

GRAND FORKS PUBLIC

A playground for **curious minds.**

2019 Personnel Policy



Introduction

Welcome to the Grand Forks Public Library team!

This manual contains a comprehensive collection of the personnel policies of the Grand Forks Public Library (“the Library”) as adopted by the Grand Forks Public Library Board of Trustees on November 15, 2017, and as they may be amended from time to time hereafter.

This manual is intended to provide employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this handbook, for it will answer many common questions concerning employment with the Library.

The Personnel Policy is intended to serve the following purposes:

1. To establish guidelines enabling uniform treatment of all personnel matters throughout the Library’s organization;
2. To provide each employee with a clear outline of the Library’s personnel policies and the employment benefits provided by the Library; and
3. To provide an outline of the responsibilities of employees and supervisors in dealing with personnel policy matters.

However, this handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. All employment with the Library is “at will.” Accordingly, neither the employee nor the Library is bound to continue the employment relationship if either chooses to end the relationship at any time for any lawful reason.

In order to retain necessary flexibility in the administration of policies and procedures, the Library reserves the right to change, revise, or eliminate any of the policies and /or benefits described in this handbook at any time, with or without prior notice, to the extent permitted by law. This handbook includes general information about the benefits programs offered at the Library. In the event that a discrepancy exists between information contained in this handbook vs. the official plan documents, provisions of the official plan documents will govern. The Library reserves the right to interpret, modify, or discontinue any portion of its benefit program not mandated by law at any time.

The only recognized deviations from the stated policies are those authorized and signed by the Director of the Library and/or the Library Board.

Table of Contents

INTRODUCTION	2
TABLE OF CONTENTS	3-4
MISSION, VISION, AND VALUES	5
GENERAL NOTE	6
EMPLOYEES	7
Equal Employment Opportunity	7
At-Will Employment	7
Appointment	7
Employment Categories	7-8
Introductory Period	8
Performance Evaluation	9
EMPLOYEE BENEFITS	10
Vacation Benefits	11-12
Sick Leave Benefits	13
Holidays	14-15
Employee Assistance Program	15
LEAVES OF ABSENCE	16
Educational Leave	16
Military Leave	16-17
Bereavement Leave	17
Time Off to Vote	17
Jury Duty	17-18
FAMILY AND MEDICAL LEAVE OF ABSENCE	19-22
INSURANCE	23
Medical Insurance	23
Dental Insurance	23
Life Insurance	23-24
Long-term Disability	24
Worker's Compensation Insurance	24
Benefits Continuation (COBRA)	25
RETIREMENT	26
COMPENSATION	27
Pay Periods	27
Timekeeping	27
Overtime	27
COMPLAINTS	28
RESIGNATION AND DISMISSAL	29
WORK CONDITIONS	30
Work Schedules	30
Absences & Tardiness	30
Meals and Rest Periods	30
Nursing Mother	30-31
Staff Lounge	31
Dress	31
Smoking	31
Inclement Weather and Other Emergency Closings	31-32
PROFESSIONAL ACTIVITIES AND TRAVEL	33

Prior Approval	33
Reimbursable Transportation Expenses	33
Reimbursable Lodging and Meals	33
Registration Fees	34
Membership Dues	34
Records and Receipts	34
Payment of Reimbursable Expenses	34
Paid Time	34
All-Staff Meeting/All-Staff Training Day	34
EMPLOYEE CONDUCT	35
Conflict of Interest	35
Outside Employment	36
Use of Phone and Mail Systems	36
Computer and E-mail Usage	36
Return of Property	37
Workplace Monitoring	37
NON-DISCRIMINATION AND ANTI-HARASSMENT	38-40
AMERICANS WITH DISABILITIES ACT	41-42
SUBSTANCE ABUSE	43-44
EMPLOYEE ACKNOWLEDGMENT FORM	45

Mission, Vision, & Values

Mission

The mission of the Grand Forks Public Library is to connect the community, enrich the mind, and inspire the imagination.

Vision

The Grand Forks Public Library is a cornerstone of the community committed to meeting the public's evolving needs by engaging minds and transforming lives.

Core Values

The Core Values of the Grand Forks Public Library are:

- _Providing customer-focused service excellence
- _Encouraging a love of reading and lifelong learning
- _Acting with integrity, respect, and kindness
- _Developing connections between people, community, ideas, and inspiration

The policies in this Employee Handbook are not intended as a contract of employment and do not constitute one. Grand Forks Public Library (the “Library”) may change, delete, suspend, or discontinue any policy or benefit described herein, except the policy of “at-will” employment, at any time with or without prior notice to the extent permitted by law. All employment with the Library is “at-will.” This means that either the employee or the Library may terminate the employment relationship at any time with or without cause for any lawful reason. No representative of the Library other than the Director may alter or grant exceptions to the policies described herein, alter the “at-will” employment relationship, or enter into any agreement for employment for a specified period of time. Any such agreement must be in writing, signed by the Director.

This Handbook also includes general information about the benefits program currently offered by the Library. In the event that a discrepancy exists between information contained in this Handbook vs. the official plan documents, provisions of the official plan documents will govern. The Library reserves the right to interpret, modify, or discontinue any portion of its benefits program at any time to the extent permitted by law. To the extent there is a conflict in this Handbook to applicable law, the Library will follow the applicable law.

This Employee Handbook supersedes all previously issued policies, whether written or oral, policy manuals and employee handbooks.

Employees

Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Library will be based on merit, qualifications, and abilities. The Library does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex (including pregnancy), national origin, genetic information, age, mental or physical disability, sexual orientation, veteran status, marital status, status with regard to public assistance, participation in lawful activity off the employer's premises during non-working hours which does not directly conflict with the essential business interests of the Library, or any other characteristic protected by law.

The Library will make reasonable accommodations for individuals with known disabilities who are qualified unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Library Director. Employees can raise concerns and make good faith reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

At-Will Employment

All employment with the Library is at will. This means that either the employee or the Library may terminate the employment relationship at any time, for any lawful reason with or without prior notice. No Library manager, employee, or other representative of the Library, other than the Library Director, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to this handbook. Any agreement to modify the at-will employment relationship or to enter into an agreement for employment for a specified term must be in a writing, expressly stating that the agreement modifies the at-will relationship, and must be signed by the Library Director.

Appointment

Appointment of the Library Director is made by the Library Board of Trustees. The Library Director has the authority to hire all other employees, fix their compensation, oversee their performance reviews, and mentor, promote, or terminate employees, as needed.

Employment Categories

It is the intent of the Library to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. Nonexempt employees are entitled to overtime pay under the specific provisions of federal and state laws. Exempt employees are excluded from

specific provisions of federal and state wage and hour laws and do not receive overtime. An employee's exempt or nonexempt classification may be changed only upon written notification by Library management.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work the Library's full-time, 40-hour-per-week schedule. Generally, they are eligible for the Library's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than the full-time work schedule, but at least 20 hours per week. Regular part-time employees are eligible for some benefits sponsored by the Library, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 20 hours per week. While they do receive all legally mandated benefits (such as Social Security and Workers' Compensation Insurance), they are ineligible for the Library's other benefit programs.

INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with the Library is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as Social Security and Workers' Compensation Insurance), they are ineligible for the Library's other benefit programs.

Introductory Period

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Library uses this period to evaluate employee capabilities, work habits, and overall performance. Termination may result at any time during the introductory period.

New and rehired employees work on an introductory basis for the first 6 months after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If the Library determines that the designated introductory period

does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

Although completion of the introductory period is an important part of an employee's overall success with the Library, completion of the introductory period does not change an employee's at-will status or otherwise guarantee employment of any specific duration.

Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal written performance evaluation will typically be conducted at the end of an employee's initial period of hire, known as the introductory period. Additional formal performance evaluations are conducted at least annually to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Supervisors and employees will both acknowledge these points in writing and a copy of the written performance evaluation will be placed in the employee's personnel file.

The performance of all employees is generally evaluated according to an ongoing 12-month cycle, beginning at the calendar-year end.

All decisions regarding the salary, promotion or demotion of a staff member are the responsibility of the Library Director.

Employee Benefits

This handbook includes general information about the benefits programs offered at the Library. In the event that a discrepancy exists between information contained in this handbook vs. the official plan documents, provisions of the official plan documents will govern. The Library reserves the right to interpret, modify, or discontinue any portion of its benefit program at any time to the extent permitted by law.

Eligible employees at the Library are provided a wide range of benefits. A number of the programs (such as Social Security, Workers' Compensation) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification.

The following benefit programs are available to eligible employees:

- Auto Mileage
- Benefit Conversion at Termination
- Deferred Compensation
- Defined Benefit Retirement Plan
- Bereavement Leave
- Dental Insurance
- Educational Leave
- Employee Assistance Program (EAP)
- Employee Book Discounts
- Family Leave
- Flextime Scheduling
- Holidays
- Jury Duty Leave
- Life Insurance
- Long-Term Disability
- Meal Allowances for Business Travel
- Medical Insurance
- Medical Leave
- Military Leave
- Personal Leave (Floating Holiday)
- Sick Leave
- Vacation Benefits
- Voting Time Off (without pay)

Some benefit programs require contributions from the employee, but many are fully paid by the Library.

Vacation Benefits

Eligibility

The following employee classifications are eligible for vacation benefits according to the guidelines set forth in this policy:

- Regular full-time employees
- Regular part-time employees (prorated to a percentage of full-time)

Part-time employees working less than 20 hours per week are not entitled to vacation benefits. These employees may request time off without pay, subject to the approval of their direct supervisor.

Accrual of Vacation Leave

Following the first six calendar months of employment or the completion of their introductory period, whichever is less, benefited employees will be entitled to take vacation time off as it accrues. During the initial six months, vacation pay is earned but may not be used. Approval by the Library Director will be required if an employee wishes to use vacation time prior to the completion of their introductory period or six calendar months of employment.

A benefit year is based on the calendar year. Vacation time accrues from the date of hire in an eligible category and will be prorated during the first year of employment based on the hiring date. Holidays shall not be considered as vacation time used. Regular part-time employees will accrue vacation on a prorated basis.

Use of Vacation Leave

Paid vacation time can be used in minimum increments of one-half hour. To take vacation, employees must request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including Library needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time the vacation leave is taken.

Vacation Leave Carryover

Employees are strongly encouraged to take earned vacation during the benefit year it accrues. Employees are allowed to carry over a maximum of 240 hours accrued vacation to the next calendar year. If employees exceed 240 hours by December 31, the employee has until January 15th of the following year to use enough vacation to reach the 240-hour ceiling. Employees who exceed 240 hours after January 15th will lose the excess hours.

Upon termination of employment, employees will be paid for vacation benefits that have accrued through the last day of work. Vacation not yet earned by the employee will not be paid at termination. Compensation due an employee due to death shall be paid to the personal representative of the estate.

Vacation Benefits Eligibility Table

Length of Service	Days Per Month	Days Per Year
0 through 4 years	.833 (6.66 hours)	10
5 through 9 years	1.25 (10 hours)	15
10 through 19 years	1.66 (13.33 hours)	20
Over 19 years	2.08 (16.66 hours)	25

Sick Leave Benefits

Eligibility

The Library provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classifications:

- Regular full-time employees
- Regular part-time employees (prorated to a percentage of full time)

Accrual of Sick Leave

Eligible employees will accrue sick leave benefits at the rate of 12 days per year (1 day for every full month of service) increased to 14 days after two full calendar years of employment. Sick leave benefits are calculated on a “benefit year” which is based on the calendar year. Sick leave accrues from the date of hire in an eligible category and will be prorated during the first year of hire based on hiring date. Regular part-time employees accrue sick leave at a prorated percentage of full time.

Use of Sick Leave

Paid sick leave can be used in minimum increments of one-half hour. Eligible employees may use sick leave benefits for an absence due to their own illness or injury, or that of a child, parent, sibling, spouse or partner of the employee. Because the Library Board believes that preventive health care can reduce absences from work due to illness, employees may use sick leave benefits for an absence due to the employee’s or a family member’s (as defined above) scheduled appointments with doctors, dentists, or other medical professionals.

Payment of sick leave will be contingent upon prompt notification by the employee of the reason for requesting sick leave to the employee’s supervisor. Any sick day taken may require verification from a medical professional, if requested by the Library Director. Accumulated sick leave may not be used to extend vacation leave or other leaves of absence.

Sick Leave Carryover

Sick leave may be accumulated to a maximum of 960 hours. Employees are strongly encouraged to use sick leave as needed during the benefit year it accrues. Employees are allowed to carry over a maximum of 960 hours accrued sick leave to the next calendar year. Any sick leave hours earned above the 960 hour limit will be paid out in February of the following year at the rate of one-half the excess. For example, if an employee has 980 hours at the end of the calendar year, then the employee will be allowed to carry over 960 hours to the next calendar year and will be paid for 10 hours accrued sick leave at their regular rate of pay.

Upon termination of employment, employees who have worked for the Library for 5 years or more will be paid for 50% of the sick leave benefits that have accrued through the last day of work. Employees who have worked less than 5 years for the Library will not receive any payout for unused sick leave at termination. Compensation due an employee due to death shall be paid to the personal representative of the estate.

Holidays

Holidays

The Library be closed and will grant holiday time off to all eligible employees on the holidays listed below.

- _New Year's Day (January 1)
- _Martin Luther King, Jr. Day (third Monday in January)
- _Presidents' Day (third Monday in February)
- _Memorial Day (last Monday in May)
- _Independence Day (July 4)
- _Labor Day (first Monday in September)
- _Veterans' Day (November 11)
- _Thanksgiving (fourth Thursday in November)
- _Christmas Eve (December 24)
- _Christmas Day (December 25)
- _Any other day designated by the Library Board

If the holiday falls on a Saturday, the Library will be closed Friday and Saturday, with Friday being the paid holiday for eligible employees. If the holiday falls on a Sunday, the Library will be closed Sunday and Monday with Monday being the paid holiday for eligible employees.

Holiday Pay

The Library will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classifications:

- Regular full-time employees
- Regular part-time employees (prorated to a percentage of full time)

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided. Employees are not allowed to take both holiday pay and vacation or sick leave pay.

Special Exceptions

For individuals belonging to religious groups which have special observances on days other than the legal holidays observed, the Director may reasonably accommodate, upon request, and cause the schedule to be so arranged to permit the individual to be absent for the day of observance with the time to be made up as agreed upon unless doing so would create an undue hardship on the Library.

In addition to the recognized holidays previously listed, eligible employees will receive two floating holidays in each anniversary year which must be used in that calendar year and may not be carried over from year-to-year if unused.

Employee Assistance Program

The Village Business Institute Employee Assistance Program

The Village Business Institute EAP is a benefit provided to all employees free of charge. The program offers a full-range of personal, financial, and legal counseling services and programs that employees and their household members can access.

Employees have available to them a quantity of sessions equal to the number of household members times (x) 4, (Example: 5 household members times (x) 4 sessions per equals 20 available sessions for the household.) No household will have less than 8 available sessions. These sessions include access to the full range of counseling and programs available at The Village Business Institute EAP. If referred outside of The Village Business Institute EAP for medical reasons, it is the responsibility of the employee/family member to arrange payment for the service. Sessions may be applied towards face to face mental health counseling, financial counseling, legal counseling, wellness/education, and 24/7 crisis counseling.

Leaves of Absence

Educational Leave

The Library highly values continuing education and therefore provides educational leaves of absence without pay to eligible employees who wish to take time off from work duties to pursue course work that is applicable to their job duties with the Library.

Eligible employees may request an unpaid educational leave for a period of up to 12 months every ten years. Requests will be evaluated based on a number of factors, including anticipated work load requirements and staffing considerations during the proposed period of absence. The decision to grant an unpaid educational leave is within the sole discretion of the Library Director.

Benefits will be suspended during the leave and will resume upon return to active employment. When an educational leave ends, reasonable efforts will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, the Library cannot guarantee reinstatement in all cases.

If an employee fails to report to work at the end of the approved leave period, the Library will assume that the employee has resigned.

Military Leave

A military leave of absence will be granted to employees to attend scheduled drills or training or if called to active duty with the U.S. armed services. The leave will be unpaid. However, employees may use any available vacation time for the absence.

Subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible, health insurance benefits will be provided by the Library until the end of the first full month after military leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue in accordance with their federal COBRA rights. Refer to the Benefits Continuation (COBRA) policy for more information. When the employee returns from military leave, benefits will again be provided by the Library according to the applicable plans.

Employees on two-week active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with all applicable state and federal laws.

Pursuant to the Uniformed Services Employment and Reemployment Act ("USERRA"), every reasonable effort will be made to return eligible employees to their previous position or to a position the employee would have had if not for the interruption caused by the military service. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as the rate of vacation accrual and job seniority rights. The Library will not discriminate against any employee because of past, present, or future military service. No reemployed employee will be discharged except for cause for 180 days after reemployment if service was more than 30 days but less than 181

days or for one year after reemployment if service was more than 180 days.

Bereavement Leave

Up to 3 days paid leave of absence will be granted for a death in an employee's immediate family. Eligible employees are those in the following classifications:

- Regular full-time employees
- Regular part-time employees (prorated to a percentage of full time)

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

The Library defines "immediate family" as the employee's spouse, partner, parent, parent-in-law, child, grandparent, grandchild, sibling, or whose individual relationship with the employee is similar to persons who are related by blood or marriage.

Time Off to Vote

The Library encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their non-working hours, the Library will grant up to one hour of unpaid time off to vote.

Employees should request time off to vote from their supervisor at least two working days prior to the election day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

Jury Duty

The Library encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request paid administrative leave for jury duty. Jury duty pay will be calculated on the employee's base pay rate and any jury fee paid by the court must be reimbursed to the Library (less the mileage fee). Alternately, the employee may have the option of taking vacation leave and retain the amount paid by the court. Employee classifications that qualify for paid jury duty leave are:

- Regular full-time employees
- Regular part-time employees (prorated to a percentage of full time)

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits. The Library will continue to provide health insurance benefits for the full term of the jury duty absence on the same terms as if the employee were at work.

Family & Medical Leave of Absence

Employees may be eligible to take up to 12 weeks of unpaid family/medical leave within a 12 month period and be restored to the same or an equivalent position upon return provided that the employee has worked for the Library for at least 12 months and worked at least 1250 hours in the last 12 months. The “12 month period” is measured as a backward rolling 12 month period.

Reasons for Leave

If an employee is eligible, the employee may take family/medical leave for any of the following reasons:

1. Incapacity due to pregnancy, prenatal medical care, the birth of a child and/or to care for such child after birth;
2. The placement of a child with the employee for adoption or foster care;
3. To care for a spouse, son, daughter, or parent (“covered family member”) with a serious health condition; or
4. The employee’s own serious health condition renders the employee unable to perform the functions of the employee’s position.

Leave because of reasons one and two above must be completed within the 12 month period beginning on the date of birth or placement. In addition, spouses employed by the Library who request leave because of reasons one or two or to care for a parent with a serious health condition may only take a combined aggregate total of 12 weeks leave for such purposes during any 12 month period. If the spouses have taken less than the full 12 weeks of FMLA leave during the 12-month period, they are each entitled to take the difference between 12 weeks and the amount of FMLA leave they took individually due to their own serious health condition, or to care for a child or spouse with a serious health condition.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider (the second of which must occur within 30 days of the first day of incapacity), or one visit to a health care provider that occurs within seven day of the onset of the incapacity and a regimen of continuing treatment. Incapacity due to pregnancy and incapacity due to a chronic condition which requires periodic treatment (at least twice a year as directed by the provider) by a health care provider, continues over an extended period of time and which may cause episodic rather than a continuing period of incapacity are also included within the definition of continuing treatment.

Military Family Leave Entitlement

If an employee is eligible, the employee may use the 12-week family/medical leave

entitlement to take military family leave. This leave may be used to address certain qualifying exigencies related to the active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation of a spouse, son, daughter, or parent. Qualifying exigencies may include:

1. Attending certain military events;
2. Arranging for alternative childcare or care for a member's parent;
3. Addressing certain financial and legal arrangements;
4. Attending certain counseling sessions;
5. Addressing issues related to short-notice deployment;
6. Spending time with a covered family member who is resting and recuperating; and
7. Attending post-deployment briefings.

An employee may also be eligible for up to 26 weeks of leave to care for a covered service member during a single 12 month period. This single 12 month rolling-forward period begins with the first day the employee takes the leave. No more than a combined total of 12 weeks of this leave may be for a purpose other than military caregiver leave (i.e., birth, adoption, or placement for foster care of a son or daughter; in order to care for a spouse, son, or daughter with a serious health condition; for the employee's own serious health condition; or for a service member's qualifying exigency).

A covered service member includes: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty) that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy or is in outpatient status; or (2) is on the temporary disability retired list; or (3) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness that manifested itself before or after the service member became a veteran and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

If an employee misrepresents facts in order to be granted a family/medical leave, the employee may be subject to immediate termination.

Notice of Leave

If the need for family/medical leave is foreseeable, the employee must give the Library Director at least 30 days notice verbally or in writing. Failure to provide such notice may be grounds for delay of the leave. Where the need for leave is not foreseeable, the employee is expected to notify the Library as soon practicable.

Within five business days after the employee has provided this notice, the Library will complete and provide the employee with the DOL Notice of Eligibility and Rights. Employees must provide sufficient information for the Library to determine if the leave may qualify

for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the Library if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Certification

Medical Certification

If the employee is requesting leave because of the employee's own or a family member's serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. The medical certification must be provided within 15 days after it is requested, or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. The Library may directly contact the employee's (or family member's) health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator, or management official. The Library will not use the employee's direct supervisor for this contact. Before the Library makes this direct contact with the health care provider, the employee must be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the Library will obtain the employee's (or family member's) permission for clarification of individually identifiable health information.

The Library, at its expense, may require an examination by a second health care provider designated by the Library, if it reasonably doubts the medical certification initially provided. If the second health care provider's opinion conflicts with the original medical certification, the Library, at its expense, may require a third, mutually agreeable health care provider to conduct an examination and provide a final and binding opinion. The Library may also require medical recertification periodically during the leave and employees may be required to present a fitness for duty verification upon their return to work following a leave for the employee's own illness specifying that the employee is fit to perform the essential functions of the job.

Certification for a Qualifying Exigency

If the employee is requesting leave because of a qualifying exigency arising out of a covered family member's active duty or call to active duty status, the employee must provide a certification of the qualifying exigency and also supply a copy of the covered military family member's active duty orders or other documentation issued by the military indicating that the covered military member is on active duty or call to active duty (including the dates of the active duty service). The Library may also request additional information pertaining to the leave. The employee must respond to such request for certification within 15 days or provide a reasonable explanation for the delay. Failure to provide certification may result in denial of continuation of leave.

Certification for Service Member Family Leave

If an employee is requesting leave because of the need to care for a covered service member with a serious injury or illness, the Library may require the employee to supply certification completed by an authorized health care provider of the covered service member. In addition, the Library may also request additional information pertaining to the leave. The employee must respond to such request for certification within 15 days or provide a reasonable explanation for the delay. Failure to provide certification may result in denial of continuation of leave.

Substitution of Paid Leave

Family/Medical Leave is unpaid leave. If you request leave for any family/medical leave covered reason, you will be required to exhaust any remaining sick, vacation, and personal leave time before utilizing unpaid leave.

The exhaustion of this paid leave does not extend the leave period. In addition, if you are eligible for any additional paid leaves, such as short term/long term disability or worker's compensation, these leaves will also run concurrently with family/medical leave (where appropriate) and will not extend the leave period. When using paid leave in conjunction with family/medical leave, employees must comply with the requirements of the applicable paid leave policy.

Benefits During Leave

During an approved family/medical leave, the Library will maintain the employee's health benefits as if the employee continued to remain actively employed. Employees are required to pay their premium co-payments while they are on FMLA leave and are notified how to make the payments for their share of their group health plan premiums during leave. Employees who fail to return to work for a minimum of 30 calendar days following FMLA leave for any reason other than a serious health condition or other circumstances beyond their control will be required to repay the Company for premiums paid on their behalf while on leave.

Employees will not accrue vacation and/or sick leave during unpaid FMLA leave. However, the use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of the employee's leave. Taking FMLA leave does not count as a break in service for retirement plan purposes.

Intermittent Leave

Leave because of a serious health condition, to care for a service member with a serious injury or illness, or because of a qualifying exigency may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours an employee works per workweek or workday) if necessary. If leave is unpaid, the Library will reduce the employee's salary based on the amount of time actually worked. In addition, while the employee is on an intermittent or reduced scheduled leave, the Library may temporarily transfer the employee to an available alternate position which better accommodates the intermittent leave and which has equivalent pay and benefits.

Job Restoration

If the employee wishes to return to work at the expiration of the leave, the employee is entitled to return to the same position or to an equivalent position with equal pay, benefits, and other terms and conditions of employment. Employees returning from family/medical leave are required to notify the Library two days prior to their intended return date that they will be returning. The Library may also require an employee on family/medical leave to report periodically on the employee's status and intent to return to work. If the employee takes leave because of the employee's own serious health condition, the employee will be required to provide medical certification that the employee is fit to perform the essential functions of the job. Employees failing to provide the certification will not be permitted to resume work until it is provided.

Insurance

Medical Insurance

The Library's health insurance plan provides eligible employees and their dependents access to medical insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan:

- Regular full-time employees
- Regular part-time employees

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between the Library and the insurance carrier.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA) or equivalent state law. Refer to the Benefits Continuation (COBRA) policy for more information.

Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Administrative Assistant for more information about health insurance benefits.

Dental Insurance

The Library's dental insurance plan provides eligible employees and their dependents access to dental insurance benefits. Employees in the following employment classifications are eligible to participate in the dental insurance plan:

- Regular full-time employees
- Regular part-time employees

Eligible employees may participate in the dental insurance plan subject to all terms and conditions of the agreement between the Library and the insurance carrier.

Details of the dental insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Administrative Assistant for more information about dental insurance benefits.

Life Insurance

Life insurance offers you and your family important financial protection. The Library provides a basic life insurance plan for eligible employees.

Employees in the following employment classifications are eligible to participate in the life insurance plan after a 60 day waiting period.

Regular full-time employees
Regular part-time employees

Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between the Library and the insurance carrier.

Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees. Contact the Administrative Assistant for more information about life insurance benefits.

Long-term Disability

The Library provides a long-term disability (LTD) benefits plan to help eligible employees cope with an illness or injury that results in a long-term absence from employment. LTD is designed to ensure a continuing income for employees who are disabled and unable to work.

Employees in the following employment classifications are eligible to participate in the LTD plan:

Regular full-time employees
Regular part-time employees

Eligible employees may participate in the LTD plan subject to all terms and conditions of the agreement between the Library and the insurance carrier. Eligible employees may begin LTD coverage only after completing 60 calendar days of service.

Details of the LTD benefits plan including benefit amounts, limitations, and restrictions are described in the Summary Plan Description provided to eligible employees. Contact the Administrative Assistant for more information about LTD benefits.

Worker's Compensation Insurance

The Library provides workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Benefits Continuation (COBRA)

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) allows employees to continue in the Library's group health coverage (dental is not included) for a certain period

following a “qualifying event.” This coverage is at the employee’s own expense.

Employees must notify the Administrative Assistant if any of the following events occur that might make them or qualifying family members eligible for continued coverage under COBRA:

1. Termination of employment for reasons other than “gross misconduct”;
2. Reduction in the employee’s hours of employment;
3. Divorce or legal separation;
4. Dependent child loses status as a dependent under applicable plan rules;
5. Death of covered employee; or
6. Covered employee becomes eligible for Medicare and chooses Medicare as primary carrier, leaving dependents without coverage.

Failure to report these qualifying events may result in a delay or denial of coverage. Please contact the Administrative Assistant with any question you have about COBRA coverage or to report qualifying events.

Retirement

The Library has a Defined Benefit Retirement Plan with North Dakota Public Employees Retirement System (NDPERS).

NDPERS is a Defined Benefit Hybrid Retirement plan that pays vested members a retirement benefit, which is generally based on compensation, benefit multiplier, and years of retirement service credit. A vested member will receive the benefit determined under the plan regardless of the performance of the plan's investments.

Participation is mandatory for employees who work a minimum of 20 hours per week for 20 or more weeks of the year, are at least eighteen years of age, and are in a permanent position that is regularly funded and not of limited duration.

All eligible employees must be enrolled the first month of eligible employment, even when hired subject to a probationary period. There is no maximum age limit applicable for enrollment purposes.

Employees at least eighteen years old and not meeting the mandatory participation requirements may elect to participate in NDPERS within the first 180 days of employment, or within 180 days of changing from permanent to temporary/part-time employment. Retirement participation is at their own expense. They may not participate in NDPERS if actively contributing to another employer-sponsored plan.

Contributions:	Effective 1-1-17
Employee Contribution:	7.00%
Employer Contribution:	8.26%

Please contact the Administrative Assistant if you have any questions concerning NDPERS.

Compensation

It is the policy of the Grand Forks Public Library Board of Trustees to pay salaries which are consistent with industry standards and job performance. Other factors which will affect compensation are general economic conditions, availability of qualified employees, and the ability of the Library to fund the compensation program. The Library Board of Trustees recognizes the importance of equitable pay differentials for varied types of work.

Pay Periods

All employees are paid every other Friday. The work week runs from Sunday at midnight to Saturday at 11:59 p.m. In the event that a regularly scheduled payday falls on a day off such as a holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

Employees must have pay directly deposited into the bank account of their choice and will receive a statement of the applicable deductions and amount of wages deposited. Employees must review the statements carefully. In the event any employee believes there has been an improper deduction from his/her paycheck, the employee may file a complaint with the Administrative Assistant. The Library prohibits any improper deductions, and it will reimburse the employee if the deduction was improper.

Timekeeping

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require the Library to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should use the library time clock to accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or DEPARTURE FROM WORK FOR PERSONAL REASONS. Overtime work must always be approved before it is performed. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Overtime

Normal Library business should ordinarily be accomplished within regular work hours. On rare occasions, overtime hours may be required, particularly in emergency situations.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Paid holidays, paid sick leave, or paid vacation leave will not be considered hours worked for purposes of performing overtime calculations. Employees who work non-emergency overtime without receiving prior authorization from their supervisor may be subject to disciplinary action, up to and including possible termination of employment.

Complaints

The Library is committed to maintaining an open and fair method of resolving employee concerns and answering questions. To this end, the Library recognizes the need for a process by which employees may raise concerns or complaints related to their employment. Although the Library encourages employees to use this procedure, it is not intended to constitute a contract or create any contractual rights in employees. This policy does not modify any employee's at-will employment status.

Definition

A complaint is a claim initiated by an employee alleging that the employee's employment or productivity has been adversely affected by one or more of the following:

1. Unfair treatment;
2. Unsafe or unhealthy working conditions; or
3. Unfair application of Library policies and procedures.

If the employee has a complaint concerning unlawful discrimination or harassment, then the employee is required to follow the reporting procedure discussed in the Non-Discrimination and Anti-Harassment Policy.

Process

When a problem or concern first arises, the employee should submit a complaint in writing to his/her supervisor within 5 days of the incident. The employee's supervisor will try to resolve the issue quickly after notification and respond in writing.

Should the employee still feel that the problem has not been fairly or thoroughly considered, the employee may appeal to the Library Director within 10 calendar days after the supervisor's response. The Library Director will set up a meeting with the employee and any other relevant parties, and will make a decision within 10 days of receipt of the appeal.

If the complaint remains unresolved after it has been brought to the Library Director, the employee may then appeal in writing to the President of the Board of Library Trustees within 15 calendar days after the receipt of the Director's decision. The Board will consider the matter at their earliest convenience and respond in writing with a final decision.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.

Resignation & Dismissal

Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with the Library. Although advance notice is not required, the Library requests at least two weeks' written notice of resignation from all employees and four weeks' notice from librarians/department heads.

Dismissal

All employment with the Library is at will. This means that either the employee or the Library may terminate the employment relationship at any time, for any lawful reason with or without prior notice.

Dismissal action will always be taken by the Library Director in consultation with the employee's direct supervisor

Work Conditions

Work Schedules

As a public service entity, most work schedules may include evenings, Saturdays, and Sundays. Full time employees will generally not be required to work more than 2 evenings per week, and they will generally not be required to work more than every other Saturday or Sunday.

Work schedules are normally arranged by the head of the department subject to the needs of the department.

Absences & Tardiness

To maintain a safe and productive work environment, the Library expects employees to be reliable and to be punctual in reporting for scheduled work. Reliable and punctual attendance is an essential job function for every position with the Library. Absenteeism and tardiness place a burden on other employees and on the Library. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled for any reason, including illness, they should notify their supervisor as soon as possible prior to their scheduled starting time.

Frequent tardiness and excessive unexcused absences are both grounds for dismissal.

Meals and Rest Periods

The normal lunch and dinner period is 1/2 or 1 hour in length, as scheduled by the head of the department. Lunch and dinner periods are unpaid time.

Employees are normally permitted a paid, 20-minute rest period during each half day on duty. A half day is considered to be 4 continuous hours.

Lost time may not be made up by skipping meals or rest periods.

Time allowed for meals or rest periods may not be accumulated for future use, and time allowed for a rest period may not be added to a later lunch or dinner period so as to create a 50 or 80-minute period.

It is also to be understood that a 20-minute rest period is a privilege and not a guaranteed right. Employees will be expected to forgo the rest period if, because of personnel shortages or other unusual conditions, public service will be affected.

Nursing Mother

The Library will provide reasonable break time for an employee to express breast milk for her nursing child for 1 year after the child's birth each time such employee has need to express the milk. The employee and the Library Director together will determine a reasonable milk expression schedule.

The Library will provide a place, other than a bathroom, that is shielded from view and free from intrusion of coworkers and the public, which may be used by an employee to express breast milk. The location will have access to “Do Not Disturb” sign-age to place on doors. In addition, the Library will provide access to a nearby sink and a refrigerator to store breast milk.

The Library is not required to compensate an employee receiving reasonable break time for any work time spent for such purpose. However, employees may utilize their paid 20 minute breaks for this purpose.

Staff Lounge

The Staff Lounge is available for breaks and meals. Employees are responsible for cleaning their own dishes and utensils and for cleaning up after themselves.

Dress

In a service-oriented organization where almost all staff members are in constant contact with the public, the dress and manner of staff members contribute directly to the impression that the Library makes on the community. For that reason, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions.

The following are examples of unacceptable clothing: see-through, clinging, excessively tight or revealing garments, torn garments, athletic shorts, and extremely short skirts or shorts. The above is not to be construed as an all-inclusive list. Employees should consult their supervisor with questions regarding what constitutes appropriate attire.

All employees are expected to wear some type of footwear in the building.

Employees who appear for work inappropriately dressed may be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

Smoking

In keeping with the Library’s intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace. Smoking is also prohibited within 20 feet of entrances, exits, operable windows, air intakes, and ventilation systems

This policy applies equally to all employees, patrons, and visitors.

Inclement Weather and Other Emergency Closings

At times, emergencies such as severe weather, fires, or power failures can disrupt Library operations. In extreme cases, these circumstances may require the closing of the Library. The primary factor of any decision regarding Library closure is the safety of library staff and

customers. The decision to close the Library will be based upon:

1. Current weather conditions and forecasts,
2. Bus operations (school and/or city),
3. Business and shopping center closings,
4. Availability of staff to open and operate the Library,
5. Condition of the building's equipment, and/or
6. Requests for closure by local or state agencies.

The decision to close will be made by the Library Director. If the Library Director is unavailable, the decision will be made by the senior staff member on duty. In the event that such an emergency occurs, local radio and/or television stations will be asked to broadcast notification of the closing.

When operations are officially closed due to emergency conditions, scheduled employees will be paid for the time they were scheduled to work within that day. If the Library is open and an employee cannot get to work or leaves early due to inclement weather, they may choose to:

1. Make up the time (if within the same week as determined by the Fair Labor Standards Act),
2. Use the time as vacation time, or
3. Take an unpaid leave of absence.

Professional Activities & Travel

Staff members and members of the Library Board are encouraged to attend professional meetings and participate in professional activities. The Library's annual budget provides funds for certain professional activities and travel allowances. Participation may be limited by the needs of the department and budget limitations.

Prior Approval

No travel or activity involving reimbursement of expenses or use of regular work time will be undertaken by any employee without the prior approval of the Library Director. If an employee finds a professional development activity of interest, the employee should discuss it with the Library Director well in advance of the event.

The selection of employees to attend specific conferences, workshops, and meetings will be made by the Library Director. Employees whose travel plans have been approved are responsible for making their own travel arrangements, unless otherwise informed.

Reimbursable Transportation Expenses

Round trip transportation by the most convenient and/or economical means will be determined by the Library Director.

It is acceptable for an employee to rent a car rather than using their personal vehicle for business trips. When travel by private auto is the most convenient or economical, reimbursement will be at the rate per mile as most recently approved by the City of Grand Forks, up to a maximum of 1,000 miles for each round trip.

All parking and toll charges incurred while traveling on authorized library business or while attending approved professional activities or meetings will be reimbursed.

Reimbursable Lodging and Meals

The reasonable cost of lodging, meals, and other expenses directly related to accomplishing travel objectives will be reimbursed by the Library. Employees are to use common sense and discretion in incurring travel expenses and should use reasonable efforts to limit expenses. Expenses may be paid using a library credit card, the employee's personal credit card with later reimbursement for actual expenses incurred after submitting an expense report with receipts attached, or by per diem. The Library Director has discretion to choose the method of reimbursement depending on the situation. Per diem rates for out-of-state locations will vary. For in-state or out-of-state per diem amounts, please contact the Office Administrator.

All expenses will be paid by the Library directly when possible or reimbursed at cost. A copy of the receipt is necessary for all expenses, whether prepaid or reimbursed.

Registration Fees

Registration fees required for approved attendance at library conferences and workshops or

at other related organizational or civic meetings will be fully paid by the Library.

Membership Dues

Basic membership in the American Library Association and the North Dakota Library Association are paid in full by the Library for all employees with the MLS degree and may be paid for other employees on a case-by-case basis at the discretion of the Library Director. Unless otherwise approved, the employee must pay for additional divisions or associations.

Membership dues in other library and related professional organizations will be reimbursed or partially reimbursed at the discretion of the Library Director.

Records and Receipts

Reimbursable expenses involved in authorized travel or attendance at professional activities will be paid only upon presentation of proper evidence that the travel has actually been performed or the activity actually attended.

Receipts for commercial transportation, registration fees, room rental, and meals not covered by the per diem rate will be required.

Payment of Reimbursable Expenses

Major travel and activity expenses will be reimbursed by check usually at the regular time of the month when all library bills are paid. Major reimbursable expenses involving long distance travel and per diem may be calculated and paid in advance with the understanding that if the advance exceeds the actual authorized expenses, the employee will refund the excess amount. Minor reimbursements may be paid from petty cash in order to avoid personal hardship.

Routine travel and activity expenses will be reimbursed by regular monthly payments based on travel vouchers submitted by individual employees and approved by the Library Director.

Paid Time

Employees will typically be paid for travel time and participation time.

All-Staff Meeting/All-Staff Training Day

All employees are expected to attend the all-staff meetings, which are held before or after library business hours, as well as the annual all-staff training day, which takes place on Columbus Day each year and the library is closed.

Compensatory time will be paid to full and part-time non-exempt employees.

Employee Conduct

Employee Conduct

To ensure orderly operations and provide the best possible work environment, the Library expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the work place. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- _Falsification of timekeeping records
- _Working under the influence of alcohol or illegal drugs
- _Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- _Fighting or threatening violence in the workplace
- _Boisterous or disruptive activity in the workplace
- _Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- _Insubordination or other disrespectful conduct towards Library personnel or patrons
- _Violation of safety or health rules
- _Smoking in prohibited areas
- _Sexual or other unlawful or unwelcome harassment
- _Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- _Excessive absenteeism or any absence without notice
- _Unauthorized use of telephones, mail system, or other Library-owned equipment
- _Violation of personnel policies
- _Bullying

This list is illustrative only and does not include all examples of conduct that may lead to termination. Other incidents that the Library deems serious may lead to immediate termination in the Library's sole discretion. Nothing in this policy modifies any employee's at-will employment status.

Conflict of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. A conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the Library's business dealings.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any actual or potential influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of the Library, as soon as possible, so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant

ownership in a firm with which the Library does business but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Library.

Outside Employment

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

If the Library determines that an employee's outside work interferes with performance or the ability to meet the requirements of the Library, as they are modified from time-to-time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the Library.

Outside employment will present a conflict of interest if it has an adverse impact on the Library.

Use of Phone and Mail Systems

Personal use of telephones for long-distance and toll calls is not permitted. Employees should practice discretion in using library telephones when making local personal calls and will be required to reimburse the Library for any charges resulting from their personal use of the telephone.

The use of the Library-paid postage for personal correspondence is not permitted.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner.

Computer and E-mail Usage

Computers, computer files, the email system, and software furnished to employees are Library property intended for Library use. In addition, all files or data created, received, or maintained with the Library's hardware and software remain the property of the Library. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email usage may be monitored. The Library also reserves the right to review, copy, disseminate, and use for its own legitimate work purposes any information on its computers, including email and voicemail. All employees consent to these rights of the Library as a condition of their employment, and employees have no expectation of privacy in their e-mail communications or Internet usage.

The Library strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the Library prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

Employees should notify their immediate supervisor, or any member of management, upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Return of Property

Employees are responsible for all property, keys, materials, or written information issued to them or in their possession or control. Employees must return all Library property immediately upon request or upon termination of employment. Where permitted by applicable laws, the Library may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The Library may also take all action deemed appropriate to recover or protect its property.

Workplace Monitoring

Workplace monitoring may be conducted by the Library to ensure material control, employee safety, security, and customer satisfaction.

Computers furnished to employees are the property of the Library. As such, computer usage and files may be monitored or accessed.

The Library may conduct video surveillance of non-private workplace areas. Video monitoring is used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.

Non-Discrimination & Anti-Harassment

It is Library policy that all employees at the Library are responsible for assuring that the workplace is free from unlawful discrimination and harassment. The Library's policy prohibits all forms of sexual harassment or other harassment based on other protected characteristics. Because of our strong disapproval of offensive or inappropriate behavior at work that directly or indirectly has sexual connotations, all employees must avoid any action or conduct which could be viewed as sexual harassment.

In order to provide a productive and pleasant working environment, it is important that we at the Library maintain an atmosphere characterized by mutual respect. The types of conduct characterized as unlawful harassment below will not be tolerated. In addition, we will endeavor to protect employees, to the extent possible, from reported harassment by non-employees in the workplace.

“Sexual Harassment” Defined

“Sexual harassment” has been defined by federal and state laws and regulations as a form of sex discrimination. It is against the Library's policy for any employee, male or female, to sexually harass another employee by:

- _ Making unwelcome sexual advances;
- _ Directly or indirectly requesting sexual favors;
- _ Engaging in other verbal or physical conduct of a sexual nature;
- _ Making submission or rejection of such unwelcome conduct the basis for employment decisions affecting an employee; or
- _ Creating an intimidating, hostile, or offensive working environment by such conduct.

Sexual harassment may also exist when:

- _ Conduct by any other employee unreasonably interferes with an employee's work performance or creates an intimidating work environment.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale and that, therefore, interferes with work effectiveness.

Such behavior or conduct may take various forms, for example:

- _ Verbal – Comments with suggestive or sexual innuendos, propositions or threats involving matters of a sexual nature.
- _ Nonverbal – The display of sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling or making obscene gestures.
- _ Physical – Unwanted physical contact, including touching, pinching, brushing the body, coerced sexual intercourse or assault.

Other Forms of Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex (including pregnancy), age, national origin, genetic information, mental or physical disability, sexual orientation, veteran status, marital status, status with regard to public assistance, participation in lawful activity off the employer's premises during non-working hours which does not directly conflict with the essential business interests of the Library, or any other characteristic protected by law, and that:

- _Has the purpose or effect of creating an intimidating, hostile, or offensive work environment.
- _Has the purpose or effect of unreasonably interfering with an employee's work performance.
- _Otherwise adversely affects an employee's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes and displays or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mails).

Reporting Procedures

Any employee who has a complaint of harassment or discrimination at work by anyone, including supervisors, co-workers, or visitors should IMMEDIATELY bring the problem to the attention of the Library Director or to the President of the Library Board. Any employee determined to have violated this policy will be subjected to appropriate disciplinary procedures, up to and including termination.

All inquiries and/or complaints will be investigated at once by the Library Director and Board President. All complaints will be handled in a timely manner. All complaints will further be acted upon in confidence, if possible, given legal requirements and the need to gather facts, conduct an effective investigation, and take necessary corrective action. The purpose of this provision is to encourage the reporting of any incidents of harassment or discrimination, to protect to the greatest extent possible the privacy of the employee who files a complaint, and to protect the reputation of any employee wrongfully charged with harassment or discrimination.

Investigation of a complaint will normally include conferring with the parties involved and any witnesses. All employees will be protected from coercion, intimidation, retaliation, interference or discrimination for filing a good faith complaint or assisting in an investigation. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. An employee's failure to fulfill this obligation could affect his or her rights in pursuing legal action.

A non-employee who subjects an employee to harassment or discrimination will be informed of the Library's Non-Discrimination and Anti-Harassment Policy, with such other action being taken as appropriate.

Employee's Responsibility

All employees should conduct themselves in a way that ensures they do not take part in acts or actions that constitute harassment or discrimination. The availability of the above-described complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

Every supervisor is responsible for making sure that the employees within their area of responsibility are aware of this policy, for ensuring that personnel decisions are in accordance with this policy, and for taking corrective actions (after consultation with the Library Director and Board President) when improper behavior is observed or reported.

The Library recognizes that the question of whether a particular action or incident is a purely personal, social relationship without discriminatory employment effect requires a factual determination based on all the circumstances. Given the nature of this type of discrimination, the Library also recognizes that false accusations of harassment can have serious effects on innocent individuals. We trust that all employees will continue to act responsibly to establish and maintain a pleasant working environment.

The Library encourages all employees to discuss any questions that they may have regarding harassment or discrimination with the Library Director, Department Heads, or Board President.

Americans with Disabilities Act

The Library is committed to complying with all employment-related provisions of the Americans with Disabilities Act of 1990 (“ADA”), as amended, and the North Dakota Human Rights Act (“NDHRA”). It is the Library’s policy to prohibit discrimination against any individual with a disability who is qualified with regard to any terms or conditions of employment because of such individual’s disability, record of disability, or perceived disability.

To be covered under this policy, an employee or applicant must be an individual with a disability, defined as an individual who is substantially limited in one or more major life activities, including designated major bodily functions. An employee or applicant must further be “qualified” for the position sought or held. A “qualified individual,” among other things, is defined by the ADA as an individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that the individual holds or desires.

Consistent with this policy of nondiscrimination, the Library will provide reasonable accommodations to individuals with disabilities who are qualified, who have made the Library aware of their disabilities, and need for accommodation, provided that such accommodations do not constitute an undue hardship or pose a direct threat to the safety of the employee or others that cannot be eliminated or reduced to an acceptable level with reasonable accommodation.

The definition of disability under this policy should be construed in favor of broad coverage of individuals when to do so would not cause undue hardship to the Library.

Scope of Policy

The Library’s policy of reasonable accommodation extends to all accommodations necessary to allow individuals with disabilities to enjoy equal employment opportunities that do not pose undue hardship. This includes the obligation to make reasonable accommodation to allow individuals with disabilities to participate in the application and hiring process and to enjoy equal benefits and privileges of employment as are enjoyed by all employees.

Procedure for Requesting an Accommodation

Employees with disabilities, who believe they need a reasonable accommodation to perform the essential functions of their job, participate in the application and hiring process, or to enjoy equal benefits and privileges of employment, should inform the Library Director as soon as the need for accommodation becomes apparent to them. Upon receipt of an accommodation request from an employee, the Library Director should meet with the employee to discuss the request, possible accommodations, and determine if additional information is necessary. Applicants requiring accommodation should inform the Library Director of the need for accommodation as early in the application process as is possible.

The Library Director may ask for additional medical information from an employee requesting reasonable accommodation to assist in responding to the accommodation request. In such instances, the Library

Director may seek authorization from the employee or applicant to contact the individual's health care provider(s) directly; may ask the individual to provide the requested information from the health care provider; or suggest a joint discussion involving the employee, his or her medical provider, and the Library Director.

The Library Director will keep medical information obtained in the accommodation process confidential. It may only be disclosed as follows:

- _To supervisors and managers where they need medical information in order to provide a reasonable accommodation or to meet an employee's work restrictions;
- _To first aid and safety personnel if an employee would need emergency treatment or require some other assistance (such as help during an emergency evacuation) because of a medical condition;
- _To individuals investigating compliance with the ADA and with similar state and local laws; and
- _Pursuant to workers' compensation laws (e.g., to a state workers' compensation office in order to evaluate a claim) or for insurance purposes.

The Library Director will determine the feasibility of the requested accommodation considering such factors as: a) the nature and cost of the accommodation; b) the Library's overall financial resources, and c) the effect on expenses and resources and the impact of the requested accommodation on its operations, among others.

The Library Director will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement to the Library Board explaining the reasons for the request. If the request on appeal is denied, that decision is final.

The Library will attempt to provide the accommodation requested in light of its circumstances and abilities. The Library is not required to provide the best possible accommodation, to reallocate essential job functions, to provide personal use items (e.g., eyeglasses, hearing aids, wheelchairs, etc.), or to provide an accommodation that would be an undue hardship.

An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against on the basis of disability should notify the Library Director. All such inquiries or complaints will be treated as confidential to the extent possible and as required by law.

The Library will provide accommodations to employees and job applicants who have medical or physical limitations on a broad basis, without making an extensive inquiry as to whether the employee is legally disabled within the meaning of the ADA or state law. Thus, an accommodation to an employee does not mean that the Library believes or concedes that an employee has a legal disability.

Substance Abuse

The Library is committed and obligated to provide employees with a work place that is safe, productive, and conducive to the welfare of all.

Abuse of drugs and alcohol inhibit an employee from proper performance of duties. In addition, the over-use and abuse of drugs and alcohol by any Library employee would create an unacceptable and dangerous work environment resulting in a risk to the safety and well-being of all Library employees and the patrons served.

The Library Board also believes that patrons are entitled to expect that the employees who serve them obey the law, are reasonably fit and healthy, and are free from the effects of drugs and alcohol.

The Library maintains a list of groups and organizations which provide Employee Assistance Programs (EAP) to aid employees affected by substance abuse. The goal of the EAP is to provide an outlet which employees can access when problems arise.

For those employees found abusing substances, the appropriate discipline may include mandatory employee referral to an EAP Provider for counseling. The employee may be given the option of EAP involvement in addition to or in lieu of receiving the disciplinary action warranted. The appropriate disciplinary action may be held in abeyance pending compliance with the EAP plan and/or acceptable job performance.

Employees are encouraged to voluntarily disclose the excessive use of alcohol and/or illegal drugs before being confronted, tested, or otherwise involved in drug and/or alcohol related discipline or proceedings. An individual who does so may be granted time off for treatment, rehabilitation, or counseling. Employees who voluntarily disclose the excessive use of alcohol and/or illegal drugs before being confronted, tested, or otherwise involved in drug and/or alcohol related discipline or proceedings will not be discriminated against because of this disclosure nor will the information that is disclosed be used as the sole basis for discipline.

Drug and Alcohol-Free Work Place

The Library shall be free from the non-medical use of controlled substances and free from alcohol. All employees are prohibited from the following – the unlawful manufacture, distribution, dispensing, possession, use, or being under the influence of a controlled substance while on library premises or while engaged in library activities.

For the purposes of this policy, a controlled substance is any of the following:

- _Not legally obtainable; or
- _Being used in a manner different than prescribed; or
- _Legally obtainable, but has not been legally obtained

As a condition of employment each employee shall agree to abide by the Library's policy on a drug and alcohol-free work place.

Consequences for Violation of Policy

Violation of the standards of conduct in this policy shall result in disciplinary action, up to and including termination of employment and referral for prosecution under local, state, and federal law. In addition, the Library reserves the right to require an employee who violates this policy to satisfactorily participate in an approved drug or alcohol abuse program.

Notification of Drug Convictions

It is a federal requirement that any employee involved in a library activity which receives funds from the federal government must notify the Library Director within 5 days of any conviction for a criminal drug violation on library premises or while performing work for the library.

Any such employee shall be disciplined by the Library in accordance with this policy and may be required to satisfactorily participate in a drug or alcohol abuse program.

The Library Director shall notify the appropriate governmental agency (from which the Library received grant monies) of that employee's conviction within 10 days after being notified of the conviction.

Dissemination of Information

The Library shall provide each employee with a copy of this policy, notify employees that compliance is mandatory, and post it in a place where other information for employees is posted.

The Library will make available to staff information from anti-drug and anti-alcohol abuse organizations and enlist the aid of community and state agencies to provide information to Library employees.

The Library provides medical coverage for eligible employees, which includes outpatient and inpatient treatment for substance abuse subject to the terms and conditions of the group's medical carrier.

Employee Acknowledgment Form

I acknowledge that I have read the Grand Forks Public Library Personnel Policy handbook and have had the opportunity to ask questions regarding its application to my employment with the Grand Forks Public Library. I understand that this employee handbook describes important information about the Grand Forks Public Library and that I should consult my supervisor regarding any questions not answered in the handbook. Since provisions of the handbook are subject to change, I further understand that revisions to the handbook may supersede or eliminate one or more existing policies.

I further acknowledge that acquainting myself with the procedures and work rules within my department is my responsibility and that this information is available from my department supervisor.

I acknowledge that this handbook is not a contract of employment, express or implied, with the Grand Forks Public Library and my employment is “at will.” Employment relationships without a specific term exist at the will of both parties and can be terminated by either party at any time upon notice to the other for any lawful reason. I have received, read, understand, and agree to comply with both the policies contained in this handbook and any subsequent revisions, including the Library’s harassment and discrimination policies. I further understand that I have an obligation to promptly report such harassment or discrimination. I understand that any report of harassment or discrimination made in good faith under these policies will in no way jeopardize or damage my employment status with the Grand Forks Public Library.

I acknowledge that I have read and understand the Grand Forks Library’s policies regarding use of the Library’s communication resources and agree to abide by such policies. I understand that the use of the Library’s communication resources is subject to monitoring and review by the Library without notice to employees. I understand that the Library reserves the right to search any employee’s personal belongings, desk, work area, and/or locker as dictated by business necessity. I expressly authorize and consent to such searches as a condition of employment. I also authorize and consent to the Library’s review of all messages and information created or received using the Library’s communication resources, including voice-mail, e-mail, or computer messages or files. I consent to the Library’s disclosure of such information without my permission when necessary for business purposes and agree to hold the Grand Forks Public Library harmless for such disclosure.

EMPLOYEE’S SIGNATURE

DATE