

## **Board Packet**

12.12.23 Board of Trustees – Director Evaluation Policy Committee Meeting

# Community Library Network

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**TO:** Committee and the Board of Trustees  
**FROM:** Alexa Eccles, Director  
**DATE:** December 12, 2023  
**RE:** Director Evaluation Policy

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## Records Retention and Access:

- Records Retention and Employee Personnel file – usually CLN keeps personnel files for seven (7) years after employment ends. Personnel records are in secure location, onsite. Chair position changes annually, offsite.
- Personnel Policy 6.1 Employee performance appraisals will be part of the personnel records. 6.2.1 Personnel files will not be removed from the premises.
- Evaluation forms provide a space for the employee to write a response to the evaluation and provide spaces for the director and Board members to sign. I don't see that on these forms. I suggest they be added.
- The Director should be given a signed copy of any performance document(s).

## Executive Session:

- Citation: Idaho Code § 74-206(1)(a) & (b) "A" does not seem applicable to this policy, relates to hiring.
- Board will follow Federal, State and Local laws as well as all applicable library policies and contracts.
- Can the Director request a public meeting that would allow public comment? If so, when, and how? If not, why not. I'm referring to the statement "Should the board be unable to enter Executive Session (e.g. achieve a 2/3 vote), no public discussion will take place." Contract, Exhibit A, 10, allows Director to request a public hearing.

## Performance Probation:

- "Should performance in two or more areas identify a "Development Opportunity," during any given observation period, the director may be placed on Performance Probation and follow a modified evaluation schedule." Obviously, a long-term employee should be proficient in most/all categories. However, I think it unlikely that a new employee could achieve mastery of all of them in 6-9+ months.
- Written rebuttal, see Personnel Manual, 6.3.4. OPPORTUNITY TO BE HEARD CONCERNING PROPOSED DISCIPLINE OR FAILURE TO PERFORM. I believe this would fall under "Performance based personnel action".

## Other:

- Director Employment Contract. It would be best to resolve contradiction(s) so there isn't confusion over which document takes precedence.
- In terms of the library industry, this Executive Director Evaluation Form is much longer and far more detailed than any others I have seen. I would encourage simplicity. Usually, the evaluation is centered on previously determined goals/objectives. Previous goals are mentioned on page 9. But it is my experience, these goals are the centerpiece of an evaluation where here they appear to be an afterthought.
- The documents have obviously been developed based on other sources. I suggest that those be identified and cited. For example, the Preface of the Library Director: Performance Evaluation Policy is taken from Public Library Board of Trustees: Evaluating the Library Director - <https://library-nd.libguides.com/board/directoreval> on the site of the North Dakota State library.
- Language, recommend "Chairman" be changed to "Chair" throughout to be consistent with all other library policies.

# Library Director: Performance Evaluation Policy

Board Approved xx-xx-xx

Board Changes as of 11/30/2024

## Preface:

Just as the Library Director regularly evaluates the staff, it is the responsibility of the Board to regularly evaluate the Library Director. Informally, trustees are constantly evaluating the director by noticing and responding to what they see in the library and what they hear from the public. But that informal consideration doesn't take the place of formal review of the Director's performance. The best way to evaluate and monitor director effectiveness is by providing a good job description for the director and then doing a formal, periodic evaluation to determine how well the director is meeting the job description and accomplishing library goals. A regular evaluation ensures that the director is aware of the board's expectations and provides for a formal line of communication about how those expectations are being met. It is also a time for the board to voice their concerns to the director, and shows good management practices to local government officials and the community. A formal, written performance appraisal evaluation is an essential management practice. The evaluation of the library director is the foundation of the evaluation process for the library as a whole.

## Objective:

- To provide the director with a clear understanding of the board's expectations and goals
- To ensure that the director is aware of how well those expectations and goals are being met
- To serve as a formal vehicle of communication between the board and director
- To identify and give credit for a job well done
- To identify the board's concerns so that appropriate action may be taken
- To review accomplishments of the library and ensure the continued effectiveness of the director
- To demonstrate sound management practices and accountability to the community
- To assess individual performance in relation to expectations and goals
- To be used to make fair and equitable decisions regarding job tenure and compensation

## Process:

Director submits accomplishments and a ~~performance input~~ self-evaluation to the board chairman 30-days prior to regularly scheduled evaluation period end-date. (Voluntary?, if yes, then "may submit")

Board trustees individually complete evaluation form prior to Executive Session board meeting

Board meets in Executive Session to discuss and formulate single, completed evaluation form

If board is unable to achieve 2/3 majority for an Executive Session, board chairman uses individual trustee performance evaluation input to produce a single, completed evaluation form

Board chair submits completed performance evaluation to board legal counsel for review

Board chairman, or full board, meets in Executive Session with Director to discuss evaluation

Director may submit a written rebuttal with 30-days of evaluation. See if there's anything in the contract.

**Evaluation Form:**

All regularly scheduled and special (Performance Probation) performance **appraisals evaluations** will be documented using the Executive Director Evaluation form.

**Evaluation Schedule:**

A newly hired director will be evaluated 9-months from the start date of employment, and annually thereafter. Should performance in two or more areas identify a "Development Opportunity," during any given observation period, the director may be placed on Performance Probation and follow a modified evaluation schedule.

**Performance Probation:**

Should the Director not meet the board's performance expectations based upon a scheduled performance evaluation, or at any other time, he or she may be placed on Performance Probation. Should this take place, the evaluation frequency will typically be increased to every 2-3 months, but may be more frequent should the board deem it necessary.

**Termination:**

Should the board consider dismissing the library director, the steps outlined in his/her employment agreement will be reviewed/followed.

**Executive Session:**

The board will typically go into Executive Session (without the library director being present) any time when it is discussing the director's performance, in accordance with [Idaho Code § 74-206(1)(a) & (b)]. Should the board be unable to enter Executive Session (e.g. achieve a 2/3 vote), no public discussion will take place.

**Records Retention and Access:**

The Library Director's performance **appraisals evaluations** will be retained by the board chairman for a period of at least 4 years, and then may be destroyed at the board's discretion.

The Library Director may request an opportunity to review or receive copies of his/her own performance **appraisal evaluation** upon request with the board chairman.

Following the library director's departure from library employment, his/her performance **appraisal evaluation** documentation will be retained for a period of ??? years.

## Performance Evaluation Scale Options

	1	2	3	4	5	6
<b>1</b>	Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable	Unsatisfactory	
<b>2</b>	Outstanding: Far exceeding performance criteria	Above Average: Exceeds normal expectations	Average: General meets expectations	Weak: Erratic performance, falls short of normal expectations, requires remedial action	Unsatisfactory: Unacceptable performance, which must receive immediate attention	
<b>3</b>	Excellent	Satisfactory	Needs Improvement	Unknown		
<b>4</b>	Exceptional: Consistently far exceeds job expectations.	Excellent: Consistently exceeds job expectations	Very Good: Consistently meets & occasionally exceeds job expectations	Good: Consistently meets job expectations	Acceptable: Meets minimum requirements for the job	Unacceptable: Overall performance does not meet the minimum acceptable level
<b>5</b>	Clear Mastery	Strong Evidence	Some Evidence	Development Opportunity	No Opportunity to Observe	
<b>6</b>	Exceeds Requirements	Meets Requirements	Needs Improvement	Cannot Rate		
<b>7</b>	Outstanding: Performance is exceptional in comparison to expectations	Highly Effective: Always meets & frequently exceeds performance expectations	Effective: Consistently meets performance expectations & performs in a professional & competent manner	Needs Improvement: Meets only minimally acceptable levels of performance; requires extra direction from the Trustees	Unacceptable/Needs Substantial Improvement: Does not meet performance expectations even at a minimally acceptable level; requires significant extra direction and/or constant supervision from the Trustees. Need for immediate & significant improvement	
<b>8</b>	Standard of Excellence: Performance which consistently exceeds performance standards. Performance at this level leaves little, if anything, to be desired	Exceeds Expectations: Performance consistently meets & often exceeds performance standards	Meets Expectations: Performance is consistently at acceptable levels	Needs Improvement: Performance is below the minimum requirements for this job. Performance meets some, but not all, job requirements		

# Executive Director Evaluation Form

## OVERALL RATING (CIRCLE ONE)

- 4 = Clear Mastery - Consistently demonstrates exceptional performance
- 3 = Strong Evidence - Often demonstrates performance beyond expectations
- 2 = Some Evidence - Performance meets expectations
- 1 = Development Opportunity - Performance needs attention
- 0 = No Opportunity to Observe

### PART I

#### Category 1 - Organization Leadership

4	Clear Mastery	<p><b>Competency Description</b></p> <ul style="list-style-type: none"> <li>• Understands and implements the mission of the library</li> <li>• Works as an advocate for the library before government, customers, the community and the general public</li> <li>• Stays current with new ideas and trends among libraries</li> <li>• Effective decision maker - gathers input, makes timely decisions and communicates results</li> <li>• Proactive problem solver</li> <li>• Articulates a guiding vision</li> </ul>
3	Strong Evidence	
2	Some Evidence	
1	Development Opportunity	
0	No Opportunity to Observe	

Behavioral Evidence: (

Overall rating: (

**Category 2 - Business and financial management**

4	<p><b>Clear Mastery</b></p> <p><b>Competency Description</b></p> <ul style="list-style-type: none"> <li>Keeps informed about financial needs of the library</li> <li>Understands and supervises the financial accounting programs for the library</li> <li>Ensures that library funds are spent appropriately, always in the best interest of those we serve</li> <li>Provides the board accurate, understandable information about the financial status of the library through regular financial reports</li> <li>Makes well-supported budgeting recommendations to the board</li> <li>Assists the board in keeping the library financially sound</li> <li>Explores and proposes to the board new potential sources of finance for programs and services</li> <li>Plans and organizes work effectively</li> <li>Ensures that all governmental and legal requirements of the library are met</li> </ul>
3	Strong Evidence
2	Some Evidence
1	Development Opportunity
0	No Opportunity to Observe

**Behavioral Evidence:**

**Overall rating:**

**Category 3 - Customer Service**

4	<p><b>Clear Mastery</b></p> <p><b>Competency Description</b></p> <ul style="list-style-type: none"> <li>Understands the needs of the library's customers and community and seeks to fill those needs with the organization's programs and services</li> </ul>
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		<ul style="list-style-type: none"> <li>• Gains respect and support of other persons and organizations who come in contact with our library</li> <li>• Articulates clear vision to staff about the paramount importance of customer service and models best practices behavior</li> </ul>
3	Strong Evidence	
2	Some Evidence	
1	Development Opportunity	
0	No Opportunity to Observe	

Behavioral Evidence:

Overall rating:

Category 4 - Relationship with the Board

4	Clear Mastery	<p><b>Competency Description</b></p> <ul style="list-style-type: none"> <li>• Keeps board members informed about issues, needs and operation of this library</li> <li>• Offers direction to the board when needed on issues requiring board action and makes appropriate recommendations based on thorough study and analysis</li> <li>• Interprets the intent of and executes board policy</li> <li>• Seeks and accepts from the board, constructive criticism of work</li> <li>• Supports board policy and actions to staff, customers and the public</li> <li>• Understands their role in administration of board policy</li> </ul>
3	Strong Evidence	
2	Some Evidence	



1	Development Opportunity	
0	No Opportunity to Observe	

Behavioral Evidence:

Overall rating:

Category 5 - Personal characteristics that impact job performance

4	Clear Mastery	<p><b>Competency Description</b></p> <ul style="list-style-type: none"> <li>• Maintains high standards of ethics, honesty and integrity in personal and professional relationships</li> <li>• Works well with individuals and groups</li> <li>• Exercises good judgment in arriving at decisions</li> <li>• Maintains poise and emotional stability in the full range of professional activities</li> <li>• Writes clearly and concisely</li> <li>• Responds well when faced with unexpected/disturbing situations</li> <li>• Remains open to ideas, suggestions and criticisms from the board</li> </ul>
3	Strong Evidence	
2	Some Evidence	
1	Development Opportunity	
0	No Opportunity to Observe	

Behavioral Evidence:

Overall rating: 3.25

Category 6 - Personnel/Management and Development

4	<p><b>Clear Mastery</b></p> <p><b>Competency Description</b></p> <ul style="list-style-type: none"> <li>• Justifies the need for staff development funds, actively campaigns for them and accounts for their use.</li> <li>• Analyzes staff functioning periodically with the object of combining, eliminating and/or creating new positions.</li> <li>• Emphasizes equal opportunity employment and affirmative action hiring practices</li> <li>• Delegates authority and efficiently organizes the work of personnel</li> <li>• Inspires staff to do their best work by acting as supporter and motivator; providing necessary resources, encouragement and appreciation</li> <li>• Addresses performance issues and takes actions necessary to correct problems, both with staff and themselves</li> <li>• Willingness to assess and address poor and mediocre performance in a direct and fair manner</li> </ul>
3	Strong Evidence
2	Some Evidence
1	Development Opportunity
0	No Opportunity to Observe

Behavioral Evidence:

Overall rating:

Category 7 - Innovation/Improvement

		<ul style="list-style-type: none"><li>• Encourages a culture of open communication</li></ul>
3	Strong Evidence	
2	Some Evidence	
1	Development Opportunity	
0	No Opportunity to Observe	

Behavioral Evidence:

Overall rating:

**PART II**

Describe 3-5 areas where performance is particularly effective:

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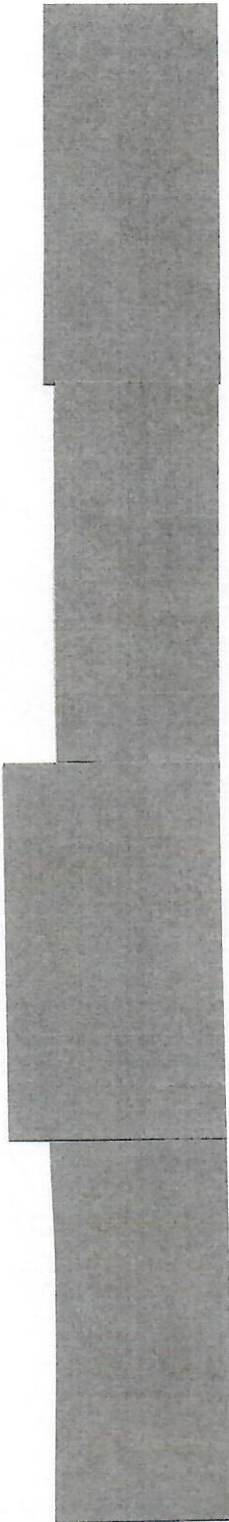
Describe 3-5 areas where performance could be more effective:

- 1.
- 2.
- 3.



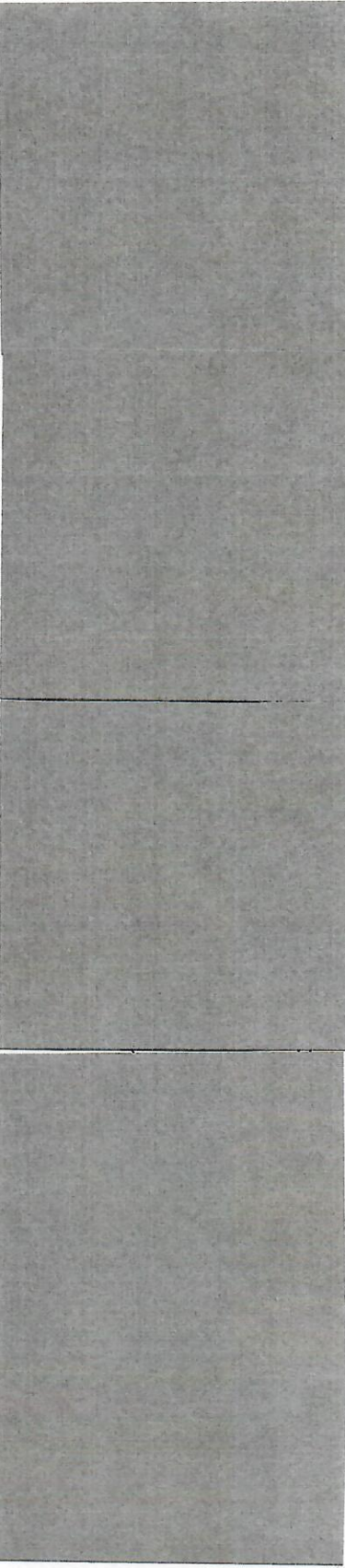
Review past goals.

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- 



Set 3-4 goals for upcoming year.

- 1.



Has the executive director's performance been at a level that merits consideration of additional compensation? Explain.



## **STAFF SELF EVALUATION QUESTIONS 2022**

1. How did you empower discovery for our members and communities?
2. How did you demonstrate courtesy, knowledge, equal access, and responsiveness when interacting with members and staff?
3. In which ways did you model positive and supportive behaviors towards staff and supervisors?
4. How did you incorporate new procedures and changes into your regular routine to help the District operate efficiently and effectively?

5. Did you regularly perform any job duties that are outside of your job description? If so, what are those duties?
  
  
  
  
  
  
  
  
  
  
6. What 1-2 skills, knowledge areas, or tasks would you like to master in the next year to help you grow and develop in your job?
  
  
  
  
  
  
  
  
  
  
7. What resources or assistance will you need to master these skills, knowledge areas, or tasks?

**Community Library Network**  
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## **Personnel Policy Manual**

Revised and Board Approved 12-17-2020

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Welcome to the Community Library Network (also referred to as the District). This manual outlines the responsibilities and privileges of employees and is subject to change at the discretion of the Board of Trustees. This personnel manual is not a contract.

## **1. GENERAL POLICIES**

### **1.1. INTRODUCTION TO PUBLIC EMPLOYMENT**

The Community Library Network is a political subdivision of the State of Idaho, though it is not a part of state or county government. The Community Library Network is often referred to as the "District." An elected five-member Board of Trustees responsible to the taxpayers within District boundaries governs the District. Only the Board can set policy for District employees and library services. The Board appoints a director to carry out administrative responsibilities.

The District consists of eight service outlets and open hours vary by library, but staffing during those hours is critical. Employees are expected to work evenings and weekends as assigned by their supervisor. Employees may be asked to work at another District library to cover vacations, illnesses and emergencies, if needed.

### **1.2. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Hiring and decisions affecting employment, including classification, transfer, discipline and discharge, will be made without regard to the race, religion, gender, age, national origin or non-job-related disability. No job, or class of jobs, will be closed to any individual except where a mental or physical attribute, gender, or age is a bona fide occupational qualification.

Objections to application of District policy will be brought to the attention of the Director or in the case of objection to actions undertaken by the Director, to the Board of Trustees.

### **1.3. VETERAN'S PREFERENCE**

The District will accord a preference to employment of veterans of the U.S. armed services. In the event of equal qualifications for an available position, a veteran who qualifies for preference pursuant to Idaho Code will be employed.

### **1.4. NEPOTISM PROHIBITION**

[Idaho Code 59-701](#) and [18-1359\(e\)](#) addresses nepotism. This limits the Community Library Network's ability to hire people in some cases.

### **1.5. PREFERENCE FOR PROMOTION FROM WITHIN**

Qualified individuals who are already employees of the District may be given preference over outside applicants to fill vacancies in the work force. All internal candidates must fill out the Internal Candidate Employment Application found on the workroom webpage, [CommunityLibrary.Net/workroom](#).

### **1.6. COMMERCIAL DRIVER'S LICENSE (CDL) REQUIREMENT**

Employees whose job mandates operating a vehicle requiring a Class B with air brake endorsement CDL are expected to obtain and maintain a valid Commercial Driver's License (CDL). A plan for meeting these requirements will be in place within 30 days of hire. The District will reimburse employees the expense incurred in acquiring and maintaining a CDL. Employees are paid for classroom, driving, and testing time. The District will require reimbursement of the CDL costs if the course is not successfully completed or if the employee does not complete one year of employment.

Drivers with a CDL requirement must report any State-imposed or other driving restrictions to the Director immediately. Employees holding a CDL must comply with the Federal Department of Transportation policy: <http://www.fmcsa.dot.gov/safety-security/good-business/CDL.htm>.

## **2. EMPLOYMENT START-UP**

### **2.1. EMPLOYMENT FORMS TO BE COMPLETED**

1. The following must be completed at the time of hire at the District:
2. Insurance forms, if required
3. Immigration form (I-9)
4. Employee's Withholding Allowance Certificate (W-4)
5. Any other benefit forms necessary for employee information
6. Acknowledgement form. (See Distribution of Policy and Acknowledgements below.)

### **2.2. DISTRIBUTION OF POLICY AND ACKNOWLEDGEMENTS**

The first day of employment each employee will be given time to read the Personnel Manual and to ask any questions it raises. In addition, they will sign the Employee Acknowledgement Form.

A copy of the policy will be available to all staff in a common staff area at each library and on the workroom page. It is the responsibility of the employee to familiarize him or herself with the contents of the Personnel Manual. As the manual is updated, managers or coordinators will inform each employee of the updates.

### **2.3. PAYROLL REPORTING SYSTEMS**

Reports of hours worked, sick leave and vacation leave taken must be reported in a timely manner in accord with established procedures.

### **2.4. INTRODUCTORY PERIOD**

A 90-day introductory period will be in effect for each new employee or a current District employee starting a new position. It is expected that new Bookmobile Drivers will obtain a valid Commercial Driver's License (CDL) within 90 days of hire. At the start of employment, the Director or Library Manager will discuss with the new employee the training goals for the introductory period. At the close of the introductory period the Director or Library Manager will conduct an evaluation using the evaluation procedure discussed in Section VII. During the introductory period the employee's performance is a determining factor as to whether or not he/she will receive permanent status. During the introductory period, an employee may be released at any time.

### 3. RULES OF EMPLOYEE CONDUCT

#### 3.1. PERSONAL PERFORMANCE AND BEHAVIOR

Each employee of the Community Library Network shapes the public's perception of the District. To foster the best impression, to provide exceptional service and to comply with Idaho Code, employees will:

1. Work cooperatively and constructively with all staff and members of the public to provide service of the highest quality.
2. Be prompt and regular in attendance at work or other required library functions. Employees are expected to notify their supervisor prior to the start of a shift in the event they are going to be late or absent.
3. Comply with dress standards that are appropriate as indicated in the Appearance Guidelines document.
4. Follow [Idaho Code 18-1356](#) restricting gifts and gratuities.
5. Not release personnel or patron information without the express authority of the Director or the Board.
6. When an employee arrives at work ill, or develops an illness at work, the manager or administrator may send the employee home as being "too ill to work." For employees that do not qualify for sick leave, this will mean a loss of pay for the hours not worked.

#### 3.2. WORKPLACE CONDUCT

All workplaces have rules, and these are some of the Community Library Network's. These rules are not all-inclusive. Employees will:

1. Make the safety of the public and other workers their first priority. Give their best efforts to provide exceptional service following the policies and procedures adopted by the Board. Employees will follow directives from their manager or immediate supervisor. No employee will be required to follow the directive of a supervisor that violates laws of any local jurisdiction, the state, or nation. District employees are protected from adverse employer action in situations defined under Idaho Code 6-2104(3).
2. Perform job responsibilities as determined by the job description, employee's supervisor and the Library Director or face disciplinary action, including termination.
3. Follow lawful and job-related requests by the employee's supervisor or be deemed insubordinate which may result in disciplinary action, up to and including termination.
4. Avoid conflicts of interest or using their public position for personal gain or promoting a personal interest/business, including posting on the District's social media sites.
5. Follow all rules for care and use of public property.
6. Abide by the District policies and Idaho Code (74-106 and 74-108) concerning the confidential nature of records that are not open to public scrutiny. Refer to the Member Confidentiality Policy on the workroom page.
7. Follow procedures regarding breaks and lunch periods. Scheduling of breaks or lunch periods may be changed to accommodate the completion of necessary work.

8. Follow all rules for reporting accidents on the job. Each employee will cooperate in the reporting and reconstruction of any job-related accident in order that workplace hazards can be eliminated, and that proper consideration can be accorded to injured workers and the public.
9. Report any accidents observed to have happened on District property or involving District property. Each employee will provide as much information as he or she can from the observations made in the course of activities associated with one's work. Such information should be reported to the employee's Library Manager or supervisor immediately after reasonable efforts are made to assist those in need.
10. Follow all rules regarding safety in the workplace whether established formally by the District or by outside agencies. Employees are encouraged to suggest ways to make the workplace or work procedures safer.
11. Maintain a current driver's license if required by the job description. Each employee must immediately report State-imposed or other driving restrictions to the director.

### **3.3. PROHIBITED WORKPLACE CONDUCT**

Staff behavior is the cornerstone to a positive workplace and public service. Although this list is not all-inclusive, it outlines unacceptable behaviors. Violation of any of the rules will be grounds for disciplinary action and are subject to change at any time at the sole discretion of the Board.

Employees will not:

1. Use any lawful or unlawful substances that will impair the employee's ability to competently perform his/her work or threaten the safety and well being of other workers or the public. Should the employee be prescribed a lawful substance that may impair the employee's ability to safely do his/her job, the employee is required to provide a physician's note explaining the possible effects of the medication on the employee's ability to do his/her job and the length of the time that the employee will be required to take the medication. The employee may be required to take leave while taking the medication.
2. The physician's note must be marked "confidential" and sent to the business manager where it will be placed in the employee's confidential file. No copy should be made. Items in the confidential file include documents with the staff social security number, banking information, and medical information.
3. Engage in abusive conduct to fellow employees or to the public or use abusive language in the presence of fellow employees or the public. Abusive language will include profanity and loud or harassing speech.
4. Sleep or be absent from the employee's workstation when on duty. Employees will be attentive to their work at all times.
5. Use work time for personal business including selling of goods or services to the general public.
6. Proselytize religious or political views during work time.
7. Engage in political activities while on duty in public service. This rule will not apply to Board Members, the Director or members of the Administrative Team if engaged in a

political activity directly related to the library. Employees will enjoy full political and religious rights when not carrying out their work obligations.

8. Provide false or misleading information on resumes, qualifications statements, job performance reports or any other related personnel documents or papers.
9. Use tobacco products and e-cigarettes in any Community Library Network facility or within restricted entrance areas established by local ordinance.
10. Use District work time or District resources for personal activities while on duty.
11. Violate state statutes or local rules regarding the inappropriate use, alteration, destruction, or removal of any public records required by law to be kept by the entity or by other public officials.
12. Abuse employee benefit offerings by taking unjustified sick leave, unearned vacation or otherwise participate in a scheme or deception designed to create incorrect personnel records or to claim benefits which are not deserved in accordance with District policy.
13. Violate rules concerning absence from the workplace without proper leave or permission.
14. Engage in visits with children, friends, or family members that interfere with the course of work for the District.
15. Bring pets to work without authorized approval from a manager, coordinator, or administrator.
16. Use a District telephone for personal calls, long distance calls or calls relating to the employee's business or other personal interests. Occasional, brief local calls that do not disrupt the work or workflow are permitted as long as they are made away from public areas.
17. Use cell phones while working with the public. While working with patrons, cell phones must be turned off or silenced and texting is not allowed.
18. Engage in criminal conduct of any kind that impacts your job, on or off duty.
19. Unlawfully harass a fellow worker or member of the public at any time while at work.
20. Engage in malicious gossip and/or spread rumors, engage in behavior designed to create discord and lack of harmony, or engage in disruptive behavior that prevents other employees from doing their job.
21. Drive District vehicle or a personal vehicle for library business with an invalid driver's license.

#### **3.4. BREAKS AND MEAL PERIODS**

The Community Library Network has established the following policy to ensure that rest breaks and meal breaks are consistent and fair throughout the District.

**Rest breaks.** The District's policy allows employees a 15-minute paid break when a person works four or more hours as scheduled by the supervisor. Breaks are not to be used to extend a lunch period, work overtime, or leave early.

Breaks are not to exceed 15 minutes and may not be divided into smaller increments. ADA accommodations will be made. During rest breaks, employees may use tobacco products or use e-cigarettes outside as dictated by local codes.

**Meal breaks.** Non-exempt employees working more than six hours in a day will take a meal break, an unpaid period of 30 through 60 minutes, in addition to qualifying for a rest break

as scheduled by the supervisor. Employees must be completely relieved of work responsibility during meal breaks and are not permitted to work through lunch to leave early.

Employees, who are working Youth Services, outreach, scheduled for a bookmobile or Sprinter route, or working alone, are exempt from this requirement.

Staff members, who work a shift of less than 6 hours, may take an unpaid lunch break as scheduled by the supervisor.

#### **3.5. NO TOBACCO USE (INCLUDING E-CIGARETTES)**

Tobacco products and e-cigarette use is strictly prohibited within all District facilities, including work areas, public spaces, and vehicles. This policy applies to all employees, members, contractors and visitors.

Breaks are not to exceed 15 minutes and may not be divided into smaller increments. ADA accommodations will be made. During rest breaks, employees may use tobacco products or use e-cigarettes outside as dictated by local codes.

## 4. DISCRIMINATORY WORKPLACE HARASSMENT POLICY AND COMPLAINT PROCEDURE

### 4.1. PURPOSE

The purpose of this section is to clearly establish the District's commitment to provide a work environment free from unlawful harassment, to define discriminatory harassment, and to set forth the procedures for investigating and resolving internal complaints of harassment. Because of the importance of a workplace free from unlawful harassment, this policy should be reviewed with each employee on a regular basis.

It is important that all employees treat all other employees and members of the public with decency and respect. It is the responsibility of every employee to prevent inappropriate behavior in the workplace. Inappropriate behavior that impacts the workplace, or has the potential to impact the workplace, will not be tolerated.

This Policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, job retention, promotion, disciplinary action, layoff, reinstatement, transfer, leave of absence, compensation and training.

### 4.2. POLICY

Harassment of an applicant for employment, a member of the public, or an employee by any employee of the District on the basis of race, color, religion, national origin, sex, age (40 and over) and disability is in violation of State and/or Federal law and will not be tolerated.

Employees found to be participating in any form of employment-related unlawful harassment or retaliating against another employee for filing a complaint or cooperating with an investigation will be subject to disciplinary action up to and including termination of employment.

### 4.3. RESPONSIBILITIES

1. The District: It is the responsibility of the District to develop this policy. The Director will be responsible for following the Complaint Procedures as set out in this policy, to keep it up to date, and to ensure that any violation of this policy brought to her or his attention is dealt with as required by law and according to this Policy. Training is provided annually through ICRMP University.
2. Managers, Coordinators, and Administrators: It is the responsibility of managers/coordinators/administrators to enforce the policy, to share this policy with new employees and to regularly check the workplace to make sure the policy is being followed.
  - a. If a manager/coordinator/administrator observes that unlawful discrimination, harassment or retaliation is occurring, they should take immediate action to address the problem. Such action should include, but is not limited to, speaking directly with the affected person, developing a specific account of the actions, omissions or occurrences that are deemed discriminatory, consulting with the Director and taking corrective or disciplinary action as appropriate. If the alleged discrimination, harassment or retaliation is reported to a supervisor, they should notify the manager/coordinator/administrator, who should then take prompt steps to address the allegation.



- b. If unlawful harassment is reported or alleged, it must be investigated. No complaining party should be allowed to retract an allegation of unlawful harassment without proving that it was made erroneously. If a manager/coordinator/administrator receives information that discrimination, unlawful harassment or retaliation might be occurring, they should follow the Complaint Procedure as set out in this policy below.
3. **Employees:** It is the responsibility of every employee to know this policy and to follow it. All District employees share the responsibility of understanding and preventing unlawful discrimination and harassment. No satisfactory investigation or resolution of a complaint can occur without the initiative and continued cooperation of the affected person. Individuals who believe they have been discriminated against or unlawfully harassed have the primary obligation of informing their manager/coordinator/administrator. It is imperative that every employee treats every other employee and members of the public with decency and respect.

#### 4.4. DEFINITIONS

For purposes of clarification unlawful harassment includes, but is not limited to, the following behaviors:

1. Verbal Harassment - Epithets, derogatory comments, slurs, propositioning, or otherwise offensive words or comments on the basis of race, color, religion, national origin, sex, age (40 and over) and disability whether made in general, directed to an individual, or directed to a group of people regardless of whether the behavior was intended to harass. This includes, but is not limited to, inappropriate sexually-oriented comments including dress or physical features, sexual rumors, code words, and race-oriented stories, as well as jokes of a sexual or discriminatory nature or “kidding” which is oriented towards a prohibited form of harassment.
2. Physical Harassment - Assault, impeding or blocking movement, leering, or the physical interference with normal work, privacy or movement when directed at an individual on the basis of race, color, religion, national origin, sex, age (40 and over) and disability. This includes pinching, patting, grabbing, inappropriate behavior in or near bathrooms, and eating areas, or making explicit or implied threats or promises in return for submission to physical acts.
3. Visual Forms of Harassment - Derogatory, prejudicial, stereotypical or otherwise offensive posters, photographs, cartoons, e-mails, notes, bulletins, drawings or pictures on the basis of race, color, religion, national origin, sex, age (40 and over) and disability. This applies to both posted material and material maintained in or on District equipment or personal property in the workplace.
4. Sexual Harassment - Any act which is sexual in nature and is made explicitly or implicitly a term or condition of employment, is used as the basis of an employment decision, unreasonably interferes with an individual’s work performance or creates an intimidating, hostile or offensive work environment.
5. There are basically two types of sexual harassment:
  - a. “Quid pro quo” harassment, where submission to unlawful harassment is used as the basis for employment decisions.

For example, employee benefits such as raises, promotions, better working hours, job retention, etc., are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. Example: A supervisor promising an employee a raise if she goes

on a date with him; a manager telling an employee she will fire him if he does not have sex with her.

- b. "Hostile work environment," where the unlawful harassment creates an offensive and unpleasant working environment.

Hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees, or the public. Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials, or even unwelcome physical contact as a regular part of the work environment. Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category.

#### **4.5. COMPLAINT PROCEDURE**

The following complaint procedure will be followed in order to address a complaint regarding harassment, discrimination, or retaliation:

1. A person who believes he/she has been unlawfully harassed, discriminated or retaliated against should report it to their supervisor/ manager/coordinator/administrator. If a supervisor becomes aware that unlawful harassment or discrimination is occurring anywhere in the District as a result of an employee coming forward, the supervisor should immediately report it to a manager/coordinator/administrator who then should report to the Director, pursuant to this policy. Should the complaint concern harassment, discrimination, or retaliation by the Director, the Assistant Director will follow the steps outlined below. After consulting with the District's legal counsel, the Assistant Director will report the issue to the Board of Trustees, who will assume the responsibility for the final actions as defined below. Once a complaint of unlawful harassment, discrimination or retaliation has been made, the complaint cannot be withdrawn by the complainant without a determination that it was made erroneously.
2. Promptly upon receiving the complaint, the Director should initiate the investigation to determine whether there is a reasonable basis for believing that an alleged violation of this policy occurred.
3. Upon receiving the complaint or being advised by a manager/coordinator/administrator that violation of this policy may be occurring, the Director should review the complaint with the District's attorney.
4. The Director, in conjunction with legal counsel for the District, should engage an appropriate person to investigate the complaint. The investigator should be a neutral party.
5. The investigator will interview the complainant, the respondent, and any relevant witnesses to determine whether the conduct occurred.
6. As soon as practical, the investigator will conclude the investigation and submit a report of his or her findings to the Director, who then will route it as appropriate.
  - a. If it is determined that unlawful harassment or discrimination in violation of the District's policy has occurred, the Director will recommend the appropriate course of action to be taken by the District. The appropriate action will depend on the following factors:
    - b. The severity, frequency and pervasiveness of the conduct;

- c. Prior complaints made by the complainant;
  - d. Prior complaints made against the respondent; and
  - e. The quality of the evidence, including firsthand knowledge, credible corroboration, etc., available.
7. If the investigation is inconclusive or it is determined that there has been no unlawful harassment or discrimination in violation of this policy, but some potentially problematic conduct is revealed, corrective action may be taken.
  8. Promptly after the investigation is concluded, the manager/coordinator/administrator will meet with the complainant and the respondent separately in order to notify them in person of the findings of the investigation.
  9. The complainant and the respondent may submit statements to the Director challenging the factual basis of the findings. Any such statement must be submitted no later than five (5) working days after the meeting with the Director in which the findings of the investigation are discussed.
  10. Promptly after the Director has met with both parties and reviewed the documentation, he or she will decide, after consultation with legal counsel, what action, if any, should be taken.

#### **4.6. DISCIPLINARY ACTION**

If unlawful harassment is determined to have occurred, the manager/coordinator/administrator should take prompt and remedial action against the harasser. The action should be commensurate with the severity of the offense, up to and including termination of employment.

#### **4.7. RETALIATION**

Retaliation in any manner against a person for filing a harassment charge or initiating an harassment complaint, testifying in an investigation, providing information or assisting in an investigation, is expressly prohibited and subject to disciplinary action up to and including termination. The manager, coordinator, or administrator should take reasonable steps to protect the victim and other potential victims from retaliation.

#### **4.8. CONFIDENTIALITY**

Confidentiality will be maintained to the fullest extent possible in accordance with applicable Federal, State and local law. However, a complete and thorough investigation of the allegations will require the investigator to inform witnesses of certain aspects of the complaint in order to obtain an accurate account of the actions of the parties involved.

#### **4.9. FALSE COMPLAINTS**

Any complaint made by an employee of the District regarding employment-based harassment, which is conclusively proven to be false, may result in discipline. This is not intended to discourage employees from making complaints regarding employment-based harassment. However, false complaints adversely impact the workplace and the career of the accused, even when disproved, and will not be tolerated.

## 5. EMPLOYEE CLASSIFICATION, COMPENSATION, AND BENEFITS

### 5.1. CLASSIFYING EMPLOYEES FOR POLICY PURPOSES

#### 5.1.1. EMPLOYMENT STATUS

The Community Library Network is a for-cause employer. Employees are rewarded, demoted, suspended or terminated based upon job performance as determined by their supervisor. Job performance is decided upon meeting the requirements of policies, procedures and the job description. Employees will be notified in writing if their job status is changed. (See Idaho Code: 33-2721(2).)

Under the Federal Fair Labor Standards Act, exempt employees are granted compensatory time off and non-exempt employees receive compensatory pay. Exempt and non-exempt status is stated in the job description.

Changes in employment status which are the result of budgetary needs, reductions in force, reorganization of work duties through transfer or reassignment, or general changes in the terms or conditions of employment or of benefit offerings will not be subject to the appeal procedure set forth. The District retains full authority to modify the general terms and conditions of employment without prior notice.

#### 5.1.2. EMPLOYEE CLASSIFICATION

An employee's classification category determines benefits.

##### **Category 1: Permanent full-time employees**

Full-time employees have a work schedule of 40 hours per week and receive paid accrued vacation, paid sick leave, health insurance and PERSI benefits offered by the Community Library Network as designated under Section 5.3.

##### **Category 2: Permanent part-time managers and coordinators**

Part-time managers and coordinators have a work schedule of 32 hours per week and receive paid accrued vacation, paid sick leave, health insurance and PERSI benefits offered by the Community Library Network as designated under Section 5.3.

##### **Category 3: Permanent part-time employees scheduled to work 30 but less than 40 hours per week**

Part-time employees in this category receive health insurance and PERSI benefits as designated in Section 5.3.

##### **Category 4: Permanent part-time employees scheduled to work less than 30 hours per week**

Employees in this category who work 20 to 29 hours per week receive PERSI benefits as designated in Section 5.3. Employees working less than 20 hours per week are non-benefited.

Note: Temporary employees may be hired to fill in for staff on extended leave.

## **5.2. COMPENSATION POLICIES**

### **5.2.1. ESTABLISHMENT OF PAY SYSTEM**

Employees are compensated in accordance with the District budget and authorized tax levies. The Board may make budget adjustments and pay adjustments during the course of the budget year.

### **5.2.2. COMPLIANCE WITH STATE AND FEDERAL PAY ACT**

The District will comply with all State and Federal pay acts respecting the compensation of employees for services performed in the public service, such as Federal minimum wage.

### **5.2.3. PAYROLL PROCEDURES AND PAYDAYS**

#### **1. Pay Periods**

- a. Workweek begins on Saturday and concludes the following Friday.
- b. Pay periods are monthly, ending five business days before the end of the month.
- c. Payroll is distributed prior to 5 p.m. on the last business day of the month for work performed during that month.

#### **2. Payroll Reporting Procedures**

- a. Each employee is responsible for accurately recording hours worked.
- b. Electronic timesheets must be submitted for manager approval. Upon approval, timesheets will be forwarded to the business manager, the day after payroll ends. Current payroll dates can be found on the workroom page.

### **5.2.4. WORK PERIODS**

Employees are responsible for monitoring their hours worked in each work period. Overtime or compensatory time will be allowed when authorized by an appropriate supervisor. The workweek begins at 12:01 Saturday morning and concludes at 11:59 p.m. the following Friday night.

### **5.2.5. OVERTIME COMPENSATION: COMPLIANCE WITH FAIR LABOR STANDARDS ACT**

All employees are classified as exempt or non-exempt for purposes of the Federal Fair Labor Standards Act (FLSA). Overtime compensation will be paid to employees who are approved to work more than 40 hours per week. Exempt employees are not required to receive premium pay for hours worked beyond the limits provided by the statute.

### **5.2.6. COMPENSATORY TIME POLICY**

All non-exempt, employees may earn compensatory time when they work more than 40 hours in a week if approved by their supervisor. They must use compensatory time within 30 days of its accrual. When authorized, compensatory time will be granted at time and a half, or work schedules may be adjusted during the pay week (Saturday through Friday) to remain within 40 hours.

#### **5.2.7. ON-CALL STAFF**

Employees may be asked to come to the library to resolve an emergency. On-call staff include managers, some supervisors, maintenance and IT staff. They will be compensated a minimum of two hours of time for going to the library during off hours. This compensation will be given as compensatory time or additional pay, as determined by the building manager, coordinator or administrator, as follows:

1. Full-time, non-exempt employees: Work schedules may be adjusted for time earned during the week to remain within 40 hours or overtime pay (time and a half) or compensatory hours (time and one half) will be authorized.
2. Part-time, non-exempt employees: Work schedules may be adjusted for time earned during the same week or additional pay will be authorized.

#### **5.2.8. COMPENSATION WHILE SERVING ON JURY DUTY OR AS A WITNESS IN COURT PROCEEDING**

If summoned to serve on a jury or appear in court as a witness, the employee will be granted a leave of absence with pay for scheduled hours, minus any pay received for such services. The employee is entitled to keep mileage reimbursement paid by the court.

#### **5.2.9. MILITARY LEAVE**

Paid leave of absence will be granted for a maximum of 15 days per calendar year for participation in ordered and authorized field training under the National Defense Act. Qualified members of the National Guard or any reserve components of the armed forces serving longer periods of training or military activity are entitled to restoration of their position or a position of equal pay and responsibility upon return. Proper notification of the training or military activity must be given to the Director. The District will comply with provisions of Idaho and U.S. Code as those Code provisions govern leaves of absence for military service. (See Idaho Code 65-508 and or U.S. Code 38 U.S.C. section 4301.)

#### **5.2.10. COMPENSATION BY AN OUTSIDE ENTITY**

Payment or honorarium as compensation for work performed for another agency, organization or business, while being paid by the District, must be submitted to the Business Manager.

#### **5.2.11. REDUCTION IN FORCE**

The Board has the right to make reductions in the workforce due to economic conditions and reserves the right to reassign resources. The Board may specify reinstatement preferences based upon specialized skills or classification if reductions are necessary.

#### **5.2.12. ON-THE-JOB INJURIES**

All on-the-job injuries will be reported immediately to the Manager, Business Manager, an Administrative Team Member, or Director to allow filing of Worker's Compensation claims in the proper manner. All Workers' Compensation claims will be handled in accordance with the Idaho Industrial Commission. (<http://www.iic.idaho.gov>)

**5.2.13. PAY AND MILEAGE EXPENSE REIMBURSEMENT**

Note: The Mileage Reimbursement form is available on the web workroom page.

1. Travel and Pay to locations other than your home library.
  - Pay.
    - a. Paid time starts at the meeting location when the meeting starts your day.
    - b. Travel from the meeting location to your home library is paid time.
  - Mileage.
    - a. Round trip mileage from your home library to the meeting location is reimbursed.
    - b. Normal commuting is not eligible for reimbursement.
    - c. The mileage reimbursement rate will be updated annually following Internal Revenue Service (IRS) guidelines.
2. Use of District vehicles and carpooling is preferred. Vehicles must be returned to the library unless authorized in advance by an administrator.
3. Traffic citations and fines are the responsibility of the employee.

**Example: Manager’s Meeting reimbursement schedule from Hayden Library**

<b>Library</b>	<b>Mileage Reimbursed (one way)</b>	<b>Travel Time Paid (estimate)</b>
Hayden to Athol	16 miles	20 minutes
Hayden to Harrison	42 miles	1 hour
Hayden to Pinehurst	36.5 miles	40 minutes
Hayden to Post Falls	11.5 miles	15 minutes
Hayden to Rathdrum	11.5 miles	15 minutes
Hayden to Spirit Lake	21.5 miles	25 minutes

4. Meal

reimbursement will be made for the actual cost of the meal including reasonable gratuities but not alcoholic beverages. Receipts must be attached.

**Per Diem rates:**

Daily Total	Breakfast	Lunch	Dinner
<b>56.00</b>	<b>12.00</b>	<b>16.00</b>	<b>28.00</b>

**5.2.14. WORKING FROM HOME**

Hourly employees may not work off site, unless delivering a program or attending an approved community event on behalf of the District.

1. When approved by the Director or Assistant Director:  
 Non-exempt, salaried employees may work from home when a medical event requires it for either the staff person or an FMLA-qualified family member.
2. Employees using FMLA may be credited with hours worked.

### **5.3. EMPLOYEE BENEFITS**

The District offers a number of employee benefits that are subject to change or termination at the sole discretion of the Board. Each is subject to the specific terms of its respective insurance policy and/or official resolution of the Board. Regular work schedules determine all benefits received except PERSI. For example, an employee must be regularly scheduled to work 30 hours each week to receive health care benefits even though she/he may occasionally exceed a 30-hour workweek. PERSI is granted to anyone who meets the hourly requirements as defined by PERSI (see the PERSI section below).

#### **5.3.1. PERSI**

Community Library Network uses the Public Employee Retirement System of Idaho (PERSI) as its retirement program. All staff that meet the following requirements will be enrolled in PERSI: 5 months or more of service; regularly scheduled to work hours of 20 or more per week. The system is funded by two amounts: one paid by the District and one deducted from the eligible employee's monthly paycheck. Both are percentages set by PERSI.

PERSI eligible employees will receive documentation explaining their PERSI benefits when they are hired or when they become PERSI eligible. This information will detail the percentage paid by the District and the employee at the time of eligibility. Please consult this documentation or contact the Director, Assistant Director, or Business Manager if you have questions about this program. In addition, local area PERSI workshops will be paid time with supervisor's approval.

#### **5.3.2 HEALTH INSURANCE**

The Library District provides comprehensive health insurance to eligible employees and offers family coverage at levels determined by the Board. The District funds an HRA VEBA account to offset deductibles in the current health insurance plan. The amount paid into the plan rolls over each year and is not subject to limits other than the prescribed amount the District pays into it annually and rules of use set by the Federal Government and plan administrators. Employees who receive HRA VEBA benefits need to check plan documentation or speak with the Assistant Director or Business Manager to review rules related to their plans.

Health insurance coverage for new employees begins on the first day of the month following 60 days of employment. Current employees who have sufficient hours added to their regular schedule become eligible for health care immediately. All coverage is subject to policy terms and to change at any time. Continued health coverage is available to former employees at their own cost pursuant to federal law (COBRA).

The District is not responsible for employee health care expense beyond what is covered through the District Health Plan or HRA VEBA unless it is required by Workmen's Compensation.

The District is not responsible for any extra Health Care Premium charges required by the Insurance Company due to life style choices of individual staff members.

#### **5.3.3. VACATION LEAVE**

Vacation leave is available for those who receive paid vacation and accrues monthly. All new employees are subject to a 90-day introductory period. During this period, vacation is not accrued or granted. After their introductory period, eligible employees accrue vacation based on the number of hours per week for which they were hired. (See Vacation Tables.)



### Administrative Team (Table 1)

Length of Service	Accrual	Accrual Limit
1 through 4 years	10 hours/month	180 hour
5 through 9 years	12 hours/month	216 hours
10 through 14 years	14 hours/month	252 hours
15 through 19 years	15 hours/month	270 hours
Over 20 years	16 hours/month	288 hours

### Full-time employees, not part of Administrative Team (Table 2)

Length of Service	Accrual	Accrual Limit
1 through 4 years	8 hours/month	144 hour
5 through 9 years	10 hours/month	180 hours
10 through 14 years	12 hours/month	216 hours
15 through 19 years	14 hours/month	252 hours
Over 20 years	15 hours/month	270 hours

### Part-time managers and coordinators (Table 3)

Length of Service	Accrual	Accrual Limit
1 through 4 years	6 hours/ month	108 hours
5 through 9 years	8 hours/month	144 hours
10 through 14 years	10 hours/month	180 hours
15 through 19 years	12 hours/month	216 hours
over 20 years	14 hours/month	252 hours

Efforts will be made to accommodate the preference of the employee in vacation scheduling, but first priority will be the orderly functioning of the libraries. It is the policy of the Community Library Network to rotate the granting of vacation requests for prime holiday and vacation periods. Preferred holiday and vacation periods should not be restricted year after year to a limited number of senior employees. The Director can be asked to arbitrate if employees cannot resolve vacation-scheduling conflicts.

#### Full-time and benefited part-time employees (Categories 1 and 2)

At the employee's option, vacation may be used in lieu of sick leave, but not vice versa. Approved vacation leave time will be chargeable on an hourly basis. Credit for vacation accumulates during vacation and/or sick leave as well as during terminal vacation prior to separation but it does not accumulate during any leave of absence without pay, while utilizing Sick Leave Bank hours, suspension or layoff.

Vacation may accrue above the accrual limit during a calendar year. Any accrued vacation over the limit on December 31<sup>st</sup> will be forfeited.

Upon separation from the District, all employees will receive a lump sum payment for unused vacation leave up to the accrued limit, at the hourly rate of pay for the employee. Payment will be made to the employee on the regular pay date immediately following the employee's separation or within ten business days, whichever is sooner. This payment will be made in addition to his/her regular salary payment.

**5.3.4. SICK LEAVE**

Sick leave is a benefit to provide relief to the employee in the event of illness to the employee or his/her immediate family. Immediate family includes spouse, child, legal ward (in loco parentis) parent and parent-in-law. It is to be used only in the event of an illness or injury that prevents the employee from working productively or safely; for medical, optical or dental appointments; or if an immediate family illness presents no practical alternative for necessary care.

If under a doctor’s care, a release is required before coming back to work. The release should be given to the manager or coordinator, then forwarded to the Business Manager.

Habitual improper use of sick leave may be cause for disciplinary action or dismissal.

FMLA protection may apply. The District follows the Family and Medical Leave Act of 1993 ([http://www.dol.gov/whd/fmla/#.UL6kAKU\\_454](http://www.dol.gov/whd/fmla/#.UL6kAKU_454)) to determine which employees can qualify for FMLA leave.

Sick leave is accrued in the following increments for employees in Categories 1 and 2:

Employee Category	Accrual	Accrual Limit
Full-time employees	8 hours/month	480 hours
Part-time employees	6 hours/month	360 hours

New full-time employees and part-time managers begin with the equivalent of two months sick leave based on their usual weekly schedule. Approved sick leave time will be chargeable to employee's account on an hourly basis. Credit for sick leave accumulates during sick leave and vacation. Sick leave will not accrue to employees on leave of absence without pay, suspension without pay, layoff, or while using sick bank hours. Only those days which are considered normal workdays are counted for sick leave. All sick leaves hours will be forfeited at the time of separation from the District. An employee will not be reimbursed for accrued sick leave at the time of separation.

After a 90-day introductory period, a full-time employee may elect to use up to three days (24 hours annually) accumulated sick leave as "personal leave days." Personal leave days are put into eligible employee schedules January 1 and expire December 31.

The following guidelines apply for use of personal leave:

1. Days need to be scheduled in advance
2. Approved by the supervisor
3. May not be taken consecutively
4. Cannot be linked with vacations or holidays
5. Cannot be accrued

**5.3.5. SICK LEAVE BANK**

The District Sick Leave Bank is available to qualified sick leave recipients whose sick leave hours might have been exhausted due to lengthy illness. The rules for deposit and withdrawal from this “bank” are available in the Community Library Network Sick Leave Bank Policy. This policy is on the staff workroom website.

### 5.3.6. HOLIDAYS

Employees in categories 1 and 2 are eligible to receive holiday pay. The district recognizes the federal and state holidays listed below and Christmas Eve Day (as approved on January 19, 2023). Libraries will be closed in observation of the following holidays:

New Year's Day	January 1
Martin Luther King, Jr./Human Rights Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Eve Day	December 24
Christmas Day	December 25

Easter is the exception to the above policy. Libraries are closed Easter Sunday, but it is not an official paid holiday. Only the employees in categories 1 and 2 who would normally be scheduled to work on Easter Sunday are paid for that day.

Holidays falling on a regular, scheduled workday will be entered on the employee's timesheet as "Holiday Pay". Additional time off will be added to an eligible employee's vacation accrual for holidays that fall on non-scheduled workdays. For Category 1 employees, a paid holiday will equal 8 hours. For Category 2 employees, a paid holiday will equal 6 hours.

If a holiday falls during an employee's vacation, or other approved absence (including FMLA Leave), the employee will receive holiday pay. Employees on leave without pay or on disciplinary suspension without pay are not eligible for holiday pay.

### 5.3.7. DISABILITY LEAVE

A benefitted employee who is disabled in such a manner that his/her return to work is anticipated, will be allowed a maximum of 120 days unpaid leave for the purpose of recovering from said disability. The employee may choose to use vacation and/or sick leave to receive pay, as long as such benefits are available. He/she may then use unpaid sick leave in accordance with the Family and Medical Leave Act of 1993.

### 5.3.8. BEREAVEMENT LEAVE

Full time employees and part-time managers (Categories 1 and 2) may take up to three consecutive workdays of paid bereavement leave for the death of a family member (spouse, parents, parents-in-law, grandparents, children, legal ward (in loco parentis), grandchildren, brothers and sisters). If additional leave is needed, accrued vacation or sick time may be used (see Leave of Absence/FMLA). The employee's manager/coordinator will forward the request to the Admin Team for approval.

### 5.3.9 LEAVES OF ABSENCE

Medical Leave of Absence

1. Employees qualified for FMLA\* Leave
2. Employees must use available vacation and/or sick time while on medical leave.

3. If an employee needs to extend medical leave beyond the legal requirements for FMLA Leave, the employee must make a written request to the Director after the manager's approval.
4. During leave without pay, no benefits will be accrued.
5. If under a doctor's care, a release is required before coming back to work. The release should be given to the manager or coordinator, then forwarded to the Business Manager.
6. Failure to report for work following the expiration of an approved leave of absence, unless approved in advance, will be cause for disciplinary action.

**Employees not qualified for FMLA\* Leave**

1. The Library Manager may consider employee requests of one day up to two weeks. For requests longer than two weeks, a written request must be made to the Director, after approval by the Manager.
2. During leave without pay, no benefits will be accrued.
3. If under a doctor's care, a release is required before coming back to work. The release should be given to the manager or coordinator, then forwarded to the Business Manager.
4. Failure to report for work following the expiration of an approved leave of absence, unless approved in advance, will be cause for disciplinary action.

**\*FMLA Leave applies to any employee that has been employed for at least 12 months and has work at least 1250 hours in the past 12 months.**

**Non-medical Leave of Absence**

1. The Library Manager may consider employee requests of one day up to two weeks, if vacation is depleted or not received. For requests longer than two weeks, a written request must be made to the Director, after approval by the Manager.
2. During leave without pay, no benefits will be accrued.
3. Failure to report for work following the expiration of an approved leave of absence, unless approved in advance, will be cause for disciplinary action.

**5.3.10. REDUCTION IN BENEFITS**

Community Library Network, through its Board, reserves the right to change or terminate any benefits set forth in this section. No employee will acquire any rights in any current or future status of benefits except as the law otherwise requires.

**5.3.11. CONTINUING EDUCATION**

The District supports continuing education (CE) and training for all staff. When traveling to CE events the use of District vehicles and carpooling is preferred. Mileage reimbursement for personal vehicles will be calculated using current Internal Revenue Service (IRS) guidelines.

**All Staff Day**

One day each year is selected for All Staff Day training. All staff are expected to attend with the exception of Circulation Assistants. Information about the location, day and schedule will be shared with staff at least three months prior to the event.

### **Mandatory Training**

Some training topics are necessary for all staff and employees will be required to attend as scheduled. The Administrative Team will review exceptions on a case by case basis.

### **In-house Training**

Time paid if carpooling or vanpooling:

1. Paid time begins when the van leaves the library or the first passenger enters the car and ends when the van is back at its home library, or the last passenger is dropped off.

Time paid if using personal transportation:

1. If training begins a person's day, he/she is on the clock when the session begins.
2. Mileage both ways is paid to the driver of a personal vehicle, unless a person starts and ends the workday with training.
3. Travel time is paid one way unless carpooling or vanpooling.

Other CE opportunities are available when the following conditions are met:

### **Workshops, Short Seminars, Local and Regional Conferences**

1. A staff member must have prior approval from her/his Manager or Supervisor.
2. Attendance at the events must relate directly to the staff member's job.
3. A CE form, found on the workroom page, must be submitted to the Assistant Director via email for approval at least two weeks in advance of the event or early bird registration deadline.
4. Per Diem for meal expenses will be updated annually following the General Services Administration (GSA) guidelines and will be determined by destination. Please see the Business Manager for the amount.
5. If carpooling, paid time begins when the first passenger enters the vehicle and ends when the last passenger is dropped off.
6. Time is paid during conference activities.
7. Per Diem for meal expenses will be updated annually following the General Services Administration (GSA) guidelines and will be determined by destination. Please see the Business Manager for the amount.
8. If traveling by personal vehicle to the conference, the amount reimbursed will be no more than economy air travel. The mileage reimbursement rate will be updated annually following the Internal Revenue Service (IRS) guidelines.
9. Before booking hotel accommodations or airfare, please consult with the Business Manager who may be able to use credit card points.
10. All receipts must be submitted with Reimbursement Request form.

### **National Workshops and Conferences**

Time paid and expense reimbursement when traveling to an approved workshop or conference:

1. Travel reimbursement covers airport parking and fares.

2. If traveling by plane at the start of the day, time paid begins at the arrival at the airport. If traveling by plane during your workday, travel to the airport is paid time. Paid time concludes at the destination airport.

#### **College Level Coursework**

1. Employees seeking college-level coursework related to their primary job functions may request up to 50 percent of class costs not to exceed \$400. Reimbursement cannot be requested for classes that are part of an employee's degree program.
2. Only one class will be eligible for reimbursement per fiscal year.
  3. Classes leading to certification for library related job duties may be considered upon written request.
  4. A staff member must have prior approval from her/his Manager or Supervisor and an Admin Team member.
  5. A letter of intent from the staff member and supervisor must be submitted to the Admin Team for approval at least 60 days in advance of the class.
  6. Written proof of successful completion and receipt for the class must be submitted to the Administration Team within 60 days of course completion for reimbursement.
  7. Classes taken do not count as hours worked even if the courses are job related.

#### **Library/Information Science Masters Candidates**

1. Employees seeking a Library/Information Graduate degree from an ALA accredited university may apply for reimbursement of up to 50 percent of class tuition.
2. A letter of acceptance to the graduate program and estimated tuition cost must be submitted to the Admin Team for Board approval in June for the following fiscal year.
3. Class receipts must be presented for reimbursement.
4. Record of passing the course(s) must be submitted to the Admin Team within 60 days of course completion.
5. If reimbursement is received but the course(s) is not successfully completed, the employee must return all monies.
6. Classes taken do not count as hours worked even if the courses are job related.

#### **Reimbursement Requirements**

If a grant of \$2500 to \$4,999 is received, the employee must work for the District at least one full year after completion of course work. If a grant in excess of \$5,000 is received, the staff member must work for the District at least two full years after completion of course work. The District will provide a position at least at the current level of employment. If this stipulation is not met, the employee will be required to repay the District.

Upon Board approval, the Director will send a letter to the candidate with grant requirements and a request for a signature.

**5.3.12. ADMINISTRATIVE LEAVE**

The Board may grant the Director administrative leave with pay. Administrative leave will only be granted when the District will materially benefit as a result of such leave. The Director on administrative leave with pay will receive credit for annual vacation and sick leave and will report, as requested, to the Board.

**5.3.13. MISCELLANEOUS BENEFITS**

In addition to the benefits listed on the previous pages, the following miscellaneous benefits are available to employees:

1. Monthly direct deposit from payroll to various financial accounts
2. Group life insurance policy (available for PERSI eligible employees through a payroll deduction)
3. Verizon discounts may apply
4. Discounted printing and copier charges. See Staff Printing Guidelines on the workroom page.
5. Employee Assistant Program (EAP) is available to all District employees. See the workroom page for access instructions.

## **6. EMPLOYEE EVALUATION AND DISCIPLINE**

### **6.1. EVALUATION PROCEDURES**

Employees will be evaluated regularly to assess job performance. Starting July 1 2015, employee evaluations will be conducted at least once or as individual performance requires within an 18 month period. An initial written appraisal will be given at the end of the probationary period. Employee evaluations are not subject to the Opportunity to be Heard provision; however, employees may submit a written rebuttal within 30 days. Employee performance appraisals will be part of the personnel records.

### **6.2. EMPLOYEE PERSONNEL FILES**

#### **6.2.1. PERSONNEL RECORDS**

The Business Manager keeps official employee and payroll records.

Any supervisory personnel or the employee him/herself may contribute materials to the personnel files deemed relevant to the employee's performance and tenure. At any reasonable time an employee will have the right to review materials placed in his/her personnel file. Copies of materials in a personnel file are available to each employee without charge. Personnel files will not be removed from the premises.

#### **6.2.2. ACCESS TO PERSONNEL FILES**

1. It is the policy of the District to allow limited access to the personnel file for any employee. Those authorized to access materials in a personnel file include the Director, Administrative Team members, Business Manager, direct supervisor, members of Board (when acting as a body in the course of their business) and the employee.
2. Access by others to personnel files will be allowed only with authorization of the administrative staff or through a signed release from the employee. Information regarding personnel matters will only be provided to outside parties with a release from the employee or when deemed necessary by legal counsel for the District, or pursuant to Court order, or pursuant to a proper subpoena. When viewing personnel files, employees are required to sign a Personnel Access form indicating the date and time they viewed the files.

#### **6.2.3. MANAGEMENT OF INFORMATION IN PERSONNEL FILES**

Each employee will be provided an opportunity to correct the contents of a personnel file at any time. This is to be done by filing a written correction and explanation, which will be included in the file. If inaccuracies are found in the file, a member of the administrative staff will make the correction.



### **6.3. EMPLOYEE DISCIPLINE PROCEDURES AND PRINCIPLES**

#### **6.3.1. PURPOSE OF DISCIPLINE POLICY**

The purpose underlying the discipline/performance policy of The Community Library Network is to establish a consistent procedure for maintaining suitable behavior and a productive working environment in the workplace. These procedures are directory in nature and minor variations of the processes set forth herein shall not affect the validity of any actions taken pursuant to this policy.

#### **6.3.2. DISCIPLINARY/PERFORMANCE SYSTEM FRAMEWORK**

The Community Library Network adopts the following framework for actions to be taken in the event that any employee subject to this policy violates employment policies or fails to perform adequately. Progressive steps may be implemented in order to encourage improved performance or attitude but are not required. Community Library Network reserves the right to take any of the prescribed steps in any order in the event that a supervisor deems a policy violation or action of the employee to be serious enough to warrant a certain step.

#### **6.3.3. DISCIPLINARY ACTIONS AVAILABLE**

The following actions are among the disciplinary steps that may be taken by the supervisor in response to personnel policy violations:

1. Oral warning
2. Performance or Behavior improvement plan
3. Written warning or reprimand
4. Suspension without pay
5. Demotion
6. Dismissal

#### **6.3.4. OPPORTUNITY TO BE HEARD CONCERNING PROPOSED DISCIPLINE OR FAILURE TO PERFORM**

The personnel policy of Community Library Network establishes the right of regular employees (but not independent contractors, introductory employees, temporary employees, seasonal employees or legal counsel for the District) to be heard in the event of contemplated demotion with an attendant change in pay, suspension without pay or dismissal from employment. The opportunity to be heard is designed to be informal, allowing the employee to discuss with his/her supervisor or Elected Official (at the employer's discretion) the facts surrounding the proposed disciplinary action or performance-based personnel action and to provide any additional documentation that the employee believes would be helpful in explaining his/her actions, attitude or behavior.

The following steps should be followed at the direction of the supervisor or Elected Official ("employer"):

1. The employee shall be provided with a written notice of the reasons for the proposed personnel action that would affect him/her, along with an outline of the District's supporting information and the proposed personnel action.

2. The written notice will include a date, time and place for the employee to be heard to discuss the proposed personnel action.
3. The notice should state whether the employee is being placed on suspension pending the outcome of the opportunity to be heard, and whether any such suspension will be with or without pay.
4. If the employee is unable to participate in the scheduled opportunity to be heard, s/he may request an alternate date and time. Any approved alternate date that falls after the scheduled date and time will not extend any continuing pay allowance, if one has been provided by the District.
5. The employee must notify his/her employer within two (2) business days of the date of the notice that s/he desires to be heard as scheduled in order to discuss the reasons for the proposed personnel action. If notice of acceptance of the opportunity to be heard is not received within two business days, the opportunity to be heard will be vacated and deemed waived.
6. As an alternative to an opportunity to be heard, the employee may choose to provide a written response to the basis for the proposed personnel action. This written response must be submitted no later than the scheduled date and time initially set for the opportunity to be heard.
7. The opportunity to be heard, if chosen, will last no longer than one hour, unless otherwise approved by the employer, and will be limited to discussion of the issues contained in the notice and to any allegations by the employee of unlawful discrimination in employment.
8. The employee will not be prohibited from having an attorney assist him/her at the employee's own expense.
9. The employee will be allowed to present oral testimony from his/her witnesses (or provide written statements) about the issues contained in the notice.
10. The employer may ask the employee's witnesses questions for clarification purposes should that be necessary during the discussion.
11. The employee shall not have the opportunity to question the supervisor, unless the supervisor introduces a new basis for the personnel action during the discussion.
12. The Idaho Rules of Evidence shall not apply to the opportunity to be heard.
13. Unlawful discrimination allegations must be raised during this process, or they will be deemed waived by the employee.
14. There will be a record maintained, including a recording of the discussion that constitutes the opportunity to be heard.
15. The employer will render a written decision after considering employee's responses, if any, to the allegations set out in the notice.

Failure to participate in this opportunity to be heard allowed in this policy will constitute a failure to exhaust administrative remedies.

**7. CHANGES IN AND SEPARATION FROM EMPLOYMENT**

**7.1. Reductions in Force (RIF)**

When financial circumstances or changes of workload are required, the Board reserves the right to reduce forces in such manner as it deems necessary to maintain the effective functioning of Community Library Network services. Decisions about the functions to be reduced are not subject to the appeal procedure established by the District.

**7.2. REINSTATEMENT PREFERENCE**

Employees who leave District employment due to a reduction in force will retain a first right to return in the event of work force rebuilding for one year from the date of their separation. Employees will retain a preference only for work for which they are fully qualified.

**7.3. TRANSFERS, REORGANIZATION OF DUTIES AND CONSOLIDATION OF POSITIONS**

Changes in employment or compensation that are the result of budgetary needs will not be subject to the Appeal Procedure.

**7.4. EXIT INTERVIEW**

When an employee separates from District service, an exit interview will be performed. During the exit interview, the employee will have an opportunity to talk about their work experience. In addition, they will be notified when benefits will terminate, and final pay issued. Notes from the interview will be retained in the employee's personnel file.

**7.5. RETIREMENT POLICY**

The retirement policy of the District will comply in all respects with Federal and State requirements respecting mandatory retirement. No employee will be compelled to retire except in compliance with said acts.

**7.6. COBRA BENEFITS**

District employees in categories 1, 2, and 3 will be offered COBRA benefits at the employee's expense.

**7.7. RESIGNATION POLICY**

Voluntary resignations will generally be made in writing. If the employee wants their formal records to indicate "voluntary resignation", they must do so in writing to their supervisor or department head. Oral resignations will be documented by the supervisor after consultation with the department head in charge. Evidence of acceptance of a resignation should be provided to the ex-employee if possible. The District will follow Idaho State Code regarding requests for employment history from the Community Library Network.