

Employee Signature & Date _____

LaRue County Public Library

Employee handbook

&

Personnel Policies



LaRue County Public Library Employee Handbook

Purpose of Employee Handbook

The purpose of the handbook is to provide a general introduction to your responsibilities and benefits as an employee of the LaRue County Public Library. If questions arise concerning personnel policies, do not hesitate to ask the director.

As an employee of a public library staff, you are entering a field with years of heritage. Indeed, without libraries there would be no record of the past. Without the resources and information the library offers, humanity's progress into the future would be hampered. The library plays an important role in society.

The public library is one of the few institutions that serve everyone. It charges no admission. Anyone who needs information may come here. Everyone who enters the library does so in the hope of finding help. Whether they return depends on whether they find it. That is your role, to provide that help.

Philosophy of the Library

The LaRue County Public Library provides, on equal terms, free service to all individuals and groups in the community. It accepts as its basic objectives the provision and servicing of expertly selected materials which aid the individual in the pursuit of education, information, or research, and in the creative use of leisure time. Since financial limitations generally prevent equal emphasis on all aspects of these objectives, the library recognizes that its major concerns must be positive contributions toward the development of the individual as a citizen and the removal of ignorance, intolerance, and indifference.

The library recognizing its responsibility to develop adult citizens, for whom the use of books and other media of communication is a necessary and natural part of intelligent living, provides special services aimed at children. It seeks to direct and stimulate young readers by making available expertly selected collections and skilled individual and group guidance.

In provision of special services for children, the library strives to guide the child toward a love of reading and an awareness of books as a means of satisfying mental, emotional, and activity interests. To integrate this program, the library works closely with parents, schools, and other educational agencies, as well as with the children themselves.

As a popular materials center library, the library meets its objective of providing recreational material and encourages such use of leisure time as well as promotes personal development and social well-being. The library tends increasingly to leave to commercial agencies the provision of trivial, purely ephemeral materials.

As a tax supported institution, all activities of the library are motivated by the idea of public service. The library is a part of local government, and its management must be cognizant of the principles generally accepted and enforced in good public administration. Paramount in the employee's mind should be the idea that they are a public employee and that the activities of the institution in a carrying out its objectives are of first concern. Employees, as well as the trustees and library director, take an active part in community affairs and work consistently toward making the library an integral part of constructive community activities.

Public criticism of the library and of administrative policies is avoided by all library employees. Library service is rendered on a strictly impartial basis to all individuals and groups in the community.

Financial Support of the Library

The library is supported mainly by local taxation. The taxes are collected by the sheriff's office as part of the property tax and the county court clerk's office for property tax on automobiles and boats. The library also receives income from the state in the form of state aid and other grants. Other sources of income include gifts, desk receipts, and money from charges for use of some library equipment such as the copier and fax machines.

Organizational Structure

The LaRue County Public Library District, which serves LaRue County, was established in 1969. It was incorporated under the laws of the Commonwealth of Kentucky.

The library is governed by a five member board of trustees. These members serve four years terms. When a member's term expires, the current board selects two people whom they feel have the best interest of the library in mind and those two names are submitted to the Kentucky Department for Libraries and Archives. KDLA sends those names to the local county judge executive who chooses, with the approval of the fiscal court, one of the two to serve. The trustees serve without remuneration of any kind.

Legal responsibility is vested in the board, which is the policy forming body of the institution. As stated in its bylaws, the board's responsibilities include selection and appointment of the director, promotion of library interests, securing adequate funds for a progressive, expanding program, and control of library funds, property, and equipment. Subject to existing statutes and ordinance, it has the power to determine the rules and regulations governing library service and personnel.

Regular meetings of the board are held on the third Thursday of each month at 4:30 p.m. at the library. These meetings are open to the public.

Certification Requirement

The LaRue County Public Library, along with the State Board for the Certification of Librarians, is committed to the principle that the most important element of a library is a well informed and educated staff. As public library service has become more sophisticated through the years, the requirements for certification have also evolved. The regulations developed by the board 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 of library users in Kentucky.

According to 725 KAR 2:060, the following rules and regulations govern certification requirements for public library employees. A full-time or part-time library director serving a population of 15,000 or less shall hold or obtain at least the Professional III or IV certificate. A full-time or part-time library director serving population of more than 15,000 shall hold or obtain the Professional I or II certificate. A full-time or part-time assistant director, department head, or bookmobile librarian, as determined by the library director or designee, shall hold or obtain at least the Paraprofessional I certificate. Any other full-time position providing library services, as determined by the library director or designee using the Approved Guidelines for Determination of Paraprofessional Level of Certification, shall hold or obtain the Paraprofessional II or Paraprofessional III certificate.

Job Description Director

Salary: Full time – set by the board

Job Summary: Responsible for planning, organizing, directing, and implementing public library services of the library and bookmobile.

Job Duties:

- Prepares agenda for library board meetings and makes reports of library operation to the board.
- Recommends policies and management objectives to the library board.
- Prepares annual budget and operates the library in a sound fiscal policy.
- Responsible for staff appointment and promotions.
- Supervises, trains, and evaluates staff.
- Serves as administrator of library operations.
- Attends professional conferences and workshops to meet certification requirements and enhance job skills.
- Provides and coordinates training for library staff.
- Reads professional literature and shares with staff.
- Develops long range plans.
- Prepares annual reports and other statistical information.
- Maintains financial records.
- Selects library materials for the use and needs of library patrons.
- Maintains library records.
- Oversees maintenance of library and its equipment including computers and integrated system.
- Publicizes library services and programs.
- Plans library services and works closely with all programmers.
- Answers reference questions and performs reader advisory services.
- Performs general library duties.

Job Requirements:

Hours

- Must be able to work days, nights and Saturdays.

Education/Experience

- Professional III or IV Certificate – within 5 years (If LaRue County’s population exceeds more than 15,000 a Professional I or II Certificate may be required)
 - Must be able to meet and maintain Kentucky Department for Libraries and Archives (KDLA) Professional Certification requirements. Minimum requirements for certification for LaRue County currently include: **Bachelor's Degree – at the employees on expense**, with at least nine (9) graduate or undergraduate college credit hours in library science and six (6) graduate or undergraduate college credit hours in a job-related field of study; OR master’s degree with six (6) graduate or undergraduate college credit hours in library science and three (3) graduate or undergraduate college credit hours in a job-related field of study. Candidates who can meet these requirements within the first five years of employment will also be considered.

- Public Library experience preferred – knowledge of library practices
- Supervisor – staff management experience
- Great Customer Service and computer skills

Skills/Characteristics

- Ability to speak and write effectively
- Ability to understand and follow library policies
- Computer skills
- Ability to operate office & library equipment, and other technology devices.
- Ability to supervise and work with others
- Ability to plan, organize, and coordinate work of library staff
- Ability to catalog and classify material
- Ability to keep accurate financial records.
- Ability to work with the public
- Time & Task Management Skills

Physical Demands

- Walking to assist patrons and staff
- Reaching above the head to secure books
- Bending, kneeling, or crouching to lower shelves
- Sitting, standing, stooping
- Lifting and carrying 10-15 pounds of books and material
- Visual acuity to see books on shelves and vertical file material
- Handling books and materials
- Fingering for cards and computer keys
- Pushing/pulling book cart weighing up to 50 pounds
- Talking
- Hearing
- Travel to professional meetings; occasional overnight stays

Working Environment

- Climate controlled environment
- Exposure to dust and mold
- Exposure to chemicals (cleaning, glue, solvent)
- Exposure to ink on printed page
- Exposure to noise

Work Devices

- Computer
- Telephone
- Copy machine
- Audio Equipment
- Projector
- Scanner
- Fax machine
- Calculator
- Microfilm reader
- Filing Cabinet
- Book carts
- Networked computers

Technology

- Technology is ever changing; all librarians will be required to continue to learn how to operate new devices, databases, etc.

Note: This job description does not necessarily reflect all aspects of the job function.

Note: Assistant Director will follow this job description as needed. Paraprofessional I Certification required.

Job Description

Youth Services Librarian

Salary: Set by Director according to budget

Job Summary: Provides great customer service, Coordinate and presents youth programs, performs public relations in the community for all youth programming to build public awareness of library services.

Job Duties:

- Carries out delegated responsibilities of the library.
- Plans and presents regularly scheduled in the library and outreach youth programs.
- Performs public relation functions for youth programs.
- Provides reader advisory and reference service for youth and their caregivers.
- Reads reviews of children and teen books.
- Creates displays and interest centers.
- Performs general library duties (listed in circulation clerk job description)
- Responsible for Children’s Area and Learning Center (organization, circulation, availability of materials, reference information for youth and caregivers.)
- Purchases children and teen books, materials, and supplies needed.

Job Requirement:

Hours

- Must be able to work days, nights and Saturdays. Nights and Saturdays are required because this will give the Youth Service Librarian an opportunity to serve the school age children after school hours.

Education/Experience

- High School Diploma or GED
- Paraprofessional I or II Certificate (within 5 years)
- Experience working with children/teen required
- Great Customer Service and computer skills

Skills/Characteristics

- Ability to work well with other staff members
- Ability to work well with children
- Effective verbal and written communication skills
- Ability to promote youth library services
- Knowledge of and enthusiasm for youth books and materials
- Ability to plan, organize, and coordinate work
- Ability to learn general library skills
- Computer skills
- Ability to operate office & library equipment, and other technology devices.
- Ability to operate audio visual and office equipment
- Ability to make decisions
- Ability to maintain quality standards
- Ability to understand and follow library policies
- Ability to understand and follow verbal/written instructions

- Ability to work independently
- Ability to work with teachers and community agencies
- Ability to work with the public
- Time & Task Management Skills
- Ability to budget & keep accurate records
- Organization skills
- Ability to create PR materials for the library
- Basic graphic design skills (canva, publisher, etc.)

Physical Demands

- Walking to assist patrons and staff
- Reaching above the head to secure books
- Bending, kneeling, or crouching to lower shelves
- Sitting, standing, stooping
- Lifting and carrying 10-15 pounds of books and material
- Visual acuity to see books on shelves and vertical file material
- Pushing/pulling book cart weighing up to 50 pounds
- Travel to professional meetings; occasional overnight stays

Working Environment

- Inside work with occasional outside work
- Exposure to dust
- Exposure to chemicals (cleaning, glue, etc)
- Exposure to ink on printed page
- Exposure to noise

Work Devices

- Computer
- Telephone
- Copy machine/printer
- Projector
- Fax machine
- Microfilm reader
- Scanner
- Calculator
- Filing Cabinet
- Book carts

Technology

- Technology is ever changing; librarians will be required to continue to learn how to operate new devices, databases, etc.

Note: This job description does not necessarily reflect all aspects of the job function.

The bookmobile position is part time until the program develops into a full-time requiring full time hours.

Job Description Bookmobile Librarian

Salary: Set by Director according to budget

Job Summary: To be responsible for the operation and maintenance, selection of materials, and scheduling of the bookmobile several months in advance, consistent with the policies of the library and under the supervision of the director, plans services for senior adults with library director and performs general library duties as needed.

Job Duties:

- Drives bookmobile and keeps vehicle in good working order. Schedules regular maintenance. Schedules repairs to be done as soon as possible.
- Works with director to develop/maintain efficient schedule of routes.
- Stocks shelves with appropriate books and materials consistent with seasonal schedules and routes. Selects items from library collection to take on the bookmobile, returns items to library as needed. Maintains balanced collection for patron's needs and wants.
- Selects books and materials for homebound patrons, delivers to door.
- Assists patrons with selection, reader's advisory and reference.
- Performs general library duties (listed in circulation clerk job description)
- Processes reserve requests.
- Conducts special programs (story time, summer reading, senior adult programs, etc.) as scheduled.
- Works with teachers, Head Start, and daycares to coordinate books and programs for their curriculum.
- Publicizes bookmobile routes through local sources. Promotes and publicizes bookmobile services.
- Produces program reports as schedules.

Job Requirements:

Hours

- Must be able to work days, nights and Saturdays

Education/Experience

- High School Diploma or GED
- Paraprofessional I Certificate (within 5 years)
- Valid Kentucky driver's license
- Great Customer Service and computer skills
- Experience working with children/adults required

Skill/Characteristics

- Ability to work well with other staff members
- Ability to work well with children
- Effective verbal and written communication skills
- Ability to promote youth library services
- Knowledge of and enthusiasm for youth books and materials
- Ability to plan, organize, and coordinate work
- Ability to understand and follow library policies
- Ability to learn general library skills
- Computer skills
- Ability to operate office & library equipment, and other technology devices.
- Ability to make decisions
- Ability to maintain quality standards

- Ability to understand and follow verbal/written instructions
- Ability to work independently
- Ability to work with teachers and community agencies
- Ability to work with the public
- Ability to help senior adults or other patrons with limited mobility onto the bookmobile
- Time & Task Management Skills

Physical Demands

- Walking to assist patrons, walking to homebound patrons homes, possible on grade or over rough terrain
- Reaching above the head to secure books
- Bending, kneeling, or crouching to lower shelves
- Sitting, standing, stooping
- Lifting and carrying 10-15 pounds of books and material
- Visual acuity to see books on shelves and vertical file material
- Handling books and materials
- Fingering computer keys
- Pushing/pulling book cart weighing up to 50 pounds
- Talking
- Hearing
- Walking up to 3 hours per day
- Sitting while driving and at stops
- Travel to professional meetings; occasional overnight stays

Working Environment

- On the road 50% of work time
- Limited access to restroom facilities
- Exposure to dust and mold
- Exposure to chemicals (cleaning, glue, solvent)
- Exposure to ink on printed page
- Exposure to noise
- Exposure to airborne diseases
- Exposure to heat, cold, and other weather conditions

Work Devices

- Computer
- Telephone
- Copy machine
- Audio Equipment
- Projector
- Scanner
- Fax machine
- Calculator
- Microfilm reader
- Filing Cabinet
- Book carts

Technology

- Technology is ever changing; librarians will be required to continue to learn how to operate new devices, databases, etc.

Note: This job description does not necessarily reflect all aspects of the job function.

Job Description
Technical Services Librarian & Interlibrary Loan Librarian

Salary: Set by Director according to budget

Job Summary: With the aid of the director, catalogs and processes books and materials in a timely fashion, and performs general library duties.

Job Duties:

- Input all marc records for library system.
- Prepare spine labels.
- Stamp books.
- Check call numbers to be sure they correspond to record.
- Apply jackets and covers as needed.
- Maintains library data base.
- Performs general library duties (listed in circulation clerk job description)

Job Requirement:

Hours

- Must be able to work days, nights and Saturdays

Education/Experience

- High School Diploma or GED
- Paraprofessional I, II, III Certificate if full time (within 5 years)
- Great Customer Service and computer skills

Skills/Characteristic

- Ability to work well with other staff members
- Ability to learn general library skills
- Ability to understand and follow library policies
- Ability to make decisions
- Computer skills
- Ability to operate office & library equipment, and other technology devices.
- Ability to work well with the public
- Ability to maintain quality standards
- Ability to understand and follow verbal/written instructions
- Ability to work independently
- Filing skills, both alphabetical and numerical
- Ability to reason
- Time & Task Management Skills

Physical Demands

- Walking to assist patrons and staff
- Reaching above the head to secure books
- Bending, kneeling, or crouching to lower shelves
- Sitting, standing, stooping

- Lifting and carrying 10-15 pounds of books and material
- Visual acuity to see books on shelves and vertical file material
- Handling books and materials
- Fingering computer keys
- Pushing/pulling book cart weighing up to 50 pounds
- Talking
- Hearing
- Sitting for at least 2 hours at one time
- Near and mid-range visual ability

Working Environment

- Inside work
- Exposure to dust and mold
- Exposure to chemicals (cleaning, glue, solvent)
- Exposure to ink on printed page
- Exposure to airborne diseases.
- Long periods of time viewing computer screen.

Work Devices

- Computer
- Telephone
- Copy machine
- Audio Equipment
- Projector
- Scanner
- Fax machine
- Calculator
- Microfilm reader
- Filing Cabinet
- Book carts

Technology

- Technology is ever changing; librarians will be required to continue to learn how to operate new devices, databases, etc.

Note: This job description does not necessarily reflect all aspects of the job function.

Job Description Circulation Clerk

Salary: Set by Director according to budget

Job Summary: Acts as receptionist for the public, checks books and materials in and out, provides user assistance, and keeps circulation desk in order, and repairs library material.

Job Duties

- Sorts, shelves, relocates, and searches for library materials
- Reads shelves for accuracy of order, re-shelving materials as needed
- Straightens library shelves daily or weekly as needed
- Dust shelves
- Cleans library material
- Perform readers advisory
- Repairs books and material.
- Notifies patrons of the arrival of reserved books or other material.
- Notifies patrons of overdue books or other material.
- Assists patrons with library & office equipment, databases, etc.
- Assists librarian with preparing materials for programs.
- Creates displays.
- Have current knowledge of genealogy and reference.

Job Requirements:

Hours

- Must be able to work days, nights, and Saturdays

Education/Experience

- High School Diploma or GED
- Paraprofessional I, II, III Certificate if full time (within 5 years)
- Great Customer Service and computer skills
- Clerical experience preferred

Skills/Characteristic

- Courtesy, good judgment, accuracy, and orderliness;
- Ability to sort material in alphabetic or numeric order;
- Ability to lift objects, supplies, and files.
- Ability to work well with other staff members
- Ability to make decisions
- Ability to work well with the public
- Ability to maintain quality standards
- Computer skills
- Ability to operate office & library equipment, and other technology devices.
- Ability to understand and follow library policies

- Ability to understand and follow verbal/written instructions
- Ability to work with all age groups
- Ability to communicate verbally
- Time & Task Management Skills

Physical Demands

- Walking to assist customers and staff
- Reaching above the head to secure books
- Bending, kneeling, or crouching to lower shelves
- Sitting, standing, stooping
- Pushing/pulling book cart weighing up to 50 pounds

Working Environment

- Inside work
- Exposure to dust and mold
- Exposure to chemicals (cleaning, glue, etc)
- Exposure to ink on printed page

Work Devices

- Computer
- Telephone
- Copy machine/printer
- Projector
- Fax machine
- Scanner
- Calculator
- Microfilm reader
- Filing Cabinet
- Book carts

Technology

- Technology is ever changing; librarians will be required to continue to learn how to operate new devices, databases, etc.

Note: This job description does not necessarily reflect all aspects of the job function.

Note: Genealogy Librarian and Adult Programmer will follow this job description plus duties according to their job title.

Personnel Policies

Work Week

The library defines full time as a minimum of 37 hours per week and maximum of 40 hours per week. The work week begins on Saturday and ends on Friday. Schedules for library employees will be determined by the Director. The Director is authorized to alter work schedules as deemed necessary in order to provide the best service.

Public Hours at the Library

Monday	9:00-5:00
Tuesday	9:00-7:00
Wednesday	9:00-5:00
Thursday	9:00-7:00
Friday	9:00-5:00
Saturday	9:00-2:00
Sunday	Closed

Salary Payment

Payday at the LaRue County Public Library shall be biweekly, every other Friday. If a payday falls on a day the library is not open, employees shall receive their pay on the last working day prior to the regular pay date.

Automatic deductions on the paycheck include Federal income tax, State income tax, Local tax, Social Security tax, and County Employees Retirement System (CERS).

Employment Procedure

When a vacancy in the staff occurs or the workload increases so that additional staff is needed, the Director will accept resumes, select, and interview applicants. The Director hires and evaluates all staff members. The new employee shall serve a training period of 3 months. During the training period, he/she may be dismissed for any reason. The library will ask for a background check of all new employees. The form authorizing this check should be signed by the employee and returned to the Director. Employment will be contingent on a satisfactory background check. Background checks will be placed in the employees personnel file.

The library may conduct background checks of any current employee at any time as allowed by the law.

Educational Requirements

All full time employees and some part time employees providing library information service to the public shall obtain and hold the appropriate certificate of librarianship as issued by the Kentucky State Board for the Certification of Librarians. Levels of required certification for each position may be found in the job descriptions. Library science classes, webinars and conferences required for certification will be paid by the library.

The board may, if it deems necessary, require courses or workshops be taken to improve job performance or to meet the guidelines for certification or recertification. All employees attending educational activities paid for in part or in total by the library agree to make a written or oral report on the activity as requested by the Director or board for the purpose of sharing information obtained with their employees.

An employee must attend the educational activity as scheduled and receive a passing grade or appropriate credit for the activity. If the employee fails to attend or successfully complete the activity, the employee will reimburse the library for the tuition and other expenses paid on their behalf.

Each certified employee shall complete a Learning Activity Report for each continuing education activity attended and file Annual Summation of Learning Activities form with the regional office.

Equal Opportunity

The LaRue County Public Library is an equal opportunity employer. No person will be denied employment on the basis of race, color, age, sex, religion, national origin, disability, or results of HIV testing.

Conflict of Interest – Employment of Relatives

KRS 173.740 prohibits a library board from hiring as a member of its library staff:

- Any member of the board.
- Any person related to a member of the board closer in degree than second cousin.

No librarian or other library management personnel shall act in their official capacity to hire or cause to be hired any member of their immediate family at an hourly rate or with benefits in excess of any other employee with similar job duties, responsibilities, and qualification requirements.

Promotions and Raises

Salary increments are regularly considered by the Board at least once each year, to be effective July 1. Such increments are based on the cost of living, job performance, and the financial condition of the library. Increments are not automatic. The Director's specific increment should be in the minutes. The Director will set the staffs increment according to approved budget. If the budget allows, increments can be given during the fiscal year for initial certification class requirements, promotions/long term extra job duties, and completion of training period.

Meal Periods and Breaks

Staff working in excess of 5 hours in a day shall be scheduled for a 30 minute meal break. Staff must step away from their work area during this time. Meal periods are not to be used to alter time of arrival or departure, or make up time.

If the library is short staffed and a staff needs to answer phones or assistance customers during their meal break they will be paid during this time, example when only two staff are working and the staff cannot leave their work area.

Staff is allowed one paid 10 minute break in each 4 hour work segment. The break may not be used to extend meal periods, alter time of arrival or departure, or make up time. Break times, if not used, are not cumulative.

Staff Benefits and Privileges

The library provides Worker's Compensation insurance as provided by KRS 342.630-640; Unemployment insurance as required by KRS 341.069 and KRS 341.277-282; and contributes to each employee's Social Security account.

Employees working 100 hours per month hired before 2008 contributes 5% of salary each month to the Kentucky Retirement System, employees working 100 hours per month hired after 2008 contributes 6% of salary each month to the Kentucky Retirement System. For all employees working 100 hours per month, the library contributes as required by KRS 61.565 of their monthly salary to the Kentucky Retirement System. Contributes rates can be found at www.kyret.ky.gov. This begins after a 3 month training period.

The library also provides health insurance & dental coverage for all full time employees. This begins day of hire. An employee, who already has existing health insurance can waive the health insurance benefit if they so choose.

Employees may make a reasonable number of copies for personal use without charge. Excessive copying will result in the termination of this privilege.

Employees may use the fax machine to transmit personal documents. Excessive faxing will result in the termination of this privilege.

Absenteeism and Tardiness

A lapse in either attendance or punctuality presents hardships to the remainder of the staff and will be considered when an employee is evaluated. Excessive abuse of the work schedule may result in disciplinary action.

- 5 unscheduled – verbal warning
- 7 unscheduled – written warning
- 9 unscheduled – final written warning
- 10 unscheduled – suspension or termination
- 11 unscheduled - termination if suspension after 10

Emergencies will not be counted as unscheduled. Death of immediate family member, home destruction by extreme weather, etc are examples of emergencies.

Overtime

Overtime is any time worked over 40 hours per week. Employees may work overtime only when so assigned by the director. When asked to work extra time in one day, usually the director will adjust schedule to work only 40 hours per week. Any assigned work exceeding 40 hours in any one week shall be paid at 1 ½ times the regular rate of pay.

Compensatory time (available only to exempt employees, such as the Director) may only be taken at the convenience of the library.

Performance Reviews and Goals

The performance reviews offers the Director and the employee an opportunity to review the duties of the position and the degree to which these duties are being satisfactorily performed. It is not a time to polarity between Director and employee, but rather, it is a time for an honest, unbiased assessment. The employee should give their opinions as to how their work or work situation can be improved. The evaluator should give both praise and constructive criticism.

If there is a major disagreement concerning the review, the employee may request arbitration by the Board. The director will schedule the employee's hearing at the next regular meeting of the Board. The employee shall not schedule their own appearance before the Board without the director's knowledge. The decision of the Board shall be final.

The Board shall review the performance of the director annually. In the case of a newly hired director, the Board shall review their performance at the end of 6 month training period making the hire permanent. The director and the Board may schedule a formal review at any time deemed necessary to correct employee behavior. All reviews are confidential. These records may be seen only by the employee, the director, and the members of the Board. These records may be seen by any of the above parties at any time.

Grievance Procedure

All staff members shall receive a fair hearing for grievances. Any employee who feels they have been discriminated against, unfairly treated or reviewed, or unfairly recommended for dismissal may file a grievance.

The employee should first discuss the problem with the director. If a satisfactory solution cannot be reached between the employee and the director, the Board will act upon the grievance at the next regularly scheduled meeting. Within one week of the Board meeting, the president will notify the staff member, in writing, of the decision of the Board. The decision of the Board is final.

The employee who has the grievance may not schedule their own appearance before the Board without the knowledge of the director. Such action shall be considered insubordination and may be grounds for dismissal.

Termination of Employment

Resignation – Notice of resignation must be submitted to the director at least 14 calendar days before the final working day. The director is requested to give at least 30 days notice to the Board; longer notice is desired. All resignations must be in writing, and shall include announcement of intention to resign, the reason for it, and the date of the last day to be worked. A copy of the resignation will be placed in the employee's personnel file.

An employee who resigns and then later returns to the staff does so as a new employee. Salary, benefits, leaves, etc. will be determined by the position accepted and not by those granted during the period of previous employment.

Drug-free Workplace – Any employee who violates the terms of the library’s drug-free/alcohol-free policy shall be terminated from employment.

Warning/Suspension-- At the discretion of the director a warning and/or suspension MAY be given for any of the following behaviors or offenses. An employee may be suspended up to 3 days without pay at any time if just cause has been determined after factual consideration.

- Incompetence or unfitness
- Insubordination
- Repeated rudeness and poor conduct in dealings with the public, co-workers, and/or director.

Dismissal—An employee may be dismissed at any time if just cause has determined after careful factual consideration. The employee shall receive a written notice stating the effective date of dismissal and the reasons for dismissal. A copy of the note of dismissal shall be put in the employee’s personnel file.

Staff Member may be dismissed for one of the following reasons:

- Incompetence or unfitness
- Insubordination
- Repeated rudeness and poor conduct in dealings with the public, co-workers, and/or director.
- Malfeasance / felony (does not require prior notice)
- Financial exigency of the library requiring the cutting of staff and operations
- Abolition of position, but only after a genuine effort has been made to place the person in a new position.
- During the training period when it becomes evident that the employee is not suited to this particular job (the employee should have been given written warnings and the opportunity to improve performance)
- Reporting to work intoxicated by alcohol or under the influence of other personality or consciousness altering drugs
- Violating a patron’s right to privacy may be considered grounds for dismissal

At the discretion of the director, immediate dismissal may be made for serious cases of insubordination or misbehavior.

Retirement – The LaRue County Public Library participates in the County Employee Retirement System. Staff members should give 30 days’ notice before retirement.

References – The LaRue County Public Library shall confirm employment dates only. No evaluative references shall be given on any employee or prior employee.

Expense Reimbursement

The LaRue County Public Library will reimburse expenses incurred for educational and other required travel and activities. All requests for reimbursement of expenses must be made using the appropriate form provided by the library. All required receipts must be attached. The Director shall approve all requests for reimbursement before payment is made.

An employee may request an advance payment for some or all of the costs incurred in conjunction with any required educational activity or travel if such expense would constitute a financial hardship for the employee.

Mileage reimbursement for all employees using their own vehicles on library business shall be at the current rate paid by the Commonwealth of Kentucky to its employees. Employees are expected to car pool to reduce travel expenses to the library.

Meals purchased while out of town on library business shall be paid by the library. Example: Lunch will be reimbursed for one full day conference. Breakfast, lunch, dinner will be reimbursed if required to stay overnight.

The average reimbursement for meals will be; Breakfast \$10.00, Lunch \$10.00, Dinner \$15.00. If meals are supplied by hotel or conference then employee will not be reimbursed for those meals. The Library will not reimburse for the cost of alcoholic beverages.

Staff traveling on Library business is required to wear seatbelts at all times. Traffic violations and citations are the responsibility of the driver.

Extreme Weather – Emergency Conditions

While it is recognized that the library has an obligation to maintain regular hours to the public, it is also recognized that there are emergencies which may necessitate opening late or closing on a regular working day. If LaRue County Schools are closed due to the weather, the library will open at 10:00 a.m. unless the roads are severe, then the decision to close the library shall be made by the Director, with approval of one or more trustees.

In the event of severe weather conditions or other emergency situations, employees will be notified as to the state of operation of the library. The Director will, if possible, contact each employee.

Full time and part time employees shall be paid for the hours they were scheduled to work.

When the library is open, but extreme weather conditions make it impossible for a staff member to arrive at the regular time, reasonable allowance for lateness will be made. If the employee cannot report for work within a reasonable time, they may charge the full day off to vacation or leave without pay. Employees who do not report to work will not receive credit for any work hours. The library should, of course, be notified as soon as possible.

When the library is closed for weather or other emergencies, compensatory time off is not allowed for those on day off or vacation leave.

The above policy pertains to short-term closings. Should conditions require the facility to be closed for longer periods, the Board would render a decision based on the specific situation.

Holidays

The library will be closed on the following 8 hour paid holidays for full time employees and 4 hours paid holiday for part-time employees working at least 15 hours per week.

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents Day
- Memorial Day
- July 4th
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

If a holiday occurs during an employee's authorized leave, the holiday will not be counted as part of the leave. Employees on leave without pay will not be paid for holidays nor credited with compensatory time for holidays occurring within the leave period. When a holiday occurs on a scheduled day off, full time employees may take another day as their holiday after the date has been approved by the Director.

Vacation Time

Employees hired for full time positions shall accrue vacation time at the following rate:

- 0-10 years of service ----- 4 hours per pay period
- After a full time employee 10 and up years of service ----- 5 hours per pay period

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

Request for vacation leave of less than 3 days shall be submitted to the Director at least 2 weeks in advance. Requests for vacation of 4 days or more shall be submitted 1 month in advance. All requests must be submitted by email.

Employees may accrue a maximum of 104 hours of Vacation Time.

Upon termination, an employee will be paid for accrued vacation leave not yet taken.

If a holiday falls during an employee's vacation, the holiday will not be counted as a vacation day. When more than 1 staff member ask for time off in connection with a holiday, spring break or fall break seniority will be given to the staff member that did not take time off the same time the previous year.

No extra pay will be given instead of vacation leave.

The Director reserves the right to deny vacation leave according to the needs of the library and consideration of other staff members.

Sick Leave

The LaRue County Public Library has adopted this policy in order to provide continuity of income for a staff member who is unable to work due to sickness or accident. Sick leave is accrued at the rate:

- Full time employee ----- 4 hours per pay period
- After a full time employee 10 and up years of service ----- 5 hours per pay period
- Part time employee ----- 2 hours per pay period

Staff members are encouraged to accumulate sick leave to cover an extended illness or incapacitation.

Full time employees are eligible to convert 24 hours of sick leave to vacation leave one time per year at the beginning of the calendar year, so long as they retain a balance of at least 80 hours of accrued sick leave. It's the responsibility of the employee to email the Director by the beginning of the calendar year to convert eligible hours.

Sick leave may be used in half hour and hour units only. Periods of less than one half hour shall be counted as a half hour.

Employees who are absent more than 3 days for illness must have a doctor's statement. Misuse of sick leave shall constitute grounds for dismissal or other appropriate disciplinary action. If sick leave is being misused, the Director can request a doctor's statement.

Unused sick leave will not be paid upon termination or resignation of any employee.

Absences must be reported as early as possible on the days of occurrence. Reporting an illness upon return to work is not acceptable.

Sick leave may be used for the following:

- Personal illness of the staff member
- Accident or illness in the immediate family
- Pregnancy or childbirth
- Occasional doctor's appointments that cannot be arranged outside working hours
- Additional days required in the event of a death in the immediate family
- In an emergency situation the Director may give permission to borrow from sick leave if vacation days are zero. The Director has the authority to decide if it is an emergency. Borrowed sick days must be paid back as vacation and sick days are accrued.

When an employee has exhausted all sick & vacation days due to health, health insurance will be paid 90 days after sick & vacation days have been used up during (Leave Without Pay)

Bereavement Leave

Bereavement leave shall be granted to an employee upon the death of an immediate family member (spouse, parent, or child) not to exceed the 3 days. The leave will not be charged to either sick or vacation leave. Should additional time beyond the 3 allotted days be requested, accrued sick or vacation leave may be used.

Family Leave

Employees may use sick days and vacation days for parental leave. Vacation days and sick days accumulate during this period. If the employee exhausts sick and vacation leave, they may ask for leave without pay for reasons falling under the Leave Without Pay Policy.

Citizenship Leave

Employees shall be granted leave with pay for jury duty, when subpoenaed as a witness, and other citizenship obligations. In the case of jury duty, the employee will receive regular salary or wages. When jury duty or court appearance does not require a full work day, the employee is expected to return to work when free from service. The fees paid the employee for serving on jury duty are retained by the employee.

Educational Leave

An employee may be granted time off with pay to attend professional conferences or workshops. Transportation, lodging, and cost of meals will be paid by the library. Budget restrictions and the necessity of adequately staffing the library will both determine the number of staff members who will be allowed to attend any one conference. An attempt will be made to allow all eligible staff members to attend as many professional conferences as possible. Employees will be paid for any hours scheduled but not any extra hours such as sleep time, meal time, or leisure time.

An employee may be granted time off with pay to attend short term workshops. The determination of need of any employee to attend such a workshop shall be made by the Director.

Request to enroll in an online class must be submitted to the Director. The library pays for tuition and textbooks. The course must be in the library science field. An employee must attend the course as scheduled and receive a grade of at least C. Failure to do so will result in the employee reimbursing the library for the tuition and other cost incurred. Proof of successful completion shall be presented to the Director within 30 days of completion.

Leave Without Pay

Employees may request, in writing, up to 12 weeks of leave without pay or benefits for the following reasons:

- Military service
- Birth and care of a newborn
- Placement of a child for adoption or foster care
- Inability to work due to a serious health condition
- Care of an immediate family member with a serious health condition

Sick days and vacation days do not accumulate during leave without pay. The employee will not be paid for holidays which occur during the leave.

Failure to return to work at the expiration of a leave of absence shall be construed as a resignation. Extensions may be given in extenuating circumstances. Extensions must be requested and approved by the Board prior to the expiration of the leave.

Any employee taking unauthorized leave of absence will be subject to disciplinary action.

In the case of military service and personal reason, granting of unpaid leave is entirely at the discretion of the Board. Employees are eligible if they have worked for the library for at least one year, and for at least 1,250 hours over the previous twelve months.

Sick Leave & Workers Compensation Policy

Workers' compensation insurance provides salary compensation to employees who are injured while performing their work duties after the employee has missed 7 consecutive days off work. The employee will use Sick Leave until workers' compensation benefits begin.

Donation of Sick Leave Benefits

Employees may donate Sick Leave to an employee who has used all of their Sick Leave and Vacation time and has chosen to take Leave Without Pay under the Leave Without Pay Guidelines. All donations of sick leave are confidential. Any sick time donated is considered income to the recipient paid at their regular rate of pay for their regular number of hours worked per week and will be taxed accordingly. Employees may not solicit coworkers for donated sick leave for their personal use. Doing so will result in disciplinary action up to and including termination.

Employees may donate up to a maximum of 10 days per year to a specific employee and cannot donate their final 80 hours of Sick Leave. Anyone wishing to donate time to another employee should contact the Director. Donating Sick Leave Benefits to another employee is voluntary. All donations of sick leave are confidential.

Professional Conduct / Staff Responsibilities

Staff members are the library's ambassadors of goodwill. Patrons must always be treated in a courteous, helpful, and obliging manner. Staff members are expected to cooperate with each other. A positive and optimistic attitude in a staff member is commendable.

Staff members are expected to strive for the best job performance possible. Adaptability to all situations, even though they may not be personally pleasing, is essential.

As professionals, staff members are encouraged to take special care with their grooming and dress. *Dress code - no shorts, sleeveless shirts must be modest, no flip flops (old navy, shower house style) and when wearing jeans, please use good judgment. T-shirts & Sweat Shirts with images should represent the library only. T-shirts and Sweat shirts supporting local or any KY college sport teams are allowed in moderation, for example only during tournament season.*

There should be no eating in public and work stations areas.

Each employee is responsible for cleaning up after him/herself at all times in the library; including the work space, kitchen area, meeting room, lunch area, etc.

No smoking, no tobacco use, or vapor cigarettes are permitted anywhere in the library or on library property.

Personal reading or other personal stuff should not be done on library time. Professional reading and required homework must never be allowed to interfere with helping customers. All transactions between library staff and patrons are confidential in nature. The library is obliged to protect the privacy of its patrons. This includes:

- Registration files

- Circulation records
- Reference Transactions
- Computer usage

Information gathered or assumed from any of the above is confidential and is not to be given out or discussed either in the library or away from work. Violation of a patron's right to privacy may be considered grounds for dismissal.

Telephone service is an important part of the total program. Courteous and efficient treatment of telephone patrons is just as important as it is with walk in patrons. To use the telephone to the best advantage:

- Answer calls promptly
- Identify the library upon answering
- When reference calls cannot be answered quickly, ask for the caller's name and phone number and indicate that they will be called back as soon as the information can be found.

Staff members should serve all patrons equally according to their needs. No patron's request is to be regarded as trivial. Friendly, prompt, and efficient service should be given to patrons at all times. Patience, poise, tact, and self-control are essential in all contacts with both patrons and colleagues.

Staff members may not accept any premiums or gifts from suppliers, vendors, or contractor that may construed as bribes. Any free items from suppliers, vendors or contactors should be given to the library.

No personal fees or gifts may be accepted by staff members for services performed as a library duty. This includes tips. Staff may receive gifts from customers if given for reasons other than the previous statements. All gifts should be reported to the Director.

Staff members and their immediate family may not enter contest or drawings sponsored by the library or other programs at the library. If participation prizes or awards are given to everyone then immediate family members can be included.

News reporters' questions concerning library operations should be referred to the Director, who is responsible for dealing with the press and other media.

Personal telephone calls should be made and received only when absolutely necessary. Such calls should be as brief as possible.

Personal conversations are prohibited in public areas.

Talking about coworkers and customers are prohibited unless speaking to the director or during staff meetings to help solve a problem.

It is the individual responsibility of each staff member to welcome new employees, to assist in orienting them to the library and to their jobs, and in acquainting them with their colleagues.

Staff is responsible to learn all library resources and be knowledgeable about all programs.

Staff is responsible to work on job description duties during paid working hours, slow times are not to be used for personal business.

The ethical obligations of individuals as library staff are:

- To maintain the principles of the ALA Library Bill of Rights and the Freedom to Read Statement.
- To learn and execute the policies of the library and to express, in a positive manner, any concern or objection with the policies, philosophy, or programs of the library.
- To maintain an objective and open attitude of understanding, courtesy, and concern for the patrons' needs.
- To protect the essential confidential relationship that exists between a library user and the library.
- To serve all patrons equally according to their needs.
- To make all resources and services of the library known and easily accessible to all current and potential users.
- To carry out those activities assigned under the policies of the library in a spirit of cooperation and teamwork.
- To avoid any possibility of personal financial gain at the expense of the library.
- To be cognizant of the obligations of employment and of what constitutes abuse of working conditions and benefits.
- To acknowledge the importance of the work done by all staff in all parts of the library program and maintain a sense of loyalty to, and cooperation with, fellow staff members.

Employee Social Media, Cell Phone and Staff Computers Policy

- **Social Media**

The LaRue County Public Library recognizes that social media is regularly used as a form of communicating. The Library trusts and expects employees to exercise personal responsibility whenever they participate in social media. The Library has the right and duty to protect itself from the unauthorized disclosure of information and to protect its reputation as a business and employer.

“Social media” and related technology include, but are not limited to, video, or Wiki posts, social networking sites such as Facebook, Twitter, and YouTube, chat rooms, podcasts, discussion forums, personal blogs or other similar form of online journals not affiliated with the LaRue County Public Library.

Employees are responsible for protecting confidential and proprietary library information. Employees may not disclose any confidential or proprietary information on or about the Library, its customers, its affiliates, vendors, or suppliers, including, but not limited to business and financial information.

All forms of personal social media during work hours are not allowed.

- **Employee Cell Phone**

Cell phones shall not be used at circulation desk or public areas by staff members during working hours.

- **Staff Computers**

Staff computers are to be used for library business. Personal business should be done only during breaks and not at the circulation desk. Circulation desk and check in computers should only be used for Atrium and other library resources.

Violation of the policy may result in disciplinary action up to and including immediate termination. Discipline or termination will be determined based on the nature of the issue and other factors. The Library reserves the right to take legal action if deemed necessary to protect the Library, employees, customers, or any other affiliated individual or group.

Drug-free Workplace Policy

As required by the Drug-free Workplace Act of 1986 implemented at 34 CFR Part 85, Subpart F, for grant defined at 34 CFR Part 85, Sections 85.605 and 85.6:

The LaRue County Public Library will be a drug-free workplace.

Library employees shall not manufacture, distribute, dispenses, possess or use, on or in the workplace, alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance as defined by federal regulations.

“Controlled substance” shall mean any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance which may be added by the Kentucky Cabinet for Human Resources under regulations pursuant to KRS 218.020.

“Workplace” shall mean the site for the performance of work done for the library district including any place where work on the library district program, project, or activity is performed, including, but not limited to, a library building or any library owned vehicle.

Employees who personally use a drug authorized by and administered in accordance with a prescription from a health professional shall not be considered in violation of this policy.

Any employee who violates the terms of the library district’s drug-free and alcohol-free policies shall be terminated from employment. In addition, violations may result in notification of appropriate legal officials.

Appropriate legal officials will be called if patrons are suspected of breaking the drug-free rule.

Any employee convicted of a workplace violation of criminal drug statutes shall, within 5 working days, provide to the library Director or president of the board, notification of the conviction.

If the library currently has a federal grant, the proper agency will be informed of the employee’s drug conviction with 10 days of being informed by the employee or otherwise receiving actual notice of such conviction.

Employers of convicted employees must provide notice, including position title, to : Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, SW (Room 3124, GSA Regional Office Building 3 Washington, DC 20202-4571). Notice shall include the identification number of each affected grant.

Take action within 30 calendar days of receiving notice under subparagraph (a) (2), with respect to any employee so convicted.

Take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended,

or requiring such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by federal, state, or local health, law enforcement, or other appropriate agency.

The library will make a good faith effort to continue to maintain a drug-free workplace.

Each employee to be engaged in the performance of a grant must be given a copy of the Drug-Free Workplace Policy.

As an alternative to termination, the library director may choose that an employee who violates the terms of the library's drug-free/alcohol-free workplace policies shall satisfactorily participate in a board approved abuse assistance or rehabilitation plan. If an employee fails to satisfactorily participate in such a program, the employee may be suspended or terminated.

Smoking Policy

In compliance with the Pro-Children Act of 1994 (20 U.S.C. 611), the library prohibits smoking within any indoor facility owned, leased, or contracted for and utilized to provide library services to children. This includes the interior of the Bookmobile.

No smoking, no tobacco use or vapor cigarettes are permitted anywhere in the library or on library property.

Sexual Harassment Policy

All employees are responsible for assuring that the workplace is free from sexual harassment. Because of the library's strong disapproval of offensive or inappropriate sexual behavior at work, all employees must avoid any action or conduct which could be viewed as sexual harassment, including:

- Unwelcome sexual advances
- Requests for sexual acts or favors
- Granting or denying job benefits based on receptivity to sexual advance
- Other verbal or physical conduct of a sexually harassing nature that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating hostile or offensive working environment

Any employee who has a complaint of sexual harassment at work by anyone, including supervisors, co-workers, or patrons must bring the problem to the attention of their supervisor, director, or the assistant director.

All complaints will be promptly and carefully investigated by the administration, and all employees as assured they will be free of any and all reprisal or retaliation from filing such complaints.

An administrative investigation will include interviews with all relevant persons including the complainant, the accused, and other potential witnesses. In determining whether alleged conduct constitutes sexual harassment, the record as a whole and the totality of the circumstances, such as the nature of sexual advances and the context in which the alleged incidents occurred will be examined. A determination of appropriate action will be made from the facts, on a case by case basis.

All employees should be aware that the privacy of the charging party and the person accused of sexual harassment will be kept strictly confidential.

The administration will review the finding with the complainant at the conclusion of its investigation. If the investigation reveals that the complaint appears to be valid, immediate and appropriate corrective action, up to an including discharge, will be taken to stop the harassment and prevent its reoccurrence. If the validity of the complaint cannot be determined, immediate and appropriate action will be taken to assure all parties are reacquainted with the sexual harassment policy and to avoid sexual harassment in the future.

Any finding can be appealed to the LaRue County Public Library Board of Trustees using the existing grievance policy.

If a complaint involves a member of the administration, then a written request should be made to the president of the board to establish a committee to investigate the complaint.

Prevention is the best tool for the elimination of sexual harassment. The library board and administration express strong disapproval of any acts that can be construed as an act of sexual harassment of any library employee or member or the public using the library. This includes inappropriate jokes, display of posters, etc.

Development and Training of Staff

All new staff members should read the LaRue County Public Library Employee Handbook.

New staff members will be given orientation in the general operation, in the mission of the library, and the Drug-free Workplace policy during the first few days of employment, as well as instructions in their own duties.

Staff will be encouraged to attend such workshops, seminars, conferences, classes, and other educational training opportunities as is appropriate to their jobs and as the budget will allow. Decisions will be made by the Director.

American with Disabilities

In compliance with the Americans with Disabilities Act, the LaRue County Public Library does not discriminate against people with disabilities and will make reasonable accommodation for all employees and patrons with disabilities.

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

Volunteers

The Director is authorized by the board to accept volunteers by the same criteria as paid staff. Volunteers will be interviewed and if accepted be assigned to the most appropriate job/task for their particular skills or interests. Volunteers will be expected to adhere to the same standards of conduct, ethics, and commitment to the job as paid staff.

Volunteers will not be accepted if there is no suitable job match when skills, interest, location, and schedule are considered. If there is not a job available, the volunteer will be

informed that their application will be kept on file for 1 year and they will be contacted when there is an opening.

Volunteers will be asked to fill out an application form provided by the library. Volunteers must be age 13 or older; those under age 18 must have written permission from a parent or guardian to volunteer for the library. The library will ask for a background check of all volunteers 18 and older. The form authorizing this check should be signed by the volunteer and returned to the Director. Background checks are paid by the volunteer. Volunteering will be contingent on a satisfactory background check. Background checks will be placed in the volunteer's file.

Volunteers will not take the place of paid staff and will provide special, unusual, or supplemental services and will be recruited for specific jobs rather than on a general basis.

All volunteers will be given a brief orientation by the Director. Such orientation shall include expectations of all staff, whether paid or unpaid, in matters of customer service, confidentiality of patron records, and basic rules and regulations of the library.

Volunteers will work under an at-will status and may be discharged with or without cause or notice.

Emergency Notification

All paid employees and volunteers shall supply the library with the name and phone number of someone to be called in an emergency involving them. This information shall be kept in the emergency info file.

All staff, paid and unpaid, shall notify the library director of any illness, disability, or other situation that may potentially endanger them or their co-workers.

Lincoln Days

The library will be closed on Saturday Lincoln Days. All employees scheduled to work these days may use a vacation day or request to work another day.