
Staff Policy Manual

New Albany-Floyd County Public Library

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1-01: Introduction: Policy Changes, Additions and Deletions

1. Purpose

- a. The purpose of this policy is to set forth the guidelines for making revisions or deletions to staff policies and to establish the mechanism for notifying appropriate personnel of all necessary revisions or modifications to policies.

2. Policy

- a. The staff policies of the New Albany-Floyd County Public Library are intended as guidelines for the management of the library. These guidelines are intended to assist in the consistent application of work rules and the processing of employees and/or job related actions.
- b. The policies outlined are not intended, nor should they be interpreted as, a contract between the employer and any employee or group of employees. These policies do not alter the employment-at-will relationship in any way. Either the employee or the New Albany-Floyd County Public Library may terminate the employment relationship at any time for any reason or for no reason.
- c. Policies of this manual may be modified or deleted at the discretion of the board. In addition, new policies may also be added at the discretion of the board.
- d. Staff policies will be reviewed and the appropriate modifications or deletions made on an ongoing basis. However, all policies will be reviewed at least once every two years.
- e. All staff policies must be approved by the board.
- f. Administration will interpret policies.
- g. All additions, deletions, or modifications to policies will be distributed by the Human Resources director or designee.
- h. Department managers will be notified of all additions, deletions, or modifications to policies via distribution of the amended policies and/or explanatory memorandums.
- i. Department managers are responsible for ensuring communication of changes to all departmental employees.

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Policy #1001

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

1-02: Introduction: Employment at Will

1. Purpose

- a. This policy states all New Albany-Floyd County Public Library employees are employed at will.

2. Policy

- a. All employees are employed at the will of the New Albany-Floyd County Public Library for an unspecified period of time. At the option of either the New Albany-Floyd County Public Library or the employee, an employee's employment with the New Albany-Floyd County Public Library may be terminated with or without cause, and with or without notice, at any time and nothing in the policy manual should be construed as altering this status.
- b. Neither this Manual nor any other New Albany-Floyd County Public Library policies, documents, or memoranda shall be used, construed or deemed to:
 - i. Limit New Albany-Floyd County Public Library's rights to terminate employees with or without cause and with or without notice at any time;
 - ii. Create an employment contract or term;
 - iii. Create conditions of employment; or
 - iv. Limit the reasons for termination or modification of the employment relationship.
- c. No contract of employment, either express or implied, and no other restriction or limitations on the at-will status of New Albany-Floyd County Public Library employees shall be valid or binding on the New Albany-Floyd County Public Library unless expressly set forth in a separate written document signed by the Director and approved by the Board.

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Policy #1002

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

1-03: Introduction: Equal Employment Opportunity

1. Purpose

- a. The purpose of this policy is to establish the guidelines for ensuring equal employment opportunity within the New Albany-Floyd County Public Library in accordance and compliance with the provisions of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, state and local laws, and all other legal statutes which promote equal employment opportunity.

2. Policy

- a. The New Albany-Floyd County Public Library recognizes that it is in the best interest to treat patrons, visitors, employees and applicants in an unbiased and non-discriminatory manner. The New Albany-Floyd County Public Library complies with the provisions of all federal, state and local employment related statutes.
- b. It is the policy of the New Albany-Floyd County Public Library to hire, train and promote employees based on ability and job performance. Employment decisions and services provided by the New Albany-Floyd County Public Library, and all terms and conditions of employment are made and administered without discrimination based upon race, color, religion, national origin, ancestry, sex, age, sexual orientation, disability or any other protected class pursuant to federal, state or local statutes. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, access to benefits, training and access to services.
- c. The Human Resources Office is responsible for monitoring and enforcing the New Albany-Floyd County Public Library's commitment to equal opportunity. Any suspected violations of this policy should be immediately reported to the Human Resources Office.

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Policy #1003

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

New Albany-Floyd County Public Library

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2-01: Employment: Rehired Employees

1. Purpose

- a. The purpose of this policy is to set forth the guidelines for rehiring previous employees of the New Albany-Floyd County Public Library.

2. Policy

- a. For performance evaluation purposes, a rehired employee should be considered as a new employee and will be expected to successfully complete the 120-day orientation in his/her new position.
- b. The starting salary for all rehired employees will be commensurate with the library's wage and salary program, the qualifications and experience of the rehired employee as well as library needs. In some cases rehired employees may earn less pay than what was earned during their previous employment.
- c. Retirees and Re-employment
 - i. The Public Employees' Retirement Fund defines the circumstances under which employees can be considered retired and eligible for pension benefits regardless of any other policies, procedures or accepted practices within the library.
 - ii. Employees who retire or terminate employment from the New Albany-Floyd County Public Library and receive a lump sum of their vested retirement may be rehired by the library.

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

2-02: Employment: Employment Reference

1. Purpose

- a. The purpose of this policy is to establish the guidelines for ensuring the right to privacy of information for all current and past employees of the New Albany-Floyd County Public Library.
 - i. Current or former employees' right to privacy shall be protected as much as possible in all New Albany-Floyd County Public Library dealings with individuals and/or social, business, and other organizations.
 - ii. Personal and business references shall be given only within established policy guidelines.

2. Policy

- a. Reference Checks
 - i. All written requests for employment references will be given to the Human Resources director/designee responsible for releasing such information.
 - ii. All written information released on current and former employees must be copied, with the copy retained in their Human Resources employee file.
 - iii. Without the employee's prior approval the response to written/verbal requests for employment references is limited to:
 1. Dates of employment
 2. Last position title
 3. Eligibility for rehire
 - iv. With signed approval by the employee, current salary information may be released by Human Resources, but only in writing.
 - v. Employee information is the property of the New Albany-Floyd County Public Library.
- b. Credit Checks
 - i. Requests for credit reference checks must be referred to the Human Resources Office for reply. Information may be released by telephone but is limited to:
 1. Position Title
 2. Dates of employment
 3. Status (full or part time)

Policy #2002

4. Wage/Salary information only if employee has signed an Authorization for Release of Information Form allowing for release of this information.
- c. Government Inquiries
 - i. New Albany-Floyd County Public Library will cooperate with federal, state, and local government agencies with respect to the investigation of employees, if the investigators provide proper identification and proof of legal authority to conduct investigations.

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

2-03: Employment: Transfer, Promotions and Demotions

1. Purpose

- a. The purpose of this policy is to establish the general guidelines associated with transfers, promotions and/or demotions of employees.

2. Definition

- a. Transfer: Movement of employees from one position to another within the same department or to a different department within the organization.
- b. Transfer Date: Employees' first date in their new position.
- c. Promotion: Movement of employees to a higher pay grade (or with an accompanying higher base rate of pay).
- d. Demotion: Movement of employees to a lower grade (or with an accompanying lower base rate of pay).
- e. Transfers may be voluntary or involuntary.

3. Policy

- a. Transfers: A transfer will normally be made at the same rate of pay, but not below the minimum rate for the class to which transferred.
- b. Promotions: It shall be the policy of the library to make every effort to fill vacant positions from within and to offer promotional opportunities without unlawful discrimination in regard to race, color, disability status, religion, sexual orientation, age, disability or national origin.
- c. Demotions: Demotions may be voluntary, involuntary or disciplinary.
 - i. A voluntary demotion occurs when the employee initiates or requests the demotion.
 - ii. An involuntary demotion occurs when the position which an employee occupies is reclassified to a lower level or when the demotion is due to inadequate performance or a matter of organizational necessity, such as reduction-in-force.
 - iii. A disciplinary demotion occurs when the demotion is imposed upon the employee as a disciplinary measure.
- d. Staff members who have served less than six months in their current position must have the permission of their supervisor and the Director of Human Resources before applying for a position which represents a voluntary demotion, transfer or promotion.
- e. Upon demotion the individual's salary will be reduced at least to the maximum of the new salary grade, and benefits will change accordingly. Rate on demotion is

reviewed on an individual basis and must be approved by the library Director and the Human Resources Director.

- f. The job posting is used to ensure that employees and management are aware of approved job openings, provide for information on job qualifications and encourage employees to apply for open positions.
- g. This policy does not apply to intra-departmental activity such as scheduling changes and/or job reclassifications. Individual departments shall develop a fair and consistent method for handling work schedules.
- h. Employee transfer, promotions and/or demotions will be considered when the organization must recruit for open positions, place employees in positions that better fit their education, experience or abilities or to avoid layoffs.
- i. To be considered eligible, employees must meet the minimum requirements of the position, have a good attendance record, good performance evaluations and not be under any corrective action during the past six months.
- j. The administration of the New Albany-Floyd County Public Library will be the sole judge in determining whether employees meet the qualifications for available open positions.
- k. In selected situations or in cases of emergency, employees may be temporarily assigned to positions. In these cases, positions may be filled before the five-day internal posting has passed.
- l. All transferred, demoted or promoted employees assigned to a new position are to be in a new 120-Day Orientation period from the first date of their new positions and are not eligible for a rate increase during that time.

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

2-04: Employment: Hiring

1. Purpose

- a. The purpose of this policy is to establish the criteria for requesting replacements or additions to the staff and the process for receiving appropriate approvals so that positions are authorized and filled in a timely manner.

2. Policy

- a. All positions require Board approval
- b. The Board of Trustees will be notified at the first meeting following the hiring of each new employee.
- c. Administration and Department Manager positions must be approved by the Board before hirings are finalized.
- d. The salary will be set at the time of hire, staying within the salary constraints for each position pending board approval.
- e. Anyone hired on or after September 1st of any year (except Library Pages) will not be eligible to receive a pay increase until January following completion of one full calendar year of library employment

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

2-05: Employment: Nepotism

1. Purpose

- a. The purpose of this policy is to ensure effective supervision, internal discipline, security, safety and positive morale in the workplace. It also seeks to avoid the perception of favoritism, the appearance of impropriety and conflicts of interest. The New Albany-Floyd County Public Library reserves the right to take action when relationships or associations of our employees impact our mission.

2. Policy

- a. The Nepotism policy prohibits any employees who are family members from working in the same chain of command. Family members are defined as an employee's parent, child, spouse, domestic partner, brother, sister, grandparent, and any step relationships within the preceding categories. Employees are required to disclose changes in their personal situations that may be covered under this policy. If such a relationship is established after employment, Administration will decide who is to be transferred or terminated.

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

2-06: Employment: Position Posting

1. Purpose

- a. The purpose of this policy is to establish a position posting system that ensures employees and management are aware of job openings, provides information on job qualifications, and encourages employees to apply for open positions.

2. Policy

- a. Job opportunities will be made available to employees for internal application prior to being made publicly available.
- b. For employment consideration, an applicant must submit a completed application to the Human Resources Office.

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

2-07: Employment: Contract Labor

1. Purpose

- a. The purpose of this policy is to establish the guidelines for utilizing contract labor and/or utilizing consulting services within the New Albany-Floyd County Public Library.

2. Policy

- a. Outside Consulting Services
 - i. Contracts for outside consulting services must have the approval of the director and/or board prior to entering into agreements for services.
 - ii. Contract personnel are not entitled to any benefits or privileges provided to New Albany-Floyd County Public Library employees.
 - iii. All indications of an employer-employee relationship must be avoided between the New Albany-Floyd County Public Library and contract personnel because the contract agencies are actually the employers of contract personnel.
 - iv. The New Albany-Floyd County Public Library reserves the right to have contract personnel recalled by the contractors if their performance is unsatisfactory. This recall provision should be part of all written agreements with contract agencies.
 - v. Contractors will be informed that the New Albany-Floyd County Public Library is an Equal Opportunity Employer.

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

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3-04	Classifications, Practices and Schedules	Meal Periods/Breaks	3004	9/1/2009
3-05	Classifications, Practices and Schedules	Inclement Weather and Emergencies	3005	9/1/2009
3-06	Classifications, Practices and Schedules	Guests and Visitors	3006	9/1/2009

3-01: Classifications, Practices and Schedules: Employment Classifications

1. Purpose

- a. The purpose of this policy is to establish the classifications and categories of employment status based upon the number of hours worked within a 7 day work week.

2. Policy

- a. Assignment to employment classifications and/or status is not intended to be a permanent right of employees. The Administration and/or board of the New Albany-Floyd County Public Library reserves the right to change the status and/or classifications of employees at any time, up to and including termination, when at the sole discretion of Administration and/or board it has been determined that such changes are in the best interest to the operations of the library. It should be understood that neither status nor any policy guarantees hours per pay period or duration of employment. Accordingly, the right to terminate the employment relationship at will, at any time, is retained by both the employee and the New Albany-Floyd County Public Library.
- b. The status of employees shall ordinarily be the determining factor as to eligibility for benefits. New Albany-Floyd County Public Library sponsored benefits may have other determining factors which, if any, always take precedence for specific benefits.
- c. The classification or status of employees at the time of employment or entry into positions by means of a transfer, promotion or demotion will be based upon the following:
 - i. Regular Full-Time: Employees who are not in a temporary status and who are regularly scheduled to work at least 37.5 hours a week.
 - ii. Regular Part-Time: Employees who are not in a temporary status and who are regularly scheduled to work at least 18 hours a week.
 - iii. Pages: Employees who are not in a temporary status and who are regularly scheduled to work no more than 12 hours a week.
 - iv. Temporary: Employees who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change.

Policy #3001

- v. Non-Exempt: Employees who are not exempt from coverage by Federal and State Wage and Hour Laws regarding overtime and payment of overtime hours worked.
- vi. Exempt: Employees who are excluded from specific provisions of Federal and State Wage and Hour Laws.

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

3-02: Classifications, Practices and Schedules: Personnel Records

1. Purpose

- a. The purpose of this policy is to establish that personnel records are maintained within the organization and the time frames for retention of personnel records once employees have terminated the employment relationship.

2. Policy

- a. Complete and confidential employment records will be maintained for all New Albany-Floyd County Public Library employees by Human Resources.
- b. With permission of the Human Resources director employees may have access to all items in their personnel files with the exception of initial reference checks, credit reports and interview evaluations. Photocopying of information contained in personnel files by employees is permitted.
- c. Any employee wishing to see his or her personnel file shall make such a request to Human Resources and schedule an appointment to review his or her file. Human Resources will make every reasonable attempt to schedule the appointment expeditiously. The employee must review their personnel files in the Human Resources Office or a designated area by Human Resources.
- d. Department supervisors/managers may have access to personnel records; however they may not be removed from the Human Resources Office without approval.
- e. Department supervisors/managers interviewing current or past employees for employment opportunities within the New Albany-Floyd County Public Library may review said employee's personnel files. These reviews must take place within the Human Resources Office.
- f. Health Insurance Portability and Accountability Act (HIPAA) regulations are to be followed regarding release of medical information. Medical related documents must be kept within separate files.
- g. The employee record is the property of the New Albany-Floyd County Public Library. Former employees have no right to access/review New Albany-Floyd County Public Library files which pertain to them.
- h. It is recommended that employee files be kept in complete form indefinitely. However, they may be archived after five years and the following items summarized:
 - i. Dates of employment
 - ii. Rate of pay (final)
 - iii. Recommendation for rehire
 - iv. Reason for termination/separation

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Policy #2003

v. Job title at termination.

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

3-03: Classifications, Practices and Schedules: Payroll

1. Purpose

- a. The purpose of this policy is to establish the responsibility of employees to verify that time is reported accurately according to the number of hours worked and leave hours used on a bi-weekly basis.

2. Policy

- a. Non-exempt employees are required to record time in and out on a daily basis including time taken for their meal period.
- b. Exempt employees are required to account for all leave hours (vacation leave, etc.) on a bi-weekly basis. Exempt employees are not required to record time in and out on a daily basis.
- c. It is the responsibility of all supervisors/managers to verify their own time and their employees' on a bi-weekly basis to ensure that the hours recorded are what was actually worked and that all hours during the pay period is recorded accurately.
- d. Continual corrections to pay as a result of an employee's failure to utilize the time clock or time reporting mechanism appropriately could result in processing delays as it relates to employees receiving corrected pay and may lead to disciplinary action up to and including termination.

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

3-04: Classifications, Practices and Schedules: Meal Periods/Breaks

1. Purpose

- a. The purpose of this policy is to establish the guidelines to comply with all legal requirements related to meal periods and breaks.

2. Policy

a. Breaks

- i. New Albany-Floyd County Public Library allows a paid 15-minute break for employees during each 3.5 hours worked. Breaks are taken as workload and staffing permits.
- ii. If breaks are omitted, they may not be accumulated for later use.

b. Meal Periods

- i. The typical 8.5 hour shift includes a 1 hour unpaid meal period to be taken as close to the middle of the shift as possible. This meal period should not be taken at the beginning or the end of the shift (i.e., first or last hour).
- ii. Employees are not permitted to combine their meal or break periods in order to shorten their shifts or to extend their meal or break periods.
- iii. Part-time employees must be scheduled for unpaid meal breaks if they work more than five hours.
- iv. Non-exempt employees shall not eat meals at their workstations.
- v. Employees required to remain on duty during their meal times will be paid for such time.

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

3-05: Classifications, Practices and Schedules: Inclement Weather and Emergencies

1. Purpose

- a. The purpose of this policy is to establish guidelines to be followed by library administration and staff in the event of inclement weather, a weather emergency, or any other emergency.

2. Policy

- a. If the library closes due to an emergency situation, it is the duty of all library staff to ensure the safety of patrons and staff.
- b. When the library closes due to bad weather or emergency, all regular status staff normally scheduled to work will be paid for their scheduled time. Staff who have previous authorization for scheduled leave when the library closes due to an emergency will be required to use their own personal leave as originally planned.

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

3-06: Classifications, Practices and Schedules: Guests and Visitors

1. Purpose

- a. The purpose of this policy is to establish the expectations of the New Albany-Floyd County Public Library regarding employees' personal guests or visitors in the library (i.e., friends, children, spouses, family members).

2. Policy

- a. To provide for the safety and security of employees and the library facility, only authorized visitors are allowed in the work and non-public areas of the building. Employees are responsible for the safety and conduct of their guests.
 - i. Guests may not interfere with a staff member's job responsibilities.
 - ii. Guests should behave within the same rules of conduct as any other patron visiting the library.
 - iii. Children of staff members are not allowed to come to work with their parent and stay in any work area.

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

New Albany-Floyd County Public Library

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4-01	Leaves of Absence	Leaves of Absence	4001	9/1/2009
4-02	Leaves of Absence	Uniformed Services Employment and Reemployment Rights Act Compliance	4002	9/1/2009

4-01: Leaves of Absence: Leaves of Absence

1. Purpose

- a. The purpose of this policy is to establish the requirements for allowing employees to take personal leaves of absence.

2. Policy

a. Personal Leave of Absence

- i. Personal leaves of absence may be granted to employees for a limited period of time depending upon the reasons and circumstances that prompt such a request. These could include, but are not limited to, time to resolve personal situations, time to care for relatives.
- ii. Eligibility: Personal leaves of absence may be granted to regular full-time or part-time employees who have completed at least twelve (12) calendar months of active continuous service.
- iii. Factors to consider when approving personal leaves of absence are as follows:
 1. The purpose for which the leave is requested.
 2. The length of time the employee will be absent.
 3. The effect the leave will have upon the ability of the department to carry out its responsibilities.
 4. The employee's position and length of service.

iv. Limitations

1. Employees will be considered to have resigned without notice if they fail to report for work upon expiration of any leave of absence.
2. Employees will be terminated for either obtaining a leave of absence under false pretenses or maintaining other employment during a leave of absence, and will not be eligible for accrued benefits.

v. Existing Benefits

1. Employee benefits, such as sick leave, do not accrue during unpaid leaves of absence. However, the New Albany-Floyd County Public Library will continue group health insurance benefits for up to six months for employees on leave, paying the same share of cost that it normally pays. Employees on unpaid leave must make

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Policy #4001

arrangements with Human Resources for payment of health insurance premiums during that period.

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

4-02: Leaves of Absence: Uniformed Services Employment and Reemployment Rights Act Compliance

1. Purpose

- a. The purpose of this policy is to establish the requirements for complying with the Uniformed Services Employment and Reemployment Rights Act.

2. Policy

- a. New Albany-Floyd County Public Library will comply with all legal statutes related to military service and will modify its policies and practices as the law requires.
- b. New Albany-Floyd County Public Library will not discriminate or retaliate against any employee who is a member of or performs, applies to be a member of or performs, or who is obligated to perform service in a uniformed service.
- c. The term “uniformed services” means:
 - i. Air Force, Army, Navy, Marine Corps, or Coast Guard;
 - ii. Army Reserve, Naval Reserve, Air Force Reserve, Marine Corps Reserve, or Coast Guard Reserve;
 - iii. Army National Guard or Air National Guard;
 - iv. The commissioned corps of the Public Health Service; or
 - v. Any other category of persons designated by the President in time of war or emergency.
- d. The term “service in the uniformed services” means the performance of duty on a voluntary or involuntary basis in a uniformed service, including:
 - i. Active duty;
 - ii. Active duty for training;
 - iii. Initial active duty for training;
 - iv. Full-time National Guard duty;
 - v. Absence from work for an examination to determine the fitness of the employee for any of the above forms of duty; or
 - vi. Performing funeral honors duty.
- e. Notice of Leave
 - i. New Albany-Floyd County Public Library will grant a military leave of absence to any employee to perform service in the uniformed services.
- f. Wages/Paid Time Off/Vacation
 - i. Generally, a leave of absence under this policy is without pay. As with any unpaid leave of absence, employees will not accrue certain time off benefits during their absence. New Albany-Floyd County Public Library cannot require employees to use accrued paid time off during their military

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leaves of absence. However, employees may choose voluntarily to be paid their accrued paid time off during their leave.

- ii. Upon return to employment, the New Albany-Floyd County Public Library will provide all future vacation, sick, personal business and holiday time in accordance with the Paid Time Off policy. Any employee who has completed service in the uniformed services will not be treated differently than any other employee with respect to requesting paid time off or in approval or denial of such requests.
- g. Health Benefits
 - i. New Albany-Floyd County Public Library provides health benefit continuation for employees who are absent from work for service in the uniformed services for the first 30 days an employee is on leave. Employees are then eligible for health insurance through COBRA for up to 18 months after the absence begins and may be required to pay 102% of the premium.
 - ii. On return from service, health benefits will be reinstated without any waiting period or exclusions for pre-existing conditions, other than waiting periods or exclusions that would have applied even if there had been no absence for uniformed service. This rule does not apply to the coverage of any illness or injury determined by the Secretary of Veterans' Affairs to have been incurred in, or aggravated during, performance of service in the uniformed services.
- h. Notice by Returning Employees
 - i. Employees must report or apply to report to work in a timely manner upon completion of their military service. Limits for returning to work depend on the duration of an employee's military service.
 - ii. Injury or illness occurring or aggravated during a period of service: The reporting or application deadlines are extended for up to two years for persons who are hospitalized or convalescing because of an injury or illness occurring or aggravated during a period of service. The two-year period will be extended by the minimum time required to accommodate a circumstance beyond an individual's control that would make reporting within the two year period impossible or unreasonable.
- i. Returning Employee's Job Rights
 - i. Generally, New Albany-Floyd County Public Library will return employees to the same or similar position they would have attained but for their military
 - ii.

Policy #4002

service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority.

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

New Albany-Floyd County Public Library

Staff Policy Manual

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Section #	Section Title	Policy Title	Policy #	Effective Date
5-01	Compensation	Wage and Salary Administration	5001	9/1/2009

5-01: Compensation: Wage and Salary Administration

1. Purpose

- a. The purpose of this policy is to set forth the general guidelines of the Wage and Salary Administration for New Albany-Floyd County Public Library. The New Albany-Floyd County Public Library will strive to meet the strategic objectives of the library while maintaining a competitive posture as it relates to wages paid by similar libraries in the marketplace.

2. Policy

- a. Wage and Salary Terms:
 - i. The following terms will be used in administering the Wage and Salary Program as established by the Board:
 1. Salary Grade: A grouping of positions with similar levels of internal worth or with similar market value.
 2. Salary Range: A continuum of pay rates that set the upper and lower bounds of possible compensation for individuals whose positions fall within the corresponding salary grade.
 3. Minimum: The lower boundary of a salary range.
 4. Midpoint: The median rate of pay within a salary range.
 5. Maximum: The upper boundary of a salary range.
 6. Hiring Guidelines: A series of pay rates within a salary range, which dictate market-competitive compensation, based on the experience level of a job incumbent/candidate.
- b. Compensation Practices/Guidelines:
 - i. Regular full-time and part-time employees may receive increases on a yearly basis. Percentage increases and lump sum distributions will be determined on a yearly basis according to budgetary constraints and market influences. The increase may be paid as a lump sum (lump sums could be less than the increases to base pay), or some combination of the two, depending upon the employee's placement within the assigned salary range.
 - ii. Newly-hired employees must have successfully completed the 120-calendar day orientation period to be eligible for the increase.
 - iii. Temporary employees are not eligible for annual pay increases.
 - iv. Employees who are promoted or apply for and accept positions that are classified in higher grades will have their rate of pay adjusted appropriately.

Policy #5001

Employees who apply for and accept positions which are classified in lower grades or employees who are demoted due to inability to perform will have their rate of pay adjusted appropriately. Rate on demotion is reviewed on an individual basis and must be approved by the library director and Human Resources.

- v. Employees who transfer to positions in a different department, but retain their same position will normally continue to receive their current rate of pay.
- c. Top of the Pay Range
 - i. The New Albany-Floyd County Public Library recognizes that there may be situations that arise which contribute to employees reaching the top of a pay range. In those instances employees may or may not receive a lump sum increase or cost of living increase if budgetary constraints permit in lieu of annual increase if one is awarded.

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

New Albany-Floyd County Public Library

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6-09	Benefits	Time Off to Vote	6009	9/1/2009
6-10	Benefits	Jury Duty	6010	9/1/2009

6-01: Benefits: Health Plans

1. Purpose

- a. The purpose of this policy is to establish the general provisions of the health plans, retirement savings plans, salary continuation benefits and other benefits for employees of the New Albany-Floyd County Public Library and the eligibility requirements for enrollment and continuation of coverage.

2. Policy

- a. Health, Dental, Vision, and Group Life Insurance
 - i. Full-time and part-time employees who work at least 37.5 hours per week are eligible to enroll in these programs. Part-time employees who work at least 20 hours per week are eligible to enroll in the vision program.
 - ii. Employees who apply 30 days after the date of eligibility must wait until the next open enrollment period unless a qualifying event as outlined by the plan document for the particular insurance plan occurs.
 - iii. Employees who transfer to positions that are benefit eligible will be eligible for coverage under these plans immediately, provided application for coverage has been made within 30 days of the date of transfer/status change.
 - iv. Terminating employees as well as full-time and part-time employees who transfer to an ineligible benefit status may continue their participation in the health insurance plan through COBRA.
- b. Retirement Plan
 - i. Mandatory participation in the Public Employees' Retirement Fund (PERF) is required for all full-time and part-time employees working over 1,000 hours per year.
- c. Disability Insurance (Short- and Long-Term Disability)
 - i. Employees who work at least 37.5 hours are eligible for Short Term Disability coverage (up to two years) at 60% of their bi-weekly salary. Eligible employees must be off the payroll for at least 30 days before benefits begin.
 - ii. An employee may continue all health insurance at the employee rate while on Short Term Disability. When Short Term Disability ends, the employee may continue health insurance through COBRA.

Policy #6001

- iii. An employee receiving Workers' Compensation benefits is not eligible to receive Short Term Disability.
- iv. Benefits are subject to Federal Income and Social Security taxes.
- v. Employment will terminate on the date long term disability is effective.
- d. Flexible Spending Accounts (FSA's)
 - i. Flexible spending accounts for medical, dental and vision expenses not covered by insurance and dependent child care expenses are available to eligible employees.
- e. Health Savings Accounts (HSA's)
 - i. Health savings accounts help to pay for eligible medical expenses not covered by an insurance plan.
- f. Health Reimbursement Arrangements (HRA's)
 - i. Health reimbursement arrangements are Internal Revenue Services (IRS) Sanctioned programs that allow the employer to reimburse medical expenses paid by participating employees, this yielding tax advantages to offset health care costs.

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

6-02: Benefits: Retirement

1. Purpose

- a. The purpose of this policy is to establish the procedural guidelines for processing employee retirement.

2. Policy

- a. The library policy on retirement follows the regulations approved by the Public Employees Retirement Fund.
- b. Compensation to employees who are retiring includes pay for any received but unused vacation leave. Employees whose age and years of service combined equal or exceed 85 years will receive compensation for unused sick time, not to exceed 30 business days.
- c. No compensation will be given for holidays that did not occur during the active work period of the employee.
- d. Upon the death of an employee, the unused sick leave will be paid to the next of kin or the estate, whichever is applicable.

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

6-03: Benefits: Workers' Compensation

1. Purpose

- a. The purpose of this policy is to establish the general guidelines for compensating employees due to work –related illness or injuries and assignment to modified duty.

2. Policy

- a. The New Albany-Floyd County Public Library will comply with all state and federal regulations pertaining to Workers' Compensation to ensure that all obligations are met regarding payments to employees who sustain bodily injury or occupational illnesses arising in the course of their employment. Benefits are generally awarded where there is a causal relationship between the injury and the employment, and the injury is reported in a timely manner.
- b. Subsidizing Compensation: When an employee is absent due to a compensable job-related illness or injury, and the absence is not of sufficient duration to qualify for payment by the New Albany-Floyd County Public Library insurance claims service, the employee may use any available sick, vacation, or personal business time they have accrued.
- c. Work-Related Absences: Absences from work due to a compensable work-related illness or injury are excused absences without pay.
- d. Health, dental and vision insurance benefits continue at the employee contribution rate. It is the responsibility of the employee if no pay is received from the New Albany-Floyd County Public Library to make their payment of these benefits on a monthly basis.
- e. Modified Duty: Based on the type and level of disability, when an employee is off work due to a work-related illness or injury, he/she may be assigned to "modified duty." In the newly assigned (temporary) "modified duty" position, the employee will be compensated at his/her current base rate of pay; however, the type of work or schedule may be different. The employee's supervisor or manager in consultation with Human Resources must approve the modified duty assignment. Modified duty assignments should not last longer than 12 weeks. An assessment of the case should be reviewed by Human Resources to determine continuation of the modified duty assignment.
- f. Return to Work: The New Albany-Floyd County Public Library must make a position available for an employee returning to work due to a work-related illness or injury provided that the employee has not exhausted the twelve week time period

Policy #6003

- allowable by the Family and Medical Leave Act. In addition, the employee must be capable of performing the essential functions of an available position. The position
- g. offered does not have to be the same position vacated by the employee. However, a good faith effort will be made to return the employee to a comparable position.
 - h. Failing that, an employee may be offered a position of greater or lesser compensation and responsibility. If the employee refuses the position, he/she will be considered to have voluntarily resigned.
 - i. Placing Disabled Employees: In cases of permanent partial disability or temporary partial disability, every reasonable effort shall be made by the New Albany-Floyd County Public Library to find suitable work for the employee provided the twelve week time period allowable by the Family and Medical Leave Act has not been exhausted. If suitable work is found, the employee will receive the rate of pay applicable for the position assigned. That is, if the job classification is lower than his/her former position, the employee will receive a reduced rate of pay for the position if warranted. If the employee refuses an assignment, he/she will be considered to have voluntarily resigned.
 - j. The New Albany-Floyd County Public Library will adhere to all state and federal laws pertaining to Workers' Compensation regardless of stated policies.

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

6-04: Benefits: Vacation

1. Purpose

- a. The purpose of this policy is to establish a paid vacation leave plan which allows employees, within defined guidelines, to schedule use of time off in a manner which meets both the employees' and the organization's needs.

2. Policy

- a. Vacation leave with pay is available to eligible employees to provide opportunities for rest, relaxation and personal pursuits. The New Albany-Floyd County Public Library recognizes that rest and recreation are very important to employee renewal and rejuvenation. Consequently, the New Albany-Floyd County Public Library requires employees to use all of their vacation within one year following their anniversary date.
- b. The New Albany-Floyd County Public Library will attempt to grant all eligible employees vacation at the time they desire to take it. However, the library must maintain adequate staffing at all times. Therefore, vacations must be scheduled in advance and with prior written approval of the employee's supervisor or manager.
- c. Vacations should be scheduled and requested according to departmental policy. Where conflicts develop, they will be resolved as fairly as possible.
- d. Vacation leave is normally limited to 10 consecutive working days. Requests for vacation leave between 11 and 19 consecutive working days must be approved by Administration. Requests for vacation leave of 20 or more consecutive working days must be approved by the library board.
- e. For all non-exempt staff, the minimum amount of vacation leave that can be taken is one hour.
- f. Only with the director's approval (or, in the case of the director, the board's approval) may employees request up to a 60 day extension of time on use of vacation beyond their anniversary date.
- g. Employees in the following employment classifications are eligible to earn and use vacation time as described in this policy:
 - i. Regular full-time employees
 - ii. Regular part time employees
- h. The amount of paid vacation leave eligible employees receive at their anniversary date is as follows:
 - i. Professional/department managers: 3 weeks (15 working days) after 1 year.
 - ii. All Other Eligible Employees: 2 weeks (10 working days) after 1 year.

Policy #6004

- iii. After completing 10 years of service, all eligible employees will receive 1 additional vacation day per year of service, with a maximum additional accumulation of 5 days.

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

6-05: Benefits: Sick Leave

1. Purpose

- a. The purpose of this policy is to establish a paid sick leave plan that allows employees, within defined guidelines, the use of paid time off in cases of illness or injury.

2. Policy

- a. The New Albany-Floyd County Public Library provides sick leave benefits to all eligible employees for periods of temporary absence due to illness or injuries.
- b. Employees in the following employment classifications are eligible to earn and use sick leave as described in this policy:
 - i. Regular full-time employees
 - ii. Regular part-time employees (prorated)
- c. One day per month is earned as sick leave. To be eligible for this benefit, employees must be on the payroll for at least one-half of their scheduled work days/hours during the month. New employees starting to work on or before the 15th of the month will earn a sick day for that month.
- d. Sick leave is credited on the first day of the month and cannot be used during the month in which it is earned.
- e. Sick leave may be accrued to a maximum of 450 hours. Employees who have more than 450 hours accrued as of September 1, 2009 will keep those hours, but will not accrue any additional hours until their accrued hours fall below 450.
- f. An eligible employee may use sick leave benefits for an absence due to his or her own illness or injury, or that of an immediate family member (child, spouse, parent, or parent-in-law or any other person living in the employee's home as part of their family). Immediate family is defined for the purpose of sick leave.
- g. Sick leave benefits are intended solely to provide income protection in the event of illness or injury and may not be used for any other absences.
- h. Employees may take up to twelve sick days per year as personal business days. Personal business days do not carry over to the following year. Personal business days cannot exceed the number of sick hours available.
- i. Employees may be required to provide documentation from their healthcare provider after five (5) consecutive days of absence.

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Policy #6005

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

6-06 Benefits: Voluntary Shared Leave

1. Purpose

- a. The library recognizes that staff may have personal or family medical emergencies that cause a severe impact to them, resulting in a need for time off in excess of their available sick, vacation or personal leave. To address this need, all eligible staff will be allowed to donate sick, vacation or personal leave from their unused balance to their eligible co-workers in need, in accordance with the shared leave policy outlined below. It is not the intent of this policy to apply to incidental, normal or short-term medical conditions. Birth of a child does not qualify under this policy unless there are complications requiring more than six (6) to eight (8) weeks of maternity leave. Medical certification of the complications, including diagnosis and estimated time out of work must be provided by the primary attending physician before shared leave can be approved.

2. Policy

- a. **This policy is strictly voluntary.** All staff in regular full or part time positions and are eligible to earn sick, vacation and personal leave may participate in the shared leave program, as a recipient or donor of shared leave benefits.

b. Receipt Criteria

- i. A staff member applying for shared leave benefits must have a situation that meets all of the following criteria:
 1. An incapacitating, critical, or catastrophic illness or injury of the staff member or immediate family that poses a threat to life and/or requires hospital or hospice health care and that has been certified by a treating licensed healthcare practitioner.
 2. The staff member will deplete, or has depleted all of his or her own accrued sick leave, vacation leave, and floating holiday.
 3. The staff member has abided by the library's other policies, including sick leave, vacation leave, floating holiday, leave of absence and attendance policies.

4. Staff who have received formal disciplinary action for abuse of leave within the previous 12 months are not eligible.
5. The staff member is not eligible for worker's compensation time loss benefits in connection with the illness or injury causing the request for shared leave benefits. If the staff member is eligible for worker's compensation benefits, shared leave cannot be used to supplement time loss benefits.
6. The staff member is not eligible for short or long term disability in connection with the illness.

c. Donation Criteria

- i. Donated leave is paid at the recipient's current rate of pay.
- ii. Donated leave is irrevocable.
- iii. Donation minimum: full time staff – four (4) hours; part time staff – two (2) hours.
- iv. Donation maximum: No more than 50% of your current balance.
- v. Staff terminating from the library may not donate leave time.
- vi. Leave donations may be made each pay period.
- vii. Leave donations are to be made to the Shared Leave Pool. Leave may not be transferred directly from one employee to another.

3. Procedure

a. Recipient Procedures

i. Application

1. A staff member may request shared leave by completing the Voluntary Shared Leave Application Form and submitting it to Human Resources.

2. The library will require that the treating licensed healthcare practitioner furnish medical certification prior to authorizing shared leave benefits. Periodically thereafter, medical re-certification may be required. If the recipient fails to provide medical certification, the recipient's continued receipt of shared leave may be terminated. Human Resources will provide a Licensed Healthcare Practitioner Statement for the treating licensed healthcare practitioner's use.
3. Human Resources will authorize shared leave benefits consistent with medical certification up to a maximum of thirty (30) days shared leave. Re-certification for additional shared leave may be possible at the discretion of the Library Director.

ii. Shared Leave Use

1. If the staff member has available sick leave, vacation leave and/or floating holiday at the time the shared leave application is approved, this leave will be used prior to using any shared leave. Shared leave will run concurrently with any other applicable leave, such as family medical leave. Shared leave may only be used for time off related to the approved request.
2. While a staff member is using shared leave benefits, he or she will remain on the library's payroll and remain classified as a staff member. The staff member will receive the pay and benefits he or she would otherwise receive if using his or her own sick, vacation or personal leave.

iii. Return to Work

1. In the case of the staff member's own illness or injury, medical certification by the staff member's treating licensed healthcare practitioner will be required consistent with the provisions of the sick leave policy before the staff member's return to work.

iv. Conclusion of Shared Leave Benefits

1. The staff member's use of shared leave shall conclude when one of the following events occurs:
 - a. When the full amount of shared leave authorized has been used.
 - b. When donated shared leave has been exhausted.
 - c. When the recipient has received the maximum allowable leave.
 - d. When the staff member returns to work.
 - e. When the staff member is no longer employed by the library.
 - f. When the staff member uses shared leave inappropriately.
 - g. When the medical recertification period ends.
 - h. Upon determination by Human Resources or Library Director, in its sole discretion.

Creation Date: 8/1/2009

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

6-07: Benefits: Bereavement Leave

1. Purpose

- a. The purpose of this policy is to establish a paid time off system for regular full-time and regular part-time employees when death occurs within their families.

2. Policy

- a. Up to three consecutive working days with pay is allowed for full-time employees in the event of a death in their immediate family. Part-time hourly employees shall be eligible for bereavement leave on a proportionate basis according to actual time worked in relation to a full-time employee.
- b. Up to one working day with pay is allowed for full-time employees in the event of a death in their non-immediate family. Part-time hourly employees shall be eligible for bereavement leave on a proportionate basis according to actual time worked in relation to a full-time employee.
- c. Immediate family is defined as spouse or children and their spouse, parent, sibling, parent-in-law, sister-in-law, brother-in-law, grandparent, grandchild, step-parent, stepchild or any other person living in the employee's home as part of their family.
- d. Non-immediate family is defined as a member of the employee's family other than those people defined above as immediate family.
- e. Bereavement pay will be at the employee's base rate. The paid bereavement leave is for scheduled work days. Should any part of the bereavement period occur during a regularly scheduled day off (including holidays, vacation, illness, or any other leave), the employee will not normally be eligible for bereavement pay benefits for that part of the leave.
- f. Bereavement pay is based upon compassion and never meant as an opportunity for employees to receive additional time off for the sake of time off. It is meant to provide an emergency paid leave for the funeral or wake, or for direct needs at the time of death.
- g. Eligibility: Employees are eligible for bereavement absences with pay immediately upon employment.

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Policy #6007

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

6-08: Benefits: Holidays

1. Purpose

- a. The purpose of this policy is to provide for the observance of holidays.

2. Policy

- a. The following shall be paid holidays for employees working a minimum of 20 hours per week. The benefit for part time employees shall be prorated. The library will be closed in observance of the following holidays:
 - i. New Year's Eve
 - ii. New Year's Day
 - iii. Martin Luther King, Jr. Birthday (observed)
 - iv. Memorial Day
 - v. Independence Day
 - vi. Labor Day
 - vii. Veteran's Day
 - viii. Thanksgiving
 - ix. Christmas Eve
 - x. Christmas Day
 - xi. Additionally, the library will be closed on Columbus Day to allow for a staff in-service day. Staff attendance at the in-service day is mandatory. The library will also be closed in observance of Easter Sunday (Easter Sunday is not a paid holiday).
 - xii. A floating holiday will be allowed for eligible employees who work at least 20 hours per week to be used during the period of January through June. This holiday cannot be used to add to other holiday periods.

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

6-09: Benefits: Time Off to Vote

1. Purpose

- a. The purpose of this policy is to establish the guidelines for allowing employees of the New Albany-Floyd County Public Library time off to vote in local, state and federal elections when their work schedules do not permit appropriate time for such activities.

2. Policy

- a. Employees should be encouraged to vote before or after work. However, requests for time off must be granted, but the exact time off shall be determined by Library Director. This time shall be charged to personal business or vacation leave if applicable.
- b. This policy covers all full-time and part-time employees (except Pages). However, if this policy conflicts with state law, the state law shall prevail.

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

6-10: Benefits: Jury Duty

1. Purpose

- a. The purpose of this policy is to establish the guidelines to be followed by employees when summoned to jury duty.

2. Policy

- a. An employee who is required to serve on either a grand or petit jury will be paid a regular salary less the amount per diem allowance paid for the jury duty.
- b. Necessary time will be granted to employees who receive a subpoena to appear before a legal body as a witness, except in a matter in which the employee is a party. Appearance as a witness shall not be compensated unless official library related business.
- c. Employees may elect to use personal business or vacation leave and retain jury compensation.

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

New Albany-Floyd County Public Library

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7-01: Performance, Conduct and Discipline: Standards of Conduct

1. Purpose

- a. The purpose of this policy is to set forth the expected behavior(s) of all individuals who represent the New Albany-Floyd County Public Library.

2. Policy

- a. All employees are expected to maintain a positive work atmosphere by acting and communicating in a manner that encourages positive relationships with patrons, coworkers and management. The following is a sample list of actions considered to be inappropriate behavior:
 - i. Failure to respect patrons, coworkers, management or other New Albany-Floyd County Public Library personnel by acting in a manner that creates a negative work atmosphere.
 - ii. Falsification or unauthorized possession or copying of employer records or other documents.
 - iii. Unauthorized or excessive absence or tardiness from your job.
 - iv. Failure to carry out a job assignment or insubordination.
 - v. Possession of a weapon or firearm on library premises.
 - vi. Possession, use, or being under the influence of alcohol, drugs or other (unprescribed) controlled substances while on library premises.
 - vii. Horseplay, violence, or the use of profanity.
 - viii. Loafing or sleeping while on duty.
 - ix. Failure to respect the confidentiality of the organization, patrons or any other New Albany-Floyd County Public Library -related issue or person.
 - x. Threatening, intimidating or coercing another employee.
 - xi. Falsifying pay records; recording time in/out for another employee; having another employee record your time in/out.
 - xii. Unauthorized gambling, conducting games of chance or possession of gambling devices on library premises.
 - xiii. Soliciting or accepting tips or borrowing money from patrons and/or employees.
 - xiv. Unauthorized solicitation of membership in, promotion of, or contribution to any organization, fund, activity or cause from other employees, patrons, visitors, or others while employees being solicited are engaged in the performance of their duties.
 - xv. Disregard for personal appearance, dress or personal hygiene.
 - xvi. Any form of discrimination or harassment.

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- xvii. Any willful, negligent, or thoughtless act detrimental to overall safety or employer operations.
- b. Beyond these examples, any activity not in the interest of the library or which creates a negative work atmosphere could result in disciplinary action up to and including termination.

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

7-02: Performance, Conduct and Discipline: Customer Service

1. Purpose

- a. The purpose of this policy is to establish guidelines for effective staff interaction with library users.

2. Policy

- a. The New Albany-Floyd County Public Library (NAFCPL) strives to offer excellent library services, which includes a quality and welcoming facility and a collection that is varied and current. Successful service connects library users to what they need, but also leaves them satisfied, happy, and eager to return again to the New Albany-Floyd County Public Library.
- b. The library staff provides friendly, efficient and accurate service to all users at all times. It is important to keep in mind that the library user is the customer to whom the staff is ultimately responsible.
- c. The Customer Service policy of the New Albany-Floyd County Public Library is the foundation for all staff interactions with the general public. All other library policies should be interpreted in light of the principles outlined below.
- d. All interactions and transactions between a library patron or group of patrons and the library will be considered confidential and will be discussed only in a professional context. Such matters include, but are not limited to:
 - registration information
 - materials selection
 - loan transaction records
 - reference questions
 - patron card status, etc.

Staff should remember that discussion of confidential patron issues should be limited to areas that will minimize the chance of breaching that confidentiality. This can include not only other patrons overhearing the discussion, but also other staff members not directly involved in the matter.

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Policy #7002

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

7-03: Performance, Conduct and Discipline: Corrective Action

1. Purpose

- a. The purpose of this policy is to establish rules pertaining to employee conduct, performance and responsibilities so that all personnel can conduct themselves accordingly. These rules are not to restrict the rights of employees, but rather to help them work together harmoniously according to the standards the library has established for quality and courteous service and to provide a disciplinary or corrective action program.

2. Policy

- a. New Albany-Floyd County Public Library has standards for employees' behavior and job performance. On occasion, situations arise that require corrective action on occasion. Also, certain conduct by employees is so unacceptable and so contrary to the interest of other employees, patrons and the library that termination may be necessary. There may also be situations that warrant bypassing some or all of the steps outlined in this policy.
- b. When situations arise that warrant corrective action, the following steps may be utilized:
 - i. Counseling or verbal warning;
 - ii. Written warning;
 - iii. Suspension;
 - iv. Termination.
- c. Nothing in this policy is intended to affect the employment-at-will status of all employees. The employment of all employees can be terminated at any time with or without cause by the employee or the organization.

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

7-04: Performance, Conduct and Discipline: Tardiness and Attendance

1. Purpose

- a. The purpose of this policy is to define an acceptable and consistent standard of employee attendance. Attendance records will be strongly considered in determining transfer, promotions, and performance evaluations.

2. Policy

- a. The value of an employee to the New Albany-Floyd County Public Library is largely determined by his/her dependability. Each employee is important in providing efficient and effective services to our patrons. Frequent and unscheduled absences and tardiness place an undue burden on coworkers and may be grounds for corrective action.
- b. Definitions
 - i. A comprehensive definition of tardiness includes: the failure of a staff member to arrive at his or her work area at a designated time (such as the beginning of the shift, returning late from breaks, or early departure from work). An unscheduled absence is defined as "missing a scheduled work period without the employee notifying his or her supervisor in advance," excluding designated weather emergencies.

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

7-05: Performance, Conduct and Discipline: Sexual Harassment

1. Purpose

- a. The purpose of this policy is to provide a general definition of sexual harassment, establish rules which prohibit sexual harassment and retaliation, and set forth procedures for reporting harassment.

2. Policy

- a. We expect employees of the New Albany-Floyd County Public Library to act responsibly to maintain a pleasant working environment, free of discrimination, allowing each employee to perform to his or her maximum potential. The New Albany-Floyd County Public Library encourages any employee to bring questions he or she may have regarding discrimination of this type to the director, associate director, or the Human Resources director.
- b. New Albany-Floyd County Public Library prohibits sexual harassment of its employees by other employees or outside parties, including patrons, vendors, outside contractors, and visitors. Sexual harassment negatively affects morale, motivation, and job performance.
- c. Sexual harassment includes (but is not limited to): unwelcome verbal behavior such as comments, suggestions, jokes or derogatory remarks based on sex and/or gender; unwelcome physical behavior such as pats, squeezes, repeatedly brushing against someone's body, or impeding or blocking normal work or movement; visual harassment, such as posting sexually suggestive or derogatory pictures, cartoons or drawings, including at the employee's workstation; unwanted sexual advances, pressure for sexual favors and/or basing employment decisions (such as an employee's performance evaluations, work assignments or advancement) upon the employee's acquiescence to sexually harassing behavior in the workplace.

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

7-06: Performance, Conduct and Discipline: Outside Employment

1. Purpose

- a. The purpose of this policy is to define an acceptable and consistent standard relating to the employment of library staff outside of the library.

2. Policy

- a. Circumstances may arise wherein an employee desires employment in addition to New Albany-Floyd County Public Library employment. The library allows the employee's other employment as long as the employee adheres to the following guidelines:
 - i. The hours of outside employment shall not coincide or conflict with hours of scheduled work at the library in any normal work week.
 - ii. The outside employment shall not conflict with job responsibilities and/or affect ability to perform satisfactorily at the library in any normal work week.
 - iii. The outside employment shall not cause an employee to arrive late for, or leave early from a scheduled shift or work hours in the library position.
 - iv. The outside employment shall not constitute a conflict with library interests.
- b. Should a conflict of interest result from the outside employment, Human Resources in conjunction with the employee's supervisor shall instruct the employee to terminate the outside employment. Failure to cease the outside employment as directed may be grounds for involuntary separation from library employment.
- c. Staff members requested to speak at job-related meetings or workshops are encouraged to do so. Any employee who is hired to work as a consultant must work on the employee's own time, e.g., vacation, holiday, or off day. Employees must have advance approval to participate in a meeting during the time they would be scheduled to work. Use of vacation or holiday time must also be approved.
- d. An employee may perform outside employment while on vacation, holiday, or special leave as long as the outside employment does not constitute a conflict of interest.
- e. Adherence with this policy is the responsibility of the employee who seeks outside employment. However, it is recommended that the employee's manager and/or supervisor be advised of the outside employment.
- f. When a supervisor has reason to believe that an employee's outside employment is in violation of this policy, the supervisor shall immediately consult with Human Resources.

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Policy #7006

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

7-07: Performance, Conduct and Discipline: Appearance

1. Purpose

- a. The purpose of this policy is to set forth the guidelines for personal appearance of library employees.

2. Policy

- a. New Albany-Floyd County Public Library is a service organization and the public has a right to expect from us professionalism in all that we do, including the appearance that we provide. A professional appearance instills confidence and pride to our patrons. We expect our employees' appearance to always be clean and in good taste. Without unduly restricting individual tastes the following personal appearance guidelines should be followed.

3. Guidelines

- a. Clothing should be clean, neat and in good repair.
- b. Shoes should be clean and in good repair. They must provide safe, secure footing , and other protection against hazards.
- c. Thong styled shoes are not allowed (flip flops, etc.)
- d. Bare midriff tops, spaghetti strap tops, tank tops, cropped t-shirts, see-through shirts, tube or halter tops may not be worn under any circumstances.
- e. Spandex, jogging/sweat suits, shorts, and skorts may not be worn.
- f. Jeans may be worn on Fridays as part of "Casual Friday."
- g. Custodial staff may wear jeans, but must be clean, neat and in good repair.
- h. Pants should not hang below the waist.
- i. Clothing with words, pictures or symbols may be worn as long as they are not obscene, offensive, political, religious, or racial.
- j. Undergarments should not be visible to the public.
- k. Mustaches and beards must be clean, well-trimmed and neat.

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- l. Hats, caps or toboggans are not to be worn during work hours.
- m. One of the most effective ways we have to protect others and ourselves from illness is good personal hygiene. Offensive body odor and poor personal hygiene are not acceptable.
- n. Perfume, cologne and aftershave lotion should be used moderately as some individuals may be sensitive to strong fragrances.
- o. Excessive facial jewelry, such as multiple eyebrow rings, nose rings, lip rings, and tongue studs, are not appropriate and must not be worn during working hours.
- p. Torso body piercing with visible jewelry or jewelry that can be seen through or under clothing must not be worn during working hours.

4. Procedure

- a. If your supervisor believes your personal appearance is inappropriate and in violation of any of these guidelines you may be sent home and asked to change your attire. You will not be compensated for any time away from work. Please check with your supervisor if you have questions as to what constitutes appropriate appearance.

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

7-08: Performance, Conduct and Discipline: Conflicts of Interest

1. Purpose

- a. The purpose of this policy is to define an acceptable and consistent standard relating to employees' actual or potential conflicts of interest.
- b. The success of the New Albany-Floyd County Public Library depends on the hard work, dedication, and integrity of everyone who works here. Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest.

2. Policy

- a. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee, or for a relative of the employee, as a result of actions by the New Albany-Floyd County Public Library. For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of people who are related by blood or marriage.
- b. We do not permit employees to engage in any activity or relationship that creates either an actual or potential conflict of interest. Some examples of such activities may include, but are not limited to, the following:
 - i. Working for a competitor or patron or vendor as a part-time employee, full-time employee, consultant, and/or independent contractor or in any other capacity.
 - ii. Owning an interest in a competitor, patron, vendor or anyone else who seeks to do business with the library.
 - iii. Using the resources of the library for personal gain and/or using your position in the library for personal gain.
- c. No presumption of guilt is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions regarding purchases, contracts or leases, it is imperative that they disclose to the director as soon as possible the existence of any actual or potential conflicts of interest so that safeguards can be established to protect all parties.
- d. Employees who violate this policy face disciplinary action up to, and including, termination.
- e. If you are unsure whether an activity might violate this policy, or if you have any questions, please contact Human Resources.

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Policy #7008

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

7-09: Performance, Conduct and Discipline: Confidentiality

1. Purpose

- a. The purpose of this policy is to define an acceptable and consistent standard relating to the confidentiality of library user and staff information.

2. Policy

- a. Confidentiality is required when the library is in possession of personally identifiable information about patrons and staff and keeps that information private on those individuals' behalf.
- b. Personally Identifiable Information is defined as data or other information which is tied to or which otherwise identifies an individual, or provides information about an individual in a way that is likely to enable identification of a specific person and make personal information about them known.
- c. Personally identifiable information includes, but is not limited to, information regarding a person's home or other personal address, Social Security number, driver's license number, marital status, financial information, credit card numbers, bank accounts, parental status, sex, race, religion, political affiliation, personal assets, medical conditions, medical records or test results, home or other personal phone numbers, employee number, personnel records, etc.
- d. When unique information such as a personal profile, unique identifier, biometric information (i.e. fingerprints, DNA, retinal patterns, etc.), and IP address is associated with personally identifiable information, then such unique information will also be considered personally identifiable information. Personally identifiable information does not include information that is collected anonymously (i.e., without identification of the individual user) or demographic information not connected to an identified individual.
- e. Confidentiality extends to "information sought or received and resources consulted, borrowed, acquired or transmitted"¹ and includes, but is not limited to, database search records, reference interviews, circulation records, interlibrary loan records and other personally identifiable uses of library materials, facilities, or services.
- f. The library may gather and retain the following information about current and valid library users:
 - i. User registration information.
 - ii. Circulation information.

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- iii. Electronic access information.
- iv. Information required to provide library services.
- g. The library will not collect or retain personally identifiable information from library users without their consent. Only authorized library staff can access personal data stored in the library's computer system for the purpose of performing library work.
- h. The library will keep all personally identifiable information of library users and staff confidential and will not sell, license or disclose that information to any third party without consent, unless the library is compelled to do so under the law or in compliance with a court order.
- i. The library will not share data on individuals (staff or library users) with third parties unless required by law. The library will not make library records available to any agency of state, federal, or local government unless a subpoena, warrant, court order or other investigatory document is issued by a court of competent jurisdiction that shows good cause and is in proper form.
- j. Library staff and volunteers should refer any law enforcement inquiries to Administration.

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

7-10: Performance, Conduct and Discipline: Solicitation and Distribution

1. Purpose

- a. The purpose of this policy is to define an acceptable and consistent standard relating to the solicitation and distribution of materials to the public or staff.

2. Policy

- a. Solicitation of the public or the staff is not permitted on library property or property under the control of the library by the members of the library staff. Solicitation is the sale or distribution of merchandise, sales materials, tickets, insurance, coupons, magazine subscriptions, political campaign material, or anything not connected with the work of the library.
- b. The only exceptions to the non-solicitation policy are the following:
 - i. Those authorized and directed by the library Administration (including the annual United Way Campaign or others campaigns approved by the Board) which benefit the entire community.
 - ii. Those for fundraising projects conducted by the Friends of the library and/or Carnegie Center, Inc.
 - iii. Those solicitation and fundraising projects sponsored by the library Staff Association with the approval of the Human Resources department (i.e., walk-a-thon teams, food drives, etc.)
 - iv. The New Albany-Floyd County Public Library employees may bring in brochures, catalogs, items, etc. to make available to other employees with the approval of the Human Resources department.
 1. The areas of the employee lounge designated by administration, or the staff parking lot are the only approved areas for the distribution or solicitation of the above mentioned brochures, catalogs, items, etc.
 2. No sales and deliveries are to be handled while employees are on library time. The only exception to the above rule is the 15-minute breaks that are available to employees.
 3. Items or literature that can be viewed as an endorsement of specific political or religious beliefs, or of groups that promote hate and/or violence toward any group of people are strictly prohibited.
 - v. Violations of this policy should be brought to the immediate attention of Human Resources.

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Policy #7010

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

7-11: Performance, Conduct and Discipline: Drug-Free Workplace

1. Purpose

- a. This policy outlines the goals and objectives of the New Albany-Floyd County Public Library's drug and alcohol testing program and provides guidance to supervisors and employees concerning their responsibilities for carrying out the program.

2. Policy

- a. The library has a vital interest in maintaining a safe, healthy, and efficient working environment. Being under the influence of a drug or alcohol on the job poses serious safety and health risks to the user and to all those who work with the user. The use, sale, purchase, transfer, or possession of an illegal drug in the workplace, and the use, possession, or being under the influence of alcohol also poses unacceptable risks for safe, healthy, and efficient operations.
- b. The library has the right and obligation to maintain a safe, healthy, and efficient workplace for all of its employees, and to protect the organization's property, information, equipment, operations, and reputation.
- c. The library recognizes its obligations to its patrons and employees for the provision of services that are free of the influence of illegal drugs and alcohol, and will endeavor through this policy to provide drug- and alcohol-free services.
- d. The library further expresses its intent through this policy to comply with federal and state rules, regulations, or laws that relate to the maintenance of a workplace free from illegal drugs and alcohol.
- e. As a condition of continuing employment, all employees are required to abide by the terms of this policy and to notify the library's management of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

3. Scope

- a. This policy applies to all departments, all employees and all job applicants. For the purpose of this policy, the term employee includes contracted employees.

4. Definitions

- a. Alcohol means any beverage that contains ethyl alcohol (ethanol), including but not limited to beer, wine, and distilled spirits.
- b. Company premises or company facilities means all property of the library including, but not limited to, the offices, facilities and surrounding areas on library-owned or leased property, parking lots, and storage areas. The term also includes library-owned or leased vehicles and equipment wherever located.

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- c. Contraband means any article, the possession of which on library premises or while on library business, causes an employee to be in violation of library work rule or law. Contraband includes illegal drugs and alcoholic beverages, drug paraphernalia, lethal weapons, firearms, explosives, incendiaries, stolen property, counterfeit money, untaxed whiskey, and pornographic materials.
- d. Drug testing means the scientific analysis of urine, blood, breath, saliva, hair, tissue, and other specimens of the human body for the purpose of detecting a drug or alcohol.
- e. Illegal drug means any drug which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose; any over-the-counter drug being used at a dosage level other than recommended by the manufacturer or being used for a purpose other than intended by the manufacturer; and any drug being used for a purpose not in accordance with bona fide medical therapy. Examples of illegal drugs are cannabis substances, such as marijuana and hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP), and so-called designer drugs and look-alike drugs.
- f. Legal drug means any prescribed drug or over-the-counter drug that has been legally obtained and is being used for the purpose for which prescribed or manufactured.
- g. Reasonable belief means a belief based on objective facts sufficient to lead a prudent person to conclude that a particular employee is unable to satisfactorily perform his or her job duties due to drug or alcohol impairment. Such inability to perform may include, but not be limited to, decreases in the quality or quantity of the employee's productivity, judgment, reasoning, concentration and psychomotor control, and marked changes in behavior. Accidents, deviations from safe working practices, and erratic conduct indicative of impairment are examples of "reasonable belief" situations.
- h. Under the influence means a condition in which a person is affected by a drug or by alcohol in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior, or to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. A determination of being under the influence can be established by a professional opinion, a scientifically valid test, such as urinalysis, and in some cases by the opinion of a layperson.

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5. Education

- a. Supervisors and other management personnel are to be trained in:
 - i. Detecting the signs and behavior of employees who may be using drugs or alcohol in violation of this policy.
 - ii. Intervening in situations that may involve violations of this policy.
 - iii. Recognizing the above activities as a direct job responsibility.
- b. Employees are to be informed of:
 - i. The health and safety dangers associated with drug and alcohol use.
 - ii. The provisions of this policy.

6. Prohibited Activities

- a. Legal Drugs
 - i. The library at all times reserves the right to judge the effect that a legal drug may have on job performance and to restrict the using employee's work activity or presence at the workplace accordingly.
- b. Illegal Drugs and Alcohol
 - i. The use, sale, purchase, transfer, or possession of an illegal drug or of alcohol by any employee while on library premises or while performing library business is prohibited.

7. Discipline

- a. Any employee who possesses, distributes, sells, attempts to sell, or transfers illegal drugs on library premises or while on library business will be terminated.
- b. Any employee who is found to be in possession of or under the influence of alcohol in violation of this policy will be subject to discipline up to and including termination.
- c. Any employee who is found to be in possession of contraband in violation of this policy will be subject to discipline up to and including termination.
- d. Any employee who is found through drug or alcohol testing to have in his or her body a detectable amount of an illegal drug or of alcohol will be subject to discipline up to and including termination except that, depending on the circumstances of the case and the employee involved, the employee may be offered a one-time opportunity to enter and successfully complete a rehabilitation program that has been approved by the library. During rehabilitation, the employee will be subject to unannounced drug or alcohol testing. Upon return to work from rehabilitation, the employee will be subject to unannounced drug or alcohol testing. Any test that is confirmed as positive during or following rehabilitation will result in termination.

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8. Drug and Alcohol Testing of Job Applicants

- a. All applicants for employment are subject to post-offer drug and alcohol testing.
- b. An applicant must pass the drug test to be considered for employment.
- c. An applicant will be notified of the library's drug and alcohol testing policy prior to being tested; will be informed in writing of his or her right to refuse to undergo such testing; and will be informed that the consequence of refusal is termination of the pre-employment process. If an applicant refuses to take a drug or alcohol test, or if evidence of the use of illegal drugs or alcohol by an applicant is discovered the pre-employment process will be terminated.
- d. An applicant will be given written notice of this policy and by signature will acknowledge receipt and understanding of the policy.

9. Drug and Alcohol Testing of Employees

- a. The library will notify employees of this policy by:
 - i. Providing to each employee a copy of the policy, and obtaining a written acknowledgement from each employee that the policy has been received and read.
 - ii. Announcing the policy in various written communications and making presentations at employee meetings.
- b. The library may perform drug or alcohol testing:
 - i. Of any employee who manifests "reasonable belief" behavior.
 - ii. Of any employee who is involved in an accident that results or could result in the filing of a Workers' Compensation claim.
 - iii. On a random basis of any employee.
 - iv. Of any employee who is subject to drug or alcohol testing pursuant to federal or state rules, regulations or laws.
- c. An employee's consent to submit to drug or alcohol testing is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including termination, for a first refusal or any subsequent refusal.
- d. An employee who is tested in a "reasonable belief" situation may be suspended pending receipt of written test results.

10. Appeal of a Drug or Alcohol Test Result

- a. An applicant or employee whose drug or alcohol test reported positive will be offered the opportunity to offer an explanation. The purpose of the meeting will be to determine if there is any reason that a positive finding could have resulted from some cause other than drug or alcohol use. The Administration of the New Albany-

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Floyd County Public Library will determine whether an offered explanation merits further inquiry.

- b. An employee whose drug or alcohol test is reported positive will be offered the opportunity to:
 - i. Obtain and independently test, at the employee's expense, the remaining portion of the specimen that yielded the positive result.
 - ii. Obtain the written test result and submit it to an independent medical review at the employee's expense.
- c. The employee may use the library's medical benefits, to the extent that coverage may apply, for meeting the costs of the above.
- d. During the period of an appeal and any resulting inquiries, the pre-employment selection process for an applicant will be placed on hold, and the employment status of an employee may be suspended. An employee who is suspended pending appeal will be permitted to use any available annual leave in order to remain in an active pay status. If the employee has no annual leave or chooses not to use it, the suspension will be without pay.

11. Rehabilitation and Employee Assistance

- a. Rehabilitation assistance in lieu of termination may be offered:
 - i. To any employee who has requested rehabilitation assistance, provided that the request is unrelated to an identification of the employee as a violator of this policy.
 - ii. To any employee who has violated this policy provided that the violation does not involve selling or transferring illegal drugs, or serious misconduct.
- b. An employee who is in rehabilitation will be suspended. Upon written recommendation of a licensed physician or recognized rehabilitation professional, and depending upon the circumstances of the case, library administration may waive the suspension requirement. The written recommendation must include a statement to the effect that the employee's presence in the workplace will not constitute a safety hazard to the employee, coworkers, or others.
- c. An employee whose rehabilitative therapy involves drug maintenance, hospitalization or detoxification will be suspended for the duration of his or her therapy.
- d. An employee who is in rehabilitation or who has completed rehabilitation will be allowed to return to work upon presentation of a written release signed by a licensed physician or recognized rehabilitation professional. The release must

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include a statement to the effect that the employee's presence in the workplace will not constitute a safety hazard to the employee, coworkers or others.

- e. Rehabilitation assistance given by the library will be:
 - i. Limited to those medical benefits that may be available in the employee's medical benefits plan.
 - ii. Obtained through a rehabilitation program that has been pre-approved by the library.
 - iii. Obtained by the employee during times that will not conflict with the employee's work time, except that the employee may use any available sick leave or annual leave to be absent from the job with pay.
- f. The library will provide to any employee, upon request and at no cost to the employee, information concerning local resources that are available for the treatment of drug and alcohol related problems.

12. Inspections and Searches

- a. The library may conduct unannounced general inspections and searches for drugs or alcohol on library premises or in library vehicles or equipment wherever located.
- b. A search of an employee and his or her personal property (including personal vehicles) may be made when there is reasonable belief to conclude that the employee is in violation of this policy.
- c. An employee's consent to a search is required as a condition of employment, and the employee's refusal to consent may result in disciplinary action, including termination, even for a first refusal.
- d. Illegal drugs, drugs believed to be illegal, and drug paraphernalia found on library property will be turned over to the appropriate law enforcement agency and full cooperation given to any subsequent investigation.
- e. Other forms of contraband will be subject to seizure during an inspection or search. An employee who is found to possess contraband on library property or while on library business will be subject to discipline up to and including termination.
- f. If an employee is the subject of a drug-related investigation by the library or by a law enforcement agency, the employee may be suspended pending completion of the investigation.

13. Confidentiality

- a. All information relating to drug or alcohol testing or the identification of persons as users of drugs and alcohol will be protected by the library as confidential unless otherwise required by law, overriding public health and safety concerns, or authorized in writing by the persons in question.

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Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

7-12: Performance, Conduct and Discipline: Telephone Use

1. Purpose

- a. The purpose of this policy is to provide guidelines concerning the proper use of the New Albany-Floyd County Public Library telephone systems and guard against abuse of telephone usage. To minimize disruption of services to our patrons and distractions to our coworkers, the New Albany-Floyd County Public Library has adopted the following policy on telephone use.

2. Policy

- a. Department telephones are to be used for conducting library business. When at all possible, personal phone use should be limited to break and meal times. It is recognized that employees occasionally must make or receive personal calls during work. However, excessive use of telephones for personal business is prohibited. If employees need to make personal phone calls, they should make every reasonable attempt to use the phone in the staff lounge.
- b. All personal calls are to be kept to a minimum in number and length. Take personal phone calls away from the desk. Tell the caller you will call back when you are off the desk, or ask someone to cover for you and go to a non-public area to have your call. This includes both calls received on library phones and on personal cell phones. Supervisors are to administer appropriate disciplinary action to employees who abuse the use of personal phone calls.
- c. Collect calls will not be accepted unless the employee has received specific authorization to do so.
- d. Personal long distance calls should be charged to the employee's personal credit or calling card.
- e. Cell Phones
 - i. Employees may not engage in cell phone conversations at public service desks or while helping patrons at other sites.
 - ii. Cell phone use is prohibited while operating a library vehicle.
 - iii. Cell phones may be used in the staff lounge in a manner that is not disruptive to others in the lounge.
 - iv. Cell phones must be silenced during working time and at all times in public areas of the library.

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Policy #7012

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

7-13: Performance, Conduct and Discipline: Prohibition Against Firearms and Other Deadly Weapons

1. Purpose

- a. The New Albany-Floyd County Public Library is concerned for the safety of its employees, patrons, volunteers and visitors. The following policy addresses inspections and the possession of firearms or weapons while on library premises.

2. Policy

- a. No employee, patron, volunteer, visitor or any other person doing business with the New Albany-Floyd County Public Library shall bring or possess a firearm or other deadly weapon, including concealed deadly weapons licensed pursuant to Indiana's Concealed Deadly Weapons law, on library premises, in library-owned vehicles, personal vehicles, or vehicles used for library business.
- b. Under normal conditions and in areas of public access, the New Albany-Floyd County Public Library agrees and understands that federal, state, or local law enforcement officers have the right to carry weapons on New Albany-Floyd County Public Library premises.
- c. The New Albany-Floyd County Public Library has the right to conduct a search or inspection on its premises of any individual's personal clothing, locker, workstation, office, purse, briefcase or other item for reasons of security or violation of New Albany-Floyd County Public Library policies.
- d. Under ordinary circumstances, the director must authorize inspections or searches. When the immediate concern for safety of employees, patrons, volunteers, or visitors is involved, and time constraints make seeking specific approval unreasonable, management may inspect or search within the constraints of law as described above.
- e. Individuals who violate this policy or fail to cooperate with a reasonable request for inspection may be denied access to or removed from New Albany-Floyd County Public Library premises.
- f. Employees who violate this policy or fail to cooperate with a reasonable request for inspection may also be subject to disciplinary action up to and including termination.

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Policy #7013

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

7-14: Performance, Conduct and Discipline: Violence and Threats of Violence

1. Purpose

- a. Recognizing the right of our employees, patrons, volunteers and visitors to expect a safe and secure environment within our premises, the New Albany-Floyd County Public Library establishes this policy on Violence and Threats of Violence.

2. Policy

- a. Threats of physical harm or violence of any kind, either explicit or implied, by anyone within New Albany-Floyd County Public Library premises will not be tolerated. If such actions are found to occur, the individual will be advised that we do not tolerate such, and if need be, that person will be escorted from the property by local law enforcement. Depending upon the severity of the incident, local law enforcement agencies may be contacted and precautions taken to minimize the chances of the actual threat of violence from occurring.
- b. Any employee responsible for implying or making any threat of violence, or perpetrating an act of violence against any other person employed or engaged in business at the New Albany-Floyd County Public Library will be dealt with severely through the corrective action process which could result in immediate termination. Notification of law enforcement agencies may also be made if the activity warrants it.
- c. Employees aware of any threat of violence or act of violence by anyone on library premises should report this immediately to their supervisor or manager, or the person in charge, or in the case of apparent emergencies, directly to the local law enforcement agency.

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature: 1/1/2009

Effective date: 9/4/2009

7-15: Performance, Conduct and Discipline: Performance Evaluations

1. Purpose

- a. The purpose of this policy is to establish a method of documenting the competency of employees, to provide feedback and coaching opportunities for employees, and to ensure quality performance.

2. Policy

- a. The performance of all employees is evaluated at least once every year. The evaluation tool is used to review and assess competency of each employee.
- b. The evaluation tool is to be used in a coaching session with each employee to provide feedback and to identify development opportunities.
- c. Along with the evaluation, employees and managers should develop a Performance Development Plan for the coming year.

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

7-16: Performance, Conduct and Discipline: Electronic Communications

1. Purpose

- a. The purpose of this policy is to define an acceptable and consistent standard relating to employee use of electronic communication systems at the library.

2. Policy

- a. Many employees of the New Albany-Floyd County Public Library have access to electronic communication systems (email and voicemail) and have access to fax machines. Employees who abuse the email or voicemail systems or faxes by using them for illegal, immoral, unethical or frivolous reasons, breaching confidentiality, or for any other reason contrary to good operations of the organization are subject to disciplinary action up to and including termination.
- b. All hardware, software and messages composed, sent or received on electronic systems are and will remain the property of the New Albany-Floyd County Public Library. They are not the private property of any employee and should not be deleted or otherwise removed from the library electronic system.
- c. Communication systems and electronic media include email, Intranet, Internet, fax, pager and voicemail. These systems are intended for conducting business and may not be used for personal business on library time or in a way that affects an employee's job performance and ability to serve patrons and the library. These systems should not be used to:
 - i. Solicit or promote non-job related issues, such as commercial ventures, religious or political causes, or any issue related to personal gain from use of library systems.
 1. Employees should not send emails that promote any interests other than those of the library, including their own.
 - ii. Create offensive, harassing or disruptive messages.
 1. If an employee is receiving unwanted emails, especially messages that have been forwarded from another employee, that individual should go to the person sending the emails and respectfully request that he/she discontinue sending them. If the employee is not comfortable approaching the sender of the emails, he/she can discuss it with Human Resources, which will in turn contact the sender. If the unwanted email persists, then the recipient should notify Human Resources.

Policy #7016

2. Employees should use discretion when sending a library-wide email. When sending an email to multiple recipients, the sender should only address the message to those individuals that it truly pertains to.
3. Emails regarding the death of an employee, former employee or relation of an employee are to be sent by Human Resources. The passing of an individual is a private event, and those employees who should be notified will be selected at the discretion of Human Resources. The information contained in the email will also be at the discretion of Human Resources.
 - iii. Send or receive copyrighted materials not authorized for reproduction, or other unauthorized materials.
- d. The New Albany-Floyd County Public Library reserves the right to review, intercept, audit, access and disclose messages created, received or sent over any part of the electronic communications systems of the library. The confidentiality of any message should not be assumed.
- e. If you are in doubt about the appropriateness of a message, don't send it.
- f. Any employee who violates this policy will be subject to disciplinary action up to and including termination.

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

7-17: Performance, Conduct and Discipline: Workplace Monitoring

1. Purpose

- a. The purpose of this policy is to inform New Albany-Floyd County Public Library employees of workplace monitoring.

2. Policy

- a. Employees do not have a right to privacy in their workspaces or any other property belonging to the library.
- b. The library reserves the right to search library property at any time, without warning, to ensure compliance with our policies on employee safety, workplace violence and harassment, theft, drug and alcohol use and possession of prohibited items.
- c. Library property includes, but is not limited to, computers, lockers, desks, file cabinets, storage areas and workspaces. If an employee uses a lock on any item of library property, the employee must provide the Business Office with a copy of the key or combination.
- d. The library may also search personal property brought onto library premises, including but not limited to briefcases, backpacks, purses, bags, tool cases, and personal automobiles.

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

7-18: Performance, Conduct and Discipline: Gifts

1. Purpose

- a. The purpose of this policy is to set forth the library's expectations regarding the acceptance of gifts by employees.

2. Policy

- a. Monetary gifts should be viewed as a goodwill gesture and must be given to the public library and not to the person performing the service on behalf of the library (speaker at meetings, etc.). By giving the money to the library, any conflicts of interest are avoided, and any attempt at cultivating favoritism on the part of any one employee can be avoided. Moreover, since many of our services are provided during regular work hours when an employee is receiving compensation for regular work duty, the acceptance of any monetary gift would be a violation of compensation already provided in the salary schedule.
- b. Some organizations and individuals may present a gift other than money to show appreciation for a service. These might consist of a gift of food or some other material gift and these too should be given to the intended library department and not the individual.
- c. Individuals offering gifts to staff members should be informed that library policy does not allow staff members to accept gifts. Donations to the library are always accepted, and the individual should be encouraged to contact Administration.
- d. Staff members requested to speak at job related meetings or workshops are encouraged to do so. Any employee who is hired to work as a consultant or is being paid an honorarium to present a program must work on the employee's own time (e.g., vacation, holiday or day off). Employees must have advance approval to participate in a meeting during the time they would be scheduled to work. Use of vacation or holiday time must also be approved.
- e. Meals with vendors or third party are acceptable.

Page 2 of 2

Policy #7018

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

7-19: Performance, Conduct and Discipline: Intellectual Property

1. Purpose

- a. The purpose of this policy is to establish guidelines and expectations regarding intellectual property.

2. Policy

- a. It is understood between the employee and the New Albany-Floyd County Public Library that the employee's services on behalf of the library are paid for and otherwise supported by the library.
- b. It is further understood that any intellectual efforts by the employee expended in the performance of his duties have been within the scope of his employment and otherwise directly related to the business of the Library. Accordingly, the results of the employee's services on behalf of the Library are acknowledged to be "shop work," and the property of the Library without regard to any requirement of licensure, royalty, or any other restriction on the Library's past or future use. The employee's efforts, both manual and intellectual, expended in performing his duties in support of the Library's business.
- c. Employee's past and future employment by the Library, including enjoyment of salary and employment benefits which have been and which will hereafter be extended to him, are recognized as the only consideration necessary to support this agreement and acknowledgment.
- d. Nothing in this policy is intended to interfere with or in any way restrict the employee's rights to property, inventions, or applications which were developed or produced outside the scope of the employee's employment by the Library, and for which the Library provided no support in terms of equipment, facilities or payment of salary/benefits to the employee.

Page 2 of 2

Policy #7019

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

Policy #7020

7-20: Performance, Conduct and Discipline: Tobacco Free Workplace

1. Purpose

- a. The purpose of this policy is to provide a safe and healthy workplace environment and to promote the health and well being of our employees, patrons and visitors. The following tobacco free workplace policy is adopted and shall apply to all employees, volunteers, patrons and visitors of the New Albany-Floyd County Public Library and Carnegie Center for Art and History.

2. Policy

- a. It is the policy of the New Albany-Floyd County Public Library to prohibit the use of any tobacco product on its premises. Tobacco use is permitted within the confines of personal vehicles only. This policy applies to the following but is not limited to:
 - i. All areas of buildings occupied by employees, patrons, volunteers and visitors.
 - ii. All vehicles owned and/or leased by the Library or Carnegie Center for Art & History.
 - iii. All visitors (patrons, volunteers, vendors) to Library and Carnegie Center for Art & History premises.
 - iv. All contractors and consultants and/or their employees working on Library and/or Carnegie Center for Art & History premises.
 - v. All temporary employees.

Creation Date: 8/21/2009

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County Public Library Board of Trustees

Reviewed Date/Signature:

Effective Date: 11/1/2009

7-21: Performance, Conduct and Discipline: Operation of Library Vehicles

1. Purpose

- a. The New Albany-Floyd County Public Library is committed to promoting safety and responsible driving for all its employees. To ensure that this commitment is followed through the Library has adopted a vehicle policy that requires all employees who operate library owned, lease or rented vehicles during the performance of their jobs to do so in a lawful and safe manner.

2. Policy

- a. Use of the aforementioned vehicles will be strictly for the business of the Library and will by no means be considered available for personal use.
- b. An employee who at the library's request and authorization is asked to operate a rented vehicle, leased vehicle or vehicle for which the library provides car allowance while on library business will do so only from licensed agencies that rent/lease vehicles meeting all state provincial registration and inspection requirements as well as the safety requirements of this policy.
- c. An employee who at the library's request and authorization is asked to operate a library vehicle will do so for library business only and be required to submit an authorization form to the Business Office. No unauthorized persons will be permitted to operate a library vehicle.
- d. The Library has the sole discretion in determining who may operate library or library sponsored vehicles. The Library has the right to review any appropriate documents including driving records, proof of a valid license, automobile insurance information etc. and must be made aware of any driving violations, changes to driver information and driver status immediately.
- e. Employees are expected to take all steps necessary in avoiding endangering themselves and others while operating library or library sponsored vehicles on library business.
- f. Employees are expected to adhere to the following guidelines:

Policy #7021

- i. Ensure that all occupants, including himself/herself wear safety belts when the vehicle is in operation.
 - ii. Ensure that the vehicle to which the employee is assigned is maintained in a safe driving condition.
 - iii. Refrain from using cellular telephones (unless they are equipped with hands-free operations), personal listening devices and from conducting any other activities which may impede the driver's ability to focus on safely operating the vehicle while it is in motion.
 - iv. Comply with respective laws governing motor vehicle operations.
 - v. Immediately report any accidents, mechanical problems or other problems to Library Administration
- g. Library vehicles may not be used while under the influence of drugs or alcohol or while otherwise impaired.
- h. Violation of this policy in any way may result in disciplinary action, up to and including termination.

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County Public Library Board of Trustees

Reviewed Date/Signature:

Effective Date: 9/4/2009

New Albany-Floyd County Public Library

Staff Policy Manual

Table of Contents

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8-01	Terminations	Termination of Employment	8001	9/1/2009
8-02	Terminations	Staff Reduction, Reassignment and Reorganization	8002	9/1/2009

8-01: Terminations: Termination of Employment

1. Purpose

- a. The purpose of this policy is to establish the procedural guidelines for processing the termination or resignation of employees.

2. Policy

- a. All employees of the New Albany-Floyd County Public Library are employed for an indefinite term and employment may be terminated, with or without cause, at any time by either the employee or the employer.
- b. Resignation
 - i. We ask that the staff provide the following notice:
 1. Management or Exempt employees: 4 weeks (defined as 20 work days).
 2. All other employees: 2 weeks (defined as 10 work days).
- c. Termination During Orientation Period
 - i. Newly hired employees, rehired employees and employees who transfer to new positions or departments within the library are subject to a 120-calendar day orientation period. Employees within the 120-day orientation period may be terminated at any time should the manager's assessment of the employee's performance not meet acceptable standards.
 - ii. Internal transfer employees who do not successfully complete the 120-calendar day orientation period may be eligible to return to their previous positions or departments provided open positions are available. These types of situations require the approval of Human Resources and the director of the library.
- d. Reduction in workforce/Position Elimination (see also Policy 8-02)
 - i. A workforce reduction or elimination of position occurs when a particular job title or position classification is deleted or no longer needed and/or a change in the business environment dictates a reduction in the size of the workforce.
- e. Final Pay
 - i. The gross amount of each termination paycheck shall be computed in accordance with the rules and regulations of the circumstances behind the separation.
 - ii. In the case of termination or voluntary resignation, final compensation for hours worked to the effective date of termination will be available on the next regular payday in a lump sum amount.

Policy #8001

f. Exit Interviews

- i. Human Resources will attempt to arrange a face-to-face interview, but if that is not feasible they will mail a questionnaire to the employee's home for completion.

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature:

Effective date: 9/4/2009

8-02: Terminations: Staff Reduction, Reassignment and Reorganization

1. Purpose

- a. The purpose of this policy is to establish the guidelines for instituting a reduction in the workforce.

2. Policy

- a. A workforce reduction or elimination of a position occurs when a particular job title or position is no longer needed and/or a change in the business environment dictates a reduction in the size of the workforce. Benefits for employees affected by reduction in force or position elimination will be reviewed on a case-by-case basis, with the final decision resting with the Director and Board of the New Albany-Floyd County Public Library, with input from the Human Resources Director.
- b. When experiencing a reduction in the workforce, the following factors will be considered, but not limited to. However, the New Albany-Floyd County Public Library reserves the right to bypass this when circumstances warrant.

Temporary Employees: Temporary employees in specific job classifications, regardless of departmental assignment, should be reduced as necessary. 120-Day Orientation Period Employees: Initial 120-day orientation period employees in specific classifications, in affected departments should be reduced as necessary. Documented Poor Performers: Employees with documented poor performance and/or employees currently on a Performance Improvement Plan or those employees with written corrective discipline reports should be considered for reduction. Ability and Fitness to Perform the Required Work: An employee's ability to perform the required work shall be defined as having the basic qualifications required in the position description and satisfactory performance on the job after one week. Seniority: When one of the above criteria is not a factor, on a departmental basis and within job classifications, employees considered for reduction shall be those with least seniority.

- c. Employees who will be affected by a reduction in the workforce should be notified in person by the department manager and Human Resources. Reduction in Force notices shall not be mailed unless there is no other means of contact.

Policy #8002

- d. Notification in most cases will be as follows. However, the New Albany-Floyd County Public Library reserves the right to provide less notification when circumstances warrant.
 - i. Management Employees: One month notice.
 - ii. Other Regular Full-Time Employees: Two weeks notice.
 - iii. Regular Part-Time Employees (including Pages): Two weeks notice.
 - iv. Temporary Employees or 120-Day Orientation Employees: No notice required.
- e. Reduction in Workforce Counseling
 - i. An exit interview process shall be developed to aid the employee during the reduction in workforce period. This process should include, but is not limited to, counseling on:
 - 1. Unemployment compensation procedures.
 - 2. Benefits status.

Creation Date: 1/1/2008

Prepared By: New Albany-Floyd County Public Library Staff Policy Committee

Approved By: New Albany-Floyd County-Public Library Board of Trustees

Reviewed Date/Signature: 1/1/2009

Effective date: 9/4/2009

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