

Chetco Community Public Library District

EMPLOYEE PERSONNEL POLICIES

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Introduction

The purpose of Personnel Policies is to provide systematic and equitable procedures and regulations to guide and inform employees on all general matters relating to their employment with Chetco Community Public Library District ('District').

These policies shall not preclude the establishment of rules and regulations specific to various areas of District service and responsibility so long as they are not in conflict with the policies set out herein.

Every effort has been made to provide the most important policies, procedures and practices. However, in cases of omissions or discrepancies, current District rules or practices will govern and the Personnel Policies will be updated as rapidly as possible.

The Board, in consultation with the Library Director and such others as deemed appropriate, is responsible for creating and administering personnel policies for the District.

The Library Director shall have the responsibility for the application of the policies and shall be responsible for insuring the effective implementation of these policies.

The Board delegates to the Library Director all aspects of personnel relations.

The Library Director shall provide each employee, at time of employment, a copy of these policies and any amendments and shall make a record of receipt as provided in *Appendix A: Employee Acknowledgment of Receipt of Personnel Policies*.

One record of receipt shall remain with the employee's copy of the Personnel Policies and one copy shall be placed in the employee's personnel file.

Created: August 19, 2017

Board Approved: May 4, 2018

Variations & Application

These policies supersede all previous handbooks, personnel policies, procedure manuals, internal memos and verbal or written statements that addressed personnel matters. This policy manual is effective July 1, 2018.

Variations

The District Board of Directors shall have the power to vary or modify the strict application of the provisions of these policies in any case in which it determines that the said strict application would result in practical difficulties or unnecessary hardships or are at odds with the intent of said policies.

In order to retain necessary flexibility in the administration of policies and procedures, the District reserves the right to change, revise or eliminate any of the policies and/or benefits described in this document with or without notice, except for its policy of employment-at-will. The only recognized deviations from the stated policies are those authorized and signed by the Board of Directors.

Created: August 19, 2017

Board Approved: May 4, 2018

Application

These Personnel Policies apply to all employees, with exceptions noted for temporary and part-time employees. In the event of a conflict between these policies and State or Federal law, the ordinance or law will apply. In all other cases, these policies will apply.

Any resolution adopted by the Board of Directors which bears on these policies shall be considered to supersede the policies adopted herein.

None of these provisions shall be deemed to create a vested contractual right in any employee to limit the power of the Board of Directors to repeal or modify these policies.

Created: August 19, 2017

Board Approved: May 4, 2018

Equal Opportunity Employment (EOE)

The District offers equal employment opportunities without regard to race, color, religion, national origin, sex, sexual orientation, gender identification, age, marital status, source of income, disability, veteran or any other legally protected status. All such discrimination is unlawful. All employees are expected to adhere to and enforce the following EOE Policies. Any employee's failure to do so may result in discipline, up to and including termination.

The District requires that all employees cooperate fully to ensure the fulfillment of this commitment in all actions and decisions, including, but not limited to:

- Hiring, placement, promotion, demotion, transfer;
- Recruitment, advertising, or solicitation for employment;
- Compensation and benefits; and
- Disciplinary action, layoff, recall, and termination of employment

Selection of personnel for hiring and promotion is based on such factors as education, experience, proven skills, initiative, dependability, cooperation, availability and growth potential.

Any employee who believes they are the subject of unlawful harassment should report the complaint to the Library Director for appropriate investigation and action.

Any alleged act or complaint of discrimination on the part of any District employee should be reported to the Library Director for appropriate investigation and action. If the complaint is against the Library Director, the alleged act should be reported to any member of the Board of Directors.

All complaints and reports will be promptly and impartially investigated and will be kept confidential to the extent possible, consistent with the District's need to investigate the complaint and address the situation.

The District prohibits retaliation in any way against any employee because the employee has made a good-faith complaint pursuant to this policy, has reported in good-faith any harassing, discriminatory, or bullying conduct directed at others, or has participated in an investigation of such conduct.

Created: August 19, 2017

Board Approved: May 4, 2018

Harassment

It is the intent of the District to provide a work environment free from harassment. Harassment includes unsolicited remarks, gestures or physical contact, display or circulation of written materials or pictures derogatory towards any gender or towards racial, ethnic or religious groups, disabled employees, age groups, sexual orientations, gender identity, or any other act of harassment prohibited by law.

This policy applies to and prohibits sexual or other forms of harassment that occur during working hours, during District-related or sponsored events whether on District property or not. This policy also provides protection to District employees who are unlawfully harassed during working hours by individuals who are not employed by the District, such as, but not limited to, elected officials, members of the community and vendors.

Created: August 19, 2017

Board Approved: May 4, 2018

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature (regardless of whether such conduct is 'welcome') when:

- submission to such conduct is made either implicitly or explicitly a term or condition of employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.
- Any employee who uses sexual behavior to implicitly or explicitly threaten, coerce, influence or affect the employment, job status, salary or performance of another employee is engaging in sexual harassment.

Created: August 19, 2017

Board Approved: May 4, 2018

Bullying

Bullying refers to repeated, unreasonable actions of individuals, or a group, directed towards an individual or a group of employees, which is intended to intimidate and that creates a risk to the health and safety of the employee(s). Bullying may include slandering, ridiculing or maligning a person or his/her family; persistent name calling which is hurtful, insulting or humiliating; using a person as a butt of jokes; abusive and offensive remarks, pushing; shoving; damage to a person's work area or property, gestures, glances which can convey threatening messages; socially or physically excluding or disregarding a person in work-related activities.

Created: August 19, 2017

Board Approved: May 4, 2018

Complaint Procedure

All employees are encouraged to discuss this policy with the Library Director at any time if they have questions relating to the issues of discrimination, harassment or bullying.

If any employee believes they have experienced or witnessed any harassment, discrimination or bullying, the employee is expected, and required, to bring the matter to the attention of the Library Director as soon as possible. A written complaint should include the details of the incident or incidents, the names of the individuals involved and the names of any witnesses.

If any employee believes it would be inappropriate, or is uncomfortable discussing the matter with the Library Director, report the matter directly to any member of the Board of Directors.

All complaints and reports will be promptly and impartially investigated and will be kept confidential to the extent possible, consistent with the District's need to investigate the complaint and address the situation. If conduct in violation of this policy is found to have occurred, the District will take prompt, appropriate remedial action, commensurate with the severity of the offense. Appropriate action will also be taken to deter any future unlawful conduct.

Any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

Created: August 19, 2017

Board Approved: May 4, 2018

Disability Accommodation

The District is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's disability accommodation and discrimination laws and ensuring equal opportunity in employment for qualified persons with disabilities.

Upon written request, the District will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on the operation of the District. It is understood that this policy does not require the District to hire applicants nor maintain employment of employees who cannot perform the essential functions of the job with or without reasonable accommodation for a physical or mental disability.

Created: August 19, 2017
Board Approved: May 4, 2018

Employee Parking

Six employee parking spaces are marked as STAFF in the building's main lot. Parking accommodation requests should be submitted to the Library Director.

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Employment

Employment-At-Will

The contents of these policies does not constitute an expressed or implied contract of employment, nor guarantee of continued employment, between the Chetco Community Public Library District and its employees. All employment at the District is "at will." That means that either an employee or the District may terminate this relationship at any time, for any reason, with or without cause or notice.

No supervisor, manager or representative of the District other than the Board of Directors has the authority to enter into any agreement with an employee regarding the terms of employment that changes the at-will relationship or deviates from the provisions in these policies unless the change or deviation is put in writing and signed by the District Board of Directors.

Created: August 19, 2017
Board Approved: May 4, 2018

Recruitment and Selection

Method of Hire

The Library Director shall publish vacancies, accept applications and interview applicants. S/he shall hire the most suitable candidate based on the following criteria:

- Ability to meet the minimum qualifications of the position
- Level of training and education relative to the position
- Extent of previous work experience relevant to the position
- Applicant's fitness to perform the essential functions of the position
- Information placed on the application, quality of application completeness, aptness, neatness and accuracy
- Verification of past employment
- Oral interview

Appointments to positions are through an open competitive process. The District accepts applications only for advertised openings.

Created: August 19, 2017

Board Approved: May 4, 2018

Orientation

The Library Director shall familiarize new employees with their obligations and rights. Orientation shall include, but not be limited to organization and services of the District, work rules, personnel policies and procedures, safety training, payroll processes, the requirements of the trial period and benefits available.

Created: August 19, 2017

Board Approved: May 4, 2018

Trial Period

All employees are subject to a six (6) month trial period that begins on their initial hire date. The trial period is intended to give new employees the opportunity to demonstrate their ability, achieve satisfactory performance and determine whether the new position meets their expectations. The District uses this period to evaluate employee capabilities, work habits and overall performance.

During the trial period, vacation leave is accrued but will not be granted until the satisfactory completion of the trial period. Sick leave will accrue from the first day of work and granted after ninety (90) days.

Eligible employees may enroll in the health care benefits on the first day of the month that occurs after sixty (60) days from the hire date, not including a partial month. If hired after the first day of any month, an employee must work two (2) full months before eligible.

Completion of the trial period does not modify an employee's at-will employment status.

Any significant absence will automatically extend a trial period by the length of the absence.

An employee will be notified in writing that s/he has successfully completed the trial period.

If the Library Director determines that the designated trial period does not allow sufficient time to thoroughly evaluate the employee's performance, the trial period may be extended for a specified period.

Created: August 19, 2017

Board Approved: May 4, 2018

Hours of Work & Attendance

Standard Work Week – Full time

The standard work day for full time employees shall be eight (8) consecutive hours, not including any period established by the District Board as a lunch period. The standard week shall consist of five eight-hour days.

The standard work day and work week may be altered by the Library Director in order to insure the best utilization of staff.

The Library Director shall create a weekly work schedule. Occasionally, it may be necessary for employees to work hours different than their normal schedule to ensure the library adheres to the necessary number of open hours.

Created: August 19, 2017

Board Approved: May 4, 2018

Part-time Work Week

Part-time is defined as employment requiring less than 40 hours of work per week.

Normally a part-time schedule, such as portions of days or weeks, will be established by the

Library Director. *Occasional* workweeks of up to 40 hours will not constitute a change in status from part-time to full time.

The weekly hours of part-time employees are determined by the Library Director and are so arranged as to best serve the needs of the library patrons and operations. Hours of work may vary depending upon the needs of the library as determined by the Library Director.

Created: August 19, 2017

Board Approved: May 4, 2018

Temporary Work

Temporary employment is defined as those employees holding jobs of limited duration arising out of special projects, abnormal workloads or emergencies. Temporary employees are ineligible for employer-paid benefits, including sick leave, vacation pay, holiday pay, health insurance and retirement.

Created: February 10, 2018

Board Approved: May 4, 2018

Attendance

All employees shall report to work at their assigned starting time, work their scheduled hours and cease work at their designated quitting time unless otherwise authorized by the Library Director. All employees are expected to notify the Director as promptly as possible in the event they will not arrive when expected. Employees shall not absent themselves from work for any reason other than those specified in these policies, or unless specifically authorized.

An employee who is absent from work for three (3) consecutive working days without authorization or notifying the Library Director, except for unavoidable situations or emergencies, will be considered to have abandoned their job as of the last day of active employment.

Created: August 19, 2017

Board Approved: May 4, 2018

Breaks

Employees working an 8 hour day must take a non-compensated 60 minutes meal break within the first five hours of their shift. Employees may not work through meal breaks to compress the workday.

In addition to a meal break, employees may take a fifteen (15) minute rest period for each four hours worked, scheduled at or as near as feasible to the middle of each four hour period. Rest periods should not interfere with nor be detrimental to public service. Should conditions require that an employee work at the time of their scheduled rest period, the employee's break may be delayed but not cancelled. Employees are encouraged to take rest periods on library premises and notify the Library Director if leaving the premises is necessary.

Rest periods may not be combined with lunch breaks to extend the meal period. Nor may they be used to cover an employee's late arrival or early departure from work. Rest periods do not accumulate if not taken.

Created: August 19, 2017

Board Approved: May 4, 2018

Time Cards

All non-exempt employees must accurately record time worked on a Semi Monthly Time Card for payroll purposes.

Time cards shall be submitted to the Director for review and approval by the announced deadline.

Created: August 19, 2017

Board Approved: May 4, 2018

Overtime

No overtime shall be worked without explicit assignment or pre-approval of the Library Director. Employees who work unauthorized overtime may be subject to discipline up to and including termination.

On occasion, employees may be asked and expected to extend their normal work days or work week in order to meet library scheduling needs. As much notice as possible will be given when situations requiring extra hours occur.

Overtime shall be considered as time worked in excess of forty (40) hours during any work week. Any schedule in which the hours worked exceed eight (8) in any one day but no more than forty (40) hours in any week do not constitute overtime.

In accordance with the Federal Fair Labor Standards Act and Oregon wage and hour law, nonexempt employees will be paid for overtime work on the basis of time and one-half for all hours worked in excess of 40 hours worked in a given work week. Holidays, sick leave, vacation, jury duty, bereavement leave do not count towards a 40 hours work week for overtime pay consideration.

The above overtime regulations shall not apply to the exempt position of Library Director.

Created: August 19, 2017

Board Approved: May 4, 2018

Remote Work

The district does not allow nor authorize employees to work remotely. A request to allow remote work may be submitted to the Board for consideration.

Created: August 19, 2017

Board Approved: May 4, 2018

Outside Employment

An employee of the District may hold a job with another organization as long as he/she satisfactorily performs job responsibilities with the District. All employees will be judged by the same performance standards and will be subject to the District's scheduling demands, regardless of any existing outside work requirements.

Employees may not accept outside employment that involves:

- The use of District's time (including the employee's work time), facilities, equipment and supplies or the prestige or influence of the employee's position with the District. In other words, an employee may not engage in private business interests or other employment activities on the District's time or using the District's property;
- The performance of an act that may later be subject to control, inspection, review or audit by the department for whom the employee works;
- Receipt of money or other consideration for performance of duties that the employee is required to perform for the District.
- A conflict with the interests of the District or that is likely to bring discredit upon the District.

The District requires employees to report outside employment to the Library Director on an annual basis, or sooner if any changes in outside employment occurs.

The Library Director will notify the employee any time outside employment is found to be in conflict with the interest of the District. It shall be up to the employee to choose which employment option is most desired.

Created: August 19, 2017

Board Approved: May 4, 2018

Employee Evaluation

Every employee shall have a detailed position description, which will serve as a written record of the job each employee is expected to do. Personnel evaluations communicate to employees their strengths and any areas needing improvement in performing their assigned duties.

All employees shall be evaluated using standard personnel evaluation forms prescribed by the Library Director. The evaluation will objectively assess the employee's performance and accomplishments relative to the detailed position description.

All new employees shall be evaluated at 3 months, 6 months and 1 year after hire and annually thereafter. All other employees shall be evaluated at least once each year.

Performance evaluations may occur more frequently at the discretion of the Library Director.

Performance evaluations shall become a part of the employee's work history and be kept in the employee's personnel file after an informal conference with the employee and Library Director is completed. The evaluation form is to be signed by the employee and Library Director.

If disagreement exists between the employee and the Library Director's evaluation, the employee may submit a written statement to the Library Director citing the reasons for disagreement in as specific detail as possible. A copy of the statement will be attached to the evaluation form in question as a permanent part of the employee's file.

The Library Director is evaluated by the Board of Directors following Board Policy and using the Library Director's Job Description and Board approved Performance Review forms.

Created: August 19, 2017

Board Approved: May 4, 2018

Personnel Records

Personnel records are maintained on all District employees and are the property of the District. Oregon law defines 'personnel records' broadly as any records "which are used or have been used to determine the employee's qualification for employment, promotion, additional compensation or employment termination or other disciplinary action."

All District personnel, time and pay records will be maintained by the Library Director for a period of seven (7) years.

The District personnel record shall show the employee's name, title of position, job description, salary, change in employment status, training

received and other such information affecting employment status and forms as may be required by law. In addition, the records may contain but not be limited to: employment application, W-4 and Employment Eligibility Verification, background check, examination materials, personnel action forms, performance appraisals, disciplinary actions and records relating to benefits.

Employees are responsible for notifying the Library Director about any changes in important personal data including: address, telephone number, spouse or domestic partner, emergency contact or any other relevant information.

Created: August 19, 2017

Board Approved: May 4, 2018

Access

The official personnel file is confidential and shall be accessible only to the following:

1. Employee, upon written request to the Library Director
 - a. Note: The Library Director may 'certify' a copy by providing a written statement that the documents provided are a true and accurate copy of the personnel and/or time and pay records. The District may charge a reasonable fee to recover the cost of making copies.
2. Library Director
3. The District Board of Directors, with majority vote
4. Other persons or agencies under the requirements of a court order

The Library Director shall place a 'notice of personnel files provided,' including the date provided and signature of the employee and Library Director, in the employee's personnel files immediately upon release of copies.

Created: August 19, 2017

Board Approved: May 4, 2018

Compensation

Wages

Employees shall be paid in accordance with the salary or hourly wage determined by their classification, according to the established pay schedule, and in no case less than the applicable minimum wage law requires.

Job classification salary schedules provide for step increases in grade, for which an employee is eligible on each annual anniversary following successful completion of the trial period. Such step increases are not automatic, but are granted as a proper recognition for job performance and growth, as determined by the Library Director, provided that funds are available.

As needed, the District Board shall analyze wage and benefit schedules to determine whether adjustments should be made. Adjustments for cost-of-living increases for all employees will be considered annually by the Board during the budgeting process. Such cost of living increases are not automatic, but are granted by the Library Director and Board depending upon budgetary and other considerations.

The District does not provide advance payments of salary nor loans from salary to be earned.

Created: August 19, 2017

Board Approved: May 4, 2018

Attachments and Garnishments

The District will honor only those attachments and garnishments as they are required by law. An employee does not have any recourse for removing these through the District, but must apply directly to the legal entity filing such attachment or garnishment.

Created: August 19, 2017

Board Approved: May 4, 2018

Pay Periods and Paydays

Employees are paid semi-monthly from the first (1st) of the month to the fifteenth (15th) of the month, paid on the fifteenth (15th), and from the sixteenth (16th) of the month to the last day of the month, paid on the last day of the month. If the payday falls on a Saturday, Sunday or holiday, employees shall be paid on the last preceding work day. Paychecks are distributed to employees at work.

The District does not participate in payroll direct deposit.

No paychecks will be personally delivered to any person other than the employee named on the paycheck unless the employee provides written permission naming the person authorized to receive the check. Any paychecks not distributed the day of issue shall be stored in the Library Director's locked office.

Created: August 19, 2017

Board Approved: May 4, 2018

Lost or Stolen Paycheck

If an employee loses their paycheck or it is stolen, the Library Director must be notified within 24 hours.

The Library Director will immediately notify a Board member to contact the bank to authorize the bank to attempt a stop payment. If the bank is able to stop payment on the lost/stolen paycheck, the District Bookkeeper will be notified to issue a new paycheck to the employee. However, the employee is solely responsible for the monetary loss, and the District will not be responsible for the loss or theft of a paycheck if the bank cannot stop payment on the check. The employee shall promptly reimburse the District for any bank charges associated with the stop payment order.

Created: August 19, 2017

Board Approved: May 4, 2018

Pay Deductions - Transparency

The District makes all efforts to comply with applicable state and federal wage and hour laws. In the event an employee believes that the District has made any improper deductions, has failed to pay for all hours worked or for overtime, or has failed to properly calculate wages in any way, the employee must immediately report the error to the Library Director. The District will investigate all reports of improper pay practices and report the results of the investigation to the complaining employee. The District will reimburse employees for any improper deductions or omissions no later than the next pay period. No employee will suffer retaliation or discrimination because they have reported any errors or complaints regarding the District's pay practices.

The District will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed or disclosed their own pay or the pay of another employee or applicant.

Created: August 19, 2017

Board Approved: May 4, 2018

Appointee Compensation

Upon initial appointment to a position, the employee shall receive the minimum salary for the class to which the position is allocated. However, in cases when unusual difficulty in filling a vacancy is experienced, or when the appointee is exceptionally qualified, the Library Director may cause the appointment to be made at a salary level above the minimum, but not more than the maximum, for the class.

Created: August 19, 2017

Board Approved: May 4, 2018

Cost of Living Increase

Adjustments for cost-of-living increases for all employees will be considered annually by the District Board during the budgeting process. Such cost-of-living increases are not automatic, but are granted by the Library Director and Board of Directors depending on budgetary and other considerations.

Created: August 19, 2017

Board Approved: May 4, 2018

Employee Travel

Proof of Insurance

Any employee using a private vehicle to perform District duties shall provide the District with proof of personal insurance before using such vehicle and have a valid Oregon driver's license.

Mileage Reimbursement

An employee will be reimbursed at the current Federal Standard Mileage Rate as determined by the Internal Revenue Service for use of a private vehicle in the conduct of District business, providing such use has been authorized in advance. The Library Director is responsible for maintaining an up-to-date Federal Standard Mileage Rate document.

Expenses Reimbursement

Other related travel expenses such as taxi fares, telephone calls, or similar items incidental and necessary to the performance of official business will be paid.

Lodging (hotel/motel), meal costs and parking must be supported by actual receipts for reimbursement to be paid.

Created: August 19, 2017

Board Approved: May 4, 2018

EMPLOYEE BENEFITS

Eligible District employees are provided a wide range of benefits. A number of the programs such as Social Security, workers' compensation and unemployment insurance cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification and whether full-time or part-time. The District reserves the right to change or eliminate any benefits at any time in accordance with applicable law.

Created: August 19, 2017

Board Approved: May 4, 2018

Definitions

Benefits are those compensations paid or partially paid on behalf of a qualified employee that are in addition to an employee's salary, and are authorized at any time by the Board of Directors. They include but are not limited to health care benefits, vacation, sick leave, holidays, and retirement benefits.

Unemployment insurance coverage is provided by the District per ORS 657.

Created: August 19, 2017

Board Approved: May 4, 2018

Distribution of Costs

The percentage of the costs of benefits provided to eligible employees shall be determined by the requirements of the operative benefit plan and the Board of Directors. Any Board resolution which alters the benefit compensation package shall be made known in writing to affected employees within thirty days of such action.

A benefit package is not a contractual right and may be altered at any time by the Board of Directors. Decisions affecting a package may be based upon equity, change in benefit costs, and budget considerations.

It is the Board of Directors' policy to provide the maximum benefit package possible to attract and retain a skilled work force.

Created: August 19, 2017

Board Approved: May 4, 2018

Eligibility

Any permanent employee who is scheduled regularly in any capacity for the District at least thirty (30) hours per week is eligible for benefits as defined in this article and the Employee Health Care Benefits Policy.

There is a waiting period before an eligible employee may qualify for benefits under the District's health care benefits. Health care benefits shall be available on the first day of the month that occurs after two (2) full months of employment.

Created: August 19, 2017

Board Approved: May 4, 2018

Health Care Benefits

The District offers medical insurance, selected by the Board of Directors, for all of its eligible employees.

Created: August 19, 2017

Board Approved: May 4, 2018

Retirement Benefits

The District participates in the Oregon Public Employees Retirement System for employees working 600 hours or more per year. Information about contributions and retirement benefits may be obtained from the Library Director or from PERS.

The District participates in the Public Employees Retirement System (PERS); therefore, an employee's designation as a Tier I or a Tier II member will depend on the employee's prior PERS service and PERS rules. An employee's designation and eligibility for participation in PERS is determined by law. For more information about these plans, contact PERS at 1-888-320-7377 or visit their website at www.oregon.gov/PERS.

If employees are eligible to participate in PERS, they should be aware that 6% of their salary will be deducted for PERS starting at the completion of six (6) full months of employment.

Created: August 19, 2017

Board Approved: May 4, 2018

Worker's Compensation

Employees are protected by Workers' Compensation Insurance under Oregon law. This insurance covers employees in case of work related injury or illness providing, among other things, medical care, compensation and temporary or other disability benefits. Employees are expected to work safely and in a safe environment.

Created: August 19, 2017

Board Approved: May 4, 2018

Leave Benefits

Vacation

Vacation leave with pay is available to eligible employees to provide opportunity for rest, relaxation and personal pursuits. Employees who are

regularly scheduled to work twenty (20) hours per week or more receive paid vacation leave that is earned and accrued on a semi-monthly basis.

Temporary employees and employees who work less than twenty (20) hours per week do not receive paid vacation leave. Eligible employees earn vacation leave in accordance with the schedule detailed in this policy, based upon their date of employment.

During an employee's trial period, vacation leave shall accrue but not be granted until the employee successfully completes the trial period and has worked for the District for six (6) months. Employees terminated prior to the completion of their trial period will not be paid for any accrued vacation.

Eligible Vacation Leave Accrual Rate Categories are defined as follows:

Full time – Employees working a forty (40) hour work week

Part-time – Employees working a twenty (20), or more, hours work week, but less than 40 hours work week

Accrual Rates

Management

The Library Director is a management position. Vacation leave and accrual rate will be at the discretion and decision of the Board of Directors.

Full time

0 – 3 years of service	6.67 hours/month	80 hours/year	10 days
4 – 10 years of service	10 hours/month	120 hours/year	15 days
11+ years of service	13.3 hours/month	160 hours/year	20 days

Part-time employees shall be credited with prorated vacation leave credits based on the accrual of a full time employee.

Employees shall advance to the next vacation accrual rate at the completion of the specified number of years of service.

Employees may accrue no more than 160 hours (20 days) of paid vacation leave. When the maximum allowed vacation leave has accrued, further vacation leave accrual shall stop until vacation leave is taken and the total accrual drops below the maximum allowed.

If a paid holiday occurs during an employee's scheduled vacation, the day will be considered a holiday rather than a vacation day. Employees do not earn vacation leave during an unpaid leave of absence or an extended sick leave of over forty (40) hours. Vacation will continue to accrue, however, while an employee is on paid leave of absence, including vacation leave, and during time lost because of an on-the-job injury.

Vacation may be used as earned but must be approved in advance by the Library Director. Requests for vacation should be submitted at least two (2) weeks in advance. Although the employee's wishes will be considered, library scheduling needs will be the primary factor in determining whether or not vacation leave may be taken on a given day or at a given time. The Library Director is responsible for posting a 12-month vacation calendar and posting approved employee vacation leave.

Employees who resign, retire or otherwise leave District employment will be paid for unused earned vacation leave they have accrued, up to their respective maximum annual allotment of vacation days, at the last regular rate of the employee's pay on the date of termination.

Created: February 9, 2018

Board Approved: May 4, 2018

Holidays

Paid holidays will be posted each year as determined by the Board of Directors.

Eligibility for paid holidays begins on the first day of employment. A full-time employee will receive eight (8) hours paid leave for a full-day holiday and four (4) hours paid leave for an early closure holiday. Part-time employees will receive holiday pay on a prorated basis.

Full time employees should work four (4) hours on the holiday half day. Part time employees should work half of their regularly scheduled shift on that day, even if it means coming in during a time they are not normally scheduled. If the schedule allows, part-time employees may instead opt to work their hours for that day on another day during the same week.

Regular full time and part time employees will be paid for holiday time when a holiday falls on their normally scheduled day off, or the employee may opt to receive an alternate, equal shift off within the same week as long as there is sufficient staff to cover in their absence. This alternate day off should be scheduled in advance.

A holiday which falls within a vacation or time off due to illness will be paid as a holiday, not as vacation or sick leave.

When a scheduled holiday falls on a Sunday, it will be observed on the following Monday.

Recognized Holidays:

- New Year's Eve Day (Half Day, close at 2pm)
- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Azalea Festival Saturday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day (Library closed all day; Staff In-Service Half Day)
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day

The District respects the religious beliefs and practices of all employees. The Library Director will make, upon request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the District's business. Employees may use vacation or unpaid time for religious holy days or to participate in a religious observance or practice. If accrued leave is not available, then an employee may request to take unpaid leave.

Created: August 19, 2017

Board Approved: May 4, 2018

Revised: January 4, 2019

Sick Leave

p 18

Employees may use sick leave when unable to perform their work duties due to illness or injury (when not a Worker's Compensation case); pregnancy and childbirth; medical or dental care; mental health issues; handling issues of domestic violence, harassment, sexual assault, or stalking; or exposure to contagious disease that could be spread to the public or coworkers. Sick leave may also be used in the event of death, medical, dental or mental health issues of an immediate family member, defined as spouse, same gender-domestic partner, custodial parent, non-custodial parent, adoptive parent, foster parent biological parent, parent-in-law, parent of same gender domestic partner, grandparent, grandchild, children, foster or step children, children of an employee's same-gender domestic partner, or any other permanent member of the employee's household.

Employees must contact the Library Director each day on or before the scheduled starting work time, unless an official medical leave has been granted, and indicate an estimated date of return, if possible. Contact the Library Director at the designated home phone number AND leave a message at the Library phone number 541-469-7738. Failure to notify the Library Director will result in the day being charged against vacation credits for regular full time employees and treated as unpaid leave for part-time employees.

If an employee becomes ill during the workday, the Library Director must be notified before the employee leaves work.

In the event an employee is off work more than three (3) consecutive work days due to illness, the District may require the employee to provide a licensed health care provider's statement as to the nature of the illness, the need for the employee's absence and the estimated duration of the absence. Prior to allowing the employee to return to work the Library Director may require a licensed health care provider's release stating that the employee may return to their normal duties without risk of aggravating the illness or injury.

When an employee is, by reason of illness or injury, unable to perform their job with the regularity, efficiency, or degree of safety necessary and/or when

the employee's illness is at a stage where it may present an unreasonable risk of infection to others, the Library Director may require that the employee absent themselves from work and take further sick leave.

For all employees, sick leave is granted in hourly increments only.

Accrual of Sick Leave

An employee is eligible to use sick leave beginning on the 91st calendar day of employment with the District. Accrual rates will adhere to Oregon Revised Statutes.

Regular full time employees are provided eight (8) hours of sick leave per month.

Part-time employees accrue sick leave as follows:

30 – 39 hours/week – accrue 6 hours/month

20 – 29 hours/week – accrue 4 hours/month

14 – 19 hours/week – accrue 3 hours/month

10 – 13 hours/week – accrue 2 hours/month

1 – 9 hours/week – accrue 2 hour/month

Sick leave is credited semi-monthly and if used, is deducted from the total accrued. Sick leave earned, used and available appears on each paycheck stub.

Unused sick leave benefits accumulate from year to year to a maximum of 650 hours or 80 days for full time employees.

Unused sick leave benefits accumulate for part-time employees at the following rate:

30 – 39 hours/week – 487 hours maximum

20 – 29 hours/week – 325 hours maximum

14 – 19 hours/week – 162 hours maximum

Under 13 hours/week – 80 hours maximum

Created: August 19, 2017

Board Approved: May 4, 2018

Personal Leave

Personal leave days are to be used for any personal business. The nature of your need for time off will not be required when making your request for leave.

All full-time and part-time employees working 20 or more hours receive two (2) days of personal leave equal to $\frac{2}{5}$ of their weekly hours worked, rounded up to the nearest full hour. So a full time employee receives 16 hours of personal leave, 32 hours per week receives 13 hours, 20 hours per week receives 8 hours, and so forth. All part-time employees working less than 20 hours per week receive one (1) day of personal leave equal to $\frac{1}{5}$ of their weekly hours worked. *So an employee who works 12 hours per week receives 5 hours personal leave, and so forth.* Propose: So an employee who works 12 hours per week receives 3 hours personal leave, and so forth.

Personal leave days will be credited to employees on January 1 of each year. New full time or part time (20+ hours per week) employees hired January – June will be credited with two (2) paid personal leave days for that year. Part time (less than 20 hours per week) employees will receive one (1) personal leave day.

New full time or part time (20+ hours per week) employees hired July – December will be credited with one (1) paid personal leave day for that year. Part time (less than 20 hours per week) employees will receive one half ($\frac{1}{2}$) personal leave day equal to $\frac{1}{10}$ of their weekly hours worked.

The use of personal leave days must be approved in advance by the Library Director.

Personal leave may not be carried over into the next calendar year. There shall be no payment for any personal leave days that have not been taken. Personal leave may not be taken in units less than 1 hour.

Created: May 4, 2018

Board Approved: May 4, 2018

Revised: February 1, 2019

Unpaid Leave

Unless otherwise required by law, employees who earn vacation or personal leave and have exhausted all of their paid leave may use up to 5 additional unpaid working days equal to their normal total hours scheduled per week. Before unpaid leave can be taken, paid leave must be exhausted.

Employees who work less than 20 hours per week and do not earn vacation or personal leave may use a maximum of 10 working days as unpaid.

Unpaid leave must be requested with as much advance notice as is possible, and approval is not guaranteed. Requests from other employees with available paid leave will generally take precedence over those without available paid leave.

Additional leaves of absence without pay for non-medical causes may be authorized at the discretion of the Library Director provided such leave will not create an undue hardship on services or operations.

Employees do not earn benefits during an unpaid leave of absence. Exceeding the limit of authorized paid and/or unpaid leave may result in disciplinary action, up to and including discharge.

Created: December 7, 2018

Board Adopted: January 4, 2019

Bereavement Leave

All employees shall receive up to three (3) days of paid leave in the event of a death in the immediate family (immediate family as defined in this policy). Requests for bereavement leave should be made to the Library Director before the leave is to begin.

If additional leave days are requested, and approved by the Library Director, the employee must use accumulated sick or vacation leave, compensation time or leave without pay.

Created: August 19, 2017
May 4, 2018

Board Approved:

Jury and Witness Duty p 20

Jury Duty

If an employee receives summons for jury duty, the employee shall notify the Library Director and show a copy of the jury summons. Arrangements will be made to reassign work and time off will be granted. Employees are expected to report for work at the District when not selected for a jury on any day the employee is scheduled to work or when jury duty requires only a partial day's service.

All employees are eligible for paid jury duty. They will be compensated based upon the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence.

Any compensation for jury duty will be signed over to the District. Employees may retain any amount the court compensates for travel expenses.

Created: August 19, 2017
May 4, 2018
Witness Duty

Board Approved:

If an employee is subpoenaed to testify as a witness in a District work-related legal proceeding, the employee shall notify the Library Director and show a copy of the subpoena no later than 48 hours after being served. Time spent serving as a witness will be treated as time worked for pay purposes, provided the time served occurs during regularly scheduled hours the employee is subpoenaed to testify, and the employee submits witness fees to the District

upon receipt. Employees may retain any amount the court compensates for travel expenses.

Except for employee absences covered under the District's Crime Victim Leave Policy or Domestic Violence Leave and Accommodation Policy (pg. 21/22), employees who are subpoenaed to testify in non-work-related legal proceedings must use any available vacation time to cover their absence from work. If the employee does not have any available vacation time, the absence would be considered leave without pay.

Created: August 19, 2017
May 4, 2018

Board Approved:

Oregon Family Leave Act (OFLA) and federal Family Medical Leave Act (FMLA)

District employees are not eligible for leaves of absence under OFLA nor FMLA due to the District's small number of employees. One exception is that the District will honor requests from eligible employees to take a leave of absence under the Oregon Military Family Leave Act as described in these policies.

Created: August 19, 2017
May 4, 2018

Board Approved:

Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployments Rights Act (USERRA). The employee must notify the Library Director immediately of the request for military leave unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Employees will continue to receive full pay while on leave for two-week training assignments and shorter absences. The portion of any military leaves of absence in excess of two weeks will be unpaid. However, employees may use any available vacation time for the absence.

Continuation of health care benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Military Leave continued

p 21

Vacation and sick leave benefits will continue to accrue and holidays will be paid during a military leave of absence.

Employees on military leave for up to thirty (30) days are required to return to work for the first regularly scheduled work day after the end of service, allowing reasonable travel time. Employees no longer on military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Created: August 19, 2017
May 4, 2018

Board Approved:

Pregnancy Leave

Created: August 19, 2017

Board Approved: May 4, 2018

Removed: January 4, 2019 (replaced with Parental & Medical Leave)

Parental & Medical Leave

Employees who have been employed by the District for at least one (1) year may be granted a leave of absence of up to 12 weeks for the following reasons:

- Birth of child
- Placement of a child for adoption or foster care
- To care for an immediate family member (spouse, child, or parent) with a serious health condition
- For a serious medical condition that prevents the employee from working

While the District will make every effort to allow up to 12 weeks of leave, we are not obligated to do so under the Family and Medical Leave Act due to our low number of employees. Therefore, approval of leave and the allowable

length of the leave will be considered on the basis of the employee's length of service, performance, responsibility level, the reason for the request, whether other employees are out on leave, and the expected impact of the leave on the District. If the District is unable to accommodate a leave request and the employee chooses to terminate their employment, they are eligible to apply for any open positions when available.

Requests for leave should be submitted in writing to the Library Director as soon as practicable. The written request should indicate the beginning and ending dates for the leave. The District may require a licensed health care provider's statement or other written proof substantiating the need for leave under this policy.

The employee must first use either accrued vacation or sick leave during the parental leave period. After paid leave is exhausted, the remainder of the leave will be unpaid. There will be no accrual or accumulation of benefits during the unpaid portion of parental leave. Holiday benefits occurring during unpaid leave will not be paid. Insurance coverage may be continued during an authorized unpaid leave as long as the employee pays the premiums.

To the extent possible, employees returning from unpaid leave will be returned to their former position or will be offered the first available comparable position for which they are qualified. If the former job and all equivalent jobs have been eliminated, the employee will be reinstated to an available and suitable position without loss of benefits which had been earned at the time the leave commenced, reduced by any vacation or sick leave used during the leave.

Intermittent or part-time leave is generally more difficult to accommodate than straight leave, but may be a possibility under extenuating circumstances. A request for intermittent or part-time leave should be made in writing in the same manner as described above.

Abuse of unpaid leave will constitute grounds for dismissal. Abuse includes but is not necessarily limited to:

- Extending the leave without the approval of the Library Director
- Filing for unemployment compensation while on leave
- Accepting other employment while on leave

Created: December 7, 2018
Board Adopted: January 4, 2019

Leave for Victims of Domestic Violence, Harassment, Sexual Assault or Stalking

All employees are eligible for reasonable unpaid leave to address domestic violence, harassment, sexual assault or stalking of the employee or their minor dependents.

Reasons for taking leave include the employee's (or the employee's dependent's) need to: seek legal or law enforcement assistance or remedies; secure medical treatment for or time off to recover from injuries; seek counseling from a licensed mental health professional; obtain services from a victim services provider; or relocate or secure an existing home.

Employees may use any accrued vacation or sick leave while on this type of leave.

Employees should submit a written request to the Library Director as far in advance as possible, indicating the time needed and the expected date of return to work. The District may require certification of the need for the leave such as a police report, protective order or other evidence of a court proceeding, or documentation from a law enforcement officer, attorney, healthcare professional, member of the clergy or victim services provider.

Employees who are victims of domestic violence, harassment, sexual assault or stalking may be entitled to a 'reasonable safety accommodation' that would allow the employee to more safely continue to work, unless such an accommodation would impose an undue hardship on the District. A request for reasonable safety accommodation should be made in writing to the Library Director.

Created: August 19, 2017
Board Approved: May 4, 2018

Crime Victim Leave

Any employee who has worked an average of at least 25 hours per week for 180 days is eligible for reasonable, unpaid leave to attend criminal proceedings if the employee or his or her immediate family member (defined below) has suffered financial, social, psychological or physical harm as a result of being a victim of certain felonies, such as kidnapping, rape, arson, and assault.

Immediate family member includes spouse, registered same-sex domestic partner, father, mother, sibling, child, stepchild or grandparent.

Employees who are eligible for, and have requested, crime victim leave must:

- Use any accrued, but unused vacation/sick leave during the leave period;
- Provide as much advance notice as is practicable of the intention to take leave, unless giving advance notice is not feasible;
- Submit a request for the leave in writing to the Library Director indicating the amount of time needed, when the time will be needed and the reason for the leave.

The District may require certification of the need for leave, such as copies of any notices of scheduled criminal proceedings that the employee receives from a law enforcement agency or district attorney's office, police report, a protective order issued by a court or similarly reliable source.

Created: August 19, 2017

Board Approved: May 4, 2018

Disability Leave

The District may grant an unpaid disability leave of up to six (6) months to qualified employees as a reasonable accommodation, if the leave does not create an undue hardship for the District. Requests must be submitted in

writing to the Library Director as far in advance as possible, indicating the time needed and the expected date of return to work.

The District may require certification of the need for leave.

Created: August 19, 2017

Board Approved: May 4, 2018

Leave of Absence Without Pay

Employees who have been continuously employed with the District for at least one (1) year may request a personal leave of absence, in extenuating circumstances, without pay for up to sixty (60) days.

Requests must be submitted in writing to the Library Director as far in advance as possible, indicating the time needed and the expected date of return to work. Requests will be considered on the basis of the employee's length of service, performance, responsibility level, the reason for the request, whether other employees are out on leave and the expected impact of the leave on the District. Leave will not be granted until all accrued vacation days have been used.

Vacation time and sick leave will not accrue during an unpaid leave of absence. Holiday benefits occurring during unpaid leave will not be paid. Insurance coverage may be continued during an authorized unpaid leave as long as the employee pays the premiums.

Requests for an extension of leave of absence without pay must be submitted in writing and approved in writing by the Library Director before an extended period of leave begins. The same criteria for granting the original leave request will apply to an extension request.

Return from Leave

To the extent possible, employees returning from unpaid leave will be returned to their former position or will be offered the first available comparable position for which they are qualified.

The employee is expected to report to work in the former position at the end of the approved leave. An employee who fails to report to work on the day after the leave expires will be considered to have voluntarily resigned and the position shall be declared vacant, unless the employee prior to expiration of the leave of absence or prior to the termination date has furnished evidence of being unable to work by reason beyond their control and seeks an extension of leave for such reason.

If the former position does not exist for some business reason, the employee may return to an available equivalent position.

Abuse of unpaid leave will constitute grounds for dismissal. Abuse includes but is not necessarily limited to:

- Overstaying the leave without the approval of the Library Director;
- Filing for unemployment compensation while on the leave;
- If a full time employee, accepting other employment while on leave.

Created: August 19, 2017

Board Approved: May 4, 2018

Leave for On-the Job Injuries

The District provides comprehensive workers' compensation insurance for all employees. This insurance covers employees in case of occupational injury or illness by providing, among other things, medical care and compensation and temporary or other disability benefits. Subject to applicable legal requirements, workers' compensation provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

To ensure that an employee receives any workers' compensation benefits to which they may be entitled, the employee must do all of the following:

- Immediately report any work-related injury to the Library Director. The injury must be reported at the time it happens, and no later than 24 hours after injury.
- Seek medical treatment and follow-up care if required.
- Promptly complete a written Employee's Claim Form (Form 801) and return it to the Library Director

Failure to timely follow the above steps may negatively affect the ability to receive benefits.

Neither the District nor the insurance carrier will be liable to pay workers' compensation for injuries that occur during an employee's voluntary participation in any off-duty recreational, social or athletic activity sponsored by the District.

Created: August 19, 2017
May 4, 2018

Board Approved:

Return to Work Following Leave for On-the-Job Injuries

If workers' compensation leave is required, the District will strive to reemploy the employee to the most suitable vacant position available. However, an approved medical certificate demonstrating the ability to return to work must be presented to the Library Director. The District does not discriminate against employees who suffer a workplace injury or illness.

Created: August 19, 2017
May 4, 2018

Board Approved:

Inclement Weather/Emergency Closing

p 24

Except for regularly scheduled holidays identified by the District, the library is open for business on Mondays through Saturdays during scheduled business hours. If there are circumstances beyond the District's control, such as inclement weather, a national crisis or other emergencies that make the library location inaccessible for all or part of a regularly scheduled workday,

the Library Director, in consultation with two (2) District Board members, will determine if the library must close.

The Library Director will notify employees as far in advance as possible if the library is to be closed, the duration of the closure and expected return to normal business hours. All employees, full time and part-time, who are scheduled to work during the closed hours will be paid. Scheduled temporary employees will be paid.

If it is determined that the library will remain open, the District recognizes that each employee's ability to safely reach work may be different. Employees who expect to be late to work or absent because of bad weather or other emergency conditions must notify the Library Director of their difficulties at the start of their workday. At the Library Director's discretion, the employee will be permitted to extend work hours to make up the time or be required to use available vacation time. Sick leave time may not be used in this circumstance.

Created: August 19, 2017
May 4, 2018

Board Approved:

Standards of Conduct

Ethics

District employees are public employees, and as such, are subject to the State of Oregon ethics laws. These laws provide limitations on employees, such as prohibitions on gifts and strict definitions of conflict of interest. Activities that may be common business practices in the private sector are prohibited in the public sector.

Employees and volunteers may not use District time, equipment or services for their personal benefit, the benefit of a relative of the employee or volunteer as defined by Oregon laws, the benefit of a member of the employee's or volunteer's household, or the benefit of a business with which

the employee or volunteer, a relative of the employee or volunteer, or a member of the employee's or volunteer's household is associated.

When not acting in their official capacity, employees and volunteers are welcome to use District services with the same privileges and responsibilities as the general public.

District employees are expected to deal with suppliers, customers, contractors and others doing business with the District on the sole basis of the District's best interest, without favor or preference (or the appearance thereof) based on personal considerations.

Questions about whether an activity meets the District's or Oregon's ethical standards should be addressed to the Library Director. Further information on these laws is available at the Oregon Government Ethics Commission website: <http://www.oregon.gov.OGEC>.

Employees and volunteers who violate the Ethics policy, or who violate Oregon ethics laws, may be subject to disciplinary action up to and including termination.

Created: August 19, 2017

Board Approved: May 4, 2018

Behavior in the Workplace

The District is a public entity serving and representing the residents of the entire district. Employees are expected to exhibit the following professional behavior:

- promote the District's mission, vision and values
- be familiar with District policy
- render accurate, unbiased and courteous responses to all requests for assistance
- protect each patron's right to privacy with respect to information sought, received and materials or services used
- maintain efficiency in accordance with the District job description and standard of performance

- avoid situations in which personal interests might be served or financial benefits gained at the expense of patrons, colleagues or the District
- properly use and care for all District properties, equipment and materials
- refrain from the use of language which might offend public sensibilities
- treat the public and fellow employees with courtesy and respect
- maintain a neat and clean personal appearance – *See Note below*

Note that the following items are not representative of the professional image the district wishes to project: bare midriffs; spaghetti straps or tank tops or strapless tops as the only top; skirts or shorts shorter than just above knee length; muscle shirts; low cut blouses or low ride jeans below the waist; sweat pants; very casual, threadbare or torn t-shirts or sweatshirts; exposed underclothing such as underwear or bra straps; clothing or accessories which have abusive or demeaning language or pictures that are in poor taste including lewd, suggestive or offensive words; any clothing that displays obscene, pornographic or other picture, slogans, symbols or logos that would violate the District's discrimination or harassment policy.

The Library Director will discuss inappropriate dress with individual employees.

Created: August 19, 2017

Board Approved: May 4, 2018

Drug Free Workplace

The District works to maintain a safe and efficient work environment. Employees who misuse controlled substances, prescription or illegal drugs or alcohol may pose a risk both to themselves and others they have contact with or depend upon them. There is also potential risk of damaging the District's reputation.

This policy applies to all employees, volunteers and applicants for employment.

The following conduct is strictly prohibited and will result in a report to the appropriate local, state and federal authorities and disciplinary action up to and including termination:

- Possession, consumption, transfer, purchase, manufacture, distribution, sale, attempted sale and/or use of illegal drugs and substances not recognized by the Food and Drug Administration (FDA) on District premises and while on District related travel or business
- Failure to notify the District of an arrest or conviction under any criminal drug or alcohol statute within
- two (2) days of the arrest or conviction
- Possession and/or consumption of alcoholic beverages or having alcohol in one's system during work hours, on District premises, while operating a personal vehicle in connection with the performance of District business

Definitions

Legal drugs are:

1. drugs that are permitted under state and federal law;
2. obtained by an employee with a physician's prescription or over-the-counter;
3. used for the purposes for which they were prescribed or sold.

Employees using legal drugs must be aware of any potential effect such drugs may have on their judgment or ability to perform their duties. If such effects could adversely affect the employee's ability to safely perform his/her job, the employee must report such use and potential effect to the Library Director prior to reporting to work. In the event an employee fails to report such use and creates a safety threat, neither a physician's prescription nor other medical reason will be an acceptable excuse for being in violation of this policy

Illegal drugs are drugs or controlled substances that are:

1. not legally obtainable under federal and state law;
2. legally obtainable, but not obtained in a lawful manner.

Examples include marijuana (including medical marijuana), cocaine, mind-altering chemicals, depressants, stimulants, inhalants and prescription drugs that were not lawfully obtained. Marijuana is a Schedule I controlled substance; its use is illegal under federal law. Some states permit marijuana for personal use or to treat medical conditions when supported in writing by a

licensed medical doctor. These are not acceptable reasons for the presence of marijuana in employees' systems under this Policy. Marijuana use is prohibited regardless of the reason for use.

Under the influence means a person's mental and/or physical faculties are affected to a noticeable degree or lack clearness of mind and physical control that one normally possess, including standing, walking, speaking.

District premises include all buildings, offices, facilities, grounds, and parking lots.

Created: August 19, 2017

Board Approved: May 4, 2018

Smoke Free Workplace

The District supports a workplace free of all smoke, aerosols or vapors containing inhalants. This policy is mandatory for all employees and volunteers. The Library Director is responsible for posting appropriate signage for employees and visitors to all library facilities.

In accordance with state law, the use of tobacco and tobacco-like products is not permitted anywhere in the workplace. In addition, aerosolizing or vaporizing an inhalant or carrying a lighted smoking instrument is not permitted anywhere in the workplace, including all indoor facilities. Aerosolizing or vaporizing an inhalant or carrying a lighted smoking instrument is prohibited within 10 feet of entrances, exits (including emergency exits), windows that open or ventilation intakes that serve an enclosed area where smoking is prohibited.

Employees are encouraged to call the Oregon Tobacco Quit Line toll-free at 1-800-784-8669 for information about quitting smoking.

Any employee violation of these prohibitions will result in disciplinary action, up to and including termination.

Created: August 19, 2017

Political Activity

Oregon law prohibits the use of public funds, equipment and supplies to advocate for or against a ballot measure or candidate and restricts what public employees may do in support of or opposition to a ballot measure or candidate.

According to Oregon law, public employees, on their work time, MAY NOT:

- collect funds, distribute campaign materials or prepare correspondence on behalf of a political committee, ballot measure or candidate
- produce, copy or distribute documents that advocate for or against a ballot measure or a candidate
- post website information, transmit emails or make a presentation that advocates for or against a ballot measure or candidate
- make outgoing calls to schedule or organize campaign events or other political activity
- encourage others to volunteer for a political committee or efforts related to a candidate or ballot measure
- place political posters in a public work space or facing out on doors or windows or distribute political flyers

No person, including elected officials, may require a public employee (at any time) to promote or oppose election petitions, candidates, political committee or ballot measures.

Public employees MAY:

- use personal time, meal breaks, rest breaks and days off for political activity
- express personal political views
- wear campaign buttons at work
- provide balanced, objective information on ballot measures
- impartially advise other public employees about possible effect of a ballot measure

- use personal time and personal equipment to write letters in their personal capacity expressing an opinion on a ballot measure or candidate

Created: August 19, 2017

Board Approved: May 4, 2018

Cell Phone/Smart Phone Usage

This policy applies to employee use of cell phones, smart phones (including iPhones, Androids, BlackBerries, and similar devices), PDAs, and similar telecommunication devices, all of which are referred to as 'cell phones' in this policy.

Employees are allowed to bring personal cell phones to work with them. Personal cell phones (including personal digital assistants, text messaging devices and other similar wireless devices) must be turned off or put away during an employee's working time.

Employees may make and/or receive calls on personal cell phones during non-working time (i.e., the employee's scheduled break time/meal time); however, these calls must be received and placed away from working and patron areas.

Employees who use personal cell phones may not violate the District's policies, including those against harassment and discrimination. Thus, employees who use a personal cell phone to send a text or instant message to another employee (or to a citizen or someone not employed by the District) that is harassing or otherwise in violation of the District's no-harassment and no-discrimination policies will be subject to discipline up to and including termination.

Cameras of any type, including cell phones with built-in cameras and video photography devices, may not be used during working hours or at any District sponsored function unless authorized by the Library Director.

Employees may make and receive local personal calls on the library's telephone during working hours if an emergency arises.

District-related business conducted on personal cell phones may be subject to disclosure under Oregon's Public Records laws.

Under no circumstances should an employee charge a long distance call to the District unless work related and authorized by the Library Director.

Employees are prohibited from using hand-held cell phones for any purpose while driving on District authorized or District related business. Employees are also prohibited from using a cell phone or other device to send or receive text or 'instant' messages while driving on District business. Should an employee need to make a business call while driving, the employee must locate a lawfully designated area to park and make the call.

Created: August 19, 2017

Board Approved: May 4, 2018

Use of District E-Mail and Electronic Equipment, Facilities and Services

The District uses multiple types of electronic equipment, facilities and services for producing documents, research and communication including, but not limited to, computers, software, e-mail, copiers, telephones, voicemail, fax machines, online services, the Internet and any new technologies used in the future. This policy governs the use of such District property.

All documents, information and communications, in any format, created, stored by any means on or received via the District's electronic equipment, facilities or services is the sole property of the District.

Further, employees should have no expectation of privacy when using these systems. The District reserves the right to access and review electronic files, documents, archived materials, messages, email, voicemail and other such material to monitor the use of all the District's electronic equipment, facilities and services, including all communications and internet usage and resources visited.

All the District's electronic equipment, facilities and services are provided and intended for District business purposes and not for employee personal matters, communications or entertainment. Access to the Internet, web sites and other electronic services paid for by the District are to be used for District business.

Employees may not use District provided email addresses to create or manage personal accounts (e.g., shopping websites, personal bank accounts and social media accounts).

Employee communications, both business and personal, made using District electronic equipment, facilities, and services are not private and usually can be recovered even though deleted by the user.

Created: August 19, 2017

Board Approved: May 4, 2018

Personal Hardware and Software

Employees may not install personal hardware or software on the District's computer systems unless authorized, in writing, by the Library Director.

Created: August 19, 2017

Board Approved: May 4, 2018

Security

Employees who use cell phones, cordless phones, fax communications or email sent over the Internet should be aware that such forms of communication are subject to interception and these methods of communication should not be used for privileged, confidential or sensitive information unless appropriate encryption measures are implemented.

Created: August 19, 2017

Board Approved: May 4, 2018

Inappropriate Websites

District electronic equipment, facilities or services must not be used to visit Internet sites that contain obscene, hateful or other objectionable materials, or that would otherwise violate District policies on harassment and discrimination.

Created: August 19, 2017

Board Approved: May 4, 2018

Social Media

For purposes of this policy, 'social media' includes all means of communicating or posting information or content of any sort on the Internet, including to an employee's or someone else's web log or blog, journal or diary, personal websites, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with the District as well as any other form of electronic communication.

Employees will be subject to discipline, up to and including termination, if they create and post any text, images or other media that violate any District's policy, including but not limited to, no-harassment and no-discrimination policies. Furthermore, postings may not include discriminatory remarks, harassment or threats of violence or similar inappropriate or unlawful conduct.

Employees are not allowed to create a link from personal blogs, websites or other social networking site to a District owned or maintained website without identifying themselves as a District employee. Employees who choose to identify themselves as District employees on their individual social media accounts are expected to make it clear that their posted content does not represent nor reflect the views of the District or its employees or elected officials. An example of such a disclaimer statement follows:

Views expressed by the author do not necessarily represent those of Chetco Community Public Library District in all posted information.

Nothing in this policy prohibits the District from requiring an employee to produce content from his or her social media or internet account in connection with a District sponsored investigation into potential misconduct, unlawful or unethical behavior or policy or rule violations.

Created: August 19, 2017

Board Approved: May 4, 2018

Selling, Peddling, Solicitation, Distribution

In the interest of maintaining a proper environment and preventing interference with work and inconvenience to others, during working hours, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions or solicit for any charitable or other purposes, except as is promoted by the District itself and approved by the Library Director.

Non-employees and volunteers are likewise prohibited from distributing material or soliciting employees on the library's premises at any time.

For purposes of this policy, meal and rest breaks are not considered working hours.

Created: August 19, 2017

Board Approved: May 4, 2018

Criminal Arrests & Convictions

Employees must promptly and fully disclose to the Library Director on the next working day:

1. All drug or alcohol-related arrests, citations, convictions, guilty pleas, no contest pleas or diversions that result from conduct which occurred while on duty or on District property;
2. All arrests, citations, convictions, guilty pleas, no contest pleas that result from crimes involving the theft or misappropriation of property, including money; or,

3. Any other violation of laws regulating the use of alcohol and controlled substances that adversely affects an employee's ability to perform major job functions, specifically to include loss or limitation of driving privileges when the employee's job is identified as requiring a valid driver's license.

Reporting an arrest or conviction will not automatically result in termination of employment. Situations will be evaluated on a case-by-case basis by the Library Director in consultation with the Board of Directors.

Employees who are unavailable to report for work because they have been incarcerated are subject to disciplinary action, including termination.

Created: August 19, 2017

Board Approved: May 4, 2018

Whistleblower Protections

Oregon and federal laws provide protection to employees who report suspected illegal activities. ORS 659.A.230, protects employees from discrimination or retaliation when they, in good faith, report criminal activity to any person, cooperate with a criminal investigation, bring a civil proceeding against an employer or testify at a civil proceeding or criminal trial.

The District encourages any employee with knowledge of, or concern of, an illegal or dishonest, fraudulent District activity to report it to the Library Director. All such issues will be investigated in a timely manner to determine fault and institute any appropriate corrective measures. Examples of illegal or dishonest activities are violations of federal, state or local laws, billing for services not performed or for goods not delivered and other fraudulent financial reporting.

A District employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing may be subject to disciplinary action up to and including termination.

The District will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower that believes they are being retaliated against must contact the Library Director. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Created: August 19, 2017

Board Approved: May 4, 2018

Corrective Action/Disciplinary Procedure

Employees are expected to perform to the best of their abilities at all times and observe the highest standards of professionalism. There may be occasions, however, when employees perform at an unsatisfactory level, violate a policy or law, or commit an act that is inappropriate. When performance or conduct does not meet the District's standards, the District will endeavor, when it deems appropriate, to provide the employee a reasonable opportunity to correct the deficiency.

Corrective action can be accomplished through verbal warning, written warnings, suspension without pay or demotion. The corrective action process will not always commence with verbal counseling or include a sequence or steps. Some acts, particularly those that are intentional or serious, warrant more severe action, including termination, on the first or subsequent offense.

In all cases, the District retains sole discretion to determine the nature and extent of any discipline based upon the circumstances of each individual case. The District reserves the right to proceed directly to a written warning, demotion or termination for misconduct or performance deficiency, without any prior disciplinary steps, when the District deems such action appropriate. At all times, the District retains the right to terminate any employee's employment at any time and for any reason, with or without advance notice or other prior disciplinary action.

Whenever an employee commits an offense warranting disciplinary action, the Library Director may begin disciplinary action at any of the steps listed below, depending on the seriousness of the offense committed.

Step 1. For minor offenses, the Library Director may determine that the most appropriate first step is to discuss the problem with the employee. This discussion shall constitute a verbal warning, documentation of which will be placed in the employee's personnel file. If this does not correct the situation within a reasonable length of time the Library Director shall then use Step 2. The Library Director is responsible for follow-up with the employee to review resolution of the problem or progress toward resolution.

Step 2. The next level of discipline is a written warning, which the Library Director may issue after a verbal warning has been given but the employee fails to correct the problem within a reasonable period of time, or in lieu of an initial verbal warning if the employee's offense is severe enough. A written warning constitutes a formal reprimand. The employee will be asked to acknowledge receipt of a written warning by signing the District's copy; refusal to sign will be noted. The employee may submit a formal written response that will be kept in the employee's personnel file with a copy of the reprimand. The Library Director is responsible for follow-up with the employee to review resolution of the problem or progress toward resolution.

Step 3. In consultation with the Board of Directors, if a second offense of any kind occurs, the employee may be suspended from work without pay for a period of time up to ten (10) days. The length of suspension will depend upon the seriousness of the offense, as determined by the Library Director and Board of Directors. The Library Director and Board of Directors may also impose a demotion at this juncture with written documentation of the offense and suspension kept in the employee's personnel file.

Step 4. If the employee has any other offense or has not corrected the problem, the Library Director may, following consultation with the Board of Directors, issue a final warning that clearly informs the employee that failure to take immediate action to correct the problem will result in termination of employment. An employee may receive a final warning without any previous verbal or written warnings if the behavior in question is considered a serious offense.

Examples of offenses include, but are not limited to the following:

- violation of lawful duty or District policies and rules
- willful violation of any reasonable and lawful directive prescribed by the Library Director
- theft or the deliberate or careless damage or destruction of any District property, or the property of any other employee or patron
- engaging in criminal conduct while at work
- being absent from work without permission or failing to report to the Library Director when absent
- being habitually tardy
- failure to perform assigned work in a competent manner
- abusive or derogatory language or conduct toward the public or a fellow employee or other conduct unbecoming a District employee
- unauthorized use of District equipment, materials or facilities
- being convicted of a felony
- violation of established safety policies
- violations of Government Ethics laws
- falsification of employment or other District records
- carrying firearms or any other dangerous weapon on District premises at any time
- making or accepting excessive personal telephone calls during working hours
- harassment or discrimination that violates District policy
- using or possessing alcohol or illegal drugs

Created: August 19, 2017

Board Approved: May 4, 2018

Grievance Process

Any employee who has successfully completed the trial period and has been suspended without pay, reduced in pay, demoted or terminated, other than through a reduction in workforce, shall have the right of appeal through the Grievance Process. The granting or denial of merit increases shall not be the subject of the grievance process.

No employee shall be disciplined or discriminated against in any way because of the employee's proper use of the grievance procedure.

Step 1. The employee shall discuss the problem with the Library Director within ten (10) working week days of the occurrence of the problem or when the employee became aware of the problem. It shall be the objective of both parties to resolve the matter in this informal way.

Step 2. If the grievance is not fully settled in Step 1, the employee may submit the grievance, in writing, to the Library Director within ten (10) days of the informal discussion. A written grievance shall contain the name of the grievant, a clear statement of the grievance, the issue involved, the date the incident took place, the remedy requested, the signature of the grievant and the date of the written statement. The Library Director shall render a decision, in writing, to the grievance within ten (10) days of the date that the written summary was presented. The Library Director is responsible for immediately notifying the Board of Directors of the written grievance and written response to the employee.

Step 3. If the employee wishes to appeal the Library Director's written decision, the aggrieved employee shall submit a written summary of the grievance, along with all pertinent documentation, to the Board of Directors at the next regularly scheduled meeting. The Board shall solicit additional information, as it deems appropriate, and shall respond in writing within 45 days after the date of the presentation of the grievance. The decision of the Board of Directors shall be final and binding.

A grievance with the Library Director may be submitted in writing directly to the Board of Directors if the grievance is not resolved through an informal discussion with the Library Director. The written grievance must contain all the detail described in Step 2.

If the grievance procedures established in this policy are not initiated by the employee within the time limits stated, the grievance shall be considered dropped and automatically closed.

Created: August 19, 2017

Board Approved: May 4, 2018

Volunteers

Volunteers enhance, rather than replace, adequate District staffing and help the District meet its commitment to provide quality service to the public.

Bona-fide volunteers are not considered to be employees under state and federal employment laws. In order to qualify as a volunteer, the work performed must be:

- for no compensation or without the expectation of pay
- for community service, religious or humanitarian reasons
- for a public employer or a religious, charitable, educational, public service or similar nonprofit corporation, organization or institution for community service.

District volunteers are coordinated by the Library Director. Each volunteer must complete the 'Volunteer Application', which will be kept on file. Volunteers may be interviewed to determine their interests and levels of experience.

District volunteers are bound by the rules contained in all District policies and guidelines, including patron privacy and confidentiality. Volunteers are recognized by the public as representatives of the District and are expected to adhere to the same work and behavior policies as employees. In addition, provisions of the District's Personnel Policies related to Non-Discrimination, Harassment, Safety and Health and general behavior apply to volunteers.

Volunteers work with the status of 'at will,' meaning the District has the right to terminate the volunteer's working association at any time, for any reason. Volunteers are covered by District's property, liability and Workers' Compensation insurance policies. Volunteers who work primarily in children's services will be subject to background checks with the exception of parents who volunteer with their own children.

If an employee wishes to volunteer time to the District, the employee may do so, as long as the work performed meets the criteria for a bona-fide volunteer and the volunteer duties are not the same as those performed in the course of the employee's regular employment. In addition, the volunteer work must be performed outside the employee's normal work hours.

The District accepts volunteers requiring court ordered community service at the discretion of the Library Director. Court ordered community service volunteers are required to be interviewed by the Library Director prior to being accepted for service.

Junior volunteers between the ages of 14 – 18 will be considered through established student-to-work experience programs, community service programs or when deemed appropriate by the Library Director. The tasks assigned to a minor will comply with child labor laws as outlined by the Bureau of Labor and Industries. Parents/guardians of junior volunteers must sign a consent form for their children to volunteer for the District.

Members of the District Board of Directors serving as volunteers for the District in other capacities are subject to the same rules and expectations as other volunteers.

Created: August 19, 2017

Board Approved: May 4, 2018

Safety in the Workplace

Workplace Safety

The District is committed to maintaining a safe environment, free from recognized hazards for employees, volunteers and patrons of the library. The District's policy is that all employees and volunteers share responsibility for taking reasonable steps to ensure a safe workplace. Employees are responsible for guarding the safety of themselves, other employees and the public. It is the employee's responsibility to learn applicable safety regulations and to use safety equipment and safe practices in their performance of duty.

For safety reasons, the District requires a minimum of two (2) employees be present inside the library building at all times during open hours.

The District has a Safety Committee consisting of the Library Director, a representative of the Board of Directors, employee representatives and a volunteer representative. The goal of the committee is to assist in identifying hazards and unsafe work practices, mitigating obstacles to accident prevention and evaluating the District's safety program.

Employees should, as soon as possible, report to the Library Director any unsafe condition if it cannot be corrected safely and independently. Every effort will be made to remedy safety problems as soon as possible.

Created: August 19, 2017

Board Approved: May 4, 2018

Reporting Accidents

An employee is responsible for notifying the Library Director, as soon as possible, following an accident unless the seriousness of the accident makes it impossible to do so.

In case of serious injury or illness, employees should immediately call 911.

Employees are protected by Workers' Compensation Insurance under Oregon Law. This insurance covers employees in case of occupational injury or illness by providing, among other things, medical care and compensation and temporary or other disability benefits.

To ensure that an employee receives any Workers' Compensation benefit to which they may be entitled, the employee must do all of the following: Report any work-related injury as soon as reasonably possible to the Library Director. The injury must be reported at the time it happens, and no later than twenty-four (24) hours after injury.

1. Seek medical treatment and follow-up care if required.
2. Promptly complete a written Employee's Claim Form (# 801) and return it to the Library Director.
3. Keep the Library Director informed of expected return to work status and any work restrictions.

Failure to timely follow these steps may negatively affect the ability to receive benefits.

Created: August 19, 2017
Board Approved: May 4, 2018

Return to Work

If an employee requires workers' compensation leave, the District will strive to reemploy the individual to the most suitable vacant position available. An employee must first submit an approved medical certificate demonstrating the ability to return to work.

Created: August 19, 2017
Board Approved: May 4, 2018

Bloodborne Pathogens

The District complies with state and federal regulations relating to occupational exposures to bloodborne pathogens.

If blood or other potentially infectious materials create a risk to staff or other library users, notify the Library Director immediately.

Gloves and other personal protective equipment are available for employee use to mitigate potential exposure. Handwashing facilities are available in staff work area, staff lounge and public restrooms.

The District has established a Safety Committee to oversee safety matters and make recommendations to the Library Director and Board of Directors for improving safe practices and correcting any unsafe conditions, including bloodborne and other potentially infectious materials.

Created: August 19, 2017
Board Approved: May 4, 2018

Animals/Pets in the Workplace

It is the policy of the District to provide a safe and healthy work environment for all employees as well as volunteers, patrons and contractors. The presence of animals

may pose a health and safety concern thus putting the District at risk of potential liability. In accordance with this policy, animals/pets are prohibited in library facilities.

In order to accommodate individuals with disabilities, service and working animals are specifically exempted from this policy.

Service Animal is defined as an animal that is trained to do a task or service directly related to a disability. Oregon state laws also use the term “assistance animal.” A companion animal is defined as an animal that provides emotional support, comfort or companionship. Oregon law also recognizes service animals that are in training.

Oregon state law and Title III of the ADA require reasonable accommodation in places of public accommodation (42 USC 12182). CCPLD employees can ask ONLY the following two questions if someone enters the library with an animal:

1. Is the animal a service animal required due to a disability?

If the answer is No, the person must leave the animal outside as per policy.

If the answer is Yes, the following question may be asked and the animal allowed to remain with the owner.

2. What tasks or work has the animal been trained to do or perform?

If the service or working animal causes a disturbance, interrupts the work of library staff or poses a health or safety risk to staff, volunteers, patrons or contractors, the animal must be removed by its owner. Owners are responsible for prompt collection and disposal of animal waste.

The repair or replacement cost of damaged District property is the sole responsibility of the owner of the animal that caused the damage. An incident report should be completed if a health or safety risk has occurred or if the animal caused damage.

District employees who are in need of a service or working animal as part of disability accommodations are required to obtain written authorization from the Library Director prior to bringing the animal to the workplace.

Created: December 11, 2017

Board Approved: May 4, 2018

Suspected Child Abuse Reporting

Oregon law mandates that workers in certain positions must report if they have reasonable cause to suspect child abuse or neglect, i.e., mandated reporters.

Employees of the District, as defined under ORS 419.005 – 015, are obligated to report suspected abuse.

Created: August 19, 2017

Board Approved: May 4, 2018

Definitions

Oregon law defines a child as an unmarried person who is under 18 years of age.

The law recognizes many types of abuse, including, but not limited to any assault and physical injury other than accidental, mental injury, sexual abuse or exploitation, unlawful exposure to a controlled substance, negligent treatment or maltreatment.

Created: August 19, 2017

Board Approved: May 4, 2018

Reporting

Any employee who has reasonable cause to believe that a child has been abused or who comes into contact with someone suspected of abusing a child shall immediately notify the City of Brookings Police Department. Note: Process verified with Brookings Police Department February 12, 2018.

- If an incident is occurring in employee presence – CALL 911 – state situation and library address
- If an employee sees evidence of suspected abuse during police department office hours (8 a.m. – 5 p.m.) but incident not immediately occurring, call 541-469-3118 Ext. 0

For further information contact: Child Protective Services Office – 8 a.m. – 5 p.m. 2025 Sheridan, North Bend, OR 97459 1-800-500-2730 or 1-541-756-5500

The employee shall then immediately inform the Library Director. Notifying only the Library Director does not satisfy obligation to report suspected child abuse.

Created: August 19, 2017

Board Approved: May 4, 2018

Volunteer's Responsibility

All District volunteers significantly involved in the delivery of services to children are also subject to this policy, even though they are not mandatory reporters under the law. A volunteer who suspects that a child has been abused is to report the situation to the Library Director. The Library Director will then immediately notify the City of Brookings Police Department.

Created: August 19, 2017

Board Approved: May 4, 2018

Immunity of Persons Reporting in Good Faith

Oregon law provides that anyone participating in good faith in the making of a report of child abuse and who has reasonable grounds for the making of such report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of such report. Any such participant shall have the same immunity with respect to participating in any judicial proceeding resulting from such report.

Created: August 19, 2017

Board Approved: May 4, 2018

Failure to Comply

Failure to comply with reporting suspected child abuse, intentionally making a false report and failure to maintain confidentiality of records of reporting are violations of the law. Employees of the District are subject to discipline, up to and including termination for such violations.

Created: August 19, 2017

Board Approved: May 4, 2018

Training

The District shall provide annual training for all District staff and volunteers subject to this policy. The training shall cover the identification of child abuse and the obligations of District employees and volunteers to report suspected child abuse as well as the procedure for reporting suspected abuse.

Created: August 19, 2017

Board Approved: May 4, 2018

Suspected Elder and Vulnerable Adult Abuse

Oregon law requires that workers in certain positions must report to the appropriate authorities if they have reasonable cause to suspect elder or vulnerable adult abuse or neglect. Vulnerable adults include an adult with physical disabilities, an adult with developmental disabilities and an adult with mental illness.

An elder adult is any adult aged 65 and over. Adults with developmental or physical disabilities or mental wellness over the age of 18 are considered vulnerable adults.

Types of elder and vulnerable adult abuse defined by Oregon law includes, but is not limited to:

- physical harm or injury

- failure to provide basic care
- abandonment
- verbal/emotional abuse
- financial exploitation
- unwanted sexual contact
- involuntary seclusion
- wrongful restraint
- self-neglect

Any employee who has reasonable cause to believe that an elderly or vulnerable adult with whom the employee comes in contact while on duty shall immediately report the suspected abuse to:

Brookings Seniors & People with Disabilities office: 541-469-9299 Fax: 541-469-0632 Services for Seniors and People with Physical Disabilities: Medicaid programs, food and nutrition services, report abuse and neglect 586 5th St, Ste 200 Brookings, OR 97415

The employee shall then immediately inform the Library Director.

Anyone reporting in good faith and who has reasonable grounds for making the report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed with respect to making, or content, of such report. Any such participant shall have the same immunity with respect to participating in any judicial proceeding resulting from such report.

The District shall provide annual training for all District staff and volunteers subject to this policy.

Created: August 19, 2017

Board Approved: May 4, 2018

Separation

Workforce Reduction – Layoffs - Recall

The Library Director and Board of Directors will determine when reductions in the workforce are necessary. The Library Director, with the Board of Directors approval, will determine which employees are to be retained. The following factors shall be considered:

- Maintenance of District's non-discrimination policy
- Knowledge, skills and abilities necessary to the operation of the District
- Job classification – those positions essential to the operation of the District
- Generally, employees will be laid off in the following order
 1. Temporary employees
 2. Probationary employees
 3. Part-time and/or full time employees

In lieu of layoffs, the District may reduce work hours of District personnel.

Affected employees will be given written notice, signed by the Library Director and Board of Directors designee, of workforce reduction with as much advance notice as possible.

In the event the District has no reasonable expectation that employees will be recalled, all wages due will be paid by the end of the next business day following layoff.

A new position or job classification with substantially different duties and requirements may be filled with other than an employee who was subject to a workforce reduction if such new position is deemed necessary or desirable to carrying out the District's program and mission. An employee who was subject to a reduction in force will be considered for such position in the same manner as other applicants as to qualifications and experience, if application is made.

Created: August 19, 2017

Board Approved: May 4, 2018

Termination/Discharge

When circumstances so warrant, an employee may be involuntarily discharged and employment terminated by the Library Director. The Library

Director shall not discharge any District employee without first consulting the Board of Directors. Consultation with legal counsel and the District's liability insurer may also be required.

A letter of discharge clearly stating the reason for termination shall be given to the employee with a copy for the personnel file. The employee shall be paid all wages and other compensation due by the end of the next business day, excluding Saturdays, Sundays and holidays.

Immediate discharge may be made for the reasons listed. These are only examples of causes and are not intended to limit the District's right to terminate immediately for serious misconduct, or when it is in the District's best interests.

- drinking of alcoholic beverages or other substance abuse while on duty
- malicious destruction of District property
- unauthorized removal of District property
- committing or threatening physical violence against a co-worker or patron in an instance not deemed to be self-defense
- intentional falsification of application for employment or of any District records
- violation of any District policy

An employee may be discharged for reasons of disability when the employee cannot perform the required duties because of physical or mental impairment. In such cases, said termination must be supported by medical evidence. Said termination shall be made only after all accrued sick and vacation leave have been used.

Created: August 19, 2017

Board Approved: May 4, 2018

Resignation

To resign in good standing, it is expected that an employee will give the District as much notice as possible – preferably a minimum of two (2) weeks. When giving notice, vacation and sick days should not be used in lieu of notice.

Failure to submit a timely written resignation may preclude the individual from future employment opportunities with the District.

If the employee's decision to resign is based on a situation that could be corrected, the employee is encouraged to discuss it with the Library Director before starting a job search or making a final decision to leave the District.

Employees must return all District property, including but not limited to keys, lap tops, cell phones, to the Library Director on or before the last day of work.

The employee's final paycheck will be available within 48 hours of the last day of work, excluding Saturdays, Sundays and holidays.

NOTE: Employees who miss three (3) or more consecutive workdays without contacting the Library Director are considered to have resigned their employment with the District.

Created: August 19, 2017

Board Approved: May 4, 2018

Retirement

Employees desiring to retire shall submit a letter to the Library Director. It is expected that the employee will give the District as much notice as possible.

When giving notice of retirement, vacation and sick days should not be used in lieu of notice.

Employees must return all District property on or before their last day of work.

Created: August 19, 2017

Board Approved: May 4, 2018

An employee terminating employment with the District will be paid on the date of separation any earned and unpaid wages then due plus any accumulated and unused vacation pay. Work hours and earned vacation which the employee is eligible to take off, shall be paid at the employee's

hourly rate. If the employee resigns and fails to give at least forty-eight (48) hours advance notice prior to terminating District employment, they shall be paid within forty-eight (48) hours of the termination excluding weekends and holidays.

Created: August 19, 2017

Board Approved: May 4, 2018

Retirement Benefits

The District participates in the Public Employees Retirement System for employees working 600 hours or more per year. Information about contributions and retirement benefits may be obtained from the Library Director or from PERS.

An employee's designation as a Tier I or a Tier II member will depend upon the employee's prior PERS service and PERS rules. An employee's designation and eligibility for participation in PERS is determined by law. For more information about these plans, contact PERS at 1-888-320-7377 or visit their website at www.oregon.gov/PERS.

Created: August 19, 2017

Board Approved: May 4, 2018

References

Although the District has no obligation to provide a job reference for present or past employees, all requests for information regarding the employment status or performance of past or present District employees shall be given to the Library Director.

Any parties requesting such information will be advised to fax, email a scanned electronic document or U.S. mail a written request, on company letterhead, with a release of liability from the present or former employee attached.

The Library Director shall provide a written response to the request for information including the dates of employment, the position held and whether or not the employee would be eligible for rehire.

The Library Director is expressly prohibited from providing LinkedIn 'recommendations' or using a similar website on the internet to discuss a current or former employee's performance.

Created: August 19, 2017

Board Approved: May 4, 2018

Chetco Community Public Library District
Employee Personnel Policies

APPENDIX A

Employee Acknowledgment of Receipt of Personnel Policies

I acknowledge that I have received a copy of Chetco Community Public Library District's 2018 Personnel Policies and I understand that it is my responsibility to read and comply with the policies contained herein. I also understand that a copy of the Personnel Policies is available to me at any time to review in the Library Director's office.

I understand that the District has adopted the Personnel Policies as a general guide about policies, work rules and the work environment, and that they are subject to change at any time in the District's sole discretion, except to the District's policy of employment-at-will, and do not constitute a legal document.

Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions to these policies may occur. I understand all such changes will be communicated through official notices from the District Board of Directors and I understand that revised information may supersede, modify or eliminate existing policies or employment agreements.

I acknowledge that the Personnel Policies are not an employment contract and are not intended to give me any express or implied right to continued employment or to any other term or condition of employment.

I understand that either the District or I may terminate my employment relationship at any time, for any or no reason, with or without cause, and with or without advance notice. I acknowledge that no promises have been made to me that are inconsistent with this "at will" statement

I understand that the District complies with all applicable laws regarding equal employment opportunity and provides a workplace free of harassment and discrimination. I will bring any questions or concerns I have regarding

equal employment opportunities, discrimination, retaliation or harassment to the Library Director.

During my employment with the District, I understand that it is my responsibility to remain informed about the policies as revisions, updates and new policies are issued, and to ask questions about any interpretation of any of the policies.

I have read this acknowledgement carefully and have had the opportunity to have my questions answered before signing.

Employee Signature

Date

Original signature document to employee's personnel file
Copy to employee