



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

**Statement of Policy  
Concerning Human Resources**

**Updated February, 2022**

**Summary of Changes**

|                         |  |
|-------------------------|--|
| HR Manager:             | added description and as policy/process contact throughout.  |
| EEO Statement:          | added references to gender identity and sexual orientation.  |
| 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 <sup>st</sup> .   |
| 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 correct 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.  |
| FMLA:                   | removed ADA references and added to independent policy section<br>updated FMLA language to agree with Federal law and forms.<br>removed “holiday” from accrued benefit use.<br>updated “oral notice” to “written”. |

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)

Unpaid Leave: moved from benefit section to Attendance policy.

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.

Procurement: deleted Section 6 Procurement.

“The library”:  
removed or replaced with CRCPL where relevant.

Library: library (lower case)

He/she His/Hers: They/Their

Lactation policy: updated to Nursing Mothers

Discriminatory harassment: updated to discrimination and/or harassment