid vacation and sick leave to cover some, or all, of the FMLA leave taken. An employee on FMLA leave will only be paid for holidays while still using paid leave before and after the holiday occurs. If paid leave is depleted, the holiday will not be considered a paid holiday. There will be no accrual of sick or vacation during the FMLA leave.

Dental Insurance

The Library offers Dental Insurance at a reasonable cost to its fulltime staff after Open Enrollment, usually in the month of October. If the staff member wishes to add family members to the policy, it will be an additional employee expense. The Business Office will have the current rates.

Life Insurance

All full-time library employees are provided with a \$20,000 life insurance policy at 100%. This begins on the first day of the second full month of employment. Staff will need to sign up for this policy and choose their beneficiary.

Vision Insurance

Full-time staff members are provided vision insurance at the cost of the library. Family members can be added at the staff member's expense. This begins upon submission of the application.

Wellness Membership

In order to promote staff wellness, all full and part time staff members are eligible for reimbursement of qualifying gym or fitness membership fees. Fees such as those from a physical facility or a virtual service that requires a membership and/or collects fees may be eligible. Any question regarding the qualification of a gym or fitness membership should be referred to the Library Director. Membership start-up fees will not be paid or reimbursed. Participating employees must be able to provide a quarterly gym usage report to the Business Office. Reimbursement will be quarterly. For 24 or more visits per quarter, the library will reimburse a maximum of \$40 per month per participant (\$120). For half reimbursement, 16-23 visits in the quarter, the library will reimburse up to \$20 per participant per month (\$60). To initiate the gym membership reimbursement, the staff member must fill out the Gym Reimbursement Request Form and turn it into the Business Office. If there is a discrepancy in the reimbursement request and the report from the gym, it is the employee's responsibility to correct it. All receipts and proof of attendance must be submitted within 30 days of the end of the quarter.

Revised: August 22, 2023

Retirement

The County Employee's Retirement Plan is available for qualified employees. Qualifications are available from the Business Manager.

Worker's Compensation

All Library employees are covered by workmen's compensation. This insurance provides protection in case of injury or illness that is a result of a job-related accident or condition.

To qualify for Workers' Compensation, the employee must report any job-related injury immediately to his or her supervisor and/or employment agency. If neither is available, he or she should report the injury to the Business Office. In turn, the Business Office shall properly notify the Library's Workers' Compensation insurance carrier.

If an employee is unable to work, the Library will permit the employee to use accrued sick, vacation or holiday time during the first seven calendar day waiting period.

If the employee is unable to work due to a work-related injury for more than a two-week period of time, he or she will be placed on **Special Leave**. The Library will continue to pay the individual premium for medical insurance. Premiums for dependent coverage, however, are the employee's responsibility. If the employee does not use sick, vacation or holiday time, he or she will be in a leave-without-pay status and must send payments for dependent coverage to the Business Office.

Employee Assistance Program

The Library offers an Employee Assistance Program (EAP) to all employees directly employed by the Library. This resource is available for situations that may impact an employee's personal or professional life. The Library pays for the use of this program. All use of the program is strictly confidential. No names or personal details are provided to the Library for any usage. The EAP offers up to six (6) counseling sessions per issue/concern for an employee or any of the employee's dependents. The wide array of counseling services includes job stress, marital/family issues, individual counseling, legal issues, alcohol and drug issues, premarital counseling, personal growth, and financial counseling. Other guidance for personal or professional issues may be available. The EAP also provides online educational and wellness seminars that are free for employees to view.

Approved by the Board of Trustees January 22, 2019

Revised: July 25, 2023

Attendance Policy

McCracken County Public Library provides important and valuable services to the community. To accomplish this mission, it is imperative that employees be present when scheduled to fulfill customer expectations.

The inappropriate, abusive, or excessive use of paid leave benefits is not permitted.

This policy details how absences are counted for the purpose of maintaining excellent customer service.

Employees are expected to arrive at their scheduled time, but some allowance is provided. Staff may clock in no more than 7 minutes early/late, and are expected to clock out within 7 minutes of their expected shift end.

It is an employee's responsibility to know what hours they are scheduled to work. If an employee cannot work or may be late for work, they must notify the Management Team or the Library as soon as possible.

Absences due to illnesses or injuries that qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances.

Prescheduled times away from work that have been approved in advance by a supervisor are not considered absences for the purpose of this policy.

After a total of 8 occurrences, whether full or partial days, of unscheduled absences in the most recent (rolling) twelve-month period, an employee may be subject to disciplinary procedures. "Unscheduled" is defined as notifying the supervisor less than 24 hours before the start of the shift. An illness lasting multiple consecutive days would be treated as one occurrence. A doctor's certificate or statement may be required for any sick leave taken.

A pattern of the following undocumented use of sick leave and/or call outs will be monitored and may be considered a violation of the attendance policy:

- Call outs and/or sick leave on repeated weekends for which an employee is scheduled to work
- Call outs and/or sick leave the day before and/or the day after a scheduled holiday or day off
- Calling in sick as rapidly as sick time is accrued
- Coincidence of sick leave and/or call outs with known desirable days off
- Coincidence of consistently clocking in 7 minutes early or 7 minutes late

Adopted: May 29, 2018

Vacation

Annual vacation leave with pay is granted to all regular full-time employees. Vacation leave allowance is based on days earned according to the following schedule:

<u>Length of Service</u>	<u>Days Earned/Year</u>	<u>Hours Per Mo. Accrued</u>
1 mo. to 4+ Years	10	[6.66 per mo.]
5 to 9+ Years	15	[10 per mo.]
10 to 14+ Years	18	[12 per mo.]
15+ Years	20	[13.33 per mo.]

Vacation leave may be taken only after it has been earned.

Vacation should be taken within twelve months after it has been accrued. However, employees may be allowed to accrue one-half their total annual earned time. If they do not then use the time carried over, it will be lost, and no payment will be made for it upon termination of employment.

Any unused accrued vacation leave will be paid upon termination of employment, except for lost carry over vacation leave.

Requests are to be submitted and approved on "LEAVE REPORT." Vacation leave requests must be approved by the employee's Manager only as they fit into the work requirements of the Library. Planned vacation leave should be submitted to the Manager well in advance of the time being requested.

In the event two employees within the same work location request the same vacation time, and it is not possible to allow both to be on vacation at the same time, the supervisor may grant vacation to the person who submitted the request first. If two or more requests are submitted at the same time for the same days, the decision as to which employee(s) are granted vacation leave will be based on service seniority and the Library service needs of the department.

If a Library holiday falls within an employee's scheduled vacation period, that day will not be charged to vacation leave.

Revised: December 6, 2016; June 28, 2022

Compensatory time and overtime will not be earned during the week in which vacation leave time occurs. Compensatory hours cannot exceed 40 hours. All compensatory time must be taken in the fiscal year accrued. If the employee is terminated, compensatory time will not be payable.

Paid Time Off for Part-Time Employees

Part-time employees working 80 hours in a month will be credited with 4 hours of paid time off (PTO) by the end of the following month. Part-time PTO may be accrued to 48 hours. PTO should be taken within twelve months after it has been gained. Hours accrued beyond 48 will be lost.

PTO may be taken only after it has been earned. During the first year of employment, a new staff member may use their earned PTO after the end of six months. Any unused accrued PTO will be paid upon termination of employment, except for lost carryover leave.

Approved by Board of Trustees June 23, 2020

Inclement weather / Administrative Closures

When changes in hours of operations are necessary due to emergency situations such as inclement weather or loss of utilities, the Director will contact the Managers who will contact their staff. If the closure is for a whole day, all permanent full-time and part-time staff scheduled to work that day will be paid for the number of hours they were scheduled to work. If the emergency closing occurs during the day the library staff will need to leave early, all employees will be paid for any remaining hours they are scheduled to work.

In case of extreme weather, when the library is open, if it is impossible for an employee to arrive at the regular time, reasonable allowances for lateness will be made. If the employee cannot report for work within a reasonable time, they can charge that day for vacation/PTO/floating holiday time.

If the service hours in an individual department are interrupted for any reason, staff may be reassigned to another department, depending on the immediate needs.

The public will be notified through various media outlets as designated by the director.

Revised by Board of Trustees May 28, 2024

Leave without pay

Employees not eligible for paid vacation may apply for a leave of absence without pay for vacation purposes. These requests must be approved in writing by the Department Manager and the Director.

All accumulated vacation leave time must be used prior to the beginning of any leave without pay. During a period of unpaid leave time will not be accrued.

Holidays

The Library Board has declared the **ten** holidays listed below as official paid holidays for all permanent full-time and part-time employees. The library will be closed, and permanent full-time employees will be paid for eight hours regular time, and permanent part-time employees will be paid four hours regular time due to a holiday closing:

New Year's Eve (December 31)

New Year's Day (January 1)

Easter Sunday

Memorial Day (Last Monday in May)

Juneteenth (June 18)

Independence Day (July 4)

Labor Day (First Monday in September)

Thanksgiving Day (Fourth Thursday in November)

Christmas Eve (December 24)

Christmas Day (December 25)

The Library Director, with the concurrence of the Board Chairman, may authorize the closing of the Library on days adjacent to holidays or at other special times, depending upon local government and commercial practice. Such closing does not constitute an official paid holiday and equivalent time will not be given.

Permanent full-time staff members will be given two 8-hour **Floating Holidays** per calendar year, and permanent part-time staff will be given one 8-hour **Floating Holiday** per calendar year. Floating Holidays must be taken in 8-hour increments by full-time

staff members, part-time staff members must take Floating Holidays in 4-hour increments, by approval of their supervisor. All Floating Holiday time must be taken by the end of the calendar year and will not carry over into the following calendar year.

Revised by Board of Trustees June 25, 2024

Early Closing

Wednesday Evening before Thanksgiving 5:00 p.m.

Revised July 23, 2019

Extra Lunch Hour

Once per quarter full-time staff may take one extra hour with pay at lunch for their own personal benefit. The time has to be pre-approved by your supervisor.

Sick Leave

Regular full-time employees are eligible for sick leave with full pay, subject to the following conditions:

Sick leave is granted only when employees are incapacitated by illness or injury, when they are hospitalized or confined for observation following illness or injury, when they must be absent for medical, dental, or optical examination or treatment, or when they are quarantined following exposure to a contagious disease.

Up to twelve days sick leave are allowed to all regular full-time employees each year; leave is added to an employee's file at the rate of one workday for each full month of employment. Leave balances are updated on the last day of each month. Sick leave can be requested and approved only after it has been posted to the employee's leave record.

Sick leave may be accumulated for a total of not more than sixty days (480 hours).

Upon resigning from the library, staff will not be paid for any accumulated sick leave.

A doctor's certificate or statement may be required for any sick leave taken.

Misuse of sick leave shall constitute grounds for dismissal or other appropriate disciplinary action.

Overtime may not be earned during the week in which sick leave occurs.

If an employee's sick leave balance is not sufficient to cover the time absent, vacation time may be used with the approval of the Manager. When sick leave and vacation leave balances are exhausted, a request for sick leave without pay should be submitted by the employee to the Manager.

Employees may also utilize sick time to care for the following family members due to illness or other medical needs where the employee serves as the normal primary caregiver: employee's spouse, children, parents, grandparents, spouse's parents and grandparents, or other person for whom the employee is legally responsible and/or is residing with the employee while under their care during their illness and /or incapacitation. Relation by blood, adoption, step and foster apply.

Personal Leave

The Library recognizes that employees may need to be absent from their regularly scheduled work hours for a variety of circumstances not covered under the policy governing paid sick leave. Eligible employees may convert accrued sick leave to personal leave subject to the terms set forth below.

- A maximum of 24 hours (3 days) may be converted each calendar year. Personal leave does not roll over to the next calendar year.
- Personal leave is converted from sick leave at the time it is used. It is intended to cover absences due to any personal or family matter not covered under the sick leave policy.
- All full-time employees are eligible to convert accrued sick leave to paid personal leave, so long as they retain a balance of at least one hundred hours of accrued sick leave.
- Personal leave may be requested in minimum units of one hour. Employees are expected to request personal leave in advance. The employee should submit a leave form to the immediate supervisor indicating the date, time and purpose of the leave. If the employee is unable to submit a request with reasonable notice in advance, the employee should follow standard procedures for reporting time off due to illness. Personal leave will not be granted without the approval of the supervisor.
- Paid personal leave does not count toward forty hours of regular paid time in determining when an hourly classified employee is eligible for overtime.

Adopted: May 29, 2018

Disability

In compliance with the Americans with Disabilities Act, the library does not discriminate against people with disabilities and will make reasonable accommodation for all employees and customers with disabilities.

The director shall be designated as the ADA coordinator. All complaints in regard to ADA violations shall be referred to her/him. The director shall make reasonable accommodation and advise the board when such has been done. If the accommodation cannot be provided or poses extreme financial considerations, the director shall advise the board when such has been done. If the accommodation cannot be provided or poses extreme financial considerations, the director shall advise the board of such, with the reasons and/or estimates of cost.

Bereavement Leave

Leave with pay, not to exceed three (3) working days, if the funeral is within 100 miles of the employee's residence, or up to five (5) days, if the location is further away, may be granted to permanent full-time and part-time employees following the death of an immediate member of the family. Permanent full-time and part-time employees will be paid for any hours they would normally have been scheduled for.

For the purposes of Bereavement Leave, immediate member of the family shall be defined as a spouse, child, parent, legal guardian, sibling, grandparent, grandchild, immediate in-laws, the step equivalent of any of the aforementioned, or anyone permanently residing with the employe.

Bereavement Leave is distinct from other leaves and is not to be charged against Sick or Vacation Leave accruals.

Employees are to notify the Director of a death in the family at the earliest possible opportunity.

The Director may request a certificate, official notice, or obituary indicating the relationship of the employee to the deceased.

Revised by Board of Trustees May 28, 2024

Special Leave

The Director may authorize Special Leaves of absence with or without pay for employees for any period. All Special Leaves are considered on an individual basis.

Examples of Special Leaves may be for the following purposes: Attendance of college, university, school, conference or convention, or travel for the purpose of training in subjects related to the work of the employee which will benefit the employee and the Library; urgent personal business for an extended time or, any purpose which may be deemed beneficial to the Library.

All accumulated vacation leave time must be used prior to the beginning of any leave without pay. Sick leave may be used when the leave is granted for medical reasons.

An approved Special Leave without pay shall constitute a break in service. An employee's current anniversary date shall be advanced by the number of calendar days the employee is on leave. Benefits, except for insurance coverage, are held intact with no additional accrual during Special Leave.

Insurance coverage provided by the Library shall continue in force and premiums normally paid by the Library will be paid for the first full month of leave. After that time, it shall be the responsibility of the employee to pay premiums if insurance is desired.

Any employee who does not return to the Library's employment following a leave shall be terminated as of the last day of the leave.

Partial Leave

The Director may authorize Partial Leaves of Absence without pay for employees for up to 90 days without interruption of benefits provided the employee works an average of 30 hours per week. Any extension beyond 90 days may result in the regular employee's change to part-time status.

If the employee does not work an average of 30 hours per week, the employee's status will change to part-time and loss of benefits will result.

All accumulated vacation leave time must be used prior to the beginning of any leave without pay.

Sick leave may be used only when the leave is granted for medical reasons.

Military Duty Leave

Any regular employee who is a member of an organized unit of the United States Armed Forces or the Kentucky National Guard who is called to active duty shall be entitled to receive as compensation from the Library the difference between their gross Library pay and their gross military base pay, pro-rate pensions contributions, and all other benefits to which they are entitled at the time of their call to active duty. These payments shall remain in effect for a period of time to be determined by the Library Board of Trustees and may be suspended or canceled at any time at the Board's discretion. These provisions apply only for the time the employee is required to remain on active duty and do not apply to any voluntary continuance of military duty.

Employees must provide the Administrative Office with copies of orders indicating the date of their call to active duty and release from required active duty and copies of pay vouchers for the period of active duty.

Employees may apply for reinstatement to their former position within five (5) years of their activation date and within 90 days after their release from active duty.

Jury Duty

Every employee has an obligation to perform the functions of citizenship, such as voting, military service, jury service, etc. The Library Director will not, therefore, seek to have employees excused from jury duty unless their job duties cannot be temporarily delegated to someone else and their absences would adversely affect the services rendered. The decision of the Library Director to ask that the employee be excused from jury duty for work-related reasons will be based on a written request from the employee approved through all supervisory levels. Requests for excuses will then be forwarded to the appropriate court for its approval.

An employee receiving notice of call for jury duty should immediately notify his/her supervisor. An employee must provide his/her supervisor with all pertinent information regarding his/her call, including the date for reporting and the court of jurisdiction.

Full-time staff scheduled to work will be excused and paid. Part-time employees scheduled to work will not be paid.

Voting

Employees are encouraged to vote in all elections. One-hour leave with pay is allowed if needed. This time must be arranged with supervisors.

Education Reimbursement Policy

As an incentive to any staff member to increase their work-related skills and knowledge, the Library will provide financial assistance in the form of reimbursement for education, college or otherwise, subject to the prior approval by the Education Reimbursement Committee, as follows:

- All full or part time employees who have been employed for at least six months prior to submission of their reimbursement applications are eligible to participate.
- Written requests must be submitted by April 30 of each year.
- Reimbursement to the employee for tuition, fees, or book expenses will be paid upon completion of the class. A copy of the final grade transcript along with proof of the out-of-pocket expenses for which reimbursement is requested, must be turned in within 30 days of class completion to the Library's Business Service Director. If the employee fails to complete the class or receives a grade lower than "C," or pass if the class is a pass/fail class, Library will not reimburse tuition, fees or books.
- To be considered for approval, a class or program of study must advance an employee's library education or library skills. Excluded from the Employee Education Policy are:
 - Late fees and interest for delayed-payment plans.
 - Institutions or programs of study not approved by the Library Board of Directors.
 - Programs which do not offer preparation or enhancement of employment directly related to the Library's operations.
 - The cost of transportation, living expenses, drawing instruments, calculators, electronic equipment, recording devices, or other class materials other than textbooks.
- To maintain eligibility, employees must remain on the active payroll and be performing their job satisfactorily through completion of each class.
- The maximum amount the Library will reimburse to employees for employee's out-of-pocket expense for outside course work and materials under this Policy is \$5,500 per academic year (August through July). If the class is REQUIRED for KDLA Certification, the Library will pay one hundred percent of the tuition, any related fees, and purchase any textbooks.
- Approval of reimbursement is subject to budgetary constraints and is given in sole discretion of the Education Reimbursement Committee. The Education Reimbursement Committee shall be comprised of the Library Director, the Business Services Director, and one member of the Library's Board of Directors.

The Education Reimbursement Committee shall vote upon the approval or denial of each reimbursement request.

- Priority will be given to employees pursuing degrees to fulfill the educational levels as required by their currently held position and employees pursuing their ALA-accredited master's degree.
- Regular class attendance is expected, and the employee will be excused only in the event of sickness or emergency.
- Flexible work scheduling to accommodate class attendance may be made with the employee's supervisor if operationally possible. Classes should be scheduled, when possible, with minimal disruption to library operations.
- Employees are encouraged to pursue scholarships and grants. If awarded, the employee must notify management immediately. Tuition assistance will be adjusted, or refunds requested for said amounts.
- Time spent in the classroom for KDLA classes is considered hours worked and will be paid at the employee's regular wage or salary. Time spent on "homework" or out of class activities is not considered hours worked and the Library is under no obligation to provide time and/or pay for this activity. Online classes will be paid at one hour per week per credit hour.
- The most economical form of textbooks should be purchased and upon completion of the course, money received from the sale of the textbook becomes the property of the Library and shall be paid to the library immediately
- The parties agree that Employer's loan to Employee for Educational Expenses shall be forgiven as follows:
 - If Employee's employment is terminated within the first two (2) years following the payment made to Employee, Employee shall repay Employer for one hundred percent (100%) of the value of the Education Expenses Employer paid to Employee.
 - If Employee's employment is terminated in year three, Employee shall repay Employer for fifty percent (50%) of the value of the Education Expenses Employer paid to Employee.
 - If Employee's employment is terminated in year four, Employee shall repay Employer for twenty-five percent (25%) of the value of the Education Expenses Employer paid to Employee.
 - Each payment to employee shall constitute a separate loan and accordingly the repayment period for each payment made to Employee will differ.
 - The Education Expenses will be forgiven once Employee has reached year 5 of employment with Employer.

- Nothing in this Employee Education Policy should be construed to create a contract of employment between the Library and any individual or create a contractual obligation of the Library to pay education expenses, and the Library reserves the right to change or modify this Policy with or without prior notice. Users who violate any of the guidelines set forth in this Policy may be subject to disciplinary action including written warnings, revocation of access privileges, and termination. The Library also retains the right to report any illegal violations to the appropriate authorities.

Revised: February 28, 2023

KDLA Certification

The Kentucky Department for Libraries and Archives (KDLA) has established the Kentucky State Board for the Certification of Librarians (State Librarian and five members appointed by the Governor). KDLA and the State Board are committed to the principle that the most important element of a library is a well-informed and educated staff. The following regulations were developed by the Board and are intended to provide direction for the initial and continuing education needed by library personnel in order to assure the delivery of competent, quality service to library users in Kentucky.

In support of the state mandate, the Library Board of McCracken County Public Library requires that all full-time employees must be state certified following the guidelines outlined by KDLA (725 KAR 2:060). Custodial, administrative, and technology support personnel are not required to be certified.

Any employee who chooses not to pursue certification and/or does not receive certification within the five-year mandate, is subject to termination.

To recognize and encourage a library team member who has obtained one of the following certificates, we recommend a one-time employee recognition award as stated below. As of August 23, 2022, all staff currently pursuing certificates will be grandfathered into the previous amounts; all staff who begin pursuing a certificate will be recommended for the new amounts:

CERTIFICATE TYPE	Pre-8/23/22	Post-8/23/22
Initial Professional Certificate I	\$1600	\$1200
Initial Professional Certificate II	\$1400	\$900
Initial Professional Certificate III	\$1200	\$700
Initial Professional Certificate IV	\$1000	\$600
Initial Paraprofessional Certificate I	\$800	\$500
Initial Paraprofessional Certificate II	\$600	\$400
Initial Paraprofessional Certificate III	\$400	\$300

In order to be eligible for this one-time employee recognition award, qualifying employees should notify management within three months of the awarding of their certificate, or by the end of the current fiscal year, whichever comes first.

Revised: April 27, 2021; June 22, 2021; August 23, 2022; October 24, 2023

EMPLOYMENT

Equal Opportunity Employment

The Library system is an equal-opportunity employer providing opportunities for jobs to all people meeting the minimum requirements for advertised positions. All decisions pertaining to recruitment, hiring, promotions and other terms and conditions of employment will be determined on a fair and equitable basis without regard to sex, race, color, religion, national origin, age, disability, pregnancy/childbirth and/or related medical conditions, or any other protected status applicable under local, state, or federal laws, except where a bona fide occupational qualification applies.

Fair Labor Standard Act

As a local government employer, the Public Library complies with the provisions of the Fair Labor Standards Act (FLSA) with regard to federal minimum wage and overtime laws. Job classifications determined to be "executive, administrative, or professional" as defined within the law are "exempt" from the federal wage-hour laws. The Library adheres to the schedule of "Exempt" and "Non-Exempt" classifications as developed and authorized through the Board of Trustees of McCracken County Public Library. Procedures and policies with regard to time reporting, overtime pay, the 40-hour work week, training and travel are consistent with the Fair Labor Standards Act.

The following positions are designated as management/executive level positions and therefore exempt: Adult Services Manager, Youth Services Manager, Business Services Manager, Technology Coordinator, Technical Services Manager, and Director.

Affirmative Action

The Library system is an equal-opportunity employer providing opportunities for jobs to all people meeting the minimum requirements for advertised positions. All decisions pertaining to recruitment, hiring, promotions and other terms and conditions of employment will be determined on a fair and equitable basis without regard to sex, race, color, religion, national origin, age disability, pregnancy/childbirth and or/related medical conditions, or any other basis prohibited by law.

Revised: June 25, 2019

Employment At Will

The Library is an At Will employer. Staff are employed at the will of the Library and is subject to termination at any time, for any reason, with or without cause or notice. At the same time, such employees may terminate their employment at any time and for any reason.

No Library employee other than the Director has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to this paragraph, and that, with respect to the Director, he/she may enter into such an agreement only if it is in writing and signed by the Director. Supervisory and management personnel are not to make any representations to employees or applicants concerning the terms or conditions of employment with the Library which are not consistent with Library policies. No statements made in pre-hire interviews or discussions, or in any recruiting materials, are to alter the at-will nature of employment or imply that discharge will occur only for cause.

This policy may not be modified by any statements contained in this Manual or any other employee handbooks, employment applications, Library recruiting materials, Library memoranda, or other materials provided to applicants and employees in connection with their employment. None of these documents, whether singly or combined, are to create an express or implied contract of employment for a definite period, or an express or implied contract concerning any terms or conditions of employment. Similarly, Library policies and practices with respect to any matter are not to be considered as creating any contractual obligations on the Library's part or as stating in any way that termination will occur only for "just cause" statements of specific grounds for termination set forth in this manual or in any other Library documents are examples only, not all-inclusive lists, and are not intended to restrict the Library's right to terminate at-will.

At the time of hiring, employees are required to sign a written statement acknowledging that they are employed at the will of the Library and are subject to termination at any time, for any reason, with or without notice, and with or without cause.

Conflicting Employment

For full time employees, Library employment shall have precedence over any other occupational interests. All outside employment for salary, wages or commissions and all self-employments should be reported to and approved by an employee's manager and the Director. Conflicting outside employment shall be grounds for dismissal.

Employment of Minors

No one under the age of sixteen (16) will be employed by the Library in any capacity. Applicants at least sixteen, but less than eighteen years of age, may be employed within the limits of State and Federal laws as to the hours and areas.

Employment of Aliens

All employees must fill out an I-9 form upon being hired. Applicants who are aliens and in the United States under a visitor's visa must have a current Resident Alien Card (green card) from the Immigration Department prior to appointment. It is the responsibility of the interviewer(s) to verify this visa during interviews and prior to appointment. A copy of the green card will be maintained in the employee's file as part of the permanent record. To employ an alien without a proper green card violates a federal requirement and is subject to legal penalties.

Employment of Relatives

Immediate family members of present employees and of current members of the Board of Trustee members are not eligible for employment.

Immediate relatives include spouse, (husband, wife) parent, (mother, father) sister and brother, (including biological (blood), step or half), child (son or daughter) including biological (blood), step or half), father-in-law, mother-in-law, daughter-in-law, son-in-law, grandparents and grandchildren.

These provisions shall not affect persons already employed by the library except in the event of marriage of two employees. In the event of marriage between employees working in the same department, these employees may be separated by transferring one of them to another department in a position of equal status to the one in which the transferred employee is currently employed.

Consideration of the applications for employment of people related to employees of the library will be given only after it appears that there are no other qualified applicants. Under no circumstances are relatives to be employed in the same department. The decision of the Library Director in carrying out the intent of this policy shall be final.

Resignation

If an individual is absent for three (3) consecutive days without notification, the employee will be deemed to have voluntarily resigned his/her position because he/she is unavailable for continued employment. However, if there are extenuating circumstances beyond the control of the employee and the employee is unable to notify his/her manager, reinstatement will be considered by the Director after evaluating the facts.

All personnel desiring to terminate their employment must submit written resignation to their immediate supervisors which are then forwarded to the Director for processing. Resignations must be received two (2) weeks before the effective date of termination in order for an employee to leave in good standing. Four (4) weeks notice before the last working day is the minimum required for all professional librarian positions. Accrued vacation time for which the employee is entitled to is paid in the final check. Earned vacation days may not be used in fulfilling the required days of notice. The termination date for the employee being paid, for the purposes of record, is the last day the employee works. Employees who voluntarily resign from employment have no appeal rights.

Revised: June 28, 2022

Transfers

Employees may be transferred between departments or other units of the Library. An employee may be transferred upon the employee's request, when recommended by the managers involved, and approved by the Director.

An employee may be transferred at the request and concurrence of two department managers with the approval of the Director. Formal requests for transfers should always be made through appropriate channels.

The Director has the authority to transfer employees to any position within the Library when such a transfer will, in the opinion of the Director, be in the best interest of the Library.

Layoffs

The Board of Trustees and Director shall lay off or furlough employees when necessary due to changes in duties or organization, or lack of work or funds. If the Library must lay off or furlough a staff member, he/she will be given at least a 2-week notice. Where possible, employees who are laid off in one department will be integrated into other departments by transfer, or shall be given first opportunity for re-employment.

When layoffs or furloughs are required, they shall be based upon any one or a combination of the following factors (and in no particular order): length of service with the Library, relative efficiency as demonstrated on the job and reported in performance evaluations, and the best interest of the Library.

An employee who has been laid off and later rehired within 12 months shall be eligible for benefits as follows:

- Merit increase: The time between layoff and rehire is not considered in determining

the eligibility of rehired employee for merit increase. For example, if an employee is laid off five months after receiving a merit increase, the supervisor may recommend the employee for a merit increase seven months after the rehire date, provided that the supervisor at the time of layoff indicated that performance during the five months prior to layoff was sufficient to qualify the employee for an increase. Therefore, any employee who is laid off must receive a performance evaluation at the time of layoff or an evaluation must be completed by the supervisor within one week of layoff.

- **Vacation:** Vacation is not accrued during layoff. Employees returning from layoff shall be eligible to accrue vacation leave at the same rates of accrual they were receiving immediately preceding the date of layoff.
- **Sick Leave:** Any sick leave which the employee has earned but not taken at time of layoff shall be restored upon rehire. Sick leave is not accrued during layoff.

Employee furloughs may occur in lieu of layoffs at the discretion of the Director and Board of Trustees. The Library would continue to pay the employer's portion of the employee's health insurance during a furlough. Leave balances would remain intact while the employee is furloughed. The employee would not earn/accrue vacation and sick time during a furlough, nor could the employee use previously accrued balances during a furlough.

Approved: September 22, 2020

Evaluations

Uniform performance evaluations will be required for all employees by the Library. The evaluation will be made by the appropriate manager and will be conducted on the basis of job performance.

Formal, written employee evaluations are required within the first three months of employment (Primary Employee Evaluation) whether hired through a temporary agency or directly and annually thereafter. This evaluation process should provide an opportunity for managers and employees to look at job performance, to seek solutions to problems, and to discuss needed improvements. Areas of additional training and unutilized talents and interests of employees may be identified.

Performance evaluation results will be reviewed by the Director on a regular basis to assure that the appraisals are being properly utilized.

PRODUCTIVE WORK ENVIRONMENT

Harassment/ Sexual Harassment

Unlawful harassment of employees is strictly prohibited, including implied or expressed forms of racial or sexual harassment. Further, it is the responsibility of all employees to ensure that the workplace is free from all forms of harassment. Any form of harassment by any of its employees will not be tolerated.

As used here, sexual harassment means any verbal, written, visual, or physical acts that are offensive in nature, intimidating, unwelcome, or that reasonably could be taken as objectionable. This includes:

- Anything that makes a person feel uncomfortable - a negative work environment;
- Bullying;
- Unwelcome sexual advances;
- Requests for sexual acts or favors;
- Any other written, visual, verbal or physical conduct of a harassing nature.

Any employee who feels that he or she has been subjected to harassment of any type, whether by a coworker, supervisor, officer, or agent of the Library, or a customer should promptly report the incident to his/her supervisor. If the complaint involves the employee's supervisor or someone else in the employee's direct line of command, the employee may go to another supervisor with the complaint.

All complaints will be handled promptly. Appropriate measures, including disciplinary action, will be taken to resolve or correct the situation in an expeditious manner. Special privacy safeguards and the utmost discretion will be employed in handling the complaint, and the privacy of the charging party and the person accused will be strictly honored.

The Library considers harassment of any kind to be a major offense which can result in the suspension, demotion or discharge of the offender. Employees having any questions concerning this policy should contact the Director.

Drug-Free Workplace

The McCracken County Public Library maintains a drug-free workplace. For the purpose of this policy, alcohol is considered a drug. As such, we prohibit the use of any drugs, both illegal and legal, that can cause impairment during work hours. If an employee appears to be impaired by drugs, the use of drugs, and/or the possession of drugs during work hours, the employee may be referred for drug testing. Upon confirmation of drug use, the employee may be disciplined in accordance with library policy, up to and including termination.

The McCracken County Public Library's policy is intended to comply with all state and federal laws governing drug testing and is designed to safeguard employee privacy rights to the fullest extent of the law.

As a condition of employment, all current and prospective employees must agree to abide by the library's drug testing policy. Prospective employees may be asked to submit a test once a conditional offer of employment has been extended and accepted. An offer of employment by the library is conditioned on the prospective employee testing negative for substance use. Substance abuse is defined as testing positive for any illegal drug, legal drug which is not prescribed to the employee, or alcohol in the employee's system, at the time of the test.

Current employees may be required to submit to drug testing in case of an on-the-job accident, a vehicle accident occurring on work time, or when other reasonable cause or suspicion exists to believe that the employee may be impaired by or abusing drugs. The employee must sign a testing authorization and acknowledgement form confirming that he or she is aware of the policy and employee's rights. Requiring an employee to submit to drug testing is not considered a disciplinary action and shall not be negatively indicated in the employee's personnel record.

Any drug testing required or requested by the library shall be conducted by a laboratory chosen by the library and licensed by the Commonwealth of Kentucky. All expenses related to the test will be incurred by the library. The employee will be furnished with the name and location of the laboratory which will analyze the employee's test sample and provide a report to library administration. The library administration will set the time and date for the drug testing to take place. This testing appointment may be coordinated with the employee insofar as possible. Failure of the employee to appear for the testing as directed may constitute insubordination and may be reason for disciplinary action, up to and including termination.

If there is reason to suspect that the employee is impaired by the abuse of drugs or alcohol during work hours, the employee may be suspended, with pay, pending the results of the drug test. This action is at the discretion of the library director or their representative and is not considered a disciplinary action and shall not be negatively indicated in the test results may be used in arbitration, administrative hearings and court cases arising as a result of the employee's drug testing, disciplinary actions, and/or termination. Results will be sent to law enforcement agencies, if required by law.

The library director has the authority to take appropriate disciplinary action based upon the results of the drug test and the level of cooperation of the employee. Such action may range from administrative suspension to allowing the employee to complete a rehabilitation program (at the expense of the employee), up to and including employee termination. The action taken by the library director may be based upon, but not limited to, the employee's job position, drug being used/abused, performance, and other considerations.

If the employee is suspended it may be either with or without pay and the length of the suspension is at the discretion of the library director, who shall also make any final determination of the suitability of the employee's eventual return to work.

Employees requiring assistance in dealing with the use of alcohol or a controlled substance can receive such assistance by self-referral and/or management referral to Life Services EAP at 800-822-4847.

Working relationships

It shall be the duty of each employee to maintain high standards of cooperation, efficiency, and economy in his/her work for the Library. Managers shall organize and direct the work of their teams to achieve these objectives.

When an employee's individual conduct, work habits, attitude, or productivity fall below acceptable standards, his manager shall point out the deficiencies. Warning in sufficient time for improvement should precede formal discipline, but nothing in this section shall prevent immediate formal action whenever the interest of the Library requires it.

When any question arises concerning the validity of an order of a manager, an employee shall be expected to complete the tasks assigned. If he/she then has any complaint, he/she shall have the right to use the grievance procedure.

CAUSES FOR DISCIPLINARY ACTION

Each of these circumstances is a sufficient cause for disciplinary action against an offending employee:

Fraud in securing employment.

Incompetence in the performance of the duties of the position. The term "incompetence" shall mean a lack of ability, knowledge, or fitness to perform duties which are reasonably within the scope of employment. "Incompetence" shall specifically not be interpreted as "inefficiency".

Inefficiency in the performance of the duties of the position. "Inefficiency" shall mean performance of the duties of the position at a level lower than that ordinarily expected of other employees in similar positions essentially as a consequence of either a lack of effort or improper motivation.

Failure to perform the duties of the position because of neglect.

Insubordinate actions, including willful disobedience of a lawful rule, order or directive.

False representation to a superior as to the quality and/or quantity of work performed.

Drunkenness or drinking alcoholic beverages or using illegal drugs while on duty.

Involvement in the sale, delivery, receipt, or use of any narcotic substance not prescribed by a physician.

Absence without leave.

Use of sick leave in an unauthorized manner.

Any act or conduct prohibited by the established policies of the McCracken County Public Library's Board of Trustees, the Kentucky Revised Statutes, applicable laws of other states, or federal statutes.

Solicitation or acceptance for personal use of any fee, gift, or other valuable thing which may be construed as a bribe; that is when such fee, gift or other valuable thing is solicited by or given to the employee in hope or expectation of receiving treatment better than that accorded other persons.

Discourteous treatment of any member of the public where such person can reasonably believe that the employee is acting within the scope of his/her employment and where there is no basis to excuse such treatment.

Discourteous treatment of any other employee.

Negligent and/or willful misconduct resulting in damage to public or private property, or to any person.

Theft or unauthorized possession of Library or other public property, or use of such property or the services of other employees for unauthorized purposes.

Violation of any regulations, rules or procedures which relate to the conduct of employees of the Library.

A record of excessive absence or tardiness.

Engagement in a profession, business, trade, investment or occupation which results in a conflict of interest.

Unauthorized possession or use of weapons, firearms, or explosives. Harassment of any sort.

Fighting or physical violence.

Amended: September 19, 2023

TYPES OF DISCIPLINARY ACTIONS

Disciplinary actions shall include, but are not limited to, the following, in ascending order of relative severity:

Probation (Employee Warning Notice), is a censure expressing formal disapproval of the actions of an employee but carrying no loss of privileges. Probation must be recorded and placed in the employee's file. Probations are issued by an employee's immediate supervisor.

Suspension, is the temporary removal from employment, accompanied by a concurrent and temporary loss of the privileges of employment, including, but not limited to, salary or wages. The Director has the authority to suspend an employee for thirty (30) days or less following the recommendation of the employee's supervisor.

Demotion is the reduction of the grade or class of employment and corresponding reduction in salary or wages. Demotion may be recommended by a supervisor and requires the approval of the Director. An employee may be demoted for just cause, in the interest of good discipline. Demotion may be accomplished by reducing the employee's pay within the salary range of the position held or by assigning the employee to a position of lower salary. The award of benefits shall be adjusted to reflect this change. An employee who is demoted shall be given written notice by the Director of the reason for the action as well as the effective date of the demotion.

Dismissal is the act of discharge from employment and the permanent loss of all privileges of employment. Dismissal includes the withdrawal of any right to reinstatement for a person on leave of absence. Discharge may be recommended by a supervisor and requires approval of the Director.

A supervisor may recommend dismissal of an employee at any time for just cause, ascertained after careful and factual consideration. An employee who is dismissed shall be furnished with written notice of dismissal and it shall be made a part of the employee's personnel record.

REFERENCES

All employment references will be referred to the Business Manager or the Director only. The dates of employment and the employee's position held are the only information to be provided.

VOLUNTEER POLICY

Introduction

The McCracken County Public Library welcomes those who wish to donate their knowledge and skills to public library service in our area. Volunteers contribute to the well-being of their community and are a valuable part of the library's relationship with the community it serves.

Volunteers derive benefits from their contributions by developing skills, accumulating work experience, and by actively connecting with their community. The library and its volunteers work together to meet the library's goals and mission.

Selection of Volunteers

Volunteers help McCracken County Public Library expand and enrich its services. Volunteers will not be used to replace the work done by paid Library staff. A volunteer application and interview must be completed before anyone can serve as a volunteer at McCracken County Public Library. The minimum age requirement for Library volunteers is Twelve (12). Volunteers under the age of 18 must have signed, written permission from parent or guardian and may not work more than 3 hours on a school day.

After filling out an online interest form, prospective volunteers may be interviewed by a manager. Volunteer applicants are held to the same standards as regular job applicants and will be selected based upon their qualifications and the needs of the Library. While the Library appreciates every person who wishes to volunteer, opportunities for voluntary work are limited.

Applicants will be asked to volunteer if a project is identified which matches their interest or qualifications. Volunteer service must be sufficient in scope and duration to justify the investment of staff time in training and managing the volunteers.

Volunteers shall be recruited without regard to any individuals' age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level or any other legally protected characteristic.

Volunteers may not:

- Perform activities that could reveal confidential patron information
- Use the Integrated Library System (ILS)
- Handle monetary donations, fines, and fees

Volunteers are expected to conduct themselves as if employed by the Library and must adhere to the policies and practices established regarding attendance, conduct, performance, safety procedures, proper attire, etc. Volunteers can be released from volunteer duties at any time at the discretion of the Library.

Volunteers at the McCracken County Public Library are covered under workers' compensation.

Supervision

Each volunteer will have an on-site supervisor and is expected to follow the procedures established by that staff member. This supervisor is responsible for day-to-day management and guidance of a volunteer's work and will be available for consultation and assistance. Volunteers should feel free to ask any questions of this person or report any problems or concerns about their assignment. If this supervisor is not available, the volunteer may also discuss any changes or problems with the manager. Volunteers are expected to perform their assigned duties to the best of their abilities and to be loyal to the mission, values, goals and policies of the library. All volunteers are required to sign in each time they volunteer at the library. They should always wear their volunteer badges while in the library.

Job Orientation and Training

Before beginning a volunteer assignment, the manager or supervisor will be responsible for the following:

- Take the volunteer on a tour of the building
- Introduce volunteer to library staff
- Advise volunteer of the staff member who will be their supervisor
- Review library and volunteer policies
- Review job duties and expectations
- Confirm work dates, times, and anticipated duration of the assignment
- Supply volunteer with a volunteer badge and review sign-in procedures
- Provide training on any new skills needed to perform assigned tasks
- Review locations of parking, restrooms, water fountains, first aid kits, and places for personal items such as purses/coats, etc.

Volunteer Opportunities

Tasks that may be performed by volunteers are listed below; however, not all opportunities are available at all times.

- Shelf books and other materials
- Clean shelves
- Shelf reading and inventory
- Assist with youth programs and summer reading
- Assist with the data entry and accession of the local history collection
- Assist with special projects as needed

Expectations

Volunteers should maintain a professional, friendly demeanor at all times and are asked to direct all patron questions to a staff member. Staff members are trained to deal with questions about the library's collection, services, policies and procedures. Volunteers are responsible for updating personal data, such as change of address or telephone number, etc. with their supervisor.

Volunteers who fail to meet the requirements of the job descriptions, violate library policies, or violate city, local, state or federal law while working at the library, are subject to dismissal.

Volunteers agree that the library may at any time, for whatever reason, decide to terminate the volunteer's relationship with the library, or to make changes in the nature of their volunteer assignment.

Dress Code

Each volunteer's dress and grooming must be appropriate for a business environment and in keeping with his or her work assignment. If a volunteer is dressed in an inappropriate manner, they will not be able to work their shift.

Safety

Volunteer duties often require standing, lifting, bending, reaching, etc. Volunteers are asked to be alert at all times to safety hazards and to report unsafe acts or conditions to their supervisor. All injuries, whether minor or serious, should be reported directly to your supervisor.

End Volunteer Service

To end a volunteer commitment, please notify your supervisor of that decision and the effective date.

Harassment

All volunteers, employees, supervisors, and members of management are strictly prohibited from harassing or making improper advances towards other volunteers, guests, employees, supervisors. Any harassment needs to be reported immediately to the volunteer's supervisor or acting manager.

Background Checks

Volunteers over the age of 18 are required to have criminal background checks completed at the library's expense.

Approved: by Board of Trustees April 24, 2018

COMPUTER, INTERNET, AND EMAIL USE POLICY

Applicability

The following policy applies to all full-time and part-time employees. It also applies to temporary employees employed through other agencies and volunteers.

Responsibility

All employees have the responsibility to use the Library's resources in a professional, ethical, and lawful manner. Access to the internet and an email account are provided to employees to assist them with their job duties. Computer and telecommunications/technology equipment belong to the Library. By using these resources, employees agree to these provisions. Limited, occasional, and brief internet use for personal purposes is acceptable if it does not interrupt library business. However, employees need to demonstrate a sense of responsibility and may not abuse the privilege. Computers with internet access are available in the staff room for use during employee breaks and meal periods. Employees who need to use a computer for personal **purposes for an extended time outside of their working hours should use a public** computer.

The internet is a global entity. The Library assumes no responsibility for its content. The Library cannot control the availability of information on the internet nor, in some cases, restrict access to it. Employees are responsible for the material that they view and download from the internet.

Prohibited Activities

Sending, receiving, displaying, printing, or otherwise disseminating material that is fraudulent, harassing, illegal, demeaning, sexually explicit, obscene, intimidating, or defamatory is prohibited. Employees who encounter such material should report it to their supervisor immediately. Harassment of any kind is strictly prohibited. The use of mail or the internet in ways that may be harmful or disruptive, offensive to others, or harmful to morale is prohibited.

Employees may not use the Library's internet or email resources for commercial purposes or personal advertisements. Solicitations, promotions, or the purposeful dissemination of destructive viruses is prohibited. Political, religious, and/or sexual material is likewise not to be dispersed using the Library's resources. Use of the Library's resources may not disrupt the Library's network or the networks of other users.

Communicating information

Employees should exercise the same care in drafting email or communicating in any electronic format that they would for any other written communication. All messages sent or retrieved on the Library's resources, remain the property of the Library and should be considered public information. Access to an employee's email account may be disabled and denied at the discretion of the Library. The Library is under no obligation to provide access to the data to the employee nor to retain any data for the employee in the event that access is denied. Employees are discouraged from using the Library's email system for the communication of personal information.

Privacy

The Library has the right to monitor any and all aspects of its computer resources. Employees waive any right to privacy in anything they create, store, send, or receive while using the Library's resources. All information that is stored on Library equipment is subject to the Open Records Act and should never be considered private. Employees may not attempt to read the communications of others, use the email accounts of other employees, or use the passwords of other employees for unauthorized purposes. In relation to privacy for both patrons and staff, all employees are also bound by the Library's Security of Personal Information policy (a part of the General Policies) in accordance with KRS 61.931-934 and any guidance provided by the Department for Local Government.

Virus detection and downloading

Employees must scan any downloaded material for viruses. All software downloads should be related to an employee's job duties. A list of approved software downloads for staff computers is maintained by technology staff and is posted on the staff bulletin board. If there is any question about the appropriateness or legitimacy of material to be downloaded, employees should consult technology staff for guidance.

Compliance with applicable laws and licenses

Employees must comply with all software licenses, copyrights, and other state and federal laws governing intellectual property and online activity. The Library will ensure compliance for all software provided to the employee by the Library.

Filtering

Access to the internet by staff is filtered. Filters may be disabled with management permission at the employee's request if the filter would interfere with the execution of the employee's work.

Passwords

Many of the Library's computers and servers are protected by password access. Employees are responsible for keeping passwords confidential. Passwords should not be given to other staff or members of the public without a supervisor's authorization. Passwords will be changed as necessary by the Library. Employees should immediately report any incident (or suspicion of such an incident) in which passwords to access the Library's resources may have been compromised.

Violations

Violation of any of these guidelines may result in disciplinary action, including termination.

Adopted: June 25, 2019

PANDEMIC RESPONSE

Note: McCracken County Public Library follows Kentucky Healthy at Work and CDC guidelines. Any state or local mandates supersede the information contained in this plan. This is a rapidly developing situation and changes may need to be made in the plan as new information is made available. The Director may amend the plan as needed and inform the Board and staff of changes. Due to the complexity and magnitude of a pandemic, this plan cannot be comprehensive of every possible situation and scenario.

Levels of Operation:

State and local guidelines will be considered when determining the phase of operation for the Library. The Library will follow all orders and mandates set forth by the Governor, McCracken County, and/or the City of Paducah. Library management will keep informed of the actions of the city and county school districts, the Kentucky Department of Libraries and Archives, area public libraries, and other local government agencies and take those into consideration when making decisions about levels of operation. At any time, the Library may need to transition into a lower level of operation or possibly close if staff needs cannot be met or key staff are absent.

Level 1 - Healthy at Home

Library building closed to public. All book returns closed. No circulation of physical materials. Majority of staff working from home, with the exception of some management level staff and facility/technology staff. Services to the public are provided either online or over the telephone. Programs are offered virtually. Outreach will be strictly virtual. Bookmobile stops will pause, but will continue to retrieve books from remote book drops.

Level 2 - Curbside Service

Library building closed to public. Book returns are open with items quarantined as needed. Limited number of staff are in the building to provide curbside service, homebound delivery, and/or telephone reference service. Programs are offered virtually. Outreach will be strictly virtual. Bookmobile will pause grocery stops and shift to drop-off only at community partner and assisted living facility stops, but continue to retrieve books from remote book drops.

Level 3 - Limited Service and Access

Building is open to the public, possibly for limited hours. Some spaces and collections may be off limits. Seating is limited and patron occupancy limits will be enforced per state and local

guidelines. Public can browse stacks and use computers. Public computers will be spaced to allow for social distancing, and staff will not be able to provide extensive one-on-one technology help to patrons. The number of staff in the building may be limited to meet state requirements and social distancing guidelines. Programs remain virtual. Building will be equipped with social distancing signage and hand sanitizer stations. Outreach remains mostly virtual, while attending select events at the discretion of the Director. Bookmobile will shift to “cart-only” at regular stops and continue to retrieve books from remote book drops.

Level 4 - Regular Operations

Hours and services are fully restored. In-person programs return. Outreach resumes normal activities. Bookmobile will resume normal stops, visits, and remote book drop pickup.

Communication Plan:

Regular updates will be provided to Library staff by management via email and meeting (in person, when appropriate and/or virtual.)

Announcements including (but not limited to) changes in Library hours, programs or services to the public will be provided through website updates, social media postings, press releases to local media, and email campaigns. The Library will work to give as much notice as possible when changes may occur, though circumstances may require expediency for public health. Any external communication regarding the Library’s emergency response should be reviewed in advance by the Director before posting or distribution.

The only staff member authorized to speak to the media is the Library Director or their designee. Media inquiries should immediately be referred to them.

Telecommuting/Work from Home:

All telecommuting arrangements are subject to the approval of the Director and may change at any times based on the needs of the Library. Staff who are working from home are expected to communicate with their managers multiple times per week, check work email at least twice per scheduled work-day, and participate in online staff meetings. The Library recognizes that not all staff have equal access to technology at home; staff who lack access or devices should consult their manager so alternate arrangements can be made.

During Level 1 “Healthy at Home” stage when the Library is closed to the public:

- All full-time staff will work from home and/or be “on call” for facility or technology issues. Only managers, the Public Services Librarian, and/or maintenance staff will be allowed in the building unless permission is granted from the Director or their designee. Any staff in the building must clock in and out using the Time Clock software for tracking purposes.
- Full-time staff will be paid their regular wages if working from home. If they choose not to work from home or are not willing to be on call, they may request to use their earned vacation, sick, or personal leave.
- Part-time staff will be assigned work from home duties, providing there is meaningful work that can successfully be performed via telecommuting. If they cannot or choose not to work from home, they may request unpaid leave or use their accrued PTO.
- Maintenance staff will be paid for their normally scheduled hours. They will provide cleaning services as needed per direction of management and be on call for facility and maintenance issues.

During Levels 2 and 3 when the Library is open for either curbside or limited services:

- Due to staffing level limits and to ensure social distancing, some work shifts may be staggered. Some staff may continue to work from home for a portion of their workweek providing they can successfully perform meaningful work.
- Staff who have medical certification stating they should not work in a public building may be eligible to solely work at home on a temporary basis, per approval of the Director.
- Maintenance staff will report to the Library as normal to perform daily duties.

Outside Services:

If supplies become harder to obtain or delivery becomes limited, supplies and their usage may be rationed and procured from local sources. InterLibrary Loan (ILL) services may be suspended if necessary. Other library materials ordering may be suspended if necessary.

Layoffs/Furloughs:

The Board of Trustees hopes to avoid staff layoffs and furloughs. In the event layoffs and furloughs are unavoidable, the process will be governed by existing Library policy as detailed in the EMPLOYMENT section of this handbook.

<https://www.mclib.net/about/policies>

Revised: October 24, 2023; November 14, 2023

Health, Hygiene, and Staff Welfare:

- Employees who feel sick or exhibit any pandemic-related symptoms should not come to work and inform their supervisor immediately.
- Employees who are knowingly exposed or test positive and come to work without informing their supervisor are purposefully putting their coworkers and library patrons at risk. This could be considered grounds for disciplinary action, up to and including termination.
- PPE for employees will be provided by the Library. Staff must wear masks and/or gloves as directed by Kentucky Healthy at Work guidelines.
- Hand sanitizer stations will be provided for staff and the public. Staff will be required to regularly wash their hands and use sanitizer throughout their shifts.
- Staff and patrons must practice social distancing while in the Library. Furniture and workstations will be arranged and/or removed accordingly.
- Bathrooms and high-touch shared surfaces will be disinfected regularly. Staff should disinfect their workstations throughout their shift.
- “Sneeze guards” will be placed at all public service points.
- Returned items will be quarantined, if necessary, per latest recommendations.
- The Library will follow state and local orders and/or recommendations regarding masks for patrons. Free masks will be available for patrons while supplies last.
- While management cannot control the actions of staff outside of work, employees are asked to be mindful of the safety of their colleagues and the public when making personal choices. If an employee believes they have potentially been exposed to a pandemic-related pathogen, they should immediately inform the Director and their supervisor and not return to the Library until instructed by management.
- Management will regularly share information with staff concerning where they can get tested for pandemic-related pathogens, if available.

- Communication is vital. If staff feel uncomfortable at how close someone (either colleague or patron) may be, they should speak up and ask them to move further away. All staff are empowered and encouraged to politely remind someone about proper mask usage (covering mouth and nose.) If staff have ideas about how to make a process or workflow more efficient and safer they should share those with management.
- Staff are encouraged to care for their mental as well as their physical health. Telehealth mental health services are available for free for employees through the Employee Assistance Program.

Pandemic Exposure in Library:

If there is a potential or confirmed pandemic-related exposure in the Library, management will refer to the CDC and KY Health Cabinet guidelines and may consult the Purchase Area Health Department to determine the best course of action dependent upon the circumstances. When determining the Library's response, consideration will be given to the following:

- Perform internal contact tracing to inform potentially exposed parties
- Arranging for deep cleaning and disinfecting of public and/or staff spaces
- Determining if there is a need for the Library to close temporarily and/or limit services
- Informing the staff that an exposure in the library has occurred and instructing staff to report any symptoms to their supervisor immediately.

In the event of a possible pandemic-related exposure, the employee may be asked if they are vaccinated to help determine the best course of action regarding quarantine procedure.

Travel Restrictions and/or Travel Advisories:

The McCracken County Public Library will follow all travel restrictions and/or advisories as set by the Governor and local health officials. Staff will be asked to quarantine in accordance with the advisory after travel to a designated "hot spot." A work from home assignment for staff quarantining after travel may be available, with the Director's approval. Staff may also take vacation, personal, PTO, or unpaid leave.

Staff Quarantine:

Work from home assignments may be available for staff required to quarantine by either the Library and/or health officials. Work from home assignments during quarantine are subject to approval from the Director and dependent upon any restrictions placed upon the employee by a health care provider.

Information Sources: • **WHO** <http://www.who.int/en/> • **CDC** www.cdc.gov • **Kentucky Department of Public Health** <https://chfs.ky.gov> • **Purchase District Health Department** <http://www.purchasehealth.org/>

Approved: by the McCracken County Public Library Board of Trustees January 25th, 2022

Revised: November 14, 2023