

Welcome to the Prairie Skies Public Library District

All of us at the Prairie Skies Public Library District believe that our goals and those of our employees are closely related. Indeed, the success of the Prairie Skies Public Library District, to a great extent, is dependent on the success of the employees in meeting their own goals. We trust that your association with the Prairie Skies Public Library District will be a mutually rewarding one.

We have prepared this personnel manual to answer some of the questions you might have regarding the Prairie Skies Public Library District and its policies. No part of this personnel manual is to be construed as creating an employment contract. Please read it carefully and retain it for future reference. From time to time, you may receive written updates of individual sections, or of the entire document, should the Board of Library Trustees (at its sole discretion) decide that some or all policies need changing. If you have any questions about any of the policies, please feel free to discuss them with the Library Administrator.

It should be remembered that the Prairie Skies Public Library District is a small organization. Therefore, flexibility, initiative, and the willingness to be a "team player" are some of the characteristics important to all positions at the Prairie Skies Public Library District.

Again, we welcome you to the Prairie Skies Public Library District and express our sincere hope that your employment will be a fulfilling experience.

Overview of the Prairie Skies Public Library District

Established in 1938 as John Cheetham Memorial Library became the Prairie Skies Public Library District in 1989 and expanded to include Pleasant Plains CUSD # 8 boundaries in 1991 via referendum the Prairie Skies Public Library District exists to develop, promote, and support programs in library usage. Much of its funding comes from taxation.

While most of the Prairie Skies Public Library District funds come from taxation, additional monies are often available from state and local governmental agencies, other non-profits or for-profit enterprises, and individual donors. Any of these might have operating guidelines, which must be met by individual employees or the Prairie Skies Public Library District as a whole.

A 7 member Board of Library Trustees comprised of individuals with general interest in libraries oversees the Prairie Skies Public Library District activities. All of the trustees are elected every 4 years. Working together, these individuals develop policies for the board's operations and for the operations of the district as a whole.

Board of Library Trustees

Elected members are those 7 individuals who are elected to positions on the Board. Each trustee is elected to a 4-year term at 2-year intervals. All are volunteers who receive no compensation for their service as Board members. They may, however, receive meals or reimbursement for expenses incurred while engaged in authorized Prairie Skies Public Library District business.

Appointed members are those appointed to the Board by the President. The appointees serve until the next election. They have the same responsibilities and obligations as elected members.

Guidelines for the Prairie Skies Public Library District Board members' conduct appear in the bylaws and such other written policy documents as the Board may from time to time adopt. Hereafter, the organization may be identified as the Prairie Skies Public Library District, or its name may be abbreviated as PSPLD.

Full-Time and Non-Full-Time Employees

Full-time employees are those individuals hired to work a scheduled 40-hour workweek on a regular basis. These employees may be "exempt" or "non-exempt" as defined below. They are entitled to full participation in the PSPLD's benefits, as defined in subsequent sections.

Part-time employees are those hired to work fewer than 40 hours a week on a regular basis. These employees may be "exempt" or "non-exempt" as defined below. They are entitled to participate only in the mandated benefits, as defined in another section.

Individuals hired from a temporary agency remain employees of that agency, not of the PSPLD, and are therefore not entitled to participate in any of the PSPLD benefit programs.

Exempt and Non-exempt Employees

Exempt employees are those whose work is at least 80 percent executive, administrative, or professional. In accordance with the Fair Labor Standards Act, such individuals are not required to be paid overtime for working beyond 40 hours in a given week.

Non-exempt employees are those who are covered by the Fair Labor Standards Act. They must be paid overtime at the rate of 1.5 times their regular rate for all work lasting beyond 40 hours in a given week. To qualify for such pay, the overtime work must be authorized in advance by the Library Administrator or the appropriate supervisor. Compensatory leave is not an acceptable substitute for overtime pay.

Consultants and Volunteers

Consultants are those individuals or groups hired on a contractual fee-for service basis. They are entitled to participate in none of the PSPLD's benefit programs. Their performance is reviewed in accordance with the provisions of their contract.

Volunteers are those individuals recruited to participate in PSPLD's programs because of their interest or acknowledged expertise in some aspect of the library. They neither receive financial compensation nor participate in any of the PSPLD's benefit programs; they may, however, be eligible for reimbursement for authorized expenses incurred as part of their PSPLD involvement.

GENERAL MANAGEMENT POLICIES

Authority over Personnel Matters

The Board, in consultation with the Library Administrator and such others as deemed appropriate, shall create and promulgate written personnel policies for the organization. Personnel policies are established by a vote of the Board of Library Trustees, which may then delegate the policies' implementation. The Board has the authority to establish pay ranges for positions and to establish benefits policies. Authority to hire and terminate the Library Administrator rests with the Board's Executive Committee.

The Library Administrator has the responsibility to hire, supervise, evaluate, and terminate all other employees and consultants, subject to the review of the Board. The Library Administrator works for the Board as a whole, but reports directly to the President. The Library Administrator can negotiate and recommend compensation levels for all employees, subject to the final approval of the board.

Personnel Files

The PSPLD retains a personnel file for each employee. This file will contain documentation regarding such aspects of the individual's employment as job descriptions, performance appraisals, beneficiary designation forms, letters of commendation, and disciplinary notices.

The Fair Labor Standards Act requires that the Board also retain all time sheets, work schedules, and wage rate tables for at least two years, and all payroll records and employment contracts for at least three years. For all nonexempt employees, the Board must also retain records showing name, social security number, address, birth date (if an employee is under 19), sex, occupation, and wage rate.

Each employee may review his/her own personnel file. To do so, contact the Library Administrator to schedule an appointment. Illinois laws permit employees to add statements to their files if they disagree with the contents.

To keep your personnel file up-to-date, you should notify the Library Administrator or other appropriate staff member of any changes in your name, telephone number, home address, marital status, dependents, beneficiary designations, educational attainments, and any other relevant factors.

Equal Employment Opportunity

The PSPLD provides equal employment opportunity to all applicants and employees without regard to race, color, religion, sex, national origin, age, handicap, or veteran's status, in accordance with applicable federal and state laws.

It is the intent of the PSPLD to comply at all times with the Fair Labor Standards Act, Illinois Human Rights Act, Americans with Disabilities Act, and EEOC Guidelines on Discrimination, Illinois Collective Bargaining Bill, OSHA Regulations, and the Family Medical Leave Act.

This policy extends to all terms and conditions of employment, including hiring, placement, promotion, and termination, leaves of absence, compensation, and training. In addition, the PSPLD will not use the services of any placement agency known to discriminate in its referrals on the basis of any of the characteristics mentioned above.

The PSPLD prohibits sexual harassment of its employees by Board members, employees, contractors, and grantees. All employees should expect to work in an atmosphere free of unwanted sexual overtures or any unwelcome behavior, which is personally offensive, which debilitates morale, or which otherwise, interferes with working effectiveness.

The PSPLD will not tolerate situations wherein an employee is made to feel that submission to such advances is a term or condition of employment or where reaction to such treatment is used as a basis for decisions affecting the individual's employment. Offensive comments, innuendos, "jokes," and sexually oriented "kidding" are regarded as forms of sexual harassment.

If an employee feels he/she has suffered unlawful discrimination or sexual harassment, the Library Administrator should be contacted, unless he/she is considered the responsible party. If so, the employee should contact the PSPLD President.

No form of retaliation is permitted for filing bona fide charges of illegal discrimination or harassment. Should such allegations prove groundless, however, disciplinary action may be taken against the complainant.

Drug-Free Workplace

The PSPLD adheres to the requirements of the Drug-Free Workplace Act of 1988. Use of controlled substances is inappropriate behavior that subjects coworkers, grantees, visitors, and others to unacceptable safety risks and undermines the PSPLD's operating effectiveness.

Reporting to work, or working under the influence of a controlled substance (except with a physician's prescription) is prohibited. This prohibition extends to the PSPLD premises and to all other sites where an employee is engaged in PSPLD business.

The PSPLD prohibits the criminal use, manufacture, distribution, dispensation, possession, or sale of a controlled substance on any PSPLD-affiliated worksite. Such conduct is also prohibited outside scheduled working hours to the extent that PSPLD regards it as impairing the employee's ability to perform on the job or as threatening the reputation of PSPLD.

Any employee convicted of a violation related to a controlled substance (or pleading no contest to such a charge) must notify the Library Administrator in writing within five working days of the conviction or plea.

Employees wanting information on locally available sources of substance-abuse counseling should contact the Library Administrator, who will make every reasonable effort to keep the request confidential.

Individuals who violate any aspect of this policy will be subject to disciplinary action, up to and including termination. The PSPLD may also require that an employee successfully complete a substance abuse or rehabilitation program as a condition of further employment.

Health and Safety

The PSPLD tries to provide a safe and healthful environment for employees, grantees, visitors, and others while they are on PSPLD premises or attending PSPLD-sponsored programs.

The Library Administrator is responsible for establishing procedures and programs that minimize the risk of personal injury to everyone using PSPLD facilities or equipment or attending PSPLD-sponsored functions.

All employees are required to follow the safety procedures that have been established. They are expected to report any potentially unsafe or hazardous conditions, or any injuries, to the Library Administrator immediately.

Employees may be injured in the course of work and therefore have to be absent from work. If so, they are subject to the provisions of the State's workers compensation program. All employees share responsibility for personal safety and for the security of PSPLD property. Any behavior by any visitor or suspicious person in the vicinity of PSPLD premises or the location of any PSPLD program should be reported to the Library Administrator immediately.

Conflict of Interest

To avoid any action that could be interpreted as using their positions at the PSPLD unfairly, all employees shall refrain from serving on the board of directors of any organization or institution known to be or likely to become an applicant for PSPLD funds.

Employees shall not accept any fees or other remuneration from any organization or institution in conjunction with a project or program for which PSPLD funds are being sought or have been granted.

If an employee's spouse or other immediate relative has any financial or managerial connection to a project or organization for which PSPLD funds are being sought or have been granted, that relationship must be disclosed before any proposal concerning that project or organization is reviewed. The employee then may not participate in or remain in the room during any discussion of the project or organization in question.

All employees should strive to avoid conflicts of interest as well as the appearance of any such conflict.

Employment of Relatives

Given the small size of the PSPLD, relatives of employees and Board members would almost inevitably find themselves in situations where PSPLD and private interests were in conflict. Therefore, it is the policy of PSPLD that no immediate relative of an employee or a Board member shall be employed by PSPLD as long as the original employee or board member remains with the organization. An exception can be made for a child of an employee who is a full time student for part-time employment at the discretion of the Library Board.

Immediate relatives include parents, siblings, and children; people in those categories with a "step" or "in-law" relationship; and any other member of the employee's or Board member's immediate household, such as the "significant other."

Should employees marry each other while working for the PSPLD, they may both remain employed so long as the Board does not perceive any conflict or the appearance of any conflict of interest. If such a conflict or the appearance of thereof arises, the employees will be given an opportunity to decide which will leave PSPLD. If the employees do not make this decision, the PSPLD reserves the right to select and terminate one of them with 30 days' written notice. The same policy applies should a Board member and an employee become married.

EMPLOYMENT POLICIES

Job Creation and Description

PSPLD's recruitment and selection activities are conducted to ensure the employment of the best-qualified candidates. Therefore, they will be implemented in a manner consistent with providing equal employment opportunity, as discussed in previous statements.

When a position is created or when one becomes vacant, PSPLD employees will be notified before or at the same time as external recruitment begins. Qualified internal candidates will be encouraged to apply for openings, because PSPLD believes in staff development.

Within the organization, the Library Administrator must approve all employment decisions (including recommendations for hiring, promotion, demotion, and other changes) before any commitments are made or any notification is given to an applicant or a current employee. This approval extends to issues of compensation and working hours.

The PSPLD will check references before making any hiring decisions.

For each new employee, PSPLD will provide an orientation to the organization, the work, and the coworkers. (Refer to Policy # 23 in the By-Laws and Policies)

PSPLD believes in providing frequent feedback so that employees can be recognized for good performance and informed of areas where improvement is necessary. The Library Administrator on a continuing basis will evaluate each employee's performance.

Each employee will receive a written performance evaluation from the Library Administrator after the first three months at PSPLD and at least once a year thereafter. The Administrative/ Personnel Committee will provide the Library Administrator's evaluation, after consultation with the Executive Committee.

All written performance reviews will be based on his/her performance in relation to his/her responsibilities. They will also take into consideration your demeanor, record of attendance, and demonstrated willingness to cooperate with colleagues in furthering the PSPLD mission.

Should the employee disagree with any items on his/her evaluation or feel that any information is incorrect, he/she is encouraged to discuss their concerns with the evaluator. An employee's written comments may be added to his/her personnel file.

Employee Grievance and Discipline Policy

Any employee having a complaint is to bring it to the attention of her/his Administrator. If the problem is not handled to the employee's satisfaction, it may be brought to the attention of the Board of Library Trustees following these procedures:

Initial Procedure:

1. Upon a problem or complaint, the employee should promptly contact the Administrator.
2. If the problem is not settled or resolved, the next step is to present the grievance in writing to the Administrator.
3. If still not resolved the Administrator will forward the written grievance to the Personnel committee for final resolution. The personnel committee should inform the board and the Administrator of the action taken.

Appeal Procedure:

After the initial channels have been followed without satisfactory results, then a formal written statement may be filed with the Board in the following prescribed form:

1. Statement of problem
2. Reply by the person(s) involved
3. Action taken at the conclusion of each prior step of the procedure
4. Statement of each action signed by the appropriate persons

Timetable:

Each problem should be initiated, heard, and resolved within as short a period of time as possible according to the nature or severity of the problem and the availability of essential personnel.

Most complaints or problems should be settled within 30 working days after initiation. In all matters, the decision of the Board of Library Trustees shall be final and non-reviewable.

If the matter involved discipline by either suspension or termination and the employee is reinstated by the Board of Library Trustees' decision, all benefits, pay, and status lost due to suspension or termination will also be reinstated to the employee's credit.

GRIEVANCE

- A) Employees having grievances arising out of their employment by the Library shall have the right to appeal to the Administrator.
- B) Where any employee, regardless of their job, feels that their grievance has not received due consideration, they are to place their grievance in writing and submit it to the Library Administrator. The matter will then be discussed.
- C) In the event the matter is not satisfactorily handled, the employee may then request, in writing, that the Administrator submit the matter to the Board. At this time, after the reading of the request by the Administrator, the President of the Board shall appoint a committee to investigate all phases of the situation. In all cases, this investigation will include personally interviewing the employee concerned, the Department, and the Administrator. After the committee has completed the investigation, it will then report to the Board at the next regular meeting which follows the conclusion of the investigation. The employee concerned, if he or she so desires, may present his/her case at this meeting.
- D) The decision of the Board of Library Trustees is final.

Discipline

The Administrator may at any time warn, suspend, or dismiss any employee.

Except in exigent circumstances where immediate action is required in the best interest of the Library, the Administrator shall inform an employee of any reason or consideration for his/her suspension or dismissal and give the employee the opportunity to respond to the allegations before taking action to suspend or dismiss.

(Adopted 02/12/2008)

SCHEDULING POLICIES

Work Hours

The regular workweek for full-time employees is 40 hours on site or while off-site conducting library business.

Monday through Saturday constitutes a workweek.

Regular work hours for full-time employees are as scheduled by the Library Administrator to ensure appropriate coverage at the PSPLD.

The Library Administrator will arrange work schedules for part-time employees.

Daily and weekly schedules may be changed from time to time by the Board or by the Library administrator to meet the changing needs of the organization. Any such changes will be announced as far in advance as possible.

Overtime

Nonexempt employees (see previous section) are eligible for overtime pay for authorized work beyond 40 hours in a given regular workweek. This pay is to be calculated at the rate of 1.5 times each individual's normal hourly rate. It also is calculated weekly, meaning that working an "average" of 40 hours a week over several weeks does not negate the need for overtime pay if in any one of those weeks, the nonexempt employee works more than 40 authorized hours.

Nonexempt employees will be paid at your normal rate for 40 hours of work in a given week. Overtime pay begins after the 40th hour.

Exempt employees are not eligible for overtime pay. For exempt employees, the standard workweek represents the minimum number of hours they are expected to work.

No payment for overtime work shall be made unless the work was authorized in advance, in writing, by the appropriate supervisor or the Library Administrator.

All employees are required to keep accurate records of the time they worked, on the forms provided. These forms are to be submitted to the Library Administrator by the schedule provided by the accountant and paid by direct deposit.

Attendance at Meetings and Conferences

The nature of PSPLD's business will, from time to time, require that employees attend meetings and conferences outside the office. When such sessions occur during normal working hours, no special provisions are made, except that individuals are reimbursed for expenses as outlined in a later section. When such a session extends to time beyond normal working hours, the following guidelines apply.

When an employee is required to make a one-day trip, he or she is compensated for the time spent traveling to and from the assigned location (but not the time spent traveling between home and the airport or train station) and the time involved in actually working on the assignment.

When an employee's travel extends overnight, the only travel time will be compensated is that which overlaps the normal working schedule (even if the travel occurs on a weekend or holiday). When conference or meeting attendance involves work at the other site(s) that goes beyond normal working hours, those hours will be compensated in accordance with previous sections.

COMPENSATION POLICIES

Overview

To attract and retain high-quality employees, PSPLD endeavors to pay salaries competitive with those offered by similar non-profit organizations. This process involves setting a written compensation range for each position. Each salary range is reviewed at least once every three years for possible adjustments.

Compensation at PSPLD reflects not only your salary or wages but also the various benefits that PSPLD offers (such as health insurance and paid vacation). It is possible that increases in the costs of benefits might from time to time limit the amount of money available for changes in direct compensation. To clarify such situations, PSPLD will inform you in writing each year of the change in your total compensation.

The PSPLD conforms to the provisions of the Equal Pay Act of 1963 and Executive Order 11246.

Payroll Policies

PSPLD employees are paid by direct deposit every two weeks. All required and voluntary deductions will be withheld automatically from employee's paycheck.

Unless the Library Administrator has received the employee's completed timesheet by the scheduled deadline, the employee's paycheck could be delayed.

Pay stubs should be reviewed upon receipt. Any discrepancies should be reported to the Library Administrator immediately.

(Revised 02/2008)

EXPENSE REIMBURSEMENT

Travel Expense

If an employee is required to use his/her automobile on PSPLD business, he/she will be reimbursed at the mileage rate determined annually by the IRS, plus expenses for tolls and parking. Reimbursement will not be provided for travel between your home and the library. (Addendum #1, Mileage Log & Policy)

If PSPLD business requires that you stay overnight away from home, the employee will be reimbursed for the cost of reasonably priced accommodations.

Normally, meals away from home will be at the employee's expense. However, when meal costs are incurred in direct connection with PSPLD business, the employee will be reimbursed.

To secure reimbursement for any travel expense, an employee must complete a travel expense form and attach the relevant receipts within thirty (30) days of completing travel. (Addendum #2, Voucher)

Education

A Director working towards a Master's Degree in Library Science maintaining a C grade or higher will receive an education credit. Upon completion of the degree, the Board will require a contract for a service period.

Other Expenses

Membership fees for approved professional organizations will be paid by PSPLD.

The PSPLD will reimburse employees for any fees involved with required conferences.

Employees will be reimbursed for expenses incurred for telephone calls, supplies, postage, copying, and other items authorized by the Library Administrator.

The reimbursement procedure here is the same as that for travel expenses.

EMPLOYEE BENEFITS OTHER THAN LEAVE

Overview

The PSPLD provides a number of benefit programs designed to help employees and eligible dependents meet the expenses that may arise in connection with such matters as illness, disability, kin care, death, and retirement. This section of the manual highlights features of those programs required by law and those that PSPLD has chosen to sponsor. Program details can be found in the summary plan description available from the Clerk of the Board. Unless otherwise stated, the mandatory programs cover all employees, while voluntary ones cover only full-time employees.

The PSPLD reserves the right, at its discretion, to change or terminate any of the non-mandatory programs or to require employee contributions toward any benefits. This right may be exercised regardless of financial necessity.

Mandatory Benefits

Social Security and Unemployment Insurance cover all employees, in accordance with federal law.

The PSPLD also provides workers' compensation insurance. Any injury or illness must be reported immediately to the Library Administrator.

Flexible Benefit Options

Full time Employees will receive monthly health benefits, which will be paid at the same time as regular payroll. The monthly amount is to be determined each year during the budget process.

Retirement Plan

The Prairie Skies Public District offers to all full time and part time employees a simple IRA plan, after 1 year employment a simple IRA is an individual retirement account set up for each employee. Employee contributions to the simple IRA are excluded from taxable pay on form W2 and are not subject to income tax withholding. Current the Library District's matching employee contributions at the maximum rate of 3%. The simple IRA is currently provided by the Investment Center located at the State Bank of Ashland.

PAID AND UNPAID LEAVE

Holidays

The PSPLD is open Monday through Saturday except for the following 9 holidays:

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday After Thanksgiving
- Christmas Day

Holidays falling on falling on a Sunday will be observed on the following Monday. The Library Administrator will post a schedule of the specific dates at the beginning of each January.

Full-time employees will be compensated for each holiday and their birthday, if they have worked the regularly scheduled workdays immediately preceding and following the holiday.

Holidays that fall on a Saturday, full time employees will be given the preceding Friday off. Approved vacation or sick leave is regarded as a day worked for the purpose of holiday pay.

Part-time employees will receive 2 paid days (16 hours) - (i.e. Christmas Day) and their birthday provided the employee has worked 1000 hours or at least one year of service.

(Revised 02/2007)

Vacation

PSPLD believes that vacation time provides important opportunities for rest, recreation, and personal activities. Therefore, PSPLD grants annual paid vacations to all full-time employees in varying amounts according to work schedule and length of service.

Note: For vacation purposes date of Employment is original hire date.

Full time staff of PSPLD will receive the following benefits:

One week (40 hours) of paid vacation after the first year.

Two weeks (80 hours) of paid vacation after the second and through ten years.

Three weeks (120 hours) of paid vacation after ten years.

Vacation time cannot be carried over from one year to the next and will only be paid for actual time spent away from the PSPLD during business hours.

Employees are required to use their earned vacation time or lose it. There will be no payments made in lieu of vacation time, except that an employee leaving PSPLD will be compensated for any accrued but unused leave at the time of termination.

If a PSPLD-observed holiday falls during an employee's scheduled vacation, he/she will be granted an alternative vacation day later.

Vacations may be taken as individual days or in longer intervals, as long as the Library Administrator has approved the periods in advance.

Requests for vacation time should be submitted at least two weeks in advance. For popular times, requests should be submitted earlier. If two requests are submitted concurrently, the Library Administrator, in recognition of PSPLD requirements, will decide which will be granted.

An employee who becomes ill during a scheduled vacation may not then apply sick days to that period.

(Revised 11/06)

Personal Days

PSPLD provides full-time employees with up to three days of personal leave a year to deal with personal business, religious observance, and other matters of personal importance.

Personal days should not be scheduled on a Saturday. Personal days may not be used to extend a scheduled vacation. If possible, personal days are to be scheduled four workdays in advance.

Personal days are accrued after one year of employment. They may not be carried over into a subsequent fiscal year, and there shall be no payment for any personal days that have not been taken by the end of the fiscal year.

Sick Leave

PSPLD provides sick leave to encourage employees to take care of their health and to help alleviate the financial hardships that might accrue in their absence. Sick leave is not synonymous with vacation.

Full-time employees accrue up to 40 hours of paid sick leave per fiscal year. (def. of PSPLD fiscal year, July 1st to June 30th)

Sick days may be carried over into a subsequent fiscal year. No payments are to be made for any accrued but unused sick days at the end of the fiscal year or termination of employment. (Maximum 6 weeks)

If any employee is unable to work because of illness, he/she must notify the Library Administrator by 8 a.m. on each day of his/her absence to work unless an employee has been granted an official medical leave. Failure to notify the Library Administrator will result in the day being treated as unpaid leave.

At any time, the PSPLD has the right to require a statement from a physician concerning the employee's illness, its expected duration, and the ability to return to work. Absence due to illness in excess of 5 days requires a written physician's statement to put in employee personnel file. Before an employee may return to work after a 5-day or more illness a written physician statement of release to full time duties must be presented to the Director and kept on file.

Employees are eligible to take sick leave after having worked at the PSPLD for three months. Any time off during the first three months will be treated as unpaid leave.

If an employee has exhausted his/her sick leave but is still unable to return to work, he/she may request that accrued vacation and personal days and compensatory time be discharged as sick leave. Should all of these be exhausted, the employee may request an unpaid leave of absence.

Regular pay and benefits continue while an employee is on approved sick leave.

Time off for medical or dental appointments shall be charged to sick leave. Sick leave may not be taken in units smaller than two hours.

Bereavement Leave

PSPLD will provide leave for work time missed due to the death of an immediate relative. For full-time employees, the maximum is three calendar days with pay per bereavement. For part-time employees, the maximum is three calendar days with pro-rated pay, as it would have occurred.

Parental Leave

PSPLD will provide unpaid leave for up to 8 weeks for an employee following the birth or adoption of a child. If an individual decides not to return to work after the end of the period of parental leave, he/she will be required to reimburse the PSPLD for the cost of health coverage paid during the leave period.

PSPLD will make every reasonable effort to return the employee to the same position as that held before the leave; however, changing circumstances may render this impossible.

Jury Duty

All employees are allowed unpaid leave for answering a summons to appear as a witness in court.

All full-time employees summoned to jury duty are allowed paid leave up to 15 working days per calendar year. They must turn over their jury stipend to PSPLD.

Part-time and temporary employees are given unpaid leave while serving on a jury.

To qualify for jury or witness leave, you must give the Library Administrator or Secretary of the Board a copy of your summons and of your jury discharge notice.

Military Leave

Military leave permits employees to fulfill their military obligations as members of the U.S. Armed Forces, the National Guard, or the State Militia in accordance with federal and state laws.

All full-time and part-time employees called to active duty or to Reserve or National Guard training will be granted leaves of absence without pay in accordance with federal and state laws.

A copy of active duty orders must be given to the Library Administrator.

Leaves of Absence

Any full-time or part-time employee who has worked for PSPLD for at least one year may request an unpaid leave for a period of up to 2 weeks per fiscal quarter. This leave must be requested in writing at least two weeks prior to the planned beginning of the leave; if the leave is precipitated by an emergency, the request must be made by the employee or an immediate relative within three days of the beginning of the leave.

Unpaid personal leave may be granted, at the discretion of the Library Administrator, provided that it does not unduly disrupt PSPLD operations. Such leave is not encouraged, however, because the small size of the organization makes it difficult to shift responsibilities for extended periods of time. Such leave shall not commence until all accrued vacation and personal days have been discharged.

Reinstatement cannot be guaranteed after an employee takes an unpaid personal leave, but every effort will be made to return the employee to the same or a comparable position. Budgetary constraints, the availability of temporary replacements, and the need to fill positions may affect the reinstatement.

Emergency Closing

This section creates an authorized paid absence when the PSPLD work schedule must be curtailed because of inclement weather or other emergency conditions.

When the Library Administrator determines that PSPLD must close, he/she will notify employees and Board Members in accordance with established procedures. If the Library Administrator closes the library due to bad weather conditions, staff sent home early will be paid for the rest of their scheduled shifts. Similarly, if a staff member chooses not to come in because of bad weather conditions and the Library is open, that staff member takes a vacation day or a day off without pay.

EMPLOYEE CONDUCT

Overview

Working for PSPLD involves demonstrating respect for the opinions and rights of others. As a member of the PSPLD team, each employee is expected to accept certain responsibilities and adhere to acceptable principles of conduct. Because conduct reflects on PSPLD, employees are encouraged to observe the highest standards of behavior at all times to each other and patrons.

American Library Association Statement of Professional Ethics

1. Librarians must provide the highest level of service through appropriate and usefully organized collections, fair and equitable circulation and service policies, and skillful, accurate, unbiased, and courteous responses to all requests for assistance.
2. Librarians must resist all efforts by groups or individuals to censor library materials.
3. Librarians must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.
4. Librarians must adhere to the principles of due process and equality of opportunity in peer relationships and personnel actions.
5. Librarians must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of an institution or professional body.
6. Librarians must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the employing institution.

Some of the types of behavior, which PSPLD considers inappropriate, are as follows:

1. Violating PSPLD policies against discrimination and sexual harassment.
2. Soliciting or accepting gratuities or consulting contracts from clients, applicants, or grantees.
3. Excessive unexcused absenteeism or tardiness.
4. Excessive, unnecessary, or unauthorized use of PSPLD facilities, supplies, or equipment, telephone, copier and facsimile machine.
5. Falsifying employment or other records.
6. Using abusive, obscene, or threatening language or gestures.
7. Theft.

8. Disregarding safety regulations.
9. Insubordination.
10. Reporting to work intoxicated or under the influence of no prescribed drugs, or otherwise violating the Drug-Free Workplace Act.
11. Disrespectful behavior to patrons and staff.

Performance, conduct, or demeanor that becomes unsatisfactory will be subject to disciplinary action up to and including dismissal.

Smoking

To provide a safe and comfortable working environment, all of the PSPLD facilities have been designated as no-smoking areas.

Employees who smoke in the libraries will be subject to disciplinary action.

Use of PSPLD-Owned Equipment and Supplies

Employees are expected to use PSPLD equipment carefully and its supplies prudently.

In cases of obvious misuse, an employee may be expected to pay all or part of the replacement cost.

PSPLD telephones are provided for PSPLD business. While employees might occasionally have a legitimate need to use a PSPLD telephone for personal matters, such calls are to be kept to a minimum, both in number and duration. Employees are expected to reimburse the PSPLD for any personal long-distance calls they make on PSPLD telephones.

Employees are expected to reimburse PSPLD for any personal use of the PSPLD facsimile machine and copier.

Political Activities

In all facilities, employees, and volunteers are prohibited from distributing literature about, or soliciting funds for any candidate for public office.

In any outside work on behalf of a political candidate or party, employees may not publicly represent themselves as providing any express or implied endorsement by PSPLD.

Termination of Employment

Employment relationships with PSPLD are on an at-will basis. As mentioned in the manual's introductory section, "either employee or the PSPLD may terminate the relationship at any time, for any reason, with or without cause".

If an employee decides to leave PSPLD, he/she is urged to provide notice at least two weeks before the termination date so that staffing patterns can be adjusted.

Each departing employee is normally scheduled for an exit interview. This session is intended to complete any required forms and to collect all PSPLD property in the individual's possession.

This policy shall take effect on February 13, 2008 and shall remain in effect until such time the Board of Library Trustees of the Prairie Skies Public District vote otherwise.

President, PSPLD Board of Library Trustee

PRAIRIE SKIES PUBLIC DISTRICT
PERSONNEL POLICIES HANDBOOK

Adopted by the Board of Trustees on February 12, 2008

ACKNOWLEDGMENT

I acknowledge that I have received a copy of the Prairie Skies Public District's Personnel Policies, and that I have read and understand all of the policies as stated. I also acknowledge that the Handbook does not create any contractual rights between PSPLD and I, that the policies are subject to change, and that the Library may add to, modify or waive these policies at any time when it is determined to be in its best interests to do so.

Print or Type Employee name

Dated:

Signed

I have received the following keys for the Prairie Skies Public District building.

List Keys:

I understand that I will be responsible in the use of these keys and, upon termination or request by the Library Administrator; I will return the said keys to the library.