

PERSONNEL POLICY

Introduction

This handbook will acquaint you with the policies, rules and benefits which apply to all employees at Eureka Public Library. It is your responsibility to read and be familiar with the contents of this handbook. It is presented as a matter of information only and its contents should not be interpreted as a contract with any employee.

THIS HANDBOOK IS NOT INTENDED TO AND DOES NOT CONSTITUTE ANY SORT OF CONTRACT OF EMPLOYMENT, EITHER EXPRESSED OR IMPLIED.

Eureka Public Library expressly reserves the right to change any policies without prior notice, including those covered here, at any time. You will be notified of changes by appropriate means. Amendments or new policies will be effective on the date determined by the Eureka Public Library Board of Trustees, and you may not rely on previous policies that have since been amended or deleted.

NO ONE OTHER THAN THE EUREKA PUBLIC LIBRARY BOARD OF TRUSTEES HAS ANY AUTHORITY TO CHANGE ANY POLICY.

This employee handbook supersedes all previous personnel policies and management memos which may have been issued on the subjects covered herein. If you are uncertain about any policy or procedure, please check with the Library Director.

Date

12/9/2011.

Employment Policies

Employment Relationship

Employees of the Eureka Public Library are “employees-at-will.” Either Eureka Public Library or the employee may terminate the employment relationship at any time, either with or without cause, and also with or without notice.

NO REPRESENTATIVE OR EMPLOYEE OF EUREKA PUBLIC LIBRARY HAS ANY AUTHORITY TO ENTER INTO ANY CONTRACT OR AGREEMENT WITH YOU CONCERNING YOUR EMPLOYMENT EXCEPT THE LIBRARY DIRECTOR OR THE EUREKA PUBLIC LIBRARY BOARD OF TRUSTEES.

Date

12/9/2011.

Employment Policies

Equal Employment

Eureka Public Library maintains a policy of nondiscrimination with employees and applicants for employment. No aspect of employment with the Library will be influenced in any manner by race, color, religion, sex, age, national origin, disability, or any other basis prohibited by law.

Nothing in the previous paragraph is meant to limit or expand the Library's obligation pursuant to all local, state, and federal laws, rules and regulations in all phases of employment including, but not limited to: recruitment, hiring, training, promotion, compensation, benefits and dismissals.

Date

6/16/1992; 12/17/2001; 12/9/2011.

United States Citizenship

Eureka Public Library intends to hire only citizens of the United States of America or those who have valid permits to work in the United States. All employees are required to provide proof of citizenship as requested or proof of a United States work permit before he/she can receive his/her first paycheck.

Date

12/9/2011.

Background Check

New employees will be hired pending the successful completion of a background check.

Date

9/23/2011;12/9/2011.

Immediate Family

Immediate family in this policy shall be defined as spouses, children, grandchildren, parents, grandparents, brothers, sisters, aunts, uncles, or other relatives living in the same household.

Date

12/9/2011.

No Smoking

Public libraries in Kansas are legally designated as no-smoking institutions under K.S.A. 21-4009. Smoking is prohibited on library premises.

Related Statutes

K.S.A. 21-4009.

Date

6/16/1992; 12/17/2001; 12/9/2011.

Alcohol and Drugs

The use, possession, sale, transfer, purchase, or being under the influence of illegal drugs or intoxicants or controlled substances at any time on library premises is prohibited. If the Library Board or Library Director has reason to believe that an employee is in violation of this policy, the Library Director reserves the right to test such employee(s). Any employee who violates this policy or refuses to submit to a test will be subject to discipline, including termination.

Date

6/16/1992; 12/17/2001; 12/9/2011.

Non-Harassment Policy

Eureka Public Library will not tolerate the harassment of one employee by another. The following employment practices are a part of our non-harassment policy:

It is the Library's policy to maintain an environment free of intimidation, insult, and harassment based upon race, color, religion, sex, age, national origin, or disability. Any such incident should be reported promptly to the Library Director for investigation and resolution.

No employee shall engage in comments, jokes, or name calling that is vulgar, offensive, or profane, or that may insult someone's religion, race, sex, color, disability, age, or national origin. Any employee who violates this policy will be subject to discipline, up to and including termination of employment.

No employee, whether supervisory or non-supervisory, may sexually harass another employee. Sexual harassment includes, but is not limited to:

1. Touching or making improper or proposition advances;
2. Abusive, vulgar language of a sexual nature;

3. Suggestive jokes or comments about an employee's body or wearing apparel;
and
4. Display of sexually suggestive cartoons, pictures, or photographs.

Any employee who believes the actions or comments of another employee constitute unwelcome harassment may report the situation to the Library Director. In its efforts to prevent discrimination or harassment of any kind, the Library will maintain an open-door policy. All complaints will be promptly and confidentially investigated. The employee filing the complaint will be advised of the result of the investigation.

Any employee, supervisory or non-supervisory, found to have engaged in harassment or discrimination towards another employee will be subject to discipline, up to and including termination of employment.

The discipline to be taken is wholly at the discretion of the Eureka Public Library Board of Trustees or Director. Nothing in these guidelines should be taken in any way as a limitation on the powers of the Library to decide what discipline is appropriate under given circumstances.

Date

12/9/2011.

Injuries

Any injury, however slight, occurring in the job must promptly be reported to the Library Director. This is for the employee's protection under Kansas Worker's Compensation regulations and a requirement under the Occupational Safety and Health Act Regulations.

Date

12/9/2011.

Weather Conditions/Mechanical Failures

In the event the Library is closed for weather conditions or mechanical failures, the Director will notify all employees. All employees will be paid for the hours they would have worked. In the event the library is open and an employee can't get to work due to weather, the employee may choose to take a day of vacation, make the time up, or to take a day of unpaid leave.

Date

12/9/2011; 9/22/2016.

Continuing Education and Travel

It is the policy of the library to encourage continuing education and professional involvement for employees. Employees will be paid for the work day and reasonable expenses if approved by the Library Director.

Date

6/16/1992; 12/17/2001; 12/9/2011.

Standard of Conduct and Corrective Action

Groups of people who are working together for any purpose require certain guidelines pertaining to their conduct and relationships. Accordingly, our employees must be aware of their responsibilities to the Library and to co-workers.

The Library strives to take a constructive approach to disciplinary matters to insure that actions which would interfere with operations or an employee's job are not continued.

Violations of proper conduct will result in one of the following forms of corrective action: oral warning, written warning, suspension, discharge. In arriving at a decision of proper action, the following will be considered:

1. The seriousness of the infraction;
2. The past record of the employee;
3. The circumstances surrounding the matter.

An employee may be required at any time to submit to a medical exam, at the Library's expense and the Library's selection of physician, to determine if the employee is physically and mentally fit for the job he/she performed or is to perform.

Date

6/16/1992; 12/17/2001; 12/9/2011.

Personnel Records/Job Evaluations

Important events in each employee's history with the Library will be recorded and kept in the employee's personnel file. Change of status records, commendations, corrective action warnings, and education attainment records are examples of records maintained.

Employees are responsible for notifying the Library Director of changes in address, telephone number, and/or family status (births, marriage, death, divorce, legal separation, etc.) as income tax status and group insurance may be affected by these changes. The up-to-

date information will enable the Library to keep accurate personnel records. This responsibility includes employees on leaves of absence.

The Library Director will be evaluated annually (in November) by the Eureka Public Library Board of Trustees.

Date

6/16/1992; 12/17/2001; 12/9/2011.

Work Week/Time Sheets/Pay Periods

The work week is defined as Monday through Saturday.

Employees are required to maintain an accurate time sheet noting hours worked, vacation and other leave, and compensatory time earned and taken.

Pay periods shall be from the first day of the month to the last day of the month. Payday will be on the last day of the month.

Date

6/16/1992; 12/17/2001; 12/9/2011.

Employee Benefits

Hourly employees (under 30 hours average per week) shall receive Social Security, Medicare, Worker's Compensation, KPERs (subject to eligibility requirements), vacation time, and sick leave. Employees working more than 30 hours per week shall also receive paid holidays.

Date

6/16/1992; 12/17/2001; 12/9/2011.

Holidays

Regular paid holidays are: New Year's Day; Martin Luther King Jr. Day; Presidents' Day; Memorial Day; Fourth of July; Labor Day; Columbus Day; Veterans' Day; Thanksgiving; Christmas Eve; Christmas; and New Year's Eve.

Date

6/16/1992; 12/17/2001; 12/9/2011.

Vacation Time

Vacation time must be earned before it can be taken. Hourly employees (under 30 hours average per week) shall receive paid vacation time as follows: one day of vacation (6.5 hours) for each 200 hours worked. Employees working more than 30 hours a week shall receive paid vacation time as follows: one week after 1 year, two weeks after 2 years, three weeks after 5 years, and four weeks after 10 years, five weeks after 20 years. Vacation time may accrue up to 30 (30 x 6.5 hours) days. No unused vacation time will be paid out at the end of employment. Vacation time will be scheduled at the approval of the Library Director.

Date

6/16/1992; 12/17/2001; 12/9/2011; 9/22/2016.

Sick Leave

Sick leave must be earned before it can be taken. Each employee shall receive one hour of sick leave for each 20 hours worked. Sick leave may accrue up to 90 (90 x 6.5 hours) days.

Sick leave is granted for personal illness, bodily injury, or to keep doctor or dental appointments. Sick leave may also be used for an illness in an employee's immediate family. .

No sick leave allowance will be paid out at the end of employment. Sick leave is not to be considered as vacation pay.

Date

6/16/1992; 12/17/2001; 12/9/2011.

Other Leave

Funeral Leave – Employees suffering a death in the immediate family as defined previously may take up to three days leave with pay. One day is given for other family members. For spouses, children, or family members for whom the employee is either the caregiver or next of kin, five days are given. At the Library Director's discretion, employees may also attend without loss of pay funerals for fellow employees, former employees, or immediate family of employees.

Jury Duty – Employees shall be granted leave with pay when required to be absent to serve as a court witness and/or jury duty. Any employee on a jury panel or serving as a

court witness shall return to work for the balance of the day when excused by the court from further attendance.

Maternity Leave – An employee who is pregnant shall, upon the employee’s request, be granted Maternity Leave without pay: however, the employee may elect to utilize any accrued vacation time or sick leave if, and to the extent such leave is available. All privileges and benefits shall be available to an employee on Maternity Leave, without pay status. The employee shall be expected to return to work within a reasonable time after the end of the pregnancy, which shall normally be for a period not to exceed six weeks. The leave may be extended beyond this period based on medical necessity. Employees who have been on leave are required to furnish a statement of fitness to return to work from their physician. This policy shall be interpreted to treat employees on Maternity leave no less favorably (concerning commencement and duration of leave, extensions, reinstatement, benefits and privileges, etc.) as employees on leave for sickness or temporary disability.

Military Leave – Employees called to military service in the Reserves (Army, Navy, Marine Corps, Air Force, Coast Guard) or National Guard will receive up to 30 days leave with pay.

Date

6/16/1992; 12/17/2001; 12/9/2011.

Leave of Absence

An employee who has exhausted both sick leave and vacation time may be granted a leave of absence without pay for up to 3 months upon approval by the Library Director. Health insurance, if any, will continue to be provided as usual during this period at the expense of the employee.

Date

12/9/2011.

Health Insurance

Full-time Eureka Public Library employees are eligible for health insurance benefits. The Library participates in the City of Eureka health insurance plan under the terms determined by the City.

The Library Director will have the full cost of his/her health insurance premium paid as part of that position’s benefits.

Date

12/9/2011.

Social Security/Medicare

The Library pays at least an amount equal to what an employee pays into the Federal Social Security programs. This provides for benefits under the Social Security Act, such as retirement, disability and death benefits.

Date

6/16/1992; 12/17/2001; 12/9/2011.

Worker's Compensation

The cost of Worker's Compensation insurance is paid entirely by the Library. If an employee is injured in their job, he/she must report immediately to the Library Director, both for treatment and to protect the benefits which may be paid under Worker's Compensation insurance. Report all accidents and injuries no matter how small. Should an employee fail to notify the Library of an on-the-job accident and later suffer complications from the accident, he/she may lose their benefits.

Date

12/9/2011.

Kansas Public Employees Retirement System

Employees whose regular work schedule exceeds 1000 hours annually must participate in KPERS. Employee and employer contributions, benefits, policies, and procedures are determined by KPERS.

Date

6/16/1992; 12/17/2001; 12/9/2011.

Dress Code

Staff must wear clean and well-maintained attire appropriate to the type of work they do. Shoes are required. Nothing should be worn that has sexual innuendos, political messages, obscene language, etc.

Acceptable attire includes:

- Jeans/jeans skirts are permitted but must be appropriate for a work environment.
- Slacks, chinos, walking shorts of appropriate length, Capri pants.
- Skirts or dresses of an appropriate length.
- Sleeveless blouses that do not expose undergarments.
- Comfortable shoes/sandals.

The following are examples of unacceptable attire:

- Torn, patched/excessively faded clothing.

- Halter tops, tube tops or tank tops.
- No clothing that shows a bare midriff.
- Muscle shirts.
- Drooping pants that expose undergarments or that require constant repositioning.
- Underwear may not be worn as outerwear, nor should it be showing at any time
- Strapless sundresses.
- Sweat suits or worm up suits, sweat pants.
- Shirts with obscene or inappropriate slogans.
- Shower shoes or rubber flip flops.
- No wrist, neck or waistbands which have raised spikes or studs.
- Jewelry should not restrict work or be dangerous in job performance.
- Except for religious, health reasons or when necessary for a Library program, caps, hats, hoods, do-rags, bandanas, headbands, sweatbands, or beanies may not be worn.
- Visible extreme body art forms such as hairstyles, tooth caps, studs or body piercings that would be distracting to library users.
- Tattoos that are vulgar, obscene or intentionally offensive in content must be covered.

Date

9/22/2016.