



BOARD OF TRUSTEES OF THE CHILLICOTHE & ROSS COUNTY PUBLIC LIBRARY

Statement of Policy Concerning Human Resources

Updated March, 2022

Summary of Changes

HR Manager:	added description and as policy/process contact throughout.
EEO Statement:	added references to gender identity and sexual orientation. removed procedure bullets
ADA:	removed from FMLA policy and created independent policy
Disciplinary Action:	updated to Corrective Action
Counseling:	updated to Coaching
Background Checks:	updated timing of background check and defined as condition of employment.
Performance Evals:	changed eligibility from "months in position" to hired/promoted before October 1 st .
Retirement:	sick leave payout was "upon retirement" changed to "on final paycheck".
Death:	final pay to "estate", changed to established payroll deposit authorization on file.
Reduction in Workforce:	removed specific process steps
Timekeeping:	updated "supervisor will complete timecards when necessary" to incorrect time card submissions will be corrected in the following pay period.
Direct Deposit:	removed reference to EFT Paystub form. No longer process.
Insurance:	replaced specific COBRA language and added reference to COBRA and notification by mail.
Pay Grade exclusion:	removed pay grade exclusions in reference to benefit eligibility.
He/she His/Hers:	They/Their
Unpaid Leave:	moved from benefit section to Attendance policy.

FMLA: removed ADA references and added to independent policy section
updated FMLA language to agree with Federal law and forms.
removed "holiday" from accrued benefit use.
updated "oral notice" to "written".
Deleted section 4.2.4 spousal limit of 12 weeks off combined.

Employee Classes: updated full-time to regular full-time (benefit eligible 40 hours)
updated part-time to regular part-time (benefit eligible 30+ hours)
updated non-benefited part-time to part-time (less than 30 hours)

Holidays: added Juneteenth
all employees eligible if holiday falls on "regularly scheduled shift".

Drug Free Workplace: deleted reference to testing for 14 specific substances, replaced with "illegal substances, abuse of prescription medications, and alcohol".

Workplace Violence: added examples/definitions currently in Safety Manual.

"The library": removed or replaced with CRCPL where relevant.

Lactation policy: updated to Nursing Employees
replaced "mother" with "employee"

Discriminatory harassment: updated to discrimination and/or harassment

5.1 Ethics: shall receive a copy, changed to "shall receive an electronic access".

Procurement: deleted Section 6 Procurement.