



**BOARD OF TRUSTEES OF THE
CHILLICOTHE & ROSS COUNTY PUBLIC LIBRARY**

**Statement of Policy
Concerning Human Resources**

Updated March, 2022

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SECTION 1: ORGANIZATION OF THE LIBRARY

The Chillicothe and Ross County Public Library, CRCPL is a County District Library governed by a Board of Trustees (hereafter referred to as the Board) which consists of seven members, three appointed by the Judges of the Court of Common Pleas for Ross County and four appointed by the Board of County Commissioners of the county, each for a term of seven years.

1.1 THE BOARD

According to Ohio Revised Code, legal responsibility for the library is vested in the Board. The Board is the policy-forming body and its responsibilities include selection and hiring of the Executive Director; appointment of the Chief Fiscal Officer; promotion of library interests, securing of funds adequate for a progressive, expanding program; and control of library funds, property and equipment. Subject to existing statutes and ordinances, it has power to determine the rules and regulations governing the library.

1.2 EXECUTIVE DIRECTOR

The Executive Director is employed by the Board as administrator and executive of the library system. Within the limits of policies established by the Board, or to be established, and within the legal limits, the Executive Director is responsible for the efficient functioning of the library, without interference from individual Board members, or infringement by the Board on administrative functions. The Executive Director shall report monthly to the Board and make recommendations for actions or policies, or changes in either, which the Executive Director deems necessary.

1.3 CHIEF FISCAL OFFICER

The Chief Fiscal Officer is hired or appointed by, and responsible to the Board of Trustees, according to Ohio Revised Code 3375.32.

1.4 HUMAN RESOURCES MANAGER

The Human Resources Manager is hired by and reports directly to the Executive Director. The HR Manager is responsible for recruitment & on-boarding, benefits management, and administrative policy review and application.

1.5 CHAIN OF COMMAND

In the absence of the Executive Director, the Access/Enrichment Directors and Chief Fiscal Officer shall have the authority to apply discretionary judgments in interpreting Board policy with regard to special or emergency situations. The Human Resources Manager shall have the authority to apply discretionary judgments in regards to administrative policy. In the event that the Executive Director, Chief Fiscal Officer or HR Manager are not available, the senior manager on duty, in consultation with other senior staff members, shall have discretionary authority to interpret policy and assume administrative duties for the system until such time as the Board or its officers, acting as an executive committee, shall take such action as it deems necessary or appropriate.

SECTION 2: EMPLOYMENT

2.1 AT WILL

Nothing in the Human Resources policy creates, or should be interpreted to create, an employment contract for any specific length of time between CRCPL and any employee. CRCPL is an at-will employer. This means that every employee has the right to terminate their employment at any time without cause or notice, and that CRCPL has the right to terminate the employment of any employee at any time with or without cause or notice. Unless authorized by a written agreement, signed by the president of the Board, no director, manager or other representative of CRCPL has the authority to enter into any agreement for employment for any specified period of time.

2.2 EQUAL EMPLOYMENT OPPORTUNITY

CRCPL is an equal employment opportunity employer. Selection of employees is based solely upon qualifications, training, and aptitude required for the position involved. In recognition of the essential rights of all employees and applicants as individuals, it is Board policy to recruit, hire, and promote in all job classifications without regard to race, color, religion, sex, age, disability, national origin, veteran/military status, gender identity, sexual orientation, genetic information, or any other characteristic protected by law or which is unrelated to merit or qualification.

Affirmative steps will be taken to insure that employment and other human resource actions such as rate of compensation, benefits, transfers, layoffs, return from layoffs, library-supported training, recommendations for educational tuition assistance, and promotions be administered and conducted without regard to race, color, religion, sex, age, disability, national origin, veteran/military status, gender identity, sexual orientation, genetic information, or any other characteristic protected by law. CRCPL is fully committed to comply with all statutes, executive orders and court decisions designed to insure equal treatment to all persons.

2.3 AMERICANS WITH DISABILITIES ACT

CRCPL does not discriminate on the basis of a) pregnancy, childbirth or pregnancy-related medical condition, b) physical or mental disability, or c) medical condition as defined under state and federal law. CRCPL will comply with all federal and state laws concerning the employment of persons who are pregnant and/or persons with disabilities and will not discriminate against these individuals in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

In compliance with the Americans with Disabilities Act, CRCPL will provide reasonable accommodation to employees who are qualified individuals with a disability as long as it does not cause undue hardship for the library. Employees should request accommodations from the Human Resources Manager.

2.4 HIRING

Job vacancies will usually be posted on the library's website. Jobs can be posted internally and externally at the same time. Under certain circumstances, CRCPL reserves the right to post positions internally only and fill jobs through transfers, reorganizations, etc. without posting them on the web site. Employees must have been employed by the library for at least three months before applying for a vacant position. Applications will only be accepted for a specific position, and only when posted by the Human Resources Manager. Inactive applications will be retained according to CRCPL's public records policy; unsolicited applications will be destroyed on receipt.

The hiring manager will prescreen the applications and select for interviews those applicants deemed most qualified. Internal candidates will be chosen based on factors such as the employee's experience, performance assessments, and corrective action record. External candidates will be reviewed based on their experience and any materials submitted with their application. CRCPL will also consider any special requirements for the position when reviewing internal and external candidates. The hiring manager or interview team will interview applicants and select the best applicant for the job. Upon acceptance of an offer, all unsuccessful interviewed applicants will be notified of the selection.

2.5 NEPOTISM

In keeping with Ohio Ethics Commission opinions (Adv. Op. No. 80-001), a "family member" includes the following relatives, regardless of where they reside: (1) Spouse; (2) Children/Step-Children (whether dependent or not); (3) Siblings; (4) Parents/Step-Parents; (5) Grandparents; and (6) Grandchildren. It also includes any other person related by blood or by marriage (e.g. cousins, aunts, uncles, in-laws, nieces, nephews) if that person resides in the same household as the public employee.

In general, family members of public employees can legally pursue public jobs. However the applicant's family member who is already employed by the library must be recused from any and every aspect of the hiring process. If the public employee can be removed from any discussion, review, decision-making, or any other aspect of the hiring process, their family member generally can be awarded the public job.

Employees who are family members, or who marry or become related by marriage while both employees are employed by the library, are not permitted to supervise a family member. In the event one employee is currently in the supervisory chain of the other, the library will first attempt to place both family members in an appropriate job situation. If the library is unable to do so, one of the employees will be required to terminate employment. The library will have the discretion to select which employee will terminate employment based on their position, performance, years of experience, and any other relevant criteria. Former employees are not eligible for re-hire until or unless the relationship with a current employee ceases to exist. Employees may not participate in decisions regarding the hiring of family members whether as contractors or vendors.

2.6 BACKGROUND CHECKS

Based on the position being filled or held, CRCPL may conduct a detailed reference, background, credit, and/or criminal check of an applicant or employee. All reference, background, credit, or criminal checks will be in compliance with the Fair Credit Reporting Act.

New hires must successfully complete a criminal background check. CRCPL will conduct a driving record check for employment in a position where driving a library vehicle is one of the job duties.

2.7 PERFORMANCE EVALUATION AND MERIT RAISES

Employees will be considered for merit increases annually following their written performance evaluation and review meeting with their immediate supervisor(s). Merit increases are not automatic, but shall be contingent upon the performance rating and budget considerations.

To be eligible for a merit increase, employees must have reached the first anniversary date of their placement in a position or classification level. Newly-hired staff or those who were promoted to a new job classification before October 1st will receive a 90-day performance evaluation, and will be eligible for a pro-rated merit increase. In order to establish a work history, employees hired after October 1st will wait until the next cycle to be eligible for a merit increase.

Merit increases must fall within the current pay range established annually by the Board of Trustees. Recommendations for merit increases are made by the Executive Director after review and consultation with the HR Manager and Directors. Employees who have reached the maximum end of their salary range at the time of the annual evaluation will not be eligible for merit increases.

If, after discussions, the employee and supervisor cannot agree on the evaluation and/or improvement goals, the employee should state concerns in writing for to the Executive Director. Positions reporting directly to the Executive Director have recourse to the Board of Trustees. Requests for such meetings can be made to the Board President or Personnel Committee Chair.

2.8 CORRECTIVE ACTION

All managers and supervisors are responsible for holding their staff accountable for upholding the policies, procedures and standards of the library. Managers should regularly engage in job coaching sessions with their employees to provide them with feedback on their performance. The library does (depending on the severity of the offense) retain the right to take corrective action in any manner it deems fit, up to and including immediate discharge.

Behavior which will result in corrective action includes, but is not limited to:

- Unsatisfactory work performance
- Violation of the library's ethics policy (Human Resources Policy section 5.1)
- Working on personal matters while on duty
- Disruptive activity in the workplace
- Excessive absenteeism and tardiness
- Absence without notice or any unauthorized absence

- Disregard of safety rules or practices
- Creating or contributing to hazardous, unhealthy, unsafe, or unsanitary conditions
- Sleeping during working hours
- Insubordination
- Unauthorized disclosure of confidential information
- Violation of the library's policies regarding use of computers, e-mail, telephone, or other electronic communications equipment
- Smoking in unauthorized areas
- Refusing to cooperate with a library investigation

The normal progression of corrective action, subject to modifications and dependent upon the severity of the infraction, is:

1. Written coaching
2. First written warning
3. Second written warning and suspension
4. Discharge

All corrective actions must be approved by the Executive Director or the HR Manager. Signed copies will be shared with the employee and become a permanent part of the employee's HR file. The length of a suspension will be based on the severity of the infraction. Generally, corrective actions dating back more than one year will not be considered in the progressive corrective action of an employee, unless the employee has demonstrated a pattern of behavior. Employees are not eligible for promotion within 12 months of a corrective action.

Any documentation pertaining to an individual employee's behavior or work performance that is placed in an employee's permanent HR file must be initialed or signed by the employee as indication of the employee's knowledge of the document (the employee's signature does not necessarily imply agreement). The employee may write a response to any material in the file; the response will be attached to the file copy of the material at the written request of the employee.

Some violations may result in immediate discharge. These include but are not limited to:

- Discrimination
- Sexual harassment
- Falsifying a job application or other library document
- Theft or attempted theft
- Destruction of property
- Threatening or verbally abusing a patron or employee
- Possession of a weapon
- Possession of alcohol or drugs
- Reporting to work under the influence of alcohol or drugs
- Manufacture, distribution or dispensation of drugs
- Failing or refusing a drug or alcohol test

- Conviction of a drug crime or felony
- Accepting gifts that call into question the integrity of the library
- Unauthorized use of library assets including but not limited to: computers, telephones, or logos
- Acts detrimental to the library
- Job abandonment
- Fraudulent behavior
- Timecard falsification

Nothing in this policy limits the employee's right or the library's right to terminate employment at any time, with or without cause or notice.

2.9 GRIEVANCES

Grievances include the occasions when an employee feels they have been unjustly treated, and those where there is an allegation that the library has failed to provide a condition of employment formally agreed upon. Issues must be reported within 30 days of the incident or occurrence complained of.

Any employee with a grievance must:

Step 1: Discuss it fully with the immediate supervisor. A written record of this meeting will be prepared by the supervisor.

Step 2. If unresolved, the employee will put the grievance in writing and submit it to the supervisor. The supervisor will respond in writing within two weeks of receipt.

Step 3. If the issue is not resolved in Step 2, within two weeks from receipt of the supervisor's response the employee may request a meeting with the Executive Director. At the time of request, documentation will be furnished to the Executive Director. The Executive Director will respond to the grievant in writing.

Step 4. If the grievance is not resolved at Step 3, within two weeks of the meeting with the Executive Director, the grievant may submit to the Executive Director and to the President of the Board of Trustees a written request for a hearing. The hearing will be scheduled within 30 days.

2.10 SEPARATION OF EMPLOYMENT

Upon separation of employment, employees will be paid for any unused portion of annual vacation leave pro-rated monthly on their final paycheck. If the entire leave for the year has been used, a pro-rated amount will be subtracted from the final paycheck. No other unused leave or compensatory time will be compensated except as noted in Section 2.10.2 Retirement.

2.10.1 Resignation

Employees are requested to give at least two weeks' notice of intent to resign, through their direct supervisor or the HR Manager. The reason for resigning and the date upon which the resignation will take effect should be included in this written notice.

2.10.2 Retirement

Retirement is defined as an employee resigning their position and being awarded Ohio Public Employees Retirement System (OPERS) retirement benefits. Retiring employees will be compensated for 25% of accumulated unused sick leave at their current rate of pay on their final paycheck. Sick leave accumulation for this purpose is capped at 960 hours, and includes only sick leave accumulated while employed by CRCPL. Any other retirement benefits are determined according to OPERS.

2.10.3 Suspensions, Terminations and Dismissals

All employees of the library serve at-will, which means that the employment relationship may be terminated at any time with or without notice or cause by either the employee or the library. The Executive Director has the authority to dismiss or recommend dismissal of employees as specified by Article V of Bylaws. The Executive Director may suspend, with pay, any employee pending action by the Board of Trustees. The Executive Director also has full authority to suspend an employee with or without pay for up to three days to protect property or for corrective action reasons.

2.10.4 Abandonment

Unless an employee is on an approved leave, failure to report to work or contact the employee's work location regarding an absence from work for three consecutive scheduled work days shall constitute job abandonment. Job abandonment shall be grounds for termination of employment, effective retroactively to the end of the employee's last work shift prior to the unexcused absence. Extenuating circumstances will be taken under consideration.

2.10.5 Death

In the event of the death of an employee, final wages and payment of accrued vacation leave shall be made according to the established payroll deposit authorization on file.

2.10.6 Reductions in Workforce

The library strives to provide a stable work environment for its employees. Generally, a reduction in workforce may be implemented for reasons that include but are not limited to the following:

- A budget reduction and/or funding changes
- Programmatic changes that result in the elimination of, or decrease in services

- Reorganization that results in shifting of responsibilities or elimination of certain tasks
- Business process improvements that change work to the extent that a position(s) is no longer required; or
- Other organizational changes that may prompt an adjustment to staffing

In an effort to avoid reducing positions due to budget cuts and/or funding changes the library reserves the right to consider implementing temporary layoffs, employee furloughs, reduction of hours and/or compensation to achieve the necessary budget reduction prior to, or in lieu of lay-off.

If a reduction in workforce occurs, an effort will be made to accomplish the staff reduction through normal attrition and administrative transfers to lateral or comparable vacant positions. When a staff reduction is to take place, the Executive Director in consultation with Directors shall recommend to the Board the position title(s) in which the reduction should occur and the total number of positions to be reduced under each position title.

Staff reduction and layoffs shall be implemented based on operational needs. Layoffs within position titles may be based on the following factors: a) position title and job status, b) length of service, and c) performance assessment.

Employees with specialized skills vital to the operation of a department may be exempted from layoff.

2.11 HUMAN RESOURCES RECORDS

Human Resources records are retained in the administrative offices, records room, and in the payroll and accounting computer system. The Executive Director, Human Resources Manager, Chief Fiscal Officer, and Deputy Fiscal Officer have access to these files for business purposes. An employee's supervisor, with the permission of the Executive Director, Human Resources Manager, Chief Fiscal Officer, or Deputy Fiscal Officer, may have access to an employee's documentation for business purposes.

Requests by members of the public, or non-supervisory or administrative library staff, for access to employee Human Resources records will be honored as required by law following the procedures described in CRCPL's Public Access to Library Records Policy. Employees affected will be informed of any request to view their HR records. All employees have the right to inspect their own HR files.

Human Resources files may include a variety of documents relating to employees' employment including: forms relating to hiring, payroll, transfer, and promotion; performance evaluations and supporting documents; corrective action records; letters of reference; records of attendance at workshops and other training; emergency contact information; letters of commendation, etc.

Any individually identifiable health information covered by the Health Insurance Portability and Accountability Act of 1996 Privacy Rule is not subject to public records requests.

Employees may submit relevant materials for inclusion in their HR files.

SECTION 3: HOURS AND WAGES

3.1 TYPES OF POSITIONS AND WORK HOURS

The work week for all employees is Sunday through Saturday. A regular full-time position is one in which the employee's regularly worked hours are 40 hours per week. A regular part-time position is one in which the employee's regularly worked hours are at least 30 hours per week. Overtime is ordinarily not scheduled due to budgetary and staff limitations. In an emergency, overtime work may be scheduled or approved by the Executive Director.

FLSA Exempt Employees:

Some professional, administrative, and managerial positions are exempted from overtime provisions by the Fair Labor Standards Act. Exempted positions include: Executive Director, Human Resources Manager, Chief Fiscal Officer, Directors, and employees in Band C and above who manage two or more fulltime employees. Time worked over 40 hours in any one work week by persons in these positions may be compensated by straight time off (1:1) to be taken during the following week. If compensating time needs to be carried longer than one week, permission must be granted by the Executive Director.

FLSA Non-exempt Employees:

Time worked over 40 hours in any one work week by non-exempt employees shall be compensated at a rate of time and a half off (1:1.5) to be scheduled during the following week. If compensating time needs to be carried longer than one week, permission must be granted by the Executive Director.

3.2 JOB CLASSIFICATIONS AND DESCRIPTIONS

Positions in the library are classified. Positions that are generally equivalent in the following respects: kind, complexity, and difficulty of duties; responsibility involved; and qualifications required, including education, technical training and experience; are grouped in the same classification.

A job description is a written statement of the essential functions of the job. These descriptions also contain information regarding the skills and abilities required in order to perform the essential functions of a job as well as information concerning reporting relationships and working conditions.

Current job descriptions, classifications and pay ranges are available from the administrative offices.

Band A	Page & Building Custodian
Band B	Clerk
Band C	Assistant & Coordinator
Band D	Manager
Band E	Director

The Board establishes compensation for the Executive Director and Chief Fiscal Officer.

3.3 PAYROLL

Each job classification corresponds to a range of pay. An employee's compensation will fall within the pay range where their position is classified. Compensation is reviewed annually by the Board. The current wage schedule is available from the administrative offices.

3.3.1 Timekeeping

It is the responsibility of each employee to keep an accurate time card. Each employee is expected to total the hours on the time card, sign it, and submit it to their supervisor. Time off work for which an employee is entitled to be paid (paid absences, paid holidays, or paid vacation time), will be verified by the supervisor before they sign the time card. If employee submits an incorrect time card, corrections will be made in the following pay period.

Employees are not permitted to sign in or commence work before their scheduled starting time or to sign out or stop work after their scheduled quitting time without the prior approval of their supervisor.

3.3.2 Direct Deposit

For security, financial, and administrative reasons, employees are required to use direct deposit via electronic funds transfer (EFT). All EFT paystubs will be delivered via email to an address of the employee's choosing. All EFT paystub emails will be password protected for the employee's security.

SECTION 4: EMPLOYEE BENEFITS

4.1 INSURANCE

Employees working at least 30 hours weekly are eligible for insurance benefits. CRCPL will pay a portion of insurance premiums at a rate determined by the Board.

Open enrollment for health and life insurance group will be held once a year. Exceptions may be made if the employee notifies the Human Resources Manager of a change in status/qualifying event within 30 (thirty) days of its occurrence.

The employee must notify the Human Resources Manager of their divorce, separation, Medicare eligibility, or change in dependent status in writing within 30-days of the event.

Upon resignation or termination the employee and their dependents may have the right to continue health insurance coverage via COBRA. Employees will receive notification of their rights by mail and must respond within the established time frame.

4.2 FAMILY AND MEDICAL LEAVE ACT (FMLA)

Rules and interpretations of the FMLA are constantly being revised. CRCPL follows all Federal guidelines concerning the FMLA including any changes enacted that may override current library policy. Employees are advised to become aware of their rights and protections contained therein.

4.2.1 Eligibility

Employees who have been employed for at least twelve (12) months and who have completed at least one thousand, two hundred and fifty (1,250) hours of service during the twelve (12) month period immediately preceding the commencement of leave shall be eligible for Family and Medical Leave (FML) as provided herein.

4.2.2 Amount and Usage

Eligible employees shall be entitled to a total of twelve (12) workweeks of leave during the twelve (12) month period measured forward from the date the employee's first Family Medical Leave may be taken for the following reasons:

- Birth of a child of the employee or placement of a child with the employee for adoption or foster care; and to bond with the newly-placed child.
- Employee is needed to care for their family member due to a serious health condition. Family member is the employee's spouse, parent, child under age 18, or child 18 years or older and incapable of self-care due to mental or physical disability or
- Employee's own serious health condition.
- Family military leave for the spouse, child of any age, or parent of a Service member who is on active duty or who is called to active duty of the Armed Forces (including the National Guard or Reserves) in support of a contingency operation, in the event of a qualifying exigency.
- Caregiver military leave for the spouse, child, parent, or next of kin of a covered Service member of the Armed Forces (including National Guard and Reserves) in order to care for the Service member who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness incurred by the Service member in line of duty on active duty. For this cause you may be eligible to take up to 26 weeks of unpaid, job-protected FMLA leave in a single 12-month period.

4.2.3 Use of Leave Time

Employees shall be required to use all accrued, sick leave, personal leave, vacation, wellness, and compensatory time for all or part of the FML twelve (12) week period prior to being granted an unpaid Family and Medical Leave. The combined period of leave, including paid and unpaid Family and Medical Leave shall not exceed the total of twelve (12) workweeks during the twelve (12) month period measured forward from the date the employee's Family and Medical Leave began.

4.2.4 Intermittent/Reduced Leave

Leave due to the serious health condition of the employee or the employee's spouse, child, or parent may be taken intermittently or on a reduced leave schedule when medically necessary. The Employer may require an employee taking leave in this manner for planned medical treatments to transfer temporarily to an alternative position which has equivalent pay and benefits and better accommodates the recurring periods of leave.

The taking of leave intermittently or on a reduced leave schedule shall not result in a greater amount of leave to which the employee is entitled in accordance with this policy. Intermittent or reduced leave may not exceed the total hours an employee would have worked during their regular twelve (12) week schedule.

4.2.5 Employment

Any eligible employee who takes leave hereunder shall be entitled, on return from such leave, to be restored to the position held by the employee when the leave commenced or a similar position of equivalent pay and benefits. The Employer may require that the employee's physician certify that the employee is able to resume work as a condition of return to employment.

4.2.6 Benefits

During any period that an eligible employee takes leave hereunder, the Employer shall maintain the employee's group health care coverage under the conditions coverage would have been provided if the employee had continued in employment for the duration of the leave. The employee will be responsible for continuing to pay the employee's share of health insurance costs during the leave. Payment for the employee's share of health insurance premium shall be due at to the administrative office no later than the last day of the month preceding the month being paid for. Failure to pay said amounts within thirty (30) days of the due date will result in termination of CRCPL's obligation to pay its share of the premium for the employee's coverage. If the employee does not return from the leave, the employee is responsible for the total insurance premium paid by the employer. Insurance premiums may not be recovered if the employee fails to return to work due to the continuation, recurrence, or onset of a serious health condition or circumstances beyond the employee's control. While on unpaid FML, holidays will not be paid and vacation/sick leave will not accrue during the unpaid leave period.

4.2.7 Notification

Eligible employees requiring Family and Medical Leave shall notify the Human Resources Manager not less than thirty (30) days prior to the date such leave is to begin. In situations where the need for such leave is not foreseeable thirty (30) days in advance, the employee shall provide as much advance notice as possible. Along with the request for leave, employees are required to provide the Employer with certification of the condition from a health care provider. Upon receipt of a Request for Family and Medical Leave, the Employer will provide the requesting employee with a written notice of the employee's rights and obligations under the leave.

4.2.8 Approval/Denial of Leave Request

The Human Resources Manager shall notify the employee in writing as to the approval or denial of their FMLA request, and that any accrued sick leave, vacation, wellness, and compensatory time will be set off against the leave in accordance with policy 4.2.3. The Human Resources Manager shall note the starting and ending dates of leave, reinstatement procedures, and utilization of accumulated paid leave.

Employees may be required to give periodic status reports (the first not less than thirty (30) days into FML).

Additional information about the FMLA may be found on the WHD website at www.dol.gov/agencies/whd/fmla.

4.3 NURSING EMPLOYEES

Employees who breastfeed their child and who need to express milk during the working day, will work with their supervisor to determine how best to accommodate their needs while still accomplishing the performance of their job.

Supervisors may consider flexible working arrangements to allow time for employees to express milk. Employees may use their break and lunch time to express milk. Breaks to express milk should not last longer than 20 minutes. If an employee needs to take more than two breaks during the workday to express milk, the employee will need to use uncompensated personal time.

Supervisors will work with each nursing employee to determine a private area, other than a bathroom, that is shielded from view and free from intrusion for coworkers and the public, in which they may express milk. Milk should be placed in cooler-type containers and may be stored in library refrigerators.

4.4 TYPES OF LEAVE

The leave package was developed to assist employees in creating a healthy work/life balance. Employees are responsible for managing their paid time off.

4.4.1 Vacation Leave

Vacation with pay is granted to all regular full-time and regular part-time employees who are scheduled to work at least 30 hours per week. Regular part-time employees who work fewer than 30 hours per week do not qualify for vacation with pay, but may arrange with their supervisors for unpaid leave as outlined in the Attendance Policy.

A new employee who has service credit with the State of Ohio or any political subdivision of the State (i.e., township, municipality, library, school district, health district, etc.) may use prior service credit for the purpose of computing vacation leave. Employees must submit a service credit statement to certify eligible years of service. Employees who have retired from a state-offered retirement plan are not entitled to have prior service counted for the purposes of computing vacation leave.

With prior approval of the Executive Director and the Chief Fiscal Officer, an employee may “borrow” against vacation expected to be earned during the current calendar year, provided such “borrowing” is not in excess of the total vacation for which the employee is eligible to earn in that calendar year. In no case may an employee “borrow” against vacation to be earned in a succeeding calendar year.

An employee who has “borrowed” vacation time and who leaves employment with a deficit of earned vacation time will reimburse CRCPL for the difference of the value between the vacation

time used and the vacation time actually earned by the employee at the date of the employee's separation from service by deduction from the employee's last paycheck.

Vacation leave accrues at the following rates:

Vacation Leave Accrual Rates			
Employee hours	Years of Service	Vacation leave accrued per pay period (biweekly)	Carryover allowable to next calendar year
30-39 hours per week (regular part time)	Any	2.31 hours	30 hours
40 hours per week (regular full time)	0-4 years, Bands A-C	3.08 Hours	40 hours
	5-9 years, Bands A-C	4.61 hours	
	10-14 years, Bands A-C 0-14 years, Bands D & E	6.15 hours	
	15-19 years, Bands A-E	7.69 hours	
	20+ years, Bands A-E	9.23 hours	

4.4.2 Sick Leave

Sick leave is accrued by all regular full-time employees and regular part-time employees working at least 30 hours weekly. Part-time employees working less than 30 hours weekly are not eligible to accrue sick leave benefits. Time off beyond the accumulated amount of leave may be taken from vacation time with permission of the Executive Director. If no leave remains, the provisions of the Attendance Policy will apply.

A new employee may transfer accumulated sick leave credit from another Ohio public library or Ohio public agency up to the maximum accumulation permitted above. The Chief Fiscal Officer will require an official accounting of hours from the employee's previous public employer.

Sick leave accrues at the following rates:

Sick Leave Accrual Rates		
Employee hours	Sick leave accrued per pay period (biweekly)	Maximum hours accrued
30-39 hours per week (regular part time)	3.46 hours	720 hours
40 hours per week (regular full time)	4.61 hours	960 hours

At the discretion of the Executive Director, absences may require relevant documentation. Sick leave may be used only in the following instances:

- Illness or injury to the employee.
- Illness in the immediate family requiring the presence of the employee.
- Other FMLA qualifying events.
- Death in the immediate family: spouse, children and stepchildren (whether dependent or not), siblings, parents, grandparents, and grandchildren; or death of a relative living in the same household; or at the discretion of the Executive Director.
- Time used for visits to doctors and dentists, etc., may be counted as sick leave, but this practice is not encouraged and should be used only when appointments cannot be made outside working hours.

4.4.3 Personal Leave

Regular full-time employees are entitled to 24 hours of personal leave, and regular part-time employees working at least 30 hours weekly are entitled to 18 hours personal leave, in each calendar year in which they work. Personal leave must be used in the calendar year in which it is earned, and is not eligible to be paid out upon separation of employment.

4.4.4 Wellness Leave

All employees who participate in the Wellness program, regardless of their current benefits, are eligible to receive 4 hours of paid Wellness Leave each year they participate in the program. This leave must be taken within 12 months from when it's earned, and is not eligible to be paid out upon separation of employment.

4.4.5 Part Time Paid Leave

At the beginning of the calendar year, part-time (employees working less than 30 hours per week) employees will be given paid leave equal to the normal total of hours scheduled per week. The leave will be credited to the employee as a lump sum at the start of each year and may be used to cover illness, vacation, or any other occurrence that may result in a loss of pay for the employee. Part time paid leave must be used in the calendar year in which it is allotted, and is not eligible to be paid out upon separation of employment.

Exceeding the limit of authorized paid and/or unpaid leave will lead to discharge.

4.4.6 Administrative Leave

Administrative leave is granted at the discretion of the administration. Any library employee is eligible for administrative leave. Administrative leave must be reported and tracked in accordance with current time-keeping procedures.

Reasons for granting Administrative Leave may include, but are not limited to the following circumstances:

A. During an emergency: Leave with pay (and benefits when applicable) may be allowed during public emergencies that effectively prevent an employee from attendance at work or continuance of work in a normal and orderly manner. An emergency may include fire, natural disaster, pandemic illness, or other comparable occurrences as determined by the Executive Director. An emergency declaration may continue until work can be resumed in a safe manner.

When an employee is absent because of personal reasons resulting from an emergency that does not affect library operations, the employee should charge this absence to accrued leave or leave without pay.

B. During an investigation of misconduct: An employee may be placed on administrative leave with pay (and benefits when applicable) at the discretion of the Executive Director during an investigation of allegations of misconduct or as a result of actions taken in direct violation of library policies or procedures. The staff member may be required to surrender any library keys and equipment and will be relieved of any work-related responsibilities. The employee may be prohibited from entering the workplace for any reason during the course of the investigation.

C. Other circumstances: Employees may be granted administrative leave with pay (and benefits when applicable) for absences involving an administrative decision or a situation for which other types of leave do not apply, including conference attendance and trainings.

4.5 HOLIDAYS

CRCPL recognizes the following holidays with pay for regular full-time & regular part-time employees are:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving
- Christmas Eve
- Christmas Day

Holidays with pay for regular part-time employees working at least 30 hours weekly shall be on a pro-rata basis. If an eligible employee is scheduled to work on a holiday, they will not work that day and will receive regular pay for the week. If the holiday occurs on a regular day off, they will receive time off to be taken that week on a pro-rata basis to the nearest whole hour, according to the percent of full-time which is normally worked. For example, a 30 hour a week employee would receive 6 hours off during a week when a holiday fell during their normal day off.

Holidays on days off will be taken during the same week in which the holiday fell, according to scheduling by the scheduler for that building. A holiday which falls within a vacation period will not be counted as a vacation day.

When a part-time employee is regularly scheduled to work the day of the week that a recognized holiday falls, they will receive holiday pay on a pro-rata basis up to six hours.

4.6 EMERGENCY CLOSINGS

When the Main library or a branch is closed due to an emergency (snowstorm for example), employees will be paid for the hours they were regularly scheduled to work during the time the facility was closed. When CRCPL is open but the employee is excused because of weather, the employee may elect to take vacation time, leave without pay, or make-up time within the week scheduled at the discretion of the supervisor.

4.7 CIVIC ENGAGEMENT

4.7.1 Jury Duty

Employees are asked to provide notice of jury duty to their supervisor within a week of receiving the summons. While serving jury duty, a staff member will receive full wages for the time the staff member was scheduled to work. If dismissed from jury duty before the end of their scheduled work day, the employee should contact the manager to determine if they should report to work. The employee may keep any compensation received from the courts for their work.

4.7.2 Volunteering and Participating in Community Affairs

CRCPL employees are encouraged to participate in civic and community affairs through membership with and/or service to charitable, educational, religious, fraternal, and other organizations provided such participation does not adversely affect the employee's job performance or work schedule and is not detrimental to CRCPL's interests or place the employee in the position of serving conflicting interests.

Time spent on community affairs, when not undertaken at the request of CRCPL, should normally be outside the employee's regular working hours, and therefore, will not be considered for pay purposes. However, certain activities may qualify as work time, including: volunteering in schools to benefit a library initiative, donating blood, jury duty and working election polls (see separate

policies), and other events as approved by the Executive Director. Employees are expected to adhere to all applicable library policies and to represent CRCPL in a professional manner.

4.7.3 Election Poll Judges

Employees who work the election polls will receive the wages equal to the time the staff member would normally be scheduled to work on the day of the election (not to exceed 8 hours). Employees will not be paid or compensated for leave to attend training required to be a poll worker.

Service as an election judge is voluntary. Employees should notify their manager of their intention to work the polls as soon as possible. If several employees request the opportunity, the manager will make the final decision based on maintaining appropriate levels of service to the public.

If the employees are dismissed from the polls before the end of their normal work day, they should contact their manager to determine if they should report to work. Employees may keep any compensation received from the Board of Elections for their work.

4.8 MEALS AND BREAKS

CRCPL allows for an uncompensated meal time of at least 30 minutes, which is scheduled in accordance with business needs. This time should be duty free and it is advised that employees take their full meal time away from their workstations. Employees are free to leave the premises and use their meal time as they choose. Supervisors will coordinate meal times to ensure that work areas are sufficiently staffed; there may be occasions when meal times cannot be accommodated. Employees are expected to return to work promptly following their meal time. Failure to report promptly may result in corrective action.

While the Fair Labor Standards Act does not mandate that employees be given rest periods, employees who work more than six hours in a day may take up to two 15-minute breaks daily, which will be counted as a part of "time worked". Employees scheduled to work up to six hours in a day may take one 15-minute break. Employees are compensated while on break. Although supervisors will coordinate rest breaks to ensure that work areas are sufficiently staffed, supervisors may not always be able to provide rest breaks for all employees. Employees should not leave library premises during rest breaks without first obtaining permission from a supervisor. Employees are considered "on call" during rest breaks should their services be needed. Employees may not use rest breaks to extend their meal time or to shorten their workday by arriving late or leaving early.

Employees under 18 years of age who work more than five consecutive hours are required by law to have at least a 30-minute lunch period; this time is unpaid.

4.9 TELECOMMUTING POLICY

Telecommuting allows employees to work at home, on the road, or in a satellite location for all or part of their workweek, temporarily or long term. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement or a system wide benefit, and it in no way changes the terms and conditions of employment.

Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.

Any telecommuting arrangement may be discontinued at-will and any time at the request of either the telecommuter or management. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, child care and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

Telecommuting does not excuse employees from attending meetings, scheduled trainings, or other events at which a physical presence is required.

4.9.1 Eligibility

Individuals requesting telecommuting arrangements must have a satisfactory performance record (at the determination of the Executive Director).

Before entering into any telecommuting agreement, the employee and direct supervisor will evaluate the suitability of such an arrangement, reviewing the following areas:

- **Employee suitability.** The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- **Job responsibilities.** The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- **Equipment needs, workspace design considerations and scheduling issues.** The employee and manager will review the physical workspace needs and the appropriate location for the telework.
- **Tax and other legal implications.** The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and manager agree, a written telecommuting agreement will be prepared and presented to the Executive Director for approval.

Evaluation of telecommuter performance will include regular interaction by phone and e-mail between the employee and immediate supervisor, and weekly face-to-face meetings to discuss work progress and problems.

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process. The supervisor and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

4.9.2 Equipment

On a case-by-case basis, CRCPL will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs for each telecommuting arrangement. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. The employee is responsible for damage or repairs to employee-owned equipment. CRCPL reserves the right to make determinations as to appropriate equipment, subject to change at any time. The telecommuter must sign an inventory of all library property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.

4.9.3 Safety and Security

The employee will establish an appropriate work environment within their home for work purposes. CRCPL will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space or additional incurred utility expenses.

Consistent with the organization's expectations of information security for employees working on-site, telecommuting employees will be expected to ensure the protection of patron information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with their regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as possible. The employee is liable for any injuries sustained by visitors to their home worksite.

Telecommuting is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a telecommuting arrangement.

4.9.4 Time Worked

Telecommuting employees will be required to accurately record all hours worked using time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Fraud or failure to comply with this requirement can result in the immediate termination of the telecommuting agreement.

4.9.5 Ad Hoc Arrangements

Temporary telecommuting arrangements may be approved by the Executive Director for circumstances such as inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.

4.10 BORROWING PRIVILEGES

Employees are expected to follow the same rules for borrowing library materials as any library patron. However, they are expected to be considerate in returning borrowed library materials on or before the due date. Employees are also charged for replacement of damaged, lost, or unreturned items, as any patron would be, including any processing or service charges.

Employees may use the request system as any other library patron does, and may not use their position to jump ahead of other patrons in line for an item. Employees may not borrow new library materials before they have been cataloged and processed.

4.11 MILEAGE AND TRAVEL

When practical, employees are to use library owned vehicles for library business. Employees who are required to drive their personal vehicles on library business may be reimbursed mileage for the round trip at a rate established by the Internal Revenue Service. A valid Ohio Driver's license shall be required of such drivers

Any location at which an employee is regularly assigned to work is considered the employee's home location. If an employee is regularly assigned to work at more than one location, all of those locations are considered home locations for that employee. If an employee has more than one home location, mileage will be calculated from the home location that is closest to the destination, or from their residence when beginning or ending their work day at the destination if their residence is closer than their home locations.

Employees may be reimbursed for mileage to and from their home location and another library location to which they are assigned to work unless the assigned location is closer to their residence than their home location. Employees may be reimbursed for travel between library locations during the work day, calculated between the two locations unless the assigned location is closer to their residence than their home location.

If an employee is traveling to a non-library location for their entire work day they may be reimbursed for mileage from their home location or residence to the non-library location and back, whichever is less. If an employee is traveling to a non-library location for only a portion of their work day they may be reimbursed for mileage from the location they left and/or returned to during the work day.

Employees may be reimbursed for the cost of meals, parking, and overnight accommodations when traveling on library business outside the county. A limit is set on amount of reimbursement for meals, and the current limits are available from the administrative offices. Meals that are an integral part of a workshop or conference are reimbursed at full cost however, the IRS prohibits reimbursing for meals incurred during library business that do not incorporate an overnight stay. Employees are normally responsible for making their own travel arrangements but CRCPL reserves the right to make or reimburse arrangements that reflect an economical mode of travel.

Time spent traveling to and from a library location is generally excluded from hours worked. However, any time spent traveling during the workday, as part of an employee's principal activities, will be counted as hours worked. If an employee who normally works at a library location is sent to a non-library location for one day and returns that same day, all time spent traveling to and from that assignment is compensable work time. However, meal period and time spent traveling to and from the employee's home to the point of departure are not counted as hours worked. If an employee is sent to a non-library location overnight, any time spent traveling that corresponds to the employee's normal working hours is compensable time. This includes hours traveled on days the employee normally does not work (e.g., Sunday). If an employee travels during a time that they would not normally be working, the time is not counted as hours worked. Meal time is not compensable.

- Exception: If the employee is the driver rather than the passenger, all time spent driving is compensable, regardless of when it occurs.

- Exception: Any time spent performing work during travel time (e.g., working on a plane) is compensable, regardless of when it occurs.

4.12 PROFESSIONAL CONFERENCES

CRCPL will pay expenses for staff and Trustees to attend library conferences, workshops, and other professional meetings as funds allow and the Executive Director approves. These expenses may include mileage, registration fees, and meals that are an integral part of the conference or meeting. If the meeting spans more than one day, room expense may be paid. Opportunities to attend meetings shall be rotated among employees so that as many as possible may benefit from participation.

Overtime or compensatory time for meetings, workshops, or conferences and associated travel will be allowed only if:

- the employee is required to attend and
- the meeting is directly related to the employee's job and
- the employee cannot adjust their weekly schedule to total not more than 40 hours.

4.13 CONTINUING EDUCATION

Within the limits of available resources, CRCPL will offer training to increase an employee's skills, knowledge, and abilities directly related to work duties. Opportunities generally include, but are not limited to, workshops, and conferences sponsored by other agencies or organizations. Every employee is expected to attend at least two continuing education programs each calendar year. Requests should be submitted to the employee's direct supervisor first. If payment, travel, or reimbursement is required, the event must be approved by the Executive Director.

4.14 TUITION REIMBURSEMENT

Employee's education and development are beneficial to both the employee and CRCPL. Employees with at least one year of service are eligible to apply for reimbursement for job-related courses and programs of study. This reimbursement will be available only if funded by the Board of Trustees in each annual budget.

Employees who are planning to enroll in a degree program must discuss their intentions with the Executive Director before formally applying in writing. Reimbursement requests will be presented to the Board for budget consideration. Staffing priorities will determine the number of granted recipients per year.

Courses and degrees must be relevant to library work. Examples include, but are not limited to, a Master's degree from an ALA-accredited program, technical certifications, or other courses directly related to the employee's essential functions. Reasonable adjustments will be made to an employee's schedule to accommodate coursework.

If budgeted and approved, employees will be reimbursed 50% of the cost of coursework up to \$2000 per semester (or equivalent) when the employee submits a paid tuition receipt and proof of a grade B or better (“passing” or “satisfactory” when applicable) to the Chief Fiscal Officer within 60 days of completion. Employees enrolled in a semester of coursework will not be reimbursed for parking or travel. In some instances, expenses for books and materials may be reimbursed, but will become library property.

Employees who receive reimbursement commit to the following:

- Presenting on some aspect of the coursework at an all-staff meeting, an annual in-service day, or a regional workshop or conference (when approved by the Executive Director).
- Continued employment for at least twelve months after completion of latest reimbursed coursework. This commitment does not constitute a contract for continued employment. If employment is severed before twelve months, the employee may be responsible for refunding all or part of the money awarded (as determined by the Executive Director and Chief Fiscal Officer).

For more information, contact the Executive Director.

4.15 GIFTS

Library administration may choose to provide meals for library staff and trustees during gatherings such as staff meetings, trainings and staff in-service day. These meals will be kept to a minimum and library administration will do their due diligence in finding meals that are affordable in nature. Also, staff and trustees may be awarded gifts at various times in their library careers. Staff will receive a gift upon their retirement. Staff are also eligible for service awards at each 5-year milestone in their service. Long term library board members may be recognized with a gift upon their departure from the board.

4.16 PATRON PRIZES AND AWARDS

Occasionally programs and events will be offered that include prizes to encourage our patrons to participate. CRCPL may choose to purchase gifts or gift cards for these purposes.

When a gift card is purchased, it will be locked in a file in the Chief Fiscal Officer’s office until it is given to the patron. Those who are awarded gift cards as a prize will be recorded and the list will be kept with the gift card receipt as a record.

When a prize with a value that exceeds \$50 is given, the winner’s name will be recorded and kept with the receipt as a record as well.

Any gifts of this type (gifts or gift cards) that are donated to the library will not be required to have a record of who was awarded the gift.

Employees and immediate family members of employees are not eligible to win prizes awarded by and paid for with library funds.

SECTION 5: EMPLOYEE CONDUCT

5.1 ETHICS

Library employees are public employees and as such are subject to the Ohio Ethics Law and related statutes.

Each employee will receive an electronic access to the Ohio Ethics Law for review, and will sign an Acknowledgement of Receipt of the Ohio Ethics Law. The signed Acknowledgement will be kept in the employee's HR file.

The "General Prohibition" section of Ohio's Ethics Law is reproduced below. Although not a substitute for the entire text, the "General Prohibition" provides some guidance for public employees.

General Prohibitions

The Ohio Ethics Law contains provisions restricting conflicts of interest that involve nepotism, post-employment, representation, influence peddling, confidentiality, and supplemental compensation. Among other restrictions, the law provides that each public official and employee is prohibited from:

- Authorizing, or using their position to secure authorization of a contract, for themselves, a family member, or a business associate;
- Authorizing, or using their position to secure the authorization of, the investment of public funds in any kind of security to benefit themselves, a family member, or a business associate;
- Receiving any benefit from a contract entered into by their public entity;
- Hiring or securing any contract benefits for their spouse, parents, grandparents, children, grandchildren, or siblings, or any other relatives living with them;
- Soliciting or accepting substantial and improper things of value, including gifts, or travel, meals, and lodging;
- Participating in matters where something of value will result for the public official or employee, their family, business associates, or others with whom the public servant has a close tie that could impair their objectivity;
- Disclosing or using information deemed confidential by law;

- Representing parties, before any public agency, in a matter in which they were involved as a public servant, both during and for one year after leaving public service.

5.2 POLITICAL ACTIVITY

Employees of the Chillicothe and Ross County Public Library may not engage in partisan political activity during working hours. (ORC 124.57: OAC 123:1-46-02)

Employees of CRCPL, its department and delegate agencies may not, at any time, utilize CRCPL vehicles, equipment, supplies or facilities to influence the outcome of an election or to further the cause of a political party or candidate.

No Federal funds may be used by an employee of CRCPL on behalf of partisan politics.

Political activity by all CRCPL employees is regulated by the Federal Hatch Act as it relates to state and local public employees. Copies of the relevant sections of the Act and its interpretation by the U.S. Civil Service Commission are on file with the Ross County Commissioners' Office and the Ross County Law Library.

Employees planning to campaign for, seek or accept appointment to public office should give prior notice of their intentions to the Executive Director. Employees engaging in political activities must do so as individuals on their own time, not as representatives of CRCPL and may make no representations otherwise.

5.3 ATTENDANCE

CRCPL depends heavily upon its employees, it is important that employees attend work as scheduled. Dependability, attendance, punctuality and a commitment to do the job right are essential at all times. To the extent permitted by law, absenteeism and tardiness lessen an employee's chances for advancement, and may result in corrective action up to, and including, discharge of employment.

Unless required by law, regular full-time and regular part-time employees, who have exhausted all of their paid leave, may use up to 5 additional unpaid working days within the calendar year equal to the normal total hours scheduled per week.

Part-time employees may use up to 10 working days as authorized in unpaid absence from work within the calendar year equal to the normal total of hours schedule per week.

Non-medical unpaid absences should only be approved when they do not create a hardship for the library or adversely impact the work unit. Requests for unpaid leave should be made as far in advance as possible.

An employee must personally (unless incapacitated) notify their supervisor or administration if they expect to be late or absent as far in advance as possible but within one hour after the scheduled work time.

Supervisors have the right to ask the reason for tardiness/absence; if due to medical necessity the exact nature of an illness need not be divulged. An employee should attempt to provide an estimated arrival time or day of return to work.

Failure to call in, in a timely manner, may result in corrective action. Employees who do not return to work or arrive at the time originally estimated are expected to call in again. Supervisors will track all employees' absences to ensure that absences and tardiness are not excessive. Generally speaking, more than 10 unscheduled absences or late arrivals at work in a 12-month period is considered excessive. Corrective action, up to and including discharge, will be used to deal with excessive unscheduled absence/tardiness that is not covered under FMLA.

5.4 PERSONAL APPEARANCE

All employees are expected to be well groomed and suitably dressed for work. Cleanliness and good personal hygiene are expected of all employees as well as clothing that is neat, clean and appropriate for the duties performed. Library management reserves the right to determine whether the attire is appropriate.

Proper attire is defined as neat, clean and business-like as well as safe; those working with the delivery, sorting and shelving materials will wear shoes that protect feet from book carts and falling items. Open-toed and open-heel footwear are not appropriate for these functions.

Employees are expected to maintain personal hygiene that is consistent with working with the public, or co-workers, in a public setting. Employees who are visibly dirty or whose personal odor is offensive to the level where one or more employees raise it as an issue with management may be asked to leave the work environment until the problem is corrected.

Examples of personal appearance that may be inappropriate include but are not limited to:

- Appearance that is excessively revealing or noticeably unprofessional.
- Text or images that may be considered offensive or controversial.
- Attire that creates a hazard for the work environment.
- Attire that does not provide sufficient protection for the work environment.
- Appearance that is disruptive to the work environment.

5.5 SAFETY

It will be the policy of the CRCPL to take precautions to provide for the safety of all employees, patrons, and others present on library property. The Executive Director will have overall responsibility for the safety program of the Chillicothe and Ross County Public Library system.

General areas of emphasis will include, but not be limited to: in-service training; safety meetings; accident record keeping; fire prevention; emergency procedures and safety problems relevant to employees and the community. The practice of safety will be a part of educational programs.

The responsibility of the employee is to follow all safety rules, report hazards to their supervisor, and report all accidents, illness, or injuries that occur on the job as soon as is practical, but within two days, to their immediate supervisor or other manager. The responsibility of the supervisor is to follow all safety rules, act on a report of a hazard, and communicate accident reports to the Executive Director as soon as practical. CRCPL will comply with all regulations and instructions from the Ohio Bureau of Worker's Compensation.

5.6 WEAPONS

Firearms, handguns, knives, or other weapons further defined by Ohio statute or local ordinance are prohibited on CRCPL property or vehicles. Library property includes:

- Owned or leased vehicles;
- Owned or leased buildings;
- Areas surrounding owned or leased buildings, such as sidewalks, walkways, and driveways.

During working hours or while conducting CRCPL business, employees are strictly prohibited from possessing any firearm or weapon on library property. This policy applies to all employees entering library property regardless of whether the employee is licensed to carry the weapon. An employee with a valid concealed carry permit may transport or store a firearm or ammunition in their own personal vehicle.

5.7 DRUG AND ALCOHOL-FREE WORKPLACE

It is CRCPL's desire to provide a healthful and safe workplace that is free of illegal drugs and alcohol. To promote this goal, CRCPL maintains a Drug and Alcohol Free Workplace policy that applies to all employees. Employees are required to report to work in appropriate mental and physical condition to perform their jobs. Use of alcohol, abuse of prescription drugs or use of illegal drugs, including marijuana, whether on or off the job, can adversely affect your work performance, efficiency, and safety. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and library patrons.

Employees should report to work fit for duty and free of any adverse effects of drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications taken as prescribed and that does not compromise workplace safety. Employees must, however, consult with their doctors about the medication's effect on their fitness for duty and ability to work safely.

The following prohibitions are in effect at all times when an employee is at work, on library premises, operating a library vehicle, or attending a library function at which the employee performs services or functions on behalf of CRCPL.

- No employee shall consume or use (including testing positive for substances prohibited by this policy even if the use occurred outside of work) alcohol, marijuana, illegal drugs, or medication or controlled substances used in a manner other than prescribed or as directed.
- No employee shall possess alcohol, illegal drugs, or other un-prescribed controlled substances.
- No employee shall work or be at work under the influence of alcohol, illegal drugs, or medication or controlled substances used in a manner other than prescribed or as directed.
- No employee shall sell, purchase, transfer, or traffic illegal or illicit drugs, controlled substances, prescribed medication, or drug paraphernalia.
- Violation of any of these prohibitions will result in corrective action up to and including termination of employment.

Employee Assistance

We recognize that alcohol and drug abuse can be medical conditions, and they can be successfully treated. If you believe that substance use or abuse is a problem for you, you're encouraged to get confidential professional help. For assistance with abuse/addiction problems employees may be referred to the Scioto Paint Valley Mental Health Center, 740-775-1260.

CRCPL assumes no responsibility for drug or alcohol rehabilitation of any employee. Employees who voluntarily seek help for such problems before becoming subject to corrective action and/or termination may be allowed to use accrued paid time off, placed on leaves of absence, and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests.

Types of Testing

A. Reasonable Suspicion: Whenever CRCPL reasonably suspects any employee of using drugs or alcohol, being intoxicated, and/or being under the influence of a controlled substance while at work or on library premises, the employee will be required to submit to urine and/or blood testing, as soon as practical. A reasonable suspicion test may occur based on:

- Observed behavior, such as direct observation of drug/alcohol use or possession and/or physical symptoms of drug and/or alcohol use;
- A pattern of abnormal conduct or erratic behavior;

- Arrest or conviction for a drug-related offense or identification of an employee as the focus of a criminal investigation into illegal drug possession, use, or trafficking.
- Information provided either by reliable and credible sources or independently corroborated regarding an employee's substance use;
- Newly discovered evidence the employee tampered with a previous drug or alcohol test;

Reasonable suspicion testing does not require certainty. Mere hunches, however, do not justify testing.

B. Post-Accident Testing: Whenever an accident occurs involving an employee, equipment, or property controlled by CRCPL's employees, including, but not limited to an accident involving: (a) one or more deaths; (b) an injury requiring professional medical treatment beyond first aid and disabling an employee from performing their normal duties; and/or (c) substantial damage to property, CRCPL will require all employees involved in the accident who may have engaged in any activity that caused or tended to cause the accident, or that may have contributed to the accident, to submit to alcohol and drug testing, as soon as practical. The requirement to test will not prevent employees who are to be tested from performing duties in the aftermath of an accident or incident when their performance is needed to preserve life or property.

C. Follow-up/Return-To-Duty Testing: CRCPL reserves the right to test employees who previously tested positive but whose employment was not terminated. CRCPL requires a negative return-to-duty test before we allow the employee to return to work. If the employee fails this test, this will result in corrective action up to and including termination of employment. Once an employee tests negative and returns to duty, management will ensure additional tests occur. Any employee with a second positive test result will be subject to corrective action up to and including termination of employment. Follow-up tests will be unannounced. They may occur at any time for a time period management considers reasonable. The intent is to deter any subsequent use that would violate policy and result in termination of employment.

D. Random Testing: CRCPL reserves the right to conduct such other alcohol and drug testing as it chooses, including random testing.

Consent to Testing and Reporting Results

It will be a condition of employment that applicants and employees subject to testing must sign a form consenting to the testing; the release of the test results to the CRCPL's Medical Review Officer (MRO) and of positive test results to the CRCPL; and a release to the CRCPL of liability for such testing.

The MRO will report all positive alcohol or drug tests to Human Resources and CRCPL will take immediate steps, consistent with this Alcohol and Drug Policy, to remove any such employee from

active employment to protect the safety and health of that employee, other employees, and the public.

Testing Procedures

A. Compliance with Applicable Law: It is library's intent that the procedures used for testing for drugs and alcohol will comply with all applicable legal requirements. Should the procedure set forth below be inconsistent with any such requirements, these procedures will be modified as necessary to comply.

B. Substances Tested For: Employees will be tested for the use of illegal substances, the abuse of prescription medications and alcohol. An employee will "tests positive" for illegal substances or prescription abuse if the test shows the presence of an amount of the substance equal to or exceeding applicable standards or prescription. The cut off level for alcohol is .04 blood alcohol content.

C. Collection of Samples: Urine and/or blood samples for drug testing will be obtained by an independent contractor. The contractor will obtain samples and maintain the chain of custody of these samples in accordance with reasonable standards. In the case of serious physical injury, urine and/or blood samples may be taken by treating medical personnel under the supervision of the independent contractor. In case of fatality, blood and/or urine samples will be taken by the appropriate local authority such as a medical examiner or coroner.

D. Analysis: CRCPL shall select the manner of analysis, and may at any time utilize on-site instant result urine tests. If CRCPL elects to have urine or blood samples analyzed by a laboratory, the integrity of such samples and chain of custody will be maintained by the independent contractor and will be analyzed by a United States Department of Health and Human Services certified lab or a laboratory that meets or exceeds the Department's certification standards to process the test results, selected by either the independent contractor or CRCPL. CRCPL may rely upon the results of any such on-site urine test, or upon the report generated by such laboratory as described herein, when determining appropriate corrective action up to and including termination of employment.

Consequences of Violation of This Policy

Any employee who violates this policy will be subject to corrective action up to and including termination of employment.

An employee who refuses a drug or alcohol test required by CRCPL, or tests positive for the presence of alcohol or drugs, will be subject to corrective action up to and including termination of employment. An employee who attempts to manipulate the results of a test through adulteration, dilution of a sample, or substitution of a sample will be subject to corrective action up to and including termination. An employee who has been terminated as a result of a positive drug test may be re-employed only if the MRO determines the individual to be drug free, and the employee

consents to an unannounced testing program over a time period management considers reasonable.

Any employee who violates the policy on a second occasion will be subject to corrective action up to and including termination of employment.

Condition of Employment

Compliance with CRCPL's Alcohol and Drug Policy is one of the conditions of employment. Failure or refusal of an employee to cooperate fully, sign any required document, or submit to any inspection or test will subject that employee to corrective action up to and including termination of employment.

Reservation of Rights

CRCPL reserves the right to amend, interpret, change, modify, rescind, or depart from this policy, in whole or in part, retroactively or prospectively, with or without notice. Nothing in this policy creates or expands any legal or contractual right any employee might have.

Notification of Conviction

Employees are required to notify CRCPL of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction. Within thirty (30) days after CRCPL receives notice of such a conviction, the convicted individual may be subject to corrective action up to and including immediate discharge.

Arrest or conviction for a drug-related offense or identification of an employee as the focus of a criminal investigation into illegal drug possession, use, or trafficking. The employee must notify Human Resources within five (5) working days of any drug-related conviction;

Arrest or conviction for an alcohol-related offense, or identification of an employee as the focus of a criminal investigation into public intoxication, driving under the influence, vehicular assault, or vehicular homicide. The employee must notify Human Resources within five (5) working days of any alcohol-related conviction;

If you have questions about this policy, please contact the Executive Director.

5.8 ANTI-DISCRIMINATION AND ANTI-HARASSMENT

It is the policy of Chillicothe & Ross County Public Library (CRCPL) to maintain an environment free from all forms of discrimination and harassment for all employees. Behaviors of this type, whether committed by supervisors, co-workers, or members of the public, of opposite or same gender is strictly prohibited.

Definitions

Discrimination is to treat another person differently or unfairly based on protected classes such as; color, religion or creed, national origin or ancestry, sex (including gender, pregnancy, sexual orientation and gender identity), age, physical or mental disability, veteran status, genetic information or citizenship.

Discriminatory harassment is any type of physical or verbal harassing conduct that is based upon the protected classes listed above.

Sexual harassment includes but is not limited to the following:

- Repeated unwanted and/or offensive sexual flirtations advances, or propositions;
- Repeated verbal abuse of a sexual nature;
- Graphic or degrading verbal or written comments about an individual, the individual's appearance or the individual's sexual orientation;
- The display of sexually suggestive objects, pictures, or the display of same through other media;
- The implication or threat that an employee's or applicant's employment, assignment, compensation, advancement, career development, or other condition of employment will depend on the employee or applicant's submission to sexual harassment in any form; and
- Any offensive, abusive, or unwanted physical contact.

Responsibility

1. It is the responsibility of all employees to aid the employer in maintaining a work and public environment free from discrimination and harassment. Therefore, it is the responsibility of each employee, including supervision and management, to immediately report any instances of discrimination or harassment to the proper authority (see Reporting Procedure). Any employee who observes any conduct that may constitute discrimination or harassment of any CRCPL employee or vendor, but fails to report the same, may be subject to corrective action.
2. It is further the responsibility of each supervisor to ensure that all employees who report to the supervisor are aware of the policy against discrimination and/or harassment, that they are aware of the complaint and reporting procedures, and that they are aware of the consequences of engaging in such behavior.
3. It is the responsibility of management to maintain an environment free from discrimination and harassment. Management shall ensure that its supervisors are sufficiently trained in recognizing all types of discrimination and harassment, the complaint and reporting

procedures, the proper methods of investigating complaints of discrimination and harassment, and the corrective action procedure.

4. Management shall also ensure that all employees are aware of this policy and will ensure that all employees receive sufficient training to maintain an environment free from discrimination and harassment. Additionally, each newly hired employee will receive training on this policy as a part of their employee orientation.

Procedure

1. Once a complaint of discrimination or harassment has been received by management, the proper member of management will immediately investigate the matter in accordance with the investigation procedure.
2. If, after a thorough and prompt investigation, it is determined that discrimination or harassment has occurred, the employee who has been found to have committed such acts will immediately receive corrective action in accordance with the corrective action procedures. The complaining and/or reporting employee or patron will be informed of the results of the investigation.
3. If, after the investigation, it is determined that no discrimination or harassment occurred or that there is insufficient evidence to determine whether or not such discrimination or harassment has occurred, the complaining employee and/or reporting employee or patron will be informed.
4. Employees making a complaint of discrimination or harassment or who are asked to participate in an investigation shall not be retaliated against for good faith participation.

COMPLAINT PROCEDURE

Any employee or patron who believes that they have been the subject of discrimination or harassment, or any employee who has witnessed an incident(s) of such, should report the matter(s) to their supervisor immediately.

Reporting Procedure

1. Any employee who believes that they have been the subject of or witness to acts of discrimination or harassment should immediately report the alleged act(s) to their supervisor, human resources, or the Executive Director.
2. If the immediate supervisor is the subject of the complaint, the employee should report to the next higher ranking person in the facility's table of organization, or to a member of the CRCPL Board.
3. Should any of the above be the subject of the complaint, the employee or patron should report the matter to the Ross County Prosecuting Attorney.

4. The employee or patron alleging discrimination or harassment will be asked to put their complaint in writing. The employee should provide:
 - Their name;
 - The name of the subject of the complaint;
 - The act(s) complained of;
 - The date(s) of the act(s);
 - Any witnesses to the alleged acts; and
 - The remedy the employee is seeking.
5. If the employee alleging discrimination or harassment is unwilling to make a report in writing, then the person to whom the verbal complaint was made should submit the report in writing.
6. After the written complaint has been received, the complaint will promptly be investigated by the CRCPL Executive Director, Human Resources Manager, or other management authorities.
7. Prompt action by the CRCPL will be taken to end the harassment immediately.

Corrective Action Procedure

When it is determined that there is cause for believing that discrimination or harassment has occurred, the following steps will be followed:

1. The accused party will immediately be suspended with pay or temporarily transferred pending the final resolution of the complaint.
2. A meeting will be held during which the accusation will be explained to the accused party, and the accused party will be given the opportunity to respond.
3. Subsequent to the investigation a final determination will be made. If it is determined that a prima facie case of discrimination or harassment has been established, the accused employee will be notified. An employee found guilty of such may, depending upon the severity of their action(s), be given the option of being immediately suspended without pay until such time as the employee completes a program in discrimination and/or harassment awareness conducted by a recognized professional. All costs for this program will be borne by the employee. Upon successful completion of the program, the employee may apply for reinstatement and will be reinstated upon presenting proof of successful completion of the program. The reinstatement will be conditional upon the employee's good behavior. Any future act of discrimination or harassment by the employee will result in immediate termination without recourse to this option or resignation.
4. If the employee elects resignation, the employee must sign an agreement waiving any and all claims arising from the employee's employment, before CRCPL will accept the resignation and forego termination proceedings.

5. Any employee that makes a false statement and/or false accusations during the investigation will be subject to appropriate corrective action in accordance with CRCPL policy.

5.9 WORKPLACE VIOLENCE

We are committed to providing a safe workplace. There is no tolerance for acts or threats of physical or verbal violence (including intimidation, harassment, or coercion) which involve or affect employees or which occur on Library's property. Any instance of violence or intimidation must be reported immediately, either by a victim or a witness, to a supervisor. Such conduct will be met with the strongest corrective action, up to and including termination, the use of law enforcement, and the use of criminal prosecution measures.

Workplace violence often starts with inappropriate behavior or signs that when detected and reported may help prevent its occurrence. The following information may be helpful in detecting or anticipating workplace violence and help create a safer, healthier workplace for everyone.

Threats

- Physical conduct such as pushing, shoving, or striking that causes harm or has the potential to harm people or property.
- Conduct that harasses, disrupts or interferes with another individual's performance.
- Conduct that creates an intimidating, offensive, or hostile work environment.

Risk Factors

- Ongoing conflicts between coworkers
- Corrective actions
- Termination of employment
- Domestic or family violence
- Financial problems

Potential Warning Signs

- Verbal, nonverbal or written threats
- Fascination with weapons or violence
- New or increased stress at home or work
- Expressions of hopelessness or anxiety
- Insubordinate behaviors
- Dramatic change in work performance
- Destruction of property
- Drug or alcohol abuse
- Blaming others for problems

If violence occurs or there is an immediate threat of violence: Leave the area immediately if possible. If you are unable to leave the area try to lock yourself in a secure room. Then dial 911 and provide law enforcement with as much information as possible.

5.10 E-MAIL

Work e-mail is a library resource provided primarily for conducting CRCPL business. In addition to intra-library communication, it may be used to access work-related listservs or for professional correspondence. It is not appropriate to use e-mail for solicitation or advertising to staff. Library provided e-mail service is neither private nor protected; it is the property of CRCPL and its use may be monitored.

5.11 MOBILE TELEPHONE

Mobile phones may be provided to employees in certain positions as determined by the Executive Director to help increase library productivity and/or safety. Personal use of library mobile phones is strongly discouraged although administration recognizes that this is sometimes unavoidable. Employees who use mobile phones will be given a copy of the itemized monthly statement and will be required to audit the bill for personal usage. All personal phone usage (calls, text messages, etc.) must be reimbursed. Calls will be reimbursed at a rate determined by the Board of Trustees. CRCPL reserves the right to audit and review mobile telephone bills to ensure their proper usage. In order to help ensure the safety of employees while reducing the library's liability in the event of an accident, mobile phones are not to be used by employees while driving. Mobile phones are the property of the library and all equipment must be returned upon termination of employment.

5.12 VEHICLE USE

Only staff members who have been approved by the Chief Fiscal Officer may operate any library vehicle.

Employees are prohibited from using library vehicles for any purpose other than official business. Unless related to library business, passengers are prohibited from riding in any of the library's vehicles or in an employee's personal vehicle while the employee is on library-related business.

The driver and any passengers must use seat belts, as already required by state law, and a driver is prohibited from using a cellular phone, including hands-free devices. This requirement pertains to both the use of library vehicles and the use of personal vehicles while on Library business.

Employees are not permitted to operate library vehicles, or personal vehicles on library business, when any physical or mental impairment may cause them to be unable to drive safely. This also includes temporary incapacities such as illness, medication or intoxication.

An employee must notify a supervisor or the Executive Director immediately in the event that the employee is cited for any driving violation that limits the employee's driving privileges; or, involved in an accident while on library-related business using a library or personal vehicle. An employee who is cited or deemed responsible by official records for a vehicular accident, parking, speeding, or other violation while on library business will be required to pay for the ticket (violation) and may be subject to corrective action up to and including termination.