



# Jackson County Public Library

## PERSONNEL POLICY

Revised July 16, 2018

### Employee Acknowledgment Form

- I. Introduction
- II. Employee Professionalism
- III. Definitions
  - A. Full-time Employees
  - B. Working Day
  - C. Pro-rated Day
  - D. Human Resources
  - E. Exempt vs Non-Exempt Employees
- IV. Recruitment and Selection of Staff
- V. Interview & Moving Expenses
- VI. Introductory Period
- VII. Separations of Service
  - A. Resignations
  - B. Abandonment
  - C. Retirement
  - D. Disciplinary Action
  - E. Reduced Funds or Services
  - F. Exit Procedures
- VIII. Personnel File
- IX. Classification of Positions & Certification
- X. Job Descriptions and Evaluation
- XI. Working Conditions
  - A. Workweek
  - B. Schedules
  - C. Breaks
  - D. Meal Breaks
  - E. Sunday Hours
  - F. Time Sheets
  - G. Payroll and Deductions
  - H. Staff Meetings
  - I. Name Tags
  - J. Drug Free Workplace
  - K. Smoke/Tobacco Free Workplace
  - L. Bullying, Sexual and Other Unlawful Harassment
  - M. Punctuality

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Seymour, IN 47274

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Crothersville, IN 47229

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[www.myjclibrary.org](http://www.myjclibrary.org)

- N. Personal Appearance
  - O. Telephone Calls, Voicemail & Text Messaging
  - P. Computer Use
  - Q. Accident To Staff Member on Library Business (Workers' Compensation)
  - R. Mileage Reimbursement
- XII. Problem Resolution
- XIII. Paid Leave
- A. Sick Leave
  - B. Vacation Leave
  - C. Personal Leave
  - D. Holidays
  - E. Family and Medical Leave
  - F. Bereavement Leave
  - G. Funeral Closing
  - H. Military Leave
  - I. Jury Duty
  - J. Witness Duty
  - K. Emergency Closing
  - L. Community Involvement
  - M. Election Days
  - N. Blood Drives
- XIV. Unpaid Leave
- XV. Benefits
- A. Insurance
    - 1. Health
    - 2. Dental
    - 3. Vision
    - 4. Life
  - B. Indiana Public Employee Retirement System (INPRS)
  - C. Hoosier S.T.A.R.T
  - D. Supplemental Insurance
  - E. Flexible Spending Account
  - F. Benefits Continuation (COBRA)
- XVI. Employee Privileges
- A. Borrowing Privileges
  - B. Personal Orders
  - C. Use of Library Equipment
  - D. Prize Eligibility
- XVII. Staff Development
- A. Library Organizations
  - B. Workshops and Conference
- XVIII. Library Van Use
- XIX. Special Recognition
- XX. Garnishment of Wages
- XXI. Policy Review and Amendments

Employee Acknowledgment Form (will place in employee's personnel file)

## **EMPLOYEE ACKNOWLEDGMENT FORM**

The Jackson County Public Library personnel policy describes important information about JCPL, and I understand that I should consult Human Resources regarding any questions not answered in the policy. I have entered into my employment relationship with JCPL voluntarily and acknowledge that there is no specific length of employment. Accordingly, either JCPL or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the policy may occur, except to JCPL's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Library Board of Trustees of JCPL has the ability to adopt any revisions to the policies, and such revisions may be made without notice.

Furthermore, I acknowledge that this policy is neither a contract of employment nor a legal document. I have received the policy, and I understand that it is my responsibility to read and comply with the policy and any revisions made to it.

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EMPLOYEE'S SIGNATURE

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DATE

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EMPLOYEE'S NAME (TYPED OR PRINTED)

## **I. Introduction**

- A. This policy manual contains the current **personnel policy** of the Jackson County Public Library and supersedes any prior handbook or manual. In the case of a policy issue not covered by this manual or question of interpretation, Human Resources and the Library Director shall make a working determination and recommend a policy update or change to the Board of Trustees.
- B. Policy may be reviewed or changed by the Board of Trustees at any time. Revised policy pages will be updated online and supplied to all current staff and board members and shall be clearly labeled as to manual pages being replaced.
- C. All staff members shall be supplied a copy of this manual and should sign two copies of the Employment Acknowledgment Form. A copy of the form will be kept in their personnel file.

## **II. Employee Professionalism**

The library is a public institution supported by taxation, and therefore, belongs to the people. Each customer, whatever his age, sex, race, appearance, social, or intellectual status, should be given prompt, efficient, impartial, and courteous service. Staff members should bear in mind that they are immediate representatives of the library in all instances, including social media, and do much to form public opinion regarding the institution.

As an employee of the Jackson County Public Library, I will:

- protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.
- distinguish clearly, in my actions and statements, differences between my personal philosophy and attitudes and those of the library.
- not speak or act in ways that are detrimental to my fellow staff, the Board, or the library.
- always be alert and approachable to customers seeking assistance.
- show children the same courtesy as adults.
- report suspected abuse and/or neglect to the Library Director and to the proper authorities as outlined in Indiana Code 31-33-5.

## **III. Definitions**

### **A. Full-time Employees**

“Full-time” is defined as working a regularly scheduled 40-hour week.

### **B. Working Day**

“Working day” or “day” as used in this manual is the average working day on a pro-rated basis. For full-time employees, the working day is considered eight hours.

**C. Pro-rated Day**

Part-time employees receive sick, vacation, and personal leave days for which they are eligible on a pro-rated basis. A “pro-rated day” in hours is determined for each part-time employee by dividing their normally scheduled weekly hours by 5.

**D. Human Resources**

The Human Resources staff is the Library Administrator, Administrative Assistant, and Administrative Clerk.

**E. Exempt vs Non-Exempt Employees**

Most employees are non-exempt, except for the Director and Administrator who are Salaried Exempt.

**IV. Recruitment and Selection of Staff**

- A. The Library Director is hired by and is responsible to the Board of Trustees. The Library Director recommends the employment of all staff members for approval by the library Board of Trustees. No persons related as father, mother, brother, sister, uncle, aunt, husband, wife, son, daughter, son-in-law, daughter-in-law, niece, or nephew may be placed in a direct supervisory-subordinate relationship
- B. The library may do a background check on prospective or current employees.
- C. It is the policy of the Jackson County Public Library not to discriminate in its service programs or employment practices on the basis of race, color, religion, sex, national or ethnic origin, age, disability, sexual orientation, gender identity, veteran status or any other discrimination prohibited by law. In accordance with the Diversity Plan, it is imperative that the library recruits, hires and retains highly capable and productive employees. To do this, the library needs to attract qualified individuals, ensure that employees are acknowledged for their contributions, and encourage employees to achieve their full potential.

**V. Interview & Moving Expenses**

- A. Interview expenses are reimbursed for candidates interviewing for the Director position as approved by the Board.
- B. Moving expenses for all new professional employees may be considered for reimbursement, but are subject to Board approval prior to the move. Professional employees include the Director and other department supervisors whose position requires an MLS degree.

**VI. Introductory Period**

All new staff members are in an introductory period for six months. This period is designed to determine whether the employee is suited to the job and capable of satisfactorily performing the work assigned. After the introductory period, supervisors will evaluate their employees. A satisfactory evaluation will qualify the employee as a regular staff member. An unsatisfactory evaluation at any time during the introductory period may result in the employee's immediate termination. The evaluation reports will be maintained in the personnel file.

**VII. Separations of Service**

**A. Resignations**

An employee who intends to resign submits a written resignation to Human Resources. The Library Director shall submit notice of his/her resignation to the President of the Board of Trustees. Under ordinary circumstances, four weeks' notice is requested for department heads and two weeks' notice for all other positions. Unused vacation, personal and sick time may not be used towards this notice. Failure to give this notice results in ineligibility for rehire and loss of any accumulated vacation or personal leave.

**B. Abandonment**

Any employee absent from duty without proper notification and authorization thereof for three consecutive days shall be considered to have resigned the position.

**C. Retirement**

There is no mandatory retirement age. Employees eligible for the Indiana Public Employment Retirement System and/or participating in Hoosier S.T.A.R.T. or supplemental insurance should contact Human Resources for information on retirement benefits. Under ordinary circumstances, four weeks' notice is requested for department heads and two weeks' notice for all other positions. Unused vacation, personal and sick time may not be used towards this notice. This notice is requested so the library may seek a replacement and should not be

interpreted as relating to the notice you may need to give to the Public Employee Retirement Fund or Hoosier S.T.A.R.T. so that your retirement benefits become effective immediately upon your retirement.

#### **D. Disciplinary Action**

##### **1. Purpose**

The purpose of this section is to state the library's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels. The library's best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any such action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future. The library's disciplinary program is discretionary. The library disciplinary procedure is not progressive so that any one or more of the following actions may be taken. No verbal or written warning need be given prior to termination.

##### **2. Procedure**

Disciplinary actions will be explained to and discussed with the employee at each step in the procedure stated below. All disciplinary action documents will be placed in the employee's personnel file.-

###### **a. Verbal Warning:**

For most infractions, the employee will be warned verbally by his/her supervisor. A notation will be placed in the employee's personnel file. If the situation is not corrected in the time frame specified by the supervisor, the supervisor will proceed to a written warning.

###### **b. Written Warning:**

The employee will be warned verbally and in writing, and the written warning will be placed in the employee's personnel file. This written record notifies the employee that his/her performance or conduct is unacceptable and documents the specific acts or omissions upon which the discipline is based as well as the expected corrective action and time frame.

###### **c. Termination:**

If the situation is not corrected in the time frame specified by the supervisor or if it is a third occurrence of the same offense, the supervisor will report the situation to the Director for termination. Termination results in ineligibility for rehire and loss of any accumulated vacation or personal leave.

###### **d. Immediate dismissal may occur. Some instances for dismissal may include but are not limited to:**

- Physical or verbal abuse and/or sexual harassment of a library customer or employee
- Theft of or deliberate damage to library property or the property of a library customer or employee
- Gross misconduct, which may include off-premise conduct which is illegal
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Insubordination
- Falsification of library records, including the employment application
- Possession of explosives or weapons in library facilities or vehicles. An employee may have a firearm stored out of plain sight in their locked vehicle. IC 34-28-7-2
- Excessive absences, tardiness, or early leaves
- Failure to achieve certification or certification renewal

#### **E. Reduced Funds or Services**

In the event of a reduction in funds received for the operation of the library or the discontinuance of a service it may become necessary to terminate the service of staff members. Notice shall be given as far in advance as possible to those employees affected by such action.

#### **F. Exit Procedures**

- 1.—After giving written resignation notice, the employee may obtain an exit survey. Human Resources will conduct an exit interview with the employee and submit exit interview notes to the Administrator on or before the employee's final workday.
2. All employees ending employment with the library should do the following:
  - a. All library keys, nametags, and policy binder, if applicable, must be returned to the Administrative Assistant on or before the employee's final workday.
  - b. All personal property should be removed from locker and work area.
  - c. Replacement cost for lost locker keys is \$2.00. Replacement cost for lost building keys or fob is \$10.00.
3. The library will take all action deemed appropriate to recover or protect its property.

## **VIII. Personnel File**

- A. Personnel files are confidential. They are located in the Director's office and are maintained for all current employees of the Jackson County Public Library. The Director, along with Human Resources will have access to these files for business purposes. An employee's supervisor, with the permission of the Director or the Library Administrator may have access to an employee's performance evaluations and other evaluative material for business purposes.

The Library will release the following information about an employee:

1. Dates of employment
2. Position(s) held
3. Verify employment and salary to financial institutions with staff member's prior approval

No employee shall disclose any personnel information obtained from library records concerning another staff member without the permission of Human Resources. Employees requesting supervisors peer recommendation should notify them prior to listing them as a reference.

Included in the personnel files are the following items:

1. Forms related to hiring
  2. Evaluations
  3. Reprimands
  4. Statements of grievance (problem resolution)
  5. Commendations, letters, & memoranda relating to performance
  6. Memoranda relating to health (maintained in separate file)
  7. Emergency telephone numbers
  8. Letters of reference
  9. Background check information
  10. Other materials authorized by Human Resources as information necessary and relevant to the function of the organization.
- B. All employees have the right to inspect their personnel files, except for confidential materials and materials not required to be disclosed pursuant to Indiana law. Files are available during business hours by making arrangements with the Director or Human Resources.
- C. It is the responsibility of each employee to promptly notify Human Resources of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of beneficiaries, emergency contacts & numbers, and other such status reports should be accurate and current at all times.

## **IX. Classification of Positions & Certification**

- A. All positions are classified, as detailed below, for the purposes of assigning them to the salary scale:

### **Classification Level I**

Shelver	(Hourly \$8.25-\$10.50)
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### **Classification Level II**

Circulation Assistant - part-time	(Hourly \$11.00– \$14.00)
Information Services Clerk - part-time	
Janitor - part-time	
Youth Services Program Assistant - part-time	

### **Classification Level III**

Outreach Services Assistant - part-time	(Hourly \$12.00- \$15.50)
Crothersville Library Coordinator - part-time	
Technical Services Clerk - full-time	

### **Classification Level IV**

Administrative Clerk – part-time	(Hourly \$13.00 - \$17.50)
Circulation Assistant II - full-time	
Information Services Assistant - part-time (LC6)	

Technical Services Assistant - part-time (LC6)  
Youth Services Assistant II - full-time (LC6)

**Classification Level V**

(Hourly \$14.50-\$21.50)

Administrative Assistant - full-time  
Circulation Manager - full-time (LC5)  
Graphics Specialist - part-time  
Information Services Manager - full-time (LC5)  
Maintenance Specialist - full-time

**Classification Level VI**

(Hourly \$19.50- \$28.92)

Head of Collection Development - full-time (LC5)  
Head of Youth Services - full-time (LC5)  
Information Technology Specialist - full-time

**Classification VII**

(Salaried Exempt \$28.00-\$43.00)

Library Administrator (LC5)

**Salaried Exempt**

Library Director (LC2)

- B. Upon receiving an acceptable annual evaluation, an employee may receive an increase in pay within the salary range. Such a salary increase is based on merit and generally occurs at the beginning of the calendar year.
  - C. Several library positions require certification as written in Indiana Code 36-12-11-6:
    - 1. Librarian Certificate 1 (LC1) - ALA-accredited MLS degree with 10 years professional library experience or ALA-accredited MLS degree with 6 years professional experience including 3 years management or supervisory experience.
    - 2. Librarian Certificate 2 (LC2) - ALA-accredited MLS degree with 3 years professional library experience
    - 3. Librarian Certificate 3 (LC3) - ALA-accredited MLS degree
    - 4. Librarian Certificate 4 (LC4) - Bachelor's degree from an accredited college or university, including 15 credit hours of required library science courses. The library science courses can be taken as part of the bachelor degree curriculum or before or after: *Collection Development (also referred to as Selection and Evaluation of Materials); Reference and Information Sources; Library Management and Administration; Cataloging and Organization of Materials; Children's Services (also referred to as Materials for Youth).*
  - 5. Librarian Certificate 5 (LC5) - Minimum sixty (60) hours of college credit hours and nine (9) college credit hours from any three (3) of the following five (5) Library Science courses. The library science courses can be taken with or after the sixty (60) hours of college credit hours: *Collection Development (also referred to as Selection and Evaluation of Materials); Reference and Information Sources; Library Management and Administration; Cataloging and Organization of Materials; Children's Services (also referred to as Materials for Youth).*
  - 6. Librarian Certificate 6 (LC6) - High school diploma or GED with 3 years of library experience or 9 credit hours of library science courses of choice.
  - 7. Librarian Certificate 7 (LC7) - High school diploma or GED with 3 years of library experience or 9 credit hours of library science courses of choice. Ten (10) hours of State Library sponsored training each year for the first three (3) years of employment in subject areas relating to library administration.
- D. Terms for Certification
- 1. Certification is renewable every five years. Staff members must submit a copy of their certificate to Human Resources.

2. Newly hired staff that require certification will have six months to become certified.
3. Individuals unable to meet the certification requirements for their new position may apply for a one year temporary certification.
4. Individuals may apply for up to 3 one-year temporary certifications as they work towards becoming certified. Ten (10) LEUs are required prior to each temporary certificate renewal.

**E. Certification Fees**

1. \$50 fee per 5 year certificate upon application or renewal paid by the employee
2. Temporary certificates of a one year term are \$10 paid by the employee. (Limit of 3)

**F. Library Education Units and Renewal**

1. Renewal for the director will require the completion of one hundred (100) library education hours in 5 (five) years. Ten (10) hours (20 after 1/1/22) of LEUs (TLEUs) will be computer or technology related.
2. Renewal for a department or branch head will require seventy-five (75) library education units in five (5) years. Ten (10) hours (20 after 1/1/22) of LEUs (TLEUs) will be computer or technology related.
3. Renewal for a professional assistant who is not a department or branch head will require fifty (50) library education units in five (5) years. Ten (10) hours (20 after 1/1/22) of LEUs (TLEUs) will be computer or technology related.
4. One hour of class time = 1 LEU/(TLEU). LEUs are awarded on an hour-for-hour basis and round up at the 90-minute mark.
5. It is the staff members' responsibility to keep track of their own LEUs/(TLEUs).

**G. Further details on certification are available from the Indiana State Library at**

<http://continuinged.isl.in.gov/certification/>

**H. Failure to achieve certification or certification renewal may result in termination.**

**X. Job Descriptions and Evaluation**

**A. Job Descriptions**

Employees will receive a copy of their job descriptions when hired. Job descriptions outline the major duties and responsibilities of each position in the library and are intended to guide employees in the performance of their work. These descriptions are revised and updated as necessary to coincide with changes and improvements in library operations.

**B. Evaluation**

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal written performance evaluation will be conducted at the end of an employee's six-month introductory period. Additional formal performance evaluations are conducted approximately once annually to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. The Board of Trustees is responsible for evaluating the Director every twelve months. Evaluation records become a regular part of the employee's personnel file. Employees will receive a copy of their own evaluation upon request.

**XI. Working Conditions**

**A. Workweek**

1. The workweek is defined as beginning on Sunday and ending on Saturday.
2. All non-exempt full-time employees working on Saturday or Sunday take equivalent time off during the workweek to keep the total scheduled hours at 40 or under. No employee will be allowed to work more than 40 hours in any week unless authorized by the Director or Administrator. Compensation for authorized overtime in excess of 40 hours per week will be at the rate of one and one-half times the basic hourly rate. In most cases, this will be taken as compensatory time. Compensatory time must be taken within two pay periods following the pay period in which the overtime occurred. Compensatory time will be scheduled by mutual agreement between the employee and the supervisor. In extreme situations, the Director may authorize overtime pay.
3. Exempt employees are excluded from overtime and compensatory time. Exempt employees are paid a salary and are expected to work beyond their normal work hours whenever necessary to accomplish the work of the library.

**B. Schedules**

Weekly schedules for non-exempt employees are posted to the online schedule by Human Resources. Requests for time off must be submitted in writing to supervisors. If approved by the supervisor, the time-off request is sent to Human Resources for final approval. The supervisor is responsible for adjusting the schedule or finding an acceptable substitute to cover the schedule. Any schedule changes must be reported to Human Resources.

**C. Breaks**

An employee is allowed a paid 15-minute break during each consecutive four-hour shift worked, if working conditions allow. Break periods may not be used to reduce the workday. Employees must notify others working in the department of their break time. Employees leaving library property must notify other library staff members that they are leaving the property while on break.

**D. Meal Breaks**

Any employee working eight hours must take at least a 30-minute meal break but may take up to a full hour. This break is not paid time and no notification of leaving the building is necessary. Meal breaks may not be used to reduce the workday or be taken consecutively with other breaks. Employees must still work the number of hours they are scheduled each day. Meal breaks either less than or more than one hour must be approved by the supervisor, and any schedule change must be posted on the online schedule. Employees giving a Leadership Giving or Club level donation to the Jackson County United Way will receive a one-time two-hour lunch per year with one hour paid.

**E. Sunday Hours**

Full-time staff working on Sundays must take an equivalent number of hours off during the following week. Sunday hours worked by part-time staff are included in their regularly scheduled hours and are figured into the employee's pro-rated day. All staff working the public service desks will receive \$2 more per hour for Sunday hours.

**F. Time Sheets**

Each employee is responsible for clocking in and out using time clock software and keeping an accurate record of hours. Employees must turn in their time sheets to their supervisors by the time and date requested by the supervisor. Supervisors must turn in their approved department's time sheets by 10:30 am on the Monday following the pay period. Employees who do not submit time sheets on time cannot be guaranteed correct payment on the scheduled pay date.

**G. Payroll and Deductions**

1. All library employees are paid by direct deposit into an account at the financial institution of their choice. Depending on the financial institution, funds may be available for withdrawal at the beginning of the pay date business day. Deposits are made every other Friday unless the pay date falls on a holiday.
2. Automatic deductions from payroll include federal income tax, state income tax, FICA, county income tax, and insurance when applicable.
3. Voluntary automatic deductions can be made for Hoosier S.T.A.R.T., additional INPRS, flexible spending account, supplemental insurance and United Way.
4. In the event that there is an error in the amount of pay, the employee should promptly notify Human Resources, so that corrections can be made as soon as possible.

**H. Staff Meetings**

All employees are required to attend staff meetings as scheduled if possible. Because of the various schedules of employees, it is not always possible to schedule staff meetings on a day all employees are scheduled to work. Part-time employees not scheduled to work will be paid for staff meeting attendance at the regular hourly rate with no mileage reimbursement.

**I. Name Tags**

All employees are supplied nametags and are required to wear them while on duty.

**J. Drug Free Workplace**

1. This policy is developed in accordance with requirements for grantees receiving federal funds directly or indirectly through the state, to provide a drug free workplace.
2. It is the intent of the library to maintain a drug free workplace. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance and/or illegal drug is prohibited on all library property.
3. Every employee is required to abide by the prohibition above and to notify the Director if he or she is convicted of any criminal drug statute violation occurring on library property no later than five days after such conviction. The library may terminate employment of any employee convicted of any violation of federal or state statutes dealing with the manufacture, dispensing, possession, distribution or use of any controlled substance and/or illegal drug in the workplace.
4. Information about the dangers of drug abuse in the workplace will be made available to staff.
5. Excessive alcohol or drug use off the work site, which affects an employee's attendance or behavior on the work site and drug or alcohol use during work hours shall also be grounds for dismissal at the discretion of the Director. When an employee's health or job performance declines, and this decline is attributed to or is

related to alcohol or drug dependency, the employee may petition the Director for the opportunity to enter counseling or rehabilitation. If an employee refuses to take action to correct a problem, which is affecting job performance and workplace relationships, the employee may be subject to review for dismissal or other appropriate personnel action.

6. The library reserves the right to conduct mandatory drug testing. A positive drug test results in immediate dismissal.

**K. Smoke/Tobacco Free Workplace**

Smoking, use of electronic smoking devices, and other tobacco use are prohibited in the interiors of all library buildings and vehicles and on library property.

**L. Bullying, Sexual and Other Unlawful Harassment**

1. The library is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.
2. Any employee who wants to report an incident of harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact Human Resources. Employees can raise concerns and make reports without fear of reprisal.
3. Any supervisor who becomes aware of possible harassment should promptly advise Human Resources who will handle the matter in a timely and confidential manner.

**M. Punctuality**

It is important that staff members be at their workstation and clocked in at their scheduled time. This also includes breaks and meal times. If an employee expects to be late for work, the employee should notify their immediate supervisor at work and the general delivery voice mailbox as soon as possible. Seymour staff are required to use their fob on the exterior doors as they enter and exit the building.

**N. Personal Appearance**

Library employees are expected to be well groomed and neatly dressed. Each staff member should dress appropriately when working with the public to convey a positive and professional image of both oneself and of the library, while remaining approachable to library customers. No bare midriffs, spaghetti straps, skirts or shorts shorter than just above knee length, issue-oriented and controversial clothing or accessories, or flip-flops are allowed. Clothing or accessories which are political or have abusive or demeaning language or pictures that are in poor taste including lewd, suggestive or offensive words or innuendo are prohibited. This includes items that have words or phrases that are suggestive because of the use of a double entendre. Human Resources reserves the right to deem any article of clothing or accessory to be inappropriate. On occasion, the Director may authorize exceptions to the dress code.

**O. Telephone Calls, Voicemail, & Text Messaging**

Lengthy and/or frequent personal telephone calls and text messaging are not allowed while working. Employees' voice mailboxes may be monitored.

**P. Computer Use**

Lengthy and/or frequent personal use of, or social networking with, library computers is not allowed while on duty. Employees' library e-mail accounts and computer use may be monitored.

**Q. Accident to Staff Member on Library Business (Workers' Compensation)**

If injured in the performance of duty during approved scheduled hours, library employees are covered by Workers' Compensation benefits. In the event of injury, the employee shall report the injury *immediately* to his/her supervisor. The supervisor with the help of the employee will complete an accident/incident report and inform Human Resources *immediately*.

**R. Mileage Reimbursement**

Employees using personal vehicles to travel from one location to another for work-related purposes within a work day will be reimbursed the federal mileage rate after submitting a mileage claim with miles traveled and odometer start and finish numbers.

**XII. Problem Resolution**

The library is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from library supervisors and management. The library strives to ensure fair and honest treatment of all employees. Employees are expected to treat each other with mutual respect and are encouraged to offer positive and constructive criticism. If employees disagree with established rules of conduct,

policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized formally or informally for voicing a complaint with the library in a reasonable business-like manner or for using the problem resolution procedure. If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents problem to immediate supervisor. The Library Director's supervisor is the Board of Trustees. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, the employee may present problem to Human Resources.
2. Supervisor or Human Resources must respond to the problem in a timely manner. Supervisor or Human Resources documents discussion.
3. If the problem is unresolved through the supervisor, the employee presents problem in writing to Human Resources within ten library working days following meeting with supervisor.
4. Human Resources will make a decision as soon as possible and will forward a response in writing to the employee and supervisor. Human Resources has full authority to make any adjustment deemed appropriate to resolve the problem.

### **XIII. Paid Leave**

#### **A. Sick Leave**

1. Sick leave shall be granted at the rate of thirteen (13) working days per year, to be tallied to the employees account at the beginning of each year. A new employee shall receive upon hire one (1) sick day for each month remaining in the calendar year. Sick leave shall be recorded and used in hours, with the maximum possible to accrue equal to one hundred twenty (120) pro-rated working days. Sick leave must be used in the actual amount of hours missed from work.
2. Sick leave will be granted for an employee's own or family's medical condition or for medical, dental or counseling appointments.
3. Employees using three (3) consecutive sick days, a sick day immediately preceding or immediately following a holiday, or a sick day when scheduled to attend a meeting/training or scheduled to cover a branch must present a written medical statement to qualify for paid sick leave.
4. Upon separation from employment, the sick leave balance is canceled. Payment for unused sick leave is not available under any circumstances.
5. In the event that an employee of at least six months uses all paid leave due to a health-related incident to the employee or an immediate family member, a sick leave pool may be organized with anonymous volunteer donations from other employees who have more than thirteen (13) pro-rated sick leave days in their account. No employee can donate more than two (2) of the recipient's pro-rated sick leave days to the pool. The employee will receive sick leave days based on their pro-rated hours. Sick pool hours are not guaranteed, and there is no maximum or minimum number of hours that may be received. In order to receive benefits from the sick leave pool, the employee must provide a letter from an attending physician stating that the staff member is not able to perform his or her normal duties, the duration of the illness, and when the employee may be expected to return for work. The Director must approve any requests for a sick leave pool. The employee will keep the unused sick pool hours at the end of the sick leave.
6. Employees taking sick leave must call their immediate supervisor at work as well as the Seymour general delivery number (812-522-3412 ext. 0). Checkout desk staff will notify the respective department and email hr@myjlibrary.org.
7. See Influenza Pandemic Policy for variations from the regular sick leave policy.
8. The library complies with the federal Health Insurance Portability and Accountability Act (HIPAA). Employees should discuss the rules and regulations with Human Resources.

#### **B. Vacation Leave**

1. Vacation leave is posted to the employee's account on the first day of the calendar year. Employees attaining additional days of vacation will receive the days on their anniversary date.
2. Library Director:  
6-12 months of employment: 10 paid vacation days.  
After 1 year of employment: 10 more paid vacation days for a total of 20 annually.  
After 15 years of employment: 1 more paid vacation day annually up to 25 days.
3. Professional Library Supervisors:  
6-12 months of employment: 10 paid vacation days

- After 1 year of employment: 5 more paid vacation days for a total of 15 annually.  
 After 3 years of employment: 5 more paid vacation days for a total of 20 annually.  
 After 15 years of employment: 1 more paid vacation day annually up to 25 days.
4. All other adult employees:  
 6-12 months of employment: 5 paid vacation days.  
 After 1 year of employment: 5 more paid vacation days for a total of 10 annually.  
 After 5 years of employment: 5 more paid vacation days for a total of 15 annually.  
 After 8 years of employment: 5 more paid vacation days for a total of 20 annually.  
 After 15 years of employment: 1 more paid vacation day annually up to 25 days.
  5. The employee's supervisor should approve vacation requests at least one week in advance. If the employee has used all personal leave, the supervisor may approve up to one day of vacation without prior notice if the schedule allows.
  6. Employees may carry over up to five pro-rated vacation days from one year to the next.
  7. Employees will be paid for their unused vacation days upon retirement or resignation.

#### **C. Personal Leave**

1. Employees hired in the first six months of the year will receive one personal leave day after their six-month introductory period. Employees hired in the second six months of the year will accrue one personal leave day at the beginning of the calendar year to be taken after their six-month introductory period.
2. Employees will receive a second personal day after their one-year anniversary date.
3. Thereafter, all employees will receive two-paid personal leave days each year. Personal leave days will be posted at the beginning of the calendar year.
4. Employees may carry over one pro-rated personal leave day from one year to the next.
5. Employees giving at least a Fair Share (one hour's pay per month) donation to the Jackson County United Way will receive one additional personal leave day following their twelve-month commitment.
6. Advance notice of personal leave is preferred. The library retains the right to deny personal time requests that would cause undue disruption to its operations.
7. Employees will be paid for their unused personal leave days upon retirement or resignation.

#### **D. Holidays**

1. Paid holidays are: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve. When any of the above legal holidays falls on Sunday, the Library will be closed Sunday and Monday, with Monday being the paid holiday. The library will also close on President's Day and Columbus Day for staff development with staff members taking floating paid time off before the end of the calendar year as scheduled with their supervisor.
2. When a scheduled holiday falls on a day when an employee is not scheduled to work, full-time employees must schedule equivalent time off during the pay period. Part-time employees not scheduled to work on a holiday are not paid holiday time. Part-time employees scheduled to work on a holiday are paid their regularly scheduled hours.
3. Employees on any unpaid leave of absence will not receive holiday pay. To receive holiday pay, employees must work on or receive paid leave on the scheduled working days immediately preceding and following the holiday. Employees taking a sick day immediately preceding or immediately following a holiday period must present a written physician's statement completed during the illness in order to receive holiday pay.
4. The library will close at 6:00 p.m. on the night preceding a holiday closing when the day falls during the week, such as New Year's Eve Day, Independence Day, Thanksgiving Day, and Christmas Eve Day.
5. The library will close at 6:00 pm on weekday evenings the week prior to Christmas and New Year's.
6. The Seymour Library will close at noon on the Thursday of Oktoberfest with full-time Seymour staff receiving 4 hours of holiday pay. Part-time Seymour staff working less than 8 hours on that day must work the 4 hours the library is open and will receive the remaining hours as holiday pay, unless there is a work or school conflict. The Seymour Library is closed the Friday and Saturday of Oktoberfest. All Seymour staff scheduled to work on Fridays will work 8 a.m. to noon and receive up to 4 hours of holiday pay for their regularly scheduled hours. Staff must work the 4 hours on Friday or take paid leave for that time to receive holiday pay. Scheduled part-time Saturday staff may work those hours within the pay period. Outreach Services staff will participate in the Saturday

- parade on paid time.
7. The Crothersville Library will close on the Saturday of the Red, White, and Blue Festival with selected staff members participating in the parade on paid time.
  8. The Medora Library will close on the Saturday of HOPE Medora Goes Pink.

**E. Family and Medical Leave**

1. Employees who have worked at the library for at least 1,250 hours in the past 12 months and have been employed by the library for a total of at least 12 months are eligible for family or medical leave not to exceed twelve weeks if they are new parents by birth or adoption, have an extended illness or disability, or have an immediate family member with an extended illness or disability. Employees eligible for FMLA will use applicable paid leave concurrently with FMLA. Paid leave may be sick leave, personal leave, floating holiday and/or vacation leave. Unused paid leave must be used prior to any unpaid leave.
2. The library shall continue its contribution toward insurance premiums of covered employees during the unpaid portion of the leave. The employee's share of the premium normally paid by payroll deduction must be paid directly to the library prior to the regular payroll date.
3. A physician's statement will be required at the time of illness or disability. The statement must be submitted along with the employee's request in writing for a leave of absence exceeding three workdays. By the third day of an extended medical leave, administrative staff will provide the FMLA paperwork for the employee to complete. In order to be eligible for re-employment, the employee must be able to return to work within one week after receiving physician's approval.
4. Employees choosing not to return to work at the end of family or medical leave must reimburse the library for the insurance contributions made by the library during the unpaid portion of the leave.
5. The library will comply with guidelines set by the federal Family and Medical Leave Act. Human Resources staff will provide more information upon staff request.

**F. Bereavement Leave**

Employees who wish to take time off due to a death should notify their supervisor immediately. Once approved by Human Resources, up to five days of paid bereavement leave may be provided for the death of a family member. Employees requiring more time off may use sick leave, vacation or personal time, or unpaid leave. Human Resources may give special consideration for paid leave in the event of the death of a person who had a close relationship with the employee.

**G. Funeral Closing**

The library may close for the funeral or memorial service for a past or current board or staff member.

**H. Military Leave**

The library will comply with state and federal laws regarding military leave.

**I. Jury Duty**

The Library shall allow time as required to fulfill jury duty requirements. The Library shall pay for jury duty time the difference between any jury fees received and the amount normally paid to the employee for regularly scheduled hours. Appropriate court documentation is required. Depending on the employee's schedule, length of duty, and desk coverage upon dismissal, the employee may be required to return to work.

**J. Witness Duty**

If employees have been subpoenaed or otherwise requested to testify as witnesses, they will receive paid time off for the entire period of witness duty. The subpoena or request should be shown to Human Resources immediately after it is received so that operating requirements can be adjusted where necessary to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

**K. Emergency Closing**

1. The Library may be closed for snow days, weather emergency, or building emergency at the discretion of the Director and/or Administrator. The Director and/or Administrator will immediately notify supervisors, WJAA 96.3 FM and WZZB 1390 AM of such closing. Supervisors are responsible for notifying department staff.
2. Employees scheduled to work on the day of any such emergency shall receive full pay for the number of hours for which they are scheduled except on Sundays. Staff scheduled to take hours off during the following week to compensate for Sunday hours will be required to work those hours. No pay or compensatory time shall be due to employees not scheduled to work on the day of an emergency closing.
3. Employees unable to get to work due to weather conditions receive credit for hours missed only when a snow

day or weather emergency is called by the Director and/or Administrator. Staff may make up such missed hours or may use vacation or personal leave.

4. Employees who call in sick during inclement weather may be required to provide a written medical statement.

#### **L. Community Involvement**

Employees involved in community activities on behalf of the library may count the time as part of their regular library hours. While employees are encouraged to be involved in community activities that contribute

to the library's goals, they are not a requirement of the employee's job description. The employee's supervisor and the Library Director must approve paid time off for community involvement.

#### **M. Election Days**

Full-time or part-time employees scheduled to work a regular 8-hour day on any primary or Election Day may be allowed paid time off to vote of up to one hour with their supervisor's pre-approval. Staff members are encouraged to vote before reporting to or after leaving from work or before, during or after their lunch break. An employee who has the opportunity to work the polls during an election day may take either a personal or vacation leave day to do so, or may request a change in the weekly work schedule.

#### **N. Blood Drives**

Full-time or part-time employees scheduled to work a regular 8-hour day are allowed paid time off to donate blood for a community blood drive with their supervisor's pre-approval.

### **XIV. Unpaid Leave**

- A. Employees with paid leave must take all paid leave before taking any unpaid leave of absence, with the exception of military duty and pandemic influenza.
- B. An unpaid leave of absence is a privilege, not a right, and will be granted only at the convenience of the Library. The employee's supervisor and the Director must approve requests for unpaid leave. Since the ongoing efficient operation of the library is paramount, the length of unpaid leave will vary depending on each individual situation and the effect the employee's absence would have on the library's programs and services.
- C. An employee on unpaid leave who is a member of the insurance plan must arrange with Human Resources to continue their portion of the insurance payments to the plan while on leave in order to remain a member of the plan. After FMLA leave has expired, an employee wishing to keep insurance may choose to take COBRA. An employee on unpaid leave of more than two weeks will not have contributions paid to the Indiana Public-Employee Retirement System. (INPRS) Special arrangements can be made with the Human Resources for United Way, supplemental insurance, and Hoosier S.T.A.R.T. deductions.

### **XV. Benefits**

#### **A. Insurance**

##### **1. Health**

- a. All employees working an average of 30 or more hours per week must participate in the group health insurance plan or certify coverage under a plan provided by a spouse's employer.
- b. The library pays a portion of the monthly premium for individual coverage for all other employees working an average of 30 or more hours per week. Through payroll deduction, the employee pays for the remaining portion. The library pays monthly for employee only, employee with child, employee and spouse, or employee and family. The Board of Trustees approves rates annually.\_
- c. Health insurance coverage becomes effective on the 1<sup>st</sup> of the month following the completion of 30 days of employment.
- d. Annual review of insurance premium and policies may result in changes to this policy.

##### **2. Dental**

- a. Participation in dental insurance is optional. Eligibility is the same as health insurance.
- b. The library pays monthly for employee only, employee and spouse, or family.
- c. The Board of Trustees approves rates annually.\_

##### **3. Vision**

- a. Participation in vision insurance is included in the health insurance plan.
- b. The library pays monthly for eligible employee and family.
- c. The Board of Trustees approves rates annually.

##### **4. Life**

- a. A \$20,000 life insurance policy is included in the insurance package for all employees working an average of 30 or more hours per week.

- b. The library pays monthly towards the premium. Employees who have waived the health insurance still receive coverage.

- c. The Board of Trustees approves rates annually.

**B. Indiana Public Employee Retirement System**

- 1. All full-time employees will be enrolled in INPRS.
- 2. The library pays a before-tax percentage of the employee's salary into the fund. That percentage is determined by INPRS .
- 3. The library also contributes the employee's 3% contribution.
- 4. In addition, eligible employees have a two-year window to contribute up to an additional before-tax 10% of their salary to their account.
- 5. This money remains the property of the employee and may be withdrawn from the retirement system if employment is terminated before the employee is vested.

**C. Hoosier S.T.A.R.T.**

- 1. All employees are eligible to participate in Hoosier S.T.A.R.T.
- 2. Through payroll deduction, the plan permits participants to save any amount up to 25% of gross bi-weekly earnings (\$7,500 annual maximum). Deposits earn competitive interest rates of return on before-tax dollars.
- 3. Employees may choose to participate in the plan or change deposit amounts at any time.

**D. Supplemental Insurance**

- 1. All employees are eligible to participate in the current supplemental insurance program.
- 2. Through payroll deduction, the plan permits participants to pay for supplemental insurance coverage. Interested employees should contact the Human Resources for more information.

**E. Flexible Spending Account**

- 1. All employees are eligible to participate in the current flexible spending account plan with a maximum annual employee election determined annually.
- 2. Through payroll deduction, the plan permits participants to save before-tax for eligible expenses. Interested employees should contact Human Resources for more information.
- 3. The library will pay the administrative fee for each participating employee.

**F. Benefits Continuation (COBRA)**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the library's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the library's group rates plus an administration fee. The library provides each eligible employee with a written notice describing rights under COBRA when the employee becomes eligible for coverage under the library's health insurance plan. The notice contains important information about the employee's rights and obligations.

**XVI. Employee Privileges**

**A. Borrowing Privileges**

- 1. All circulating materials are available to staff and must be checked out when removed from the shelves. Staff members are not required to pay fines; however, they are expected to return materials on time. Staff members will receive overdue notices & replacement bills on the regular notice schedule. Staff member accounts will not be submitted to the collection agency.
- 2. Staff with lost or damaged materials have up to six months to pay for materials. Upon request, the Administrative Assistant will set up a payment plan.

**B. Personal Orders**

Staff members may order books and materials through a special staff account with Baker & Taylor, generally with a discount. Orders should be directed to the Technical Services Clerk in Technical Services. Prompt payment of bills to the Administrative Assistant is expected.

**C. Use of Library Equipment**

Staff members are allowed to use some library equipment for personal use on their own time, if it does not interfere with regular library business with the exception of library vehicles and photocopiers. Staff members removing equipment from library property must have prior approval from the Director and/or

Administrator.

**D. Prize Eligibility**

Staff members are ineligible for any random prize drawing as a part of a library program. Family members living in the same household as staff members are ineligible for prizes valued at more than \$10.00 as a part of a library program; however, they are eligible for random prize drawings with prizes valued at less than \$10.00.

**XVII. Staff Development**

**A. Library Organizations**

1. The library encourages participation in state and national library organizations and whenever possible will allow work time to be used for such participation.
2. The library pays Indiana Library Federation membership fees for department supervisors and American Library Association and Public Library Association membership fees for the Library Director, Library Administrator, Head of Information Services, and Head of Youth Services.
3. First priority in attending state and national conferences shall be given to staff who are members of the organization sponsoring the conference.

**B. Workshops and Conferences**

1. With the approval of the Director, the library will pay for staff attendance at job-related conferences, seminars, and continuing education opportunities. All travel time will be paid. Non-travel days spent attending meetings that require an overnight stay are considered eight-hour workdays.
2. The Library Board of Trustees must authorize out-of-state travel.
3. Attendance at national & state conferences is budgeted as follows: ALA Conference: Library Director, bi-annually; PLA Conference: Library Director, Library Administrator, & one other staff member, bi-annually; Evergreen Conference: Information Technology Specialist, annually; Indiana Library Federation Conference: ILF members, full conference annually & other staff as approved; ILF Division meetings: as approved; ILF District Meetings: all staff members; and other meetings as approved.
4. Human Resources will make out-of-state travel arrangements with the approval of the Director.
5. Reimbursement
  - a. Mileage for use of personal vehicles will be reimbursed at the current federal mileage rate.
  - b. To receive compensation for expenses incurred for meetings, employees must submit accounts payable vouchers with attached receipts to the Administrative Assistant's office by the Tuesday preceding the next board meeting. Meal reimbursement is allowed only outside the library district limits.
  - c. Reimbursement will be made by direct deposit.

**XVIII. Library Van Use**

- A. The library vans are to be used for staff travel whenever possible. Only staff authorized by the insurance company is allowed to drive the vans.
- B. Van use priority will be given to the most expensive trip reimbursement as determined by the Director or Administrator.
- C. The library vans will not be left in airport parking overnight for a lengthy period of time.

**XIX. Special Recognition**

- A. Employees shall be given a special recognition after each five years of service.
- B. Recognition will be given to the employee at an annual staff development day.

**XX. Garnishment of Wages**

The library may be required to garnish wages due to unpaid income or property taxes, child support, defaulted students loans, or other court-ordered judgments.

**XXI. Policy Review and Amendments**

The Jackson County Public Library Board of Trustees will review this personnel policy annually. This policy may be amended by a majority vote of the members of the Board of Trustees at any meeting.

Revised 7/16/18



## **EMPLOYEE ACKNOWLEDGMENT FORM**

The Jackson County Public Library personnel policy describes important information about JCPL, and I understand that I should consult Human Resources regarding any questions not answered in the policy. I have entered into my employment relationship with JCPL voluntarily and acknowledge that there is no specific length of employment. Accordingly, either JCPL or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the policy may occur, except to JCPL's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Library Board of Trustees of JCPL has the ability to adopt any revisions to the policies, and such revisions may be made without notice.

Furthermore, I acknowledge that this policy is neither a contract of employment nor a legal document. I have received the policy, and I understand that it is my responsibility to read and comply with the policy and any revisions made to it.

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EMPLOYEE'S SIGNATURE

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DATE

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EMPLOYEE'S NAME (TYPED OR PRINTED)